



Early Check-in for Paper Based Testing

Version: 1.0
Effective from: November 2022
Classification: Public

Scheduling a Test Taker one day in advance is no different than regular scheduling. Please follow PSI's recommendation below.

When scheduling the day before, choose an early session allowing for a full day of advanced preparation. Please note:

- A Test Taker may be checked in as early as 2 hours in advance of a scheduled exam. This provides flexibility for Test Takers scheduled for multiple sessions throughout the day.
- A Test Taker may be checked in as late as 5 minutes prior to the exam duration's end time. If a Test Taker is not checked in prior to the exam duration end time, rescheduling for a future date is required. There is no way to override a late check-in.
- Once you have completed early preparation of Test Taker materials, check all Test Takers out.

If for any reason your Test Taker is unavailable to test after being checked in:

- Contact the PSI Help Desk at 1-844-562-0512 to request an Excused Absence prior to rescheduling the Test Taker.
- In the event you have already rescheduled your Test Taker, do not worry, we can still assist.

PAPER BASED TESTING REMINDERS

- The Stream Name is provided upon check-in. This is the Test Code found on the back of the test form booklet that must be bubbled in box 7 on the answer sheet to allow for scoring.
- The Result ID; which is the Appointment Number that must be bubbled in box 4 on the answer sheet, is also provided upon check-in.
- Scores will be significantly delayed if the Stream Name and Result ID are not provided on the Test Takers' answer sheets.

Example: As a proctor, I like to administer a test on Wednesday November 16. Because I must prepare my materials in advance, I need to check in my Test Taker a day early so I will schedule my Test Taker for Tuesday November 15.

The screenshot shows a scheduling interface for Beverly Hills, CA 90210, USA. It includes a calendar for November 2022 with the 15th highlighted. A map shows the Los Angeles area. Two test locations are listed:

- 1 0-PSIQA_HiSET (6.14 MI)**
611 Brand Ave
Type: PSI Owned
Available Times: Tuesday November 15, 6:00 PM
- 2 0-PSIQA_Automation (9.05 MI)**
611 N Brand Ave, Floor 10th, SUITE# 200, Building # 1234556787890, Suite 110, BLDG# 122
Type: PSI Owned
Available Times: Tuesday November 15, No available time slots

A "CONTINUE BOOKING" button is visible at the bottom right.

The day before the administration (Tuesday November 15 in our example) I must log in to the GPS portal and check in my Test Taker(s). I will record or print the Result ID and Stream Name and collect and prepare my materials for the next day's administration. Once my materials have been prepared, I will check out my Test Taker(s).

Search Scheduled Candidates Search Practical Scheduled Candidates Search Testing Event Candidates Session Information

Report Incident Utilities Candidate Details Fingerprint Log

Scheduled Candidates

* Location Name: 0-PSIQA_HiSET

* Date: 11/15/2022

Timeslot: 6:00 PM - 11:45 PM

Search Clear

* **Mandatory Fields**

Proctored Candidate List

Check In
 Check Out
 CheckIn All
 [Report Incident](#)
 [Mark Absent](#)
 [Unmark Absent](#)
 [Generate Roster](#)
 [Score Report](#)
 [Print OTP](#)
 [Pause Session](#)

La	Check In	First Name	Candidate ID	Exam Name (Duration)	Start Time	Status	Check In Time	Check Out Time	
	<input checked="" type="radio"/>	Test	HISET	H0027586	TCAR - Missouri HISET Language Arts - Reading - Paper Based Test (65 Minutes)	Nov 15, 2022 6:00:00 PM	Scheduled for Test		

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Proctored Candidate List

Check In
 Check Out
 CheckIn All
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 [Mark Absent](#)
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 [Generate Roster](#)
 [Score Report](#)
 [Print OTP](#)
 [Pause Session](#)

OTP Code

Candidate ID: **H0027586**
 First Name: **HISET**
 Last Name: **Test**
 OTP Code: **M8VEKHLS**
 Result Id: **2606478**
 Stream Name: **The test code for this test taker is 2002302.**

Note: If this is a Paper Based Test, please instruct the test taker to bubble in the following numbers on their answer sheet prior to starting the test. For Field 4 Appointment Number, provide the Result ID of 2606478. For Field 7 Test Code, provide the Stream Name of 2002302

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