

CHI TESTER USER'S GUIDE

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Note: *If you find you’ve strayed from the steps in a section, it is easier to start back at step 1. **Do not** try to back track and **do not** hit the back button option on your browser as you may be logged out of Chi Tester.*

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Proctor Set-Up

After logging in to Chi Tester, follow the steps below to set up a proctor.

Step 1: Click **Distance Tests**

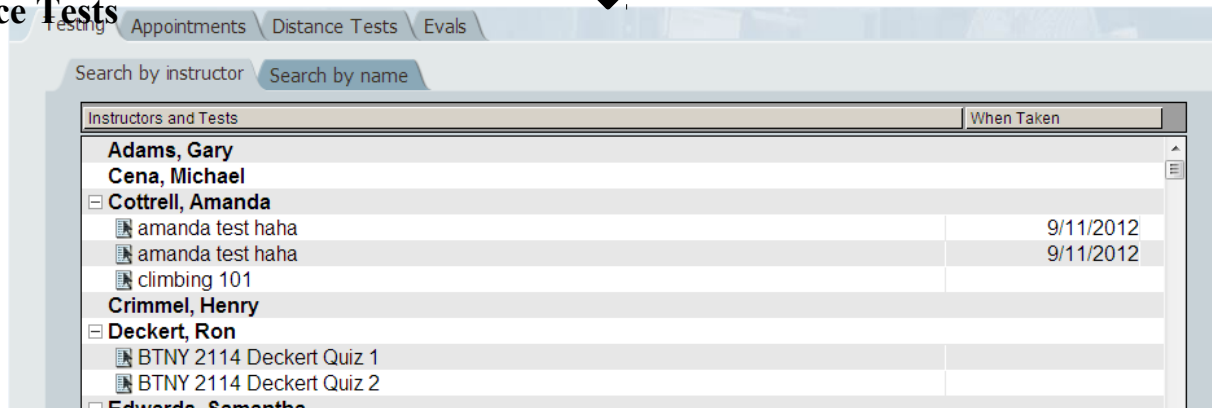



Figure 1.1

Step 2: Click **Set Up a Proctor**

 [click here](#) This hypertext will link you to an example of a proctor submission form. This submission form is also located in Appendix A.

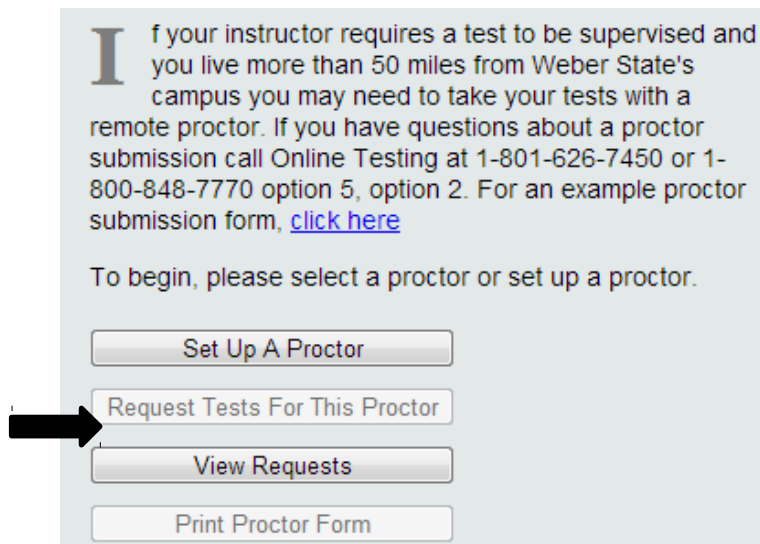
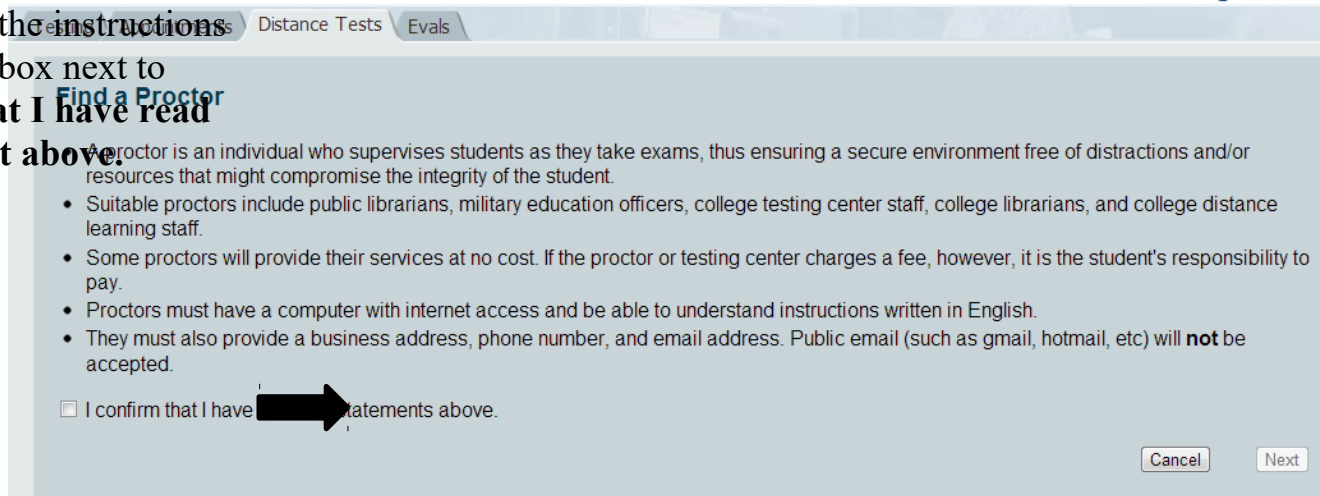


Figure 1. 1

Step 3: Read the instructions
and click the box next to
**I confirm that I have read
the statement above.**



Distance Tests Evals

Find a Proctor

A proctor is an individual who supervises students as they take exams, thus ensuring a secure environment free of distractions and/or resources that might compromise the integrity of the student.

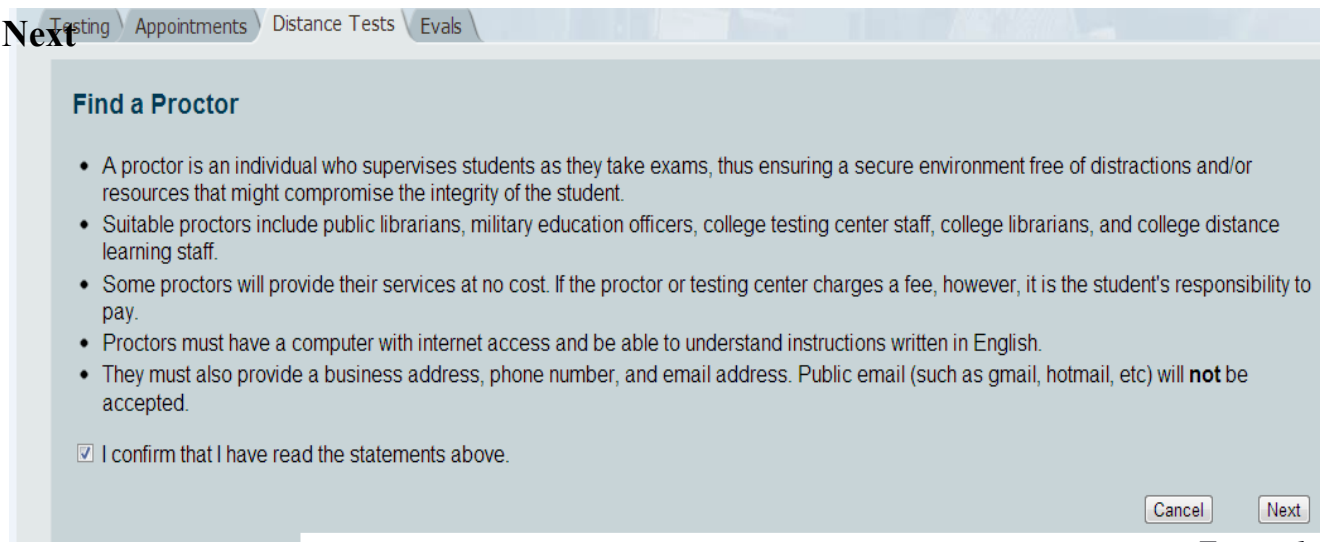
- Suitable proctors include public librarians, military education officers, college testing center staff, college librarians, and college distance learning staff.
- Some proctors will provide their services at no cost. If the proctor or testing center charges a fee, however, it is the student's responsibility to pay.
- Proctors must have a computer with internet access and be able to understand instructions written in English.
- They must also provide a business address, phone number, and email address. Public email (such as gmail, hotmail, etc) will **not** be accepted.

☐ I confirm that I have read the statements above.

Cancel Next

Figure 1.2

Step 4: Click Next



Testing Appointments Distance Tests Evals

Find a Proctor

- A proctor is an individual who supervises students as they take exams, thus ensuring a secure environment free of distractions and/or resources that might compromise the integrity of the student.
- Suitable proctors include public librarians, military education officers, college testing center staff, college librarians, and college distance learning staff.
- Some proctors will provide their services at no cost. If the proctor or testing center charges a fee, however, it is the student's responsibility to pay.
- Proctors must have a computer with internet access and be able to understand instructions written in English.
- They must also provide a business address, phone number, and email address. Public email (such as gmail, hotmail, etc) will **not** be accepted.

☒ I confirm that I have read the statements above.

Cancel Next

Figure 1.3

Step 5: Read the instructions provided and select an option that best suits your situation.

The screenshot shows a web interface with three tabs: 'Appointments', 'Distance Tests', and 'Evals'. The 'Distance Tests' tab is active. Below the tabs, there is a text area that reads: 'You may search for existing proctors in your area by typing in all or part of your zip code or the proctors last name if you know it. A map of all the approved proctors is available [here](#). You can also create a new proctor by clicking on the 'Create New Proctor' button.'

Below this text is a form with a label 'Proctor ZIP or Last Name:' followed by a text input field. To the right of the input field are two buttons: 'Search Existing Proctors' and 'Create New Proctor'.

Below the buttons is a table with three columns: 'Proctors Name', 'Institution', and 'ZIP'. The table is currently empty.

Figure 1.4

- A. [here](#). This hypertext will open up a window to a map of approved proctors all over the world. This map is listed in Appendix A2. Use this option if you do not already have a name of a proctor you would like to use.
- B. [Search Existing Proctors](#)
Use this tab if you know the name of an approved proctor you would like to use.
- C. [Create New Proctor](#)
Use this tab if you have met someone you would like to use as your



A. Find an Approved Proctor on the Map

If you selected this option, follow the steps below. Otherwise, proceed to the next option.

Step 1: Click [here](#)


The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Testing', 'Appointments', 'Distance Tests', and 'Evals'. Below the navigation bar, there is a text area that reads: 'You may search for existing proctors in your area by typing in all or part of your zip code or the proctors last name if you know it. A map of all the approved proctors is available [here](#). You can also create a new proctor by clicking on the 'Create New Proctor' button.'

Below this text, there is a search form with a label 'Proctor ZIP or Last Name:' followed by a text input field. To the right of the input field are two buttons: 'Search Existing Proctors' and 'Create New Proctor'. A large black arrow points to the 'Search Existing Proctors' button.

Below the search form is a table with three columns: 'Proctors Name', 'Institution', and 'ZIP'. The table is currently empty.

Figure a.1

Step 2: Find your location on the map.

 The map functions like Google Maps. Use zoom in/out functions and satellite/street view functions to assist your search.

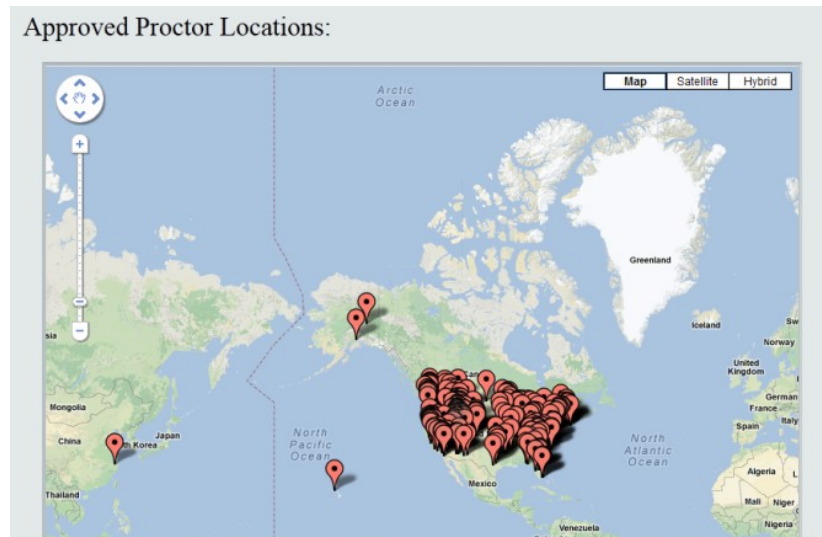
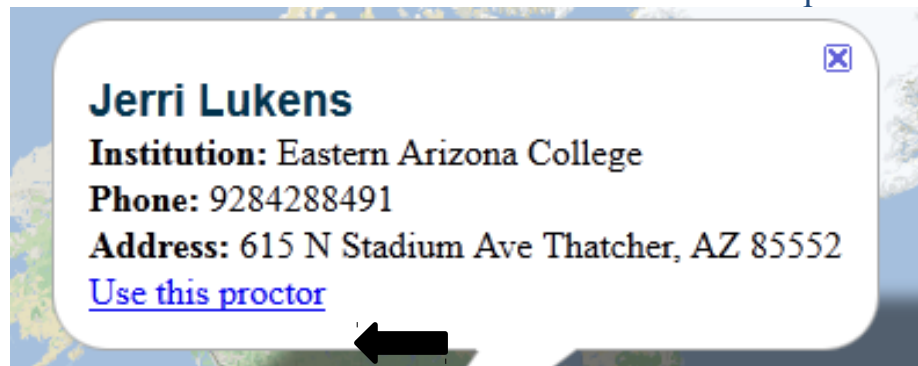


Figure a.2

Step 3: Click the red flag closest to your location. The proctor's name and location will appear.



Step 4: Click **Use this proctor**

Figure a.3

Step 5: Follow the steps under **Create a New Proctor** to fill out and submit the proctor approval form.

Step 4: Follow the steps under **Create a New**  or to fill out and submit the proctor approval form.

B. Search Existing Proctors

If you know a proctor exists in your area, or you know the name of a proctor, you can search the proctor using these steps.

Search Existing Proctors

Step 1: Enter a proctor's ZIP code or last name in **Proctor ZIP or Last Name** box.

Step 2: Click **Search existing proctors**

You may search for existing proctors in your area by typing in all or part of your zip code or the proctors last name if you know it. A map of all the approved proctors is available [here](#). You can also create a new proctor by clicking on the 'Create New Proctor' button.

Proctor ZIP or Last Name:

| Proctors Name | Institution | ZIP |
|---------------|-------------|-----|
|---------------|-------------|-----|

Figure b.1

You may search for existing proctors in your area by typing in all or part of your zip code or the proctors last name if you know it. A map of all the approved proctors is available [here](#). You can also create a new proctor by clicking on the 'Create New Proctor' button.

Proctor ZIP or Last Name: 85552

| Proctors Name | Institution | ZIP |
|---------------|-------------------------|-------|
| Lukens, Jerri | Eastern Arizona College | 85552 |

Figure b.2

Step 3: Choose a proctor from the list and select their name.

C. Create a New Proctor

If you selected this option, follow the instructions below.

Create New Proctor

Step 1: After clicking **Create New Proctor** a form will appear called **Proctor Approval Form Builder**. Fill out the form and click **Print Form/Submit**.

Proctor Approval Form Builder

Student Information:

First Name:

Last Name:

W Number: (8 digits)

Phone:

Wildcat Email: @mail.weber.edu

Proctor Information:

First Name:

Last Name:

Position:

Email:

Company or Organization:

Business Address:

Zip Code:

Business Phone:

Fax Number:



Figure c.1

Step 2: Chi-Tester will automatically fill your information into the form and bring up print screen. **Print** the form.


Step 3: Both you and your proctor should **sign** the form.

**WEBER STATE UNIVERSITY
PROCTOR APPROVAL/AGREEMENT FORM**

| | | | |
|--|--|---|--|
| Section A. -TO BE COMPLETED BY THE STUDENT | | | |
| 1. Name: Joe Student | | W Number: W12345678 | |
| Phone: 801-555-1234 | | Email: jostudent@mail.weber.edu | |
| 2. I, Joe Student, confirm that (1) the proctor I have chosen conforms to the guidelines of approved proctors established by Weber State University's Distance Learning office, (2) that I am responsible for any fee, if applicable, for proctoring services (3) that the information provided on this form is accurate. | | | |
| 3. Student Signature (required): _____ | | Date: _____ | |
| Section B. -TO BE COMPLETED BY THE PROCTOR | | | |
| 1. Proctor's Name: Joe Proctor | | Position: Testing Center Director | |
| Company or Organization: Chi University | | | |
| Business Address: 123 Maple St. Ogden, UT 84408 | | | |
| Business Phone: 801-555-8544 | | Fax Number: 801-555-7076 | |
| Business Email: testingservices@chi.edu | | | |
| 2. Proctor MUST confirm/agree to all items by checking the box or they cannot be approved. | | | |
| <input type="checkbox"/> I confirm that I am not in any way related to the student, nor am I a friend, roommate, neighbor, church official, current teacher, coach, employer, supervisor, or coworker. | | | |
| <input type="checkbox"/> I agree that I will administer the exams in accordance with the instructions provided by WSU, that I will not allow the student to use personal computers, notes, dictionary, text books, electronic devices or other materials (unless otherwise instructed), or allow anyone access to the student while taking their examinations. | | | |
| <input type="checkbox"/> If the exams are administered via the Internet, I agree that I will at no time give the student access to the exam passwords. | | | |
| 3. I certify that all of the information that I have provided is accurate. | | | |
| Proctor Signature (required): _____ | | Date: _____ | |
| 4. <input type="checkbox"/> (Optional): I authorize Weber Testing Services to share my contact information with Weber students who are looking in their area. | | | |
| Section C. To be completed only after Section A and Section B are completed | | | |
| 1. Fax to: 1-801-626-8959 or 1-801-626-8035 | | OR Return form by mail to: ATTN: Testing Services Weber State University 4005 University Circle Ogden, UT 84408 | |
| For office use only: | | Initials: _____ | |
| <input type="checkbox"/> Approved | | <input type="checkbox"/> Not Approved | |

Figure c.2

Step 4: Fax the form to Weber State University (1-801-626-8959) and then click **Next**.

 If your proctor is approved, you will receive an email within 3 days.

Print the form and have your proctor and yourself sign the completed form then fax it to us.

- Our fax number is 1-801-626-8959.
- Alternatively, you can mail the form to:
Testing Services, 4005 University Circle, Ogden Utah 84408

Cancel Next

Figure c.3

Step 5: Read the proctor approval information and click **Finish**.



If your proctor is approved, you will receive an email within 3 days.

Continuing Education Testing Services will process your application within three working days.

- **If your proctor is approved:**
 - You will be notified via your Weber e-mail. (oliviacorey@mail.weber.edu)
 - The proctor's status in your "Select a Proctor List" will say "Approved."
- **If your proctor is NOT approved:**
 - You will be notified via your Weber e-mail. (oliviacorey@mail.weber.edu)
 - The proctor's status in your "Select a Proctor List" will say "Denied."
- Check the status of your proctor approval form on the [Distance Tests](#) tab.

Finish

Figure c.4

Request a Test from a Proctor

To take a test, you must first request the test from your approved proctor.



Step 1: Click Distance Tests



Figure 2.1

Step 2: Select your proctor's name

Notice the status will say “**Approved**” if the proctor has been approved. A phone number is also available for you to contact your proctor to coordinate test times.

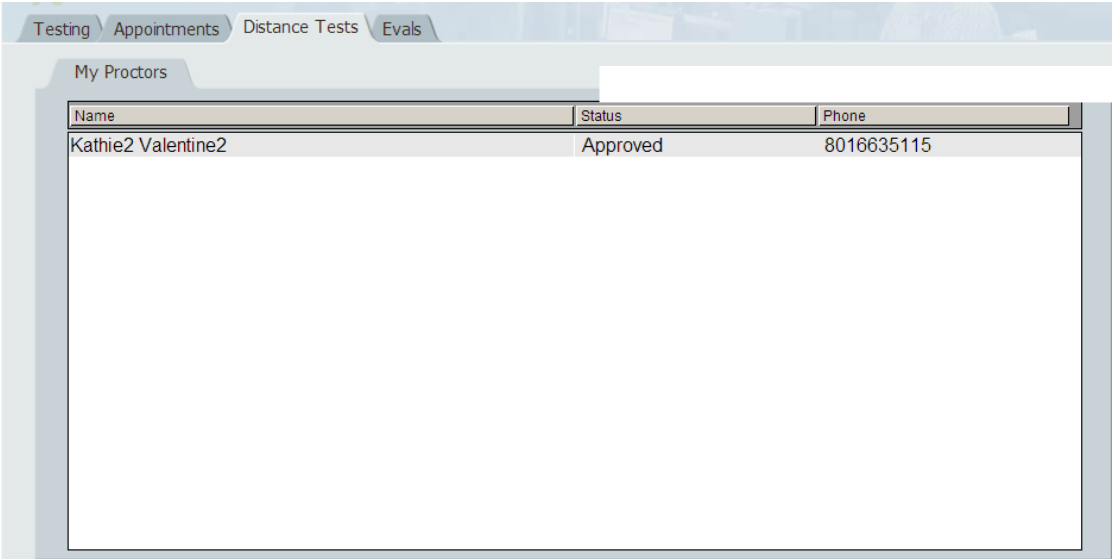
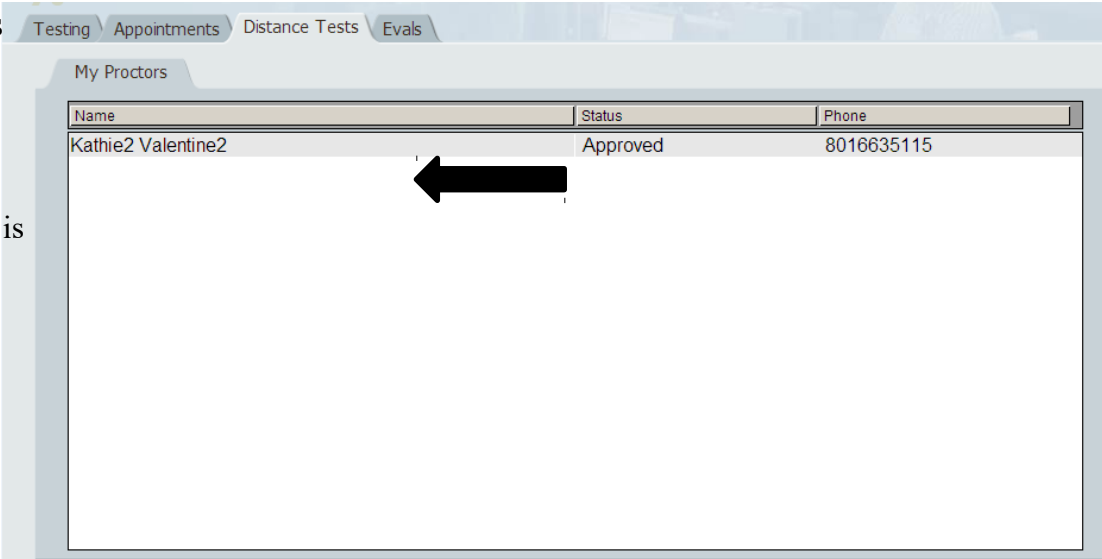




Figure 2.2



Request a Test From a Proctor

Step 3: Click **Request Test for This Proctor**

 **Comments:** This box will inform you of any problems. (Ex: proctor not approved.)

 **View Requests**
This tab will allow you to see all the exams you have requested.

If your instructor requires a test to be supervised and you live more than 50 miles from Weber State's campus you may need to take your tests with a remote proctor. If you have questions about a proctor submission call Online Testing at 1-801-626-7450 or 1-800-848-7770 option 5, option 2. For an example proctor submission form, [click here](#)

To begin, please select a proctor or set up a proctor.

Set Up A Proctor

Request Tests For This Proctor


View Requests



Print Proctor Form

Comments
Your proctor is approved.

Figure 2.3

Step 4: Select your test

 **Search by course:** You can find your course by the course name and number: for example, BTNY 3504.

 **Search by instructor:** Search by your instructor's name.  **Search by name:** Search by the name of the test.

Testing Appointments Distance Tests Evals


Search by course Search by instructor Search by name

Instructors and Tests Eligible

| | | |
|--------------------------------|---|---|
| BTNY 3504 Final | x | |
| BTNY 3504 #1 | x | |
| BTNY 3504 #2 | x | |
| Edwards, Samantha | | |
| Bad Math | | |
| Books 4500 | | |
| Colors Quiz | | |
| ddd | | x |
| Dog Breeds 1010 | | |
| fgjf | | x |
| Griffiths, Sian | | |
| Hadlock, Amanda | | |
| Test - This is a practice exam | | x |
| Heath, Stephanie | | |
| Hogge, Robert | | |

Figure 2.4

Step 6: Make sure the test you have requested is listed. Click **Done**.

 If your test is not on the list please refer to troubleshooting.



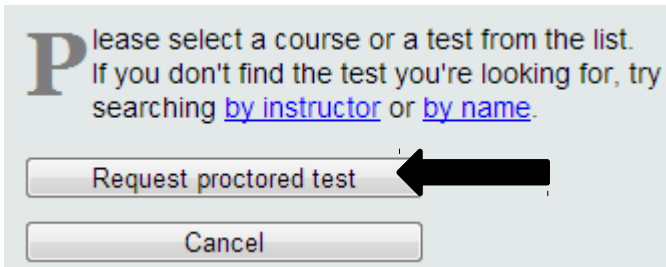


Figure 2.5

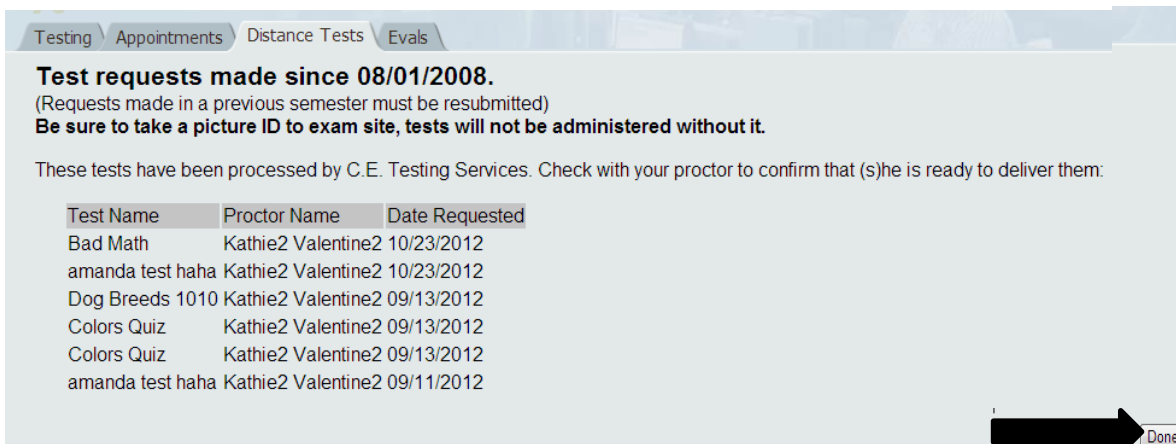



Figure 2.6


Take a Test

After logging into Chi Tester, follow the steps below to take your Test.



Step 1: Under the Testing tab find your Test and select it.

 **Search by instructor:** scroll through your instructors and click on the name of your Test.

 **Search by name:** searches by the last name of your instructor or the name of the test.

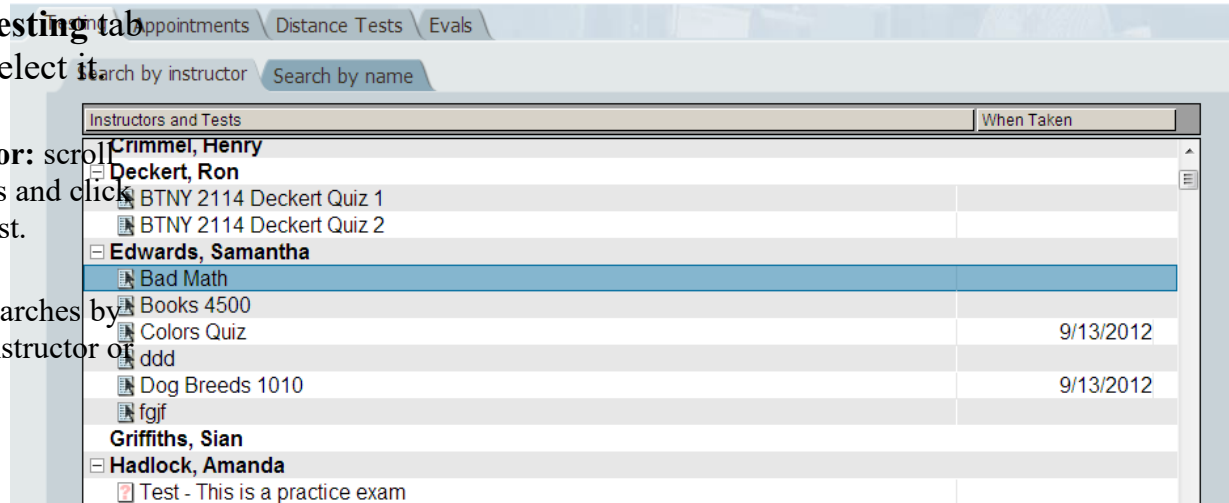


Figure 3.1

Step 2: Click Take this Test

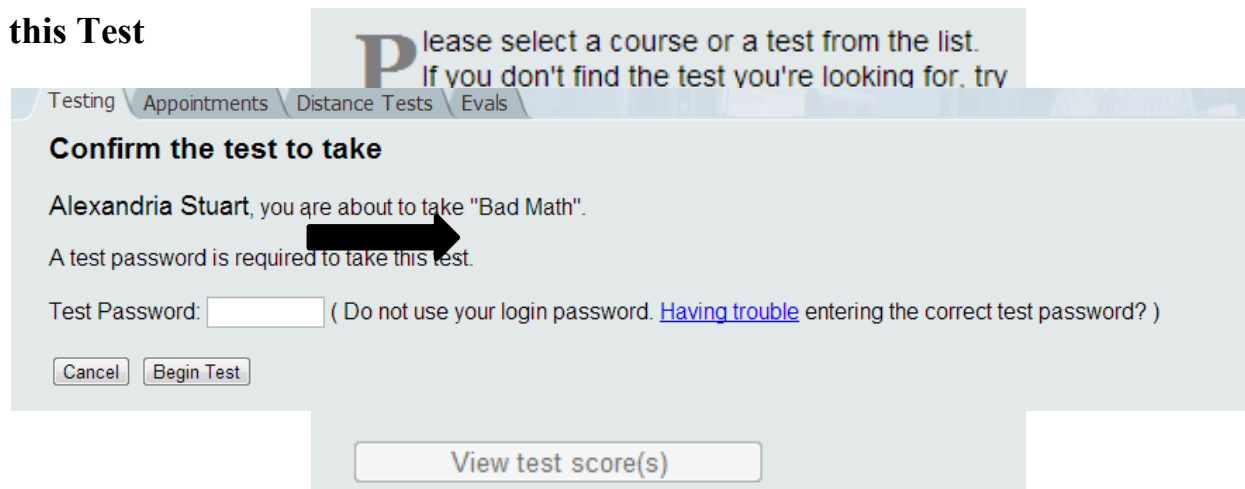


Figure 3.2

Step 3: Have your proctor enter the test password then click **Begin Test**.


 [Having trouble](#) Click this hypertext if there is a problem entering the correct test password.

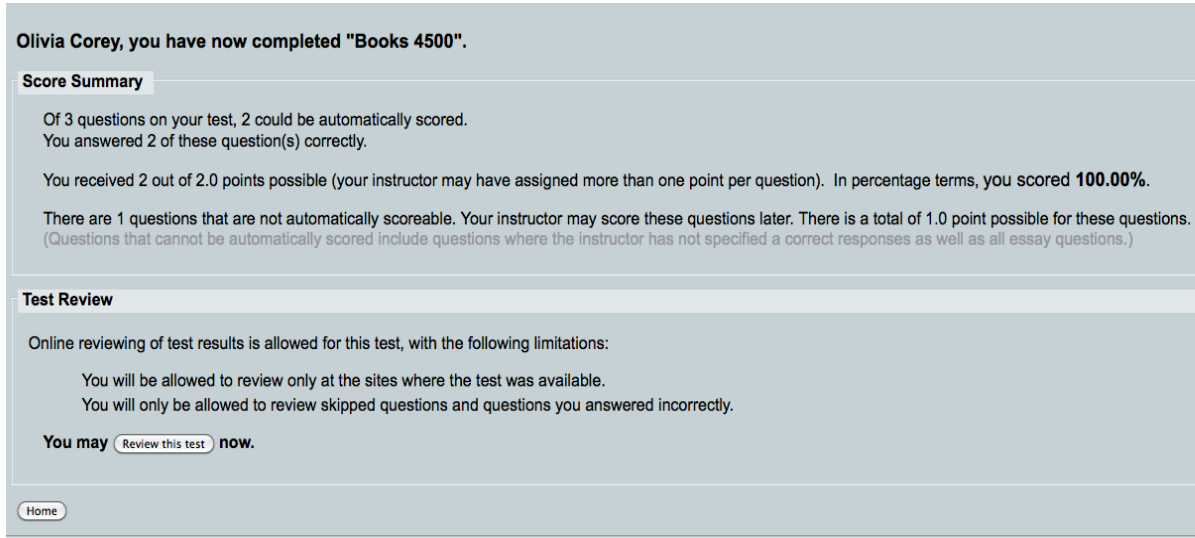


Figure 3.3

Review a Test

To review your test, you must complete the following steps.

Step 1: After completing your test, the following screen will appear displaying your score. If your professor has allowed reviewing for your test, click **Review this test**.



Olivia Corey, you have now completed "Books 4500".

Score Summary

Of 3 questions on your test, 2 could be automatically scored.
You answered 2 of these question(s) correctly.

You received 2 out of 2.0 points possible (your instructor may have assigned more than one point per question). In percentage terms, you scored **100.00%**.

There are 1 questions that are not automatically scoreable. Your instructor may score these questions later. There is a total of 1.0 point possible for these questions.
(Questions that cannot be automatically scored include questions where the instructor has not specified a correct responses as well as all essay questions.)

Test Review

Online reviewing of test results is allowed for this test, with the following limitations:

You will be allowed to review only at the sites where the test was available.
You will only be allowed to review skipped questions and questions you answered incorrectly.

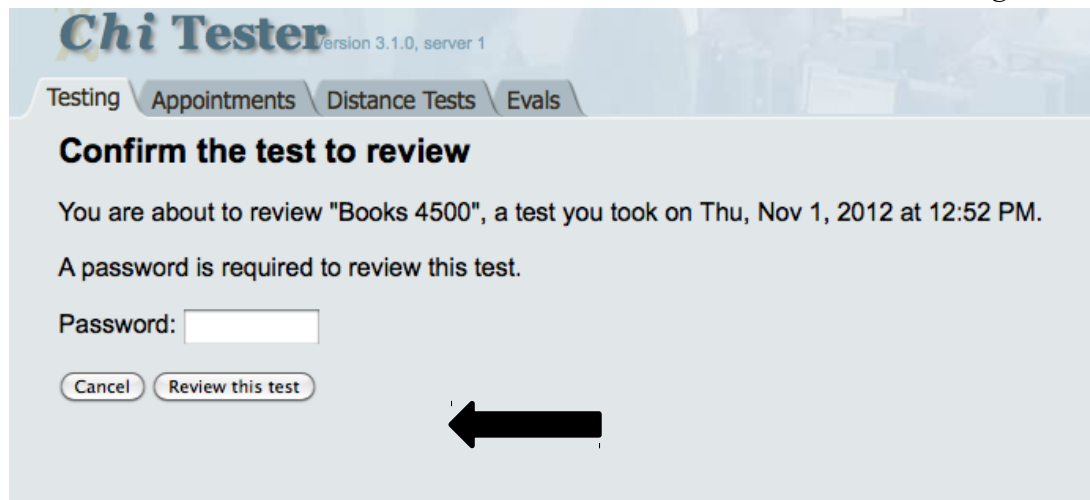
You may [Review this test](#) now.

[Home](#)



Figure 4.1

Step 2: Have your proctor type the same password used to begin your test. Click **Review this test**.



Chi Tester version 3.1.0, server 1

Testing / Appointments / Distance Tests / Evals

Confirm the test to review

You are about to review "Books 4500", a test you took on Thu, Nov 1, 2012 at 12:52 PM.

A password is required to review this test.

Password:

[Cancel](#) [Review this test](#)

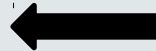


Figure 4.2

Frequently Asked Questions

The following section illustrates frequently asked questions concerning the processes discussed in this document.

1-What do I do if the proctor's test code does not work?

-Your proctor has been given instructions in order to fix this complication.

2-The comment box says my test is no longer available, what do I do?

-Contact your professor as soon as possible.

3-My proctor did not show up for my exam, what do I do?

-Your proctor should have provided you with contact information. Inform your professor immediately if this problem occurs.

4-How long will it take for my proctor to be approved?

-An email should be sent to you within three days of proctor request.

5- Who do I contact for problems with Chi Tester?

-Chi Tester Support can help you resolve any issues.

-Phone: (801) 626-6477

-Email: chitester@weber.edu

6-Who do I contact for problems regarding proctor setup?

-Proctor Support should be your first stop for help.

-Phone: (801) 626-7450

-Email: onlinetesting@weber.edu

Other Helpful Information

This section will provide you with further information on the topics discussed in this document.

- Contact information for problems with Chi Tester/Proctor Setup
 - Chi Tester Support Phone: (801) 626-6477
 - Email: chitester@weber.edu
 - Proctor Support Phone: (801) 626-7450
 - Email: onlinetesting@weber.edu
- Websites with further instruction on Chi Tester:
 - <http://departments.weber.edu/ce/distancelearning/testing.aspx>

Appendix

WEBER STATE UNIVERSITY PROCTOR APPROVAL/AGREEMENT FORM

| | |
|--|----------------------------------|
| Section A. - TO BE COMPLETED BY THE STUDENT | |
| 1. Name: Joe Student | W Number: W12345678 |
| Phone: 801-555-1234 | Email: jostudent@gmail.weber.edu |
| 2. I, Joe Student, confirm that (1) the proctor I have chosen conforms to the guidelines of approved proctors established by Weber State University's Distance Learning office, (2) that I am responsible for any fee, if applicable, for proctoring services, (3) that the information provided on this form is accurate. | |
| 3. Student Signature (required): _____ | Date: _____ |
| Section B. - TO BE COMPLETED BY THE PROCTOR | |