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 taker's 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.
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.

![Program Information 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.

![Registration Details Section]
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.

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