This guide will cover the Proctor Tile, attestation form and how to conduct an exam session.

Need additional help or have more questions? Email us at support@nfriseup.com or call 800-986-6482

1. From the left-hand navigation click on the “Proctor” tile. For first time users, you will be prompted to read and sign a proctor attestation form. If you have already signed the proctor attestation form you may skip to step 5 in this guide.
2. To sign the proctor attestation form click “Accept & Sign” from the pop-up window.

3. Review the document and click on the yellow button to electronically sign. This will automatically submit your document, e-mail you a signed copy and bring you back to the Partner Portal.

4. Click the “Close” button to dismiss the confirmation message.
5. The proctor page shows the learners that are eligible to take their exam under the **Active Students** section.

```
<table>
<thead>
<tr>
<th>ID Check</th>
<th>Name</th>
<th>StudentID</th>
<th>Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cros Carrie</td>
<td>56026381</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>O'Malley Jeff</td>
<td>56026204</td>
<td></td>
</tr>
</tbody>
</table>
```

6. Click the check-mark next to the test-taker’s name to track that you’ve verified their ID.

*Note: The list may have more students listed that are not present.*

7. The **exam password** is at the bottom of the proctor page. This is a universal password that is generated daily.
8. If a student violates any of the exam rules during their session click the **violation flag** next to their name.

9. After the exam session click “Report Violation” if any students have been flagged. This will generate a report to the support staff to invalidate the exam.