Proctor Quick-Start Guide

PREPARING FOR TESTING

Prior to testing:
Program Workshop/Check Readiness URL: abmggite.programworkshop.com

REQUIRED: If trainees are using testing devices provided by the Program, complete the following steps on every workstation/computer:
1. Run System Check
2. Download the ABMGG Secure Browser to the device (Windows or Mac)

*If trainees are bringing their own devices, they should complete steps 1 and 2 above using their device.

Prior to testing:
1. Login to Program Workshop and access/print the Roster Report – check for accuracy and escalate changes to Molly Yanchulis at credentials@abmgg.org

EXAM DAY

Before trainees arrive:
1. Login on the proctor workstation and access/print a final copy of the Roster Report
2. Create a session

When trainees arrive:
1. Ask the trainees to launch the secure browser
2. Provide the trainees with the session number
3. Allow the trainees to begin testing:
   a. Trainees enter the session number
   b. Trainees enter their ABMGG ID and last name
   c. IMPORTANT: If the trainees have problems logging in, double-check the roster report – typically it’s a spelling, punctuation or upper/lowercase issue. Their ABMGG ID and last name must match the roster exactly to login successfully.

SUPPORT CONTACT INFORMATION

- Technical Support: 1-800-514-8494 or 1-443-573-8399; support@testsys.com
- For general administrative support or for questions regarding policies, registration, or administration, please contact Molly Yanchulis at credentials@abmgg.org (preferred) or 301-634-7428.