



## Automated Remote Proctoring

# HOW-TO GUIDE FOR TEST-TAKERS

**IMPORTANT:** Test-Takers must use Google Chrome, Firefox or Microsoft Edge. Safari is not compatible.

### STEP 1:

On the NCCER home page, click **Take Module Test**.

### STEP 2:

Log in to the Testing System using your **NCCER Card Number** and **last name**. Select your assigned test by clicking **Start or Resume**.

### STEP 3:

Read the instructions, then click **Take Exam**.

### STEP 4:

Position your **Photo ID** in front of your web camera and take a clear picture.

### STEP 5:

On the left, select **Click to Start Camera**, then **Click to Share Screen**.

### STEP 6:

You will see a browser pop-up. Use the **Window or Screen** drop-down to select **Invigulus**, then click **Allow**.

### STEP 7:

On the left, click **Start Recording**. Next you will see the NCCER Re-test Policy and Security Statement. Click **Accept** to continue. Show any allowed resources to the camera.

### YOU ARE READY TO TEST!

**Test-takers \*MUST\* remain in full view of the camera at all times!**

### STEP 8:

**IMPORTANT:** When done with your test, click **END TEST**, and **STOP RECORDING**.

### ALL TEST-TAKERS

Before testing, show your allowed resources to the camera. Failure to do so will result in a revoked test.

If you are having issues accessing your test, contact your instructor.

