

# Alternative Written Examination

## Exam Proctor Responsibilities

- Schedule the exam using the **Exam Request Application**: An exam number will be sent to you by email, assuring you that the exam request is being processed
- On the day of the exam, go to the site and assure the internet is working
- Prior to students showing up, log into the exam location in each computer [www.montanaemt.org](http://www.montanaemt.org) before they arrive
- When students show up, have them sign the post exam documentation (make sure they are who they say they are, by seeing a photo ID), see both a copy of their course completion and practical exam completion and assign them to a computer. **If they cannot show you both course completion and practical exam completion, DO NOT ALLOW THEM TO TAKE THE WRITTEN.**
- Once everyone is in attendance, make sure students do not have cell phones or other devices to capture screen shots or any method to copy down questions (*exam security is yours and the medical director to assure, if this exam becomes compromised...it will be discontinued for the entire state and Board action will occur as unprofessional conduct*)
- When ready, have each student:
  1. "Register" (upper right hand corner of the screen)
    - a. Make sure the students remember their username and password
  2. Select **correct** exam from screen "click on blue box, start exam"
  3. Select "Buy Test" at bottom of screen in the black box
  4. Pay for exam (insert required information and select blue box, BUY Exam)
  5. Select PROCTOR, YOU from list
- An email will be sent to **your email address**, with each person's **PASSWORD** (for the exam), once you have all of them, **you** must enter the password on their screen.

**If the password is accepted**, the first question will appear, once they answer the first question the timer will begin. You can either have everyone wait until everyone one is ready to go, or let each person start (if you do this remind everyone else to be respectful and quiet because people are testing.

**If the password does not work**, continue to get as many starts as possible, then have the student back up to proctor request page and a new password will be issued.
- During the exam, assure students are not compromising the exam by randomly moving about the room or talking. Assure nothing is being copied or referenced during the exam
- Once they are completed and receive their Pass/Fail notification, have the student raise their hand, go to their computer, assure they log completely out of the program and shut down the computer (make sure computer is off)
- Complete and give each candidate a copy of the **POST Alternative Written Exam Individual Result Form** before they leave the site.
- Complete the post exam application and return it, following the instructions on the post exam application.