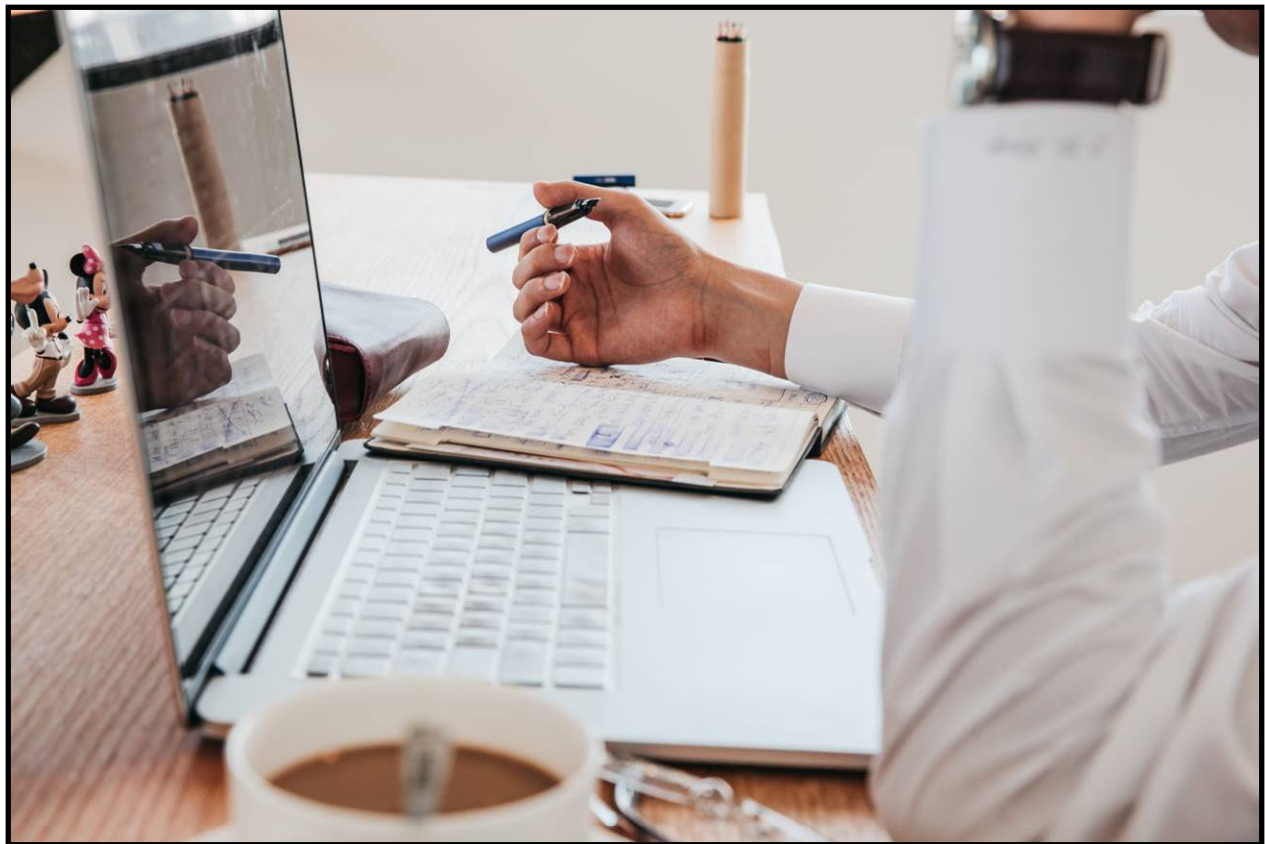


2021

ONLINE TESTING SYSTEM



[USE OF 3RD PARTY PROCTOR]

Differences in workflow for use of a 3rd party proctor

GUIDELINES ON 3RD PARTY PROCTOR USE

GENERAL CONSIDERATIONS

As you may know, high stakes testing requires the use of a proctor in order to effectively support the results of tests. Proctors perform many vital tasks, such as:

- Verifying that a candidate is who they say they are by checking their identification (e.g. driver's license, passport)
- Protecting the integrity of the test by making sure candidates do not use unauthorized sources to look up information
- Removing distractions and providing a quiet and consistent testing environment for the candidate

Many of our clients administer tests on-site and can use a conference room, an office, or an empty cubicle to proctor the tests. However, we understand that there may be situations where the candidates have to be proctored off-site. Thus, questions arise about the proper way to handle this situation.

Ramsay Corporation does not officially sponsor or have any formal arrangements with any 3rd party proctoring services. However, this question occurs frequently enough that we have some general recommendations.

PROCTORING RECOMMENDATIONS

Please note that this list is not exhaustive. We highly recommend that if you use a 3rd party proctor, they should follow the same standards as any other high stakes tests you administer. Costs for using their services may vary, and Ramsay Corporation makes no guarantee for the use of their services.

- Many local community colleges have a workforce development department
- The National College Testing Association has a list of testing centers who can work with you
 - You can reach them at <http://www.ncta-testing.org/>
- College prep and learning centers such as Sylvan are sometimes willing to proctor
- Local and national staffing agencies are familiar with companies using testing as a pre-hire metric, and often they will have staff capable of working with you to proctor

Privacy and confidentiality should be a concern in selecting a proctor. In addition to maintaining control of candidate and test information, you should make sure that the proctor agrees to keep the test content confidential and to uphold your testing standards. Please be aware that test content is copyrighted material and should be protected as such.

WORKFLOW IN CLIENT USE OF 3RD PARTY PROCTOR

OVERVIEW

Using Ramsay Corporation's Online Testing System involves four major steps:

1. Purchase testing administrations (test credits).
2. Assign candidates to "test credits" to create sessions.
3. Administer the tests to candidates.*
4. View results of test administrations.

*Using a 3rd party proctor requires the client to pass along certain information to the 3rd party proctor so that they can fulfill the responsibilities for completing step 3.

DETAILS FOR PROCESS WITHOUT 3RD PARTY

1. Purchasing test credits
 - a. Test credits, or administrations, are purchased through our product catalog on our website. You can access the Product Catalog at <http://www.ramsaycorp.com/catalog/> and then use the filters to find the test you are looking for.
 - b. If we have created a custom product for you, use the "Custom" filter after logging in to your account to find that test quickly and easily.
2. Assign candidates to "test credits" to create sessions.
 - a. When test credits are used during the assignment process, each assignment is given a "session key" which is used to start a candidate's testing session. These session keys do not expire, and are immediately active after assignment.
3. Proctor tests
 - a. We require that all of our tests be administered in a proctored environment. The proctor can be a representative of your company or an authorized 3rd party.
 - b. Online Tests can be administered on any modern computer browser. Technical recommendations and requirements can be found on our Online Testing Help System, at: <http://help.ramsaycorp.com/techspecs>
4. View results
 - a. Results are available immediately after a candidate completes a test and submits it for grading via the "End Test" button, or if they run out of time on our timed tests.
 - b. Emails are NOT generated when candidates complete testing. All of our tests require a proctor, and the proctors inform administrators of test completion.
 - c. There are two different types of reports. Qualification reports list names and qualification status based on a cutting score. Raw score reports show the number of items correct for each candidate and can be restricted by access level.

PROCESS FOR 3RD PARTY HANDOFF

The process between steps 2 and 3 will involve a few adjustments to allow a 3rd party proctor to successfully administer a test to a candidate.

Client	<p>2. Assign candidates to test credits to create sessions.</p> <p>2.1. Collect “Session Key” for each candidate assigned.</p> <p>The last step of assigning tests yields an assignment receipt, or a “Record of Test Assignment.” This page can be printed to send to your 3rd party proctor.</p> <div data-bbox="456 527 1308 1167" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">RAMSAY CORPORATION</p><hr/><p style="text-align: center;">Record of Test Assignment</p><p>Date: February 22, 2018 3:50 PM (Eastern Time)</p><p>Receipt: BAA23E2E</p><p>Tests assigned by: Huang, Kenny (User ID: 59145)</p><table border="1" style="width: 100%;"><thead><tr><th>User ID</th><th>Session Key</th><th>Name</th><th>Test Assigned</th></tr></thead><tbody><tr><td>470054</td><td>AD7BDB2B</td><td>Smith, John</td><td>Job Knowledge Demo Test - A</td></tr><tr><td>470055</td><td>BA00CF68</td><td>Doe, Jane</td><td>Job Knowledge Demo Test - A</td></tr></tbody></table><p>The Session Key can be used to access the online testing system at https://www.ramsaycorp.com/login/key/</p><p style="color: red; font-weight: bold;">Please keep in mind all tests administered on our system must be proctored by a representative or third-party agent of the company.</p><p style="text-align: center;">Please print this page for your records. Print</p></div> <p>2.2. Send information about the candidates, including names, “Session Keys” and title(s) of assessment to take.</p>	User ID	Session Key	Name	Test Assigned	470054	AD7BDB2B	Smith, John	Job Knowledge Demo Test - A	470055	BA00CF68	Doe, Jane	Job Knowledge Demo Test - A
User ID	Session Key	Name	Test Assigned										
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3rd Party	<p>3. Proctor tests</p> <p>3.1. Before a candidate arrives, set up the testing station with a web browser (https://www.ramsaycorp.com/login/key/). Using the session key(s) provided by the company, log in the testing station for the candidate you are expecting. Candidate should sit down to see the “Modify My Information” screen, which appears immediately after logging in.</p> <p>3.2. Collect information about candidate. Verify ID, remove distractions, and have the candidate turn off their cell phones and any other electronic devices.</p> <p>3.3. Read the instructions and guide the candidate in starting the test. Follow consistent administration instructions.</p> <p>3.4. Allow the candidate to follow directions on the system. Assist with technology issues, but do NOT assist with questions on the test.</p> <p>3.5. Inform the company upon completion of test.</p>												
Client	<p>4. View results</p>												