



GPS Proctoring: Check-in Flow Updates

Test Center Notice: GPS Proctoring Check-in Flow Updates

This notice is to inform you of an update to the GPS Proctoring check-in flow for all HiSET test sites. The check-in flow will be updated to provide an additional step with a slightly modified check-in flow. Please see the images below for full details.

This update will be visible in production on May 6, 2024.

Steps to check in a test taker for HiSET exams with the new check-in flow.

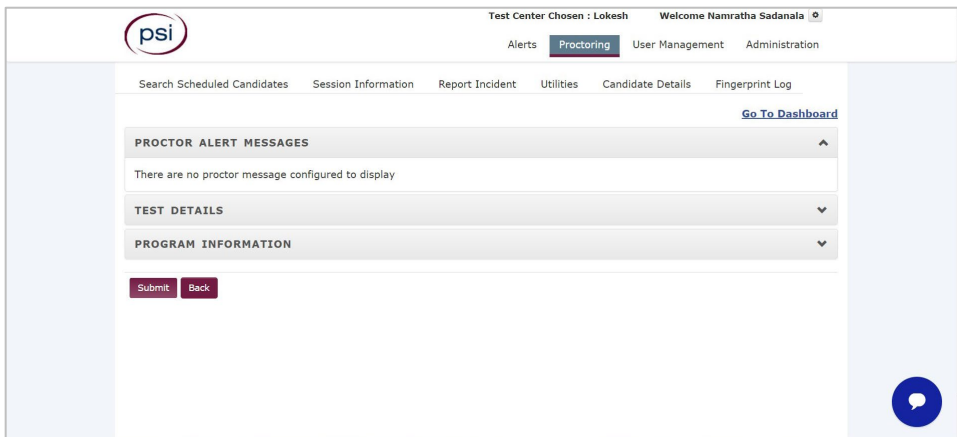
1. Within the “Proctoring” tab of GPS, select the test taker by clicking on the radio button next to the test takers name and click the highlighted “check in” button to proceed to the next page.

Candidates with an approved accommodation will have a blue icon in the Candidate ID field. Hover over the icon to view the accommodation. Click the blue icon to review the accommodation on the test details page.

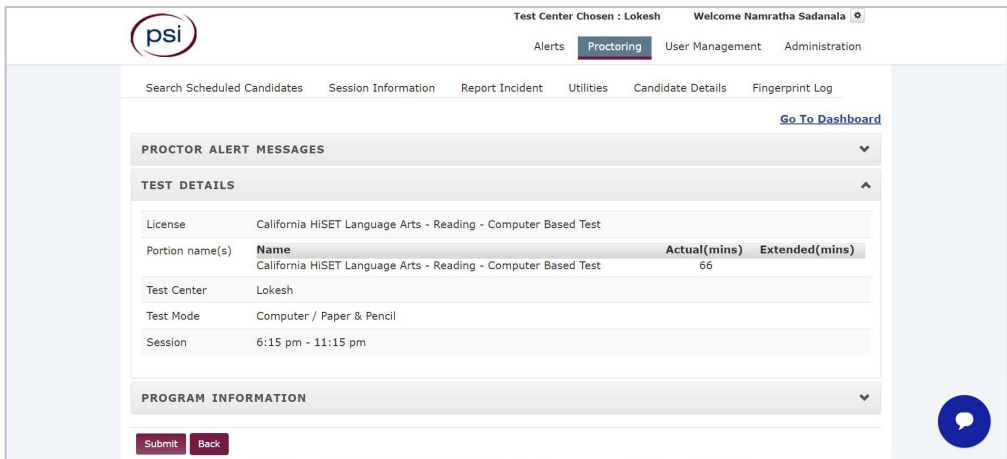
The screenshot shows the GPS Proctoring interface. At the top, there's a header with the PSI logo, 'Test Center Chosen : Lokesh', and 'Welcome Namratha Sadanala'. Below this are navigation tabs: Alerts, Proctoring (selected), User Management, and Administration. A secondary navigation bar includes 'Search Scheduled Candidates', Session Information, Report Incident, Utilities, Candidate Details, and Fingerprint Log. The main content area is titled 'Proctored Candidate List' and features a toolbar with buttons: Check In (highlighted with a green box), Check Out, Report Incident, Mark Absent, Unmark Absent, Generate Roster, Score Report, Print OTP, OPS checkin, and Pause Session. Below the toolbar is a table with the following columns: Last Name, First Name, Candidate ID, Exam Name (Duration), Start Time, Status, Check In Time, and Check Out Time. The table contains several rows of candidate data, including one with a blue icon in the Candidate ID field.

Last Name	First Name	Candidate ID	Exam Name (Duration)	Start Time	Status	Check In Time	Check Out Time
psiqa	psiqa	H0154049	California HiSET Language Arts - Reading - Computer Based Test (66 Minutes)	Apr 1, 2024 6:15:00 PM	Scheduled for Test		
G64	Lokesh64	441376375	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Apr 1, 2024 6:15:00 PM	Scheduled for Test		
G64	Lokesh64	355575138	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Apr 1, 2024 6:15:00 PM	Scheduled for Test		
G64	Lokesh64	973611662	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Apr 1, 2024 6:15:00 PM	Scheduled for Test		
G64	Lokesh64	536454385	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Apr 1, 2024 6:15:00 PM	Scheduled for Test		
G64	Lokesh64	694337528	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Apr 1, 2024 6:15:00 PM	Scheduled for Test		
G64	Lokesh64	354723864	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Apr 1, 2024 6:15:00 PM	Scheduled for Test		
G	Lokesh	123450001	MASTER ELECTRICIAN - PART 1 (240 Minutes), BUSINESS AND LAW - PART 2 (120 Minutes)	Apr 1, 2024 6:15:00 PM	Scheduled for Test		

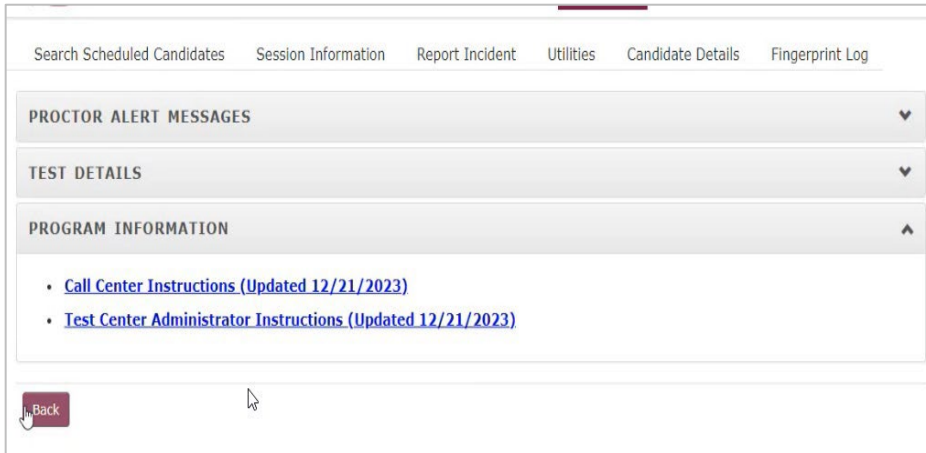
2. On this screen, you can review “Proctor Alert Messages”, “Test Details” and “Program Information”. Select Proctor Alert Messages to view messages that will display if configured. Click on the down arrow to the right to expand each section.



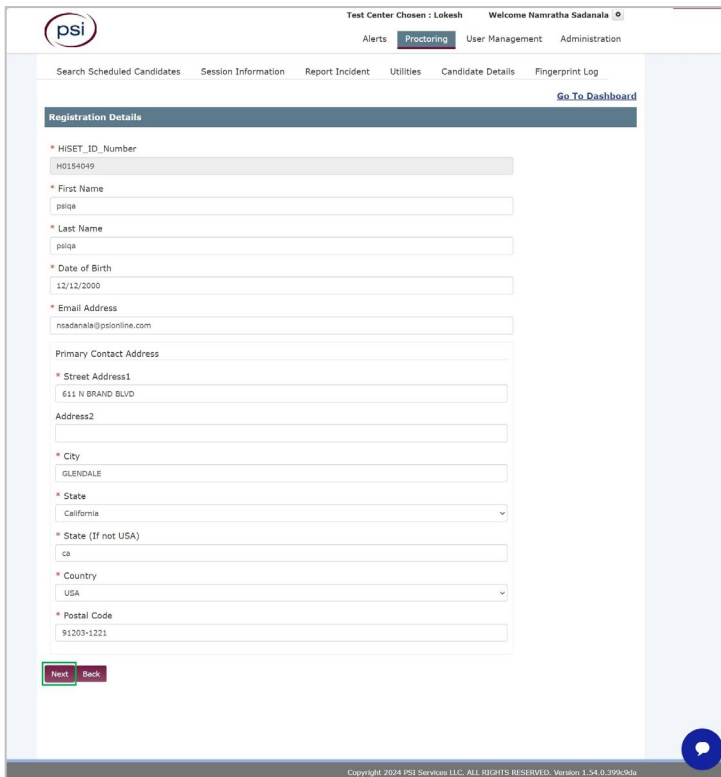
3. Select “Test Details” to review & confirm that a test takers test details are correct. Click on the down arrow to the right to expand each section. Once Test Details are verified, click the submit button to proceed.



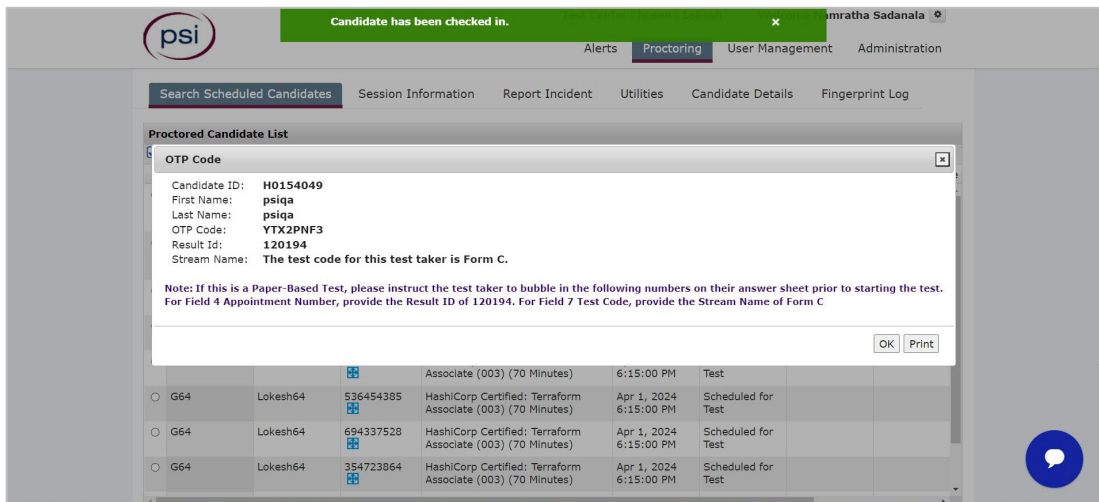
4. Select **“Program Information”** to review TCA Instructions, Candidate Information Bulletin or other details configured to display in this section. Click on the down arrow to the right to expand each section.



5. Review/verify the test takers **“Registration Details”**. Some fields may be editable based upon state requirements. Click **“Next”** to finalize the check-in steps and view the OTP Code.



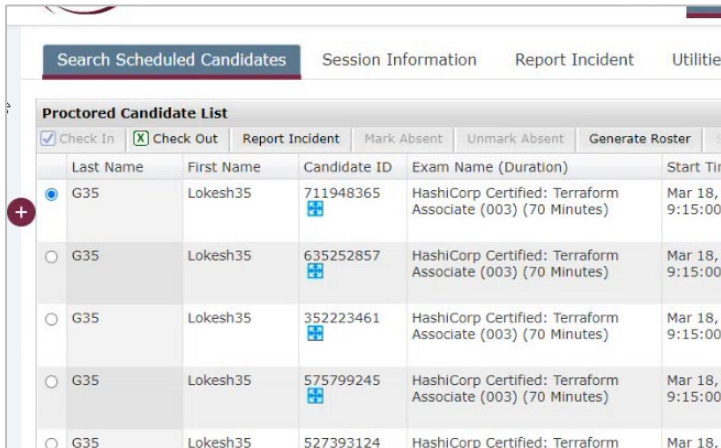
6. The check-in process is complete, and the OTP Code & Candidate ID is presented.



This concludes the changes that have been made to the check-in process.

Additional Functionality

1. The icon with the red circle with the plus sign- You may click this button to view additional functionality for the candidate record selected.



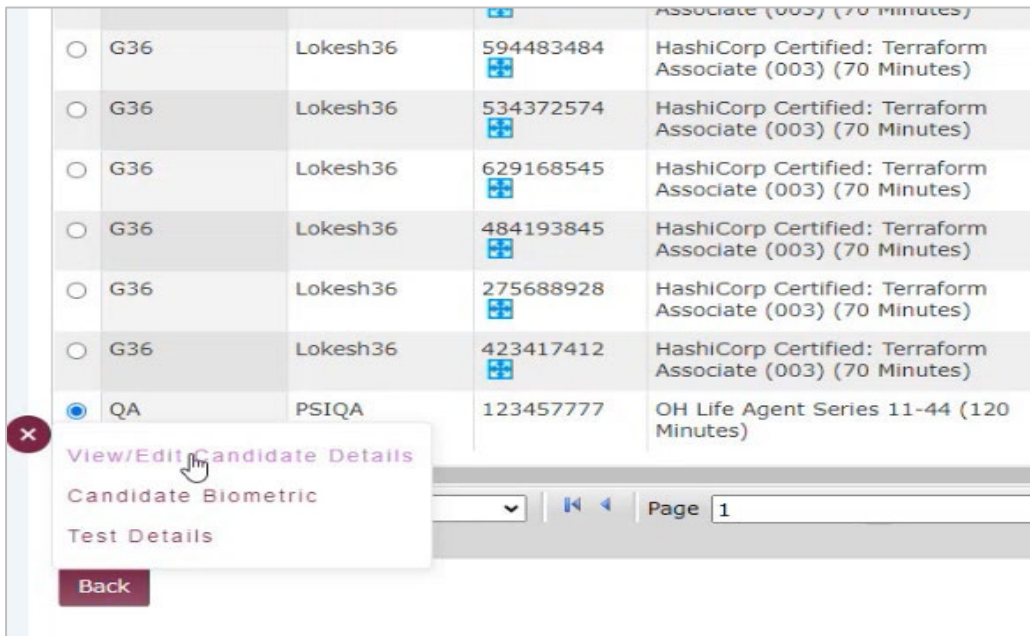
Search Scheduled Candidates Session Information Report Incident Utilities

Proctored Candidate List

Check In Check Out Report Incident Mark Absent Unmark Absent Generate Roster

	Last Name	First Name	Candidate ID	Exam Name (Duration)	Start Time
<input checked="" type="radio"/>	G35	Lokesh35	711948365	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Mar 18, 9:15:00
<input type="radio"/>	G35	Lokesh35	635252857	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Mar 18, 9:15:00
<input type="radio"/>	G35	Lokesh35	352223461	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Mar 18, 9:15:00
<input type="radio"/>	G35	Lokesh35	575799245	HashiCorp Certified: Terraform Associate (003) (70 Minutes)	Mar 18, 9:15:00
<input type="radio"/>	G35	Lokesh35	527393124	HashiCorp Certified: Terraform	Mar 18,

2. The red X below is the expanded view of the previous slide with the additional functionality that can be edited or viewed.



<input type="radio"/>	G36	Lokesh36	594483484	HashiCorp Certified: Terraform Associate (003) (70 Minutes)
<input type="radio"/>	G36	Lokesh36	534372574	HashiCorp Certified: Terraform Associate (003) (70 Minutes)
<input type="radio"/>	G36	Lokesh36	629168545	HashiCorp Certified: Terraform Associate (003) (70 Minutes)
<input type="radio"/>	G36	Lokesh36	484193845	HashiCorp Certified: Terraform Associate (003) (70 Minutes)
<input type="radio"/>	G36	Lokesh36	275688928	HashiCorp Certified: Terraform Associate (003) (70 Minutes)
<input type="radio"/>	G36	Lokesh36	423417412	HashiCorp Certified: Terraform Associate (003) (70 Minutes)
<input checked="" type="radio"/>	QA	PSIQA	123457777	OH Life Agent Series 11-44 (120 Minutes)

View/Edit Candidate Details

Candidate Biometric

Test Details

Back

Page 1