



Live Proctoring Full Guide

PSI Bridge allows you to take your proctored exam anytime, anywhere.

With 24/7 support and a seamless test delivery integration, PSI Bridge was built by a team with decades of proctoring experience to ensure an optimal experience.

Where people meet potential



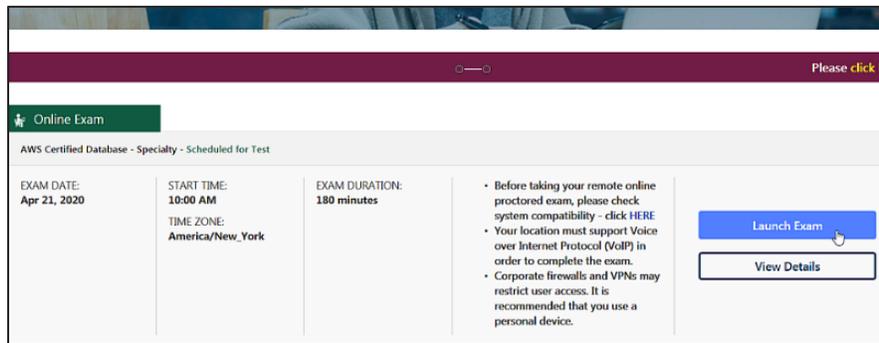
➤ Before Your Exam

- Schedule your exam using the link provided by your organization
- Have your Photo ID ready (note: Military IDs and Credit Cards are not allowed)
- Make sure you comply with the exam rules provided by your organization
- Review video walk-through of the testing experience

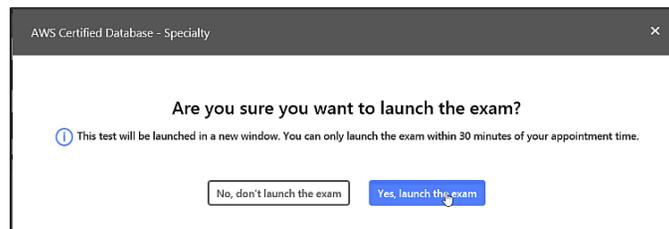
➤ Access Your Exam

1. Launch your exam via the link provided by your organization or as part of your scheduling confirmation email

Your launch link will be activated up to 15 minutes before your assigned appointment time. If you do not have this link, please contact your organization.

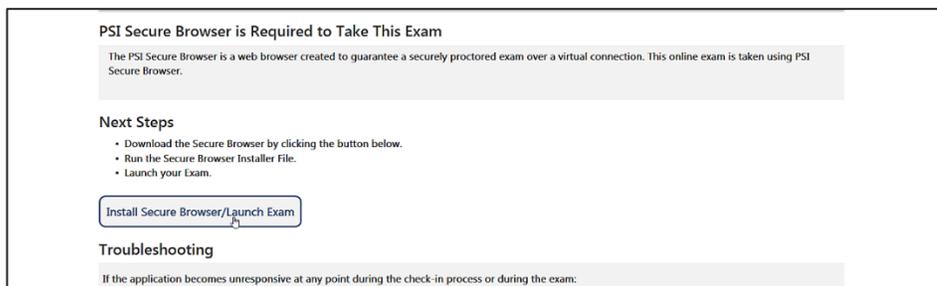


2. Confirm Exam Launch



3. Install/Download Secure Browser

First time users will be prompted to Install Secure Browser while returning test-takers will Launch Exam.

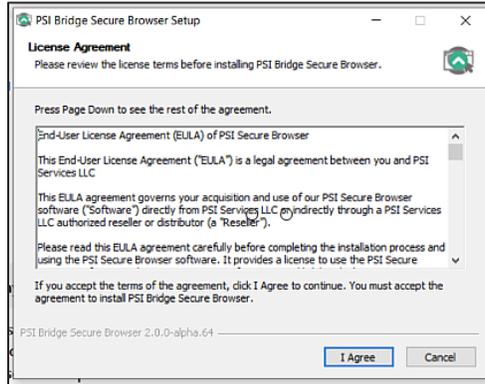


➤ Access Your Exam *(continued)*

4. Save and run your download

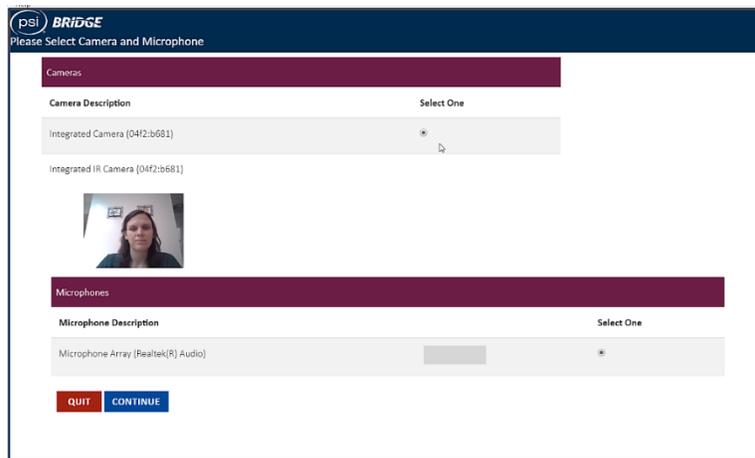


5. You may need to accept the License Agreement, if this is your first download



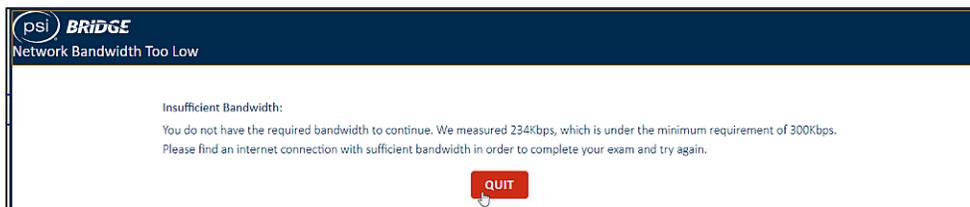
6. Select the appropriate camera and microphone

This prompt may not appear if you have only one camera and one microphone.



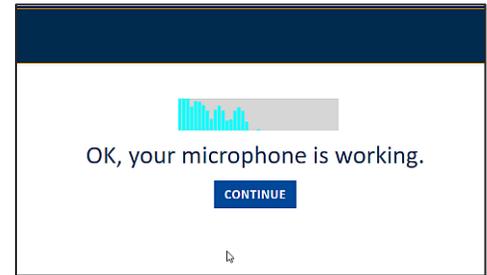
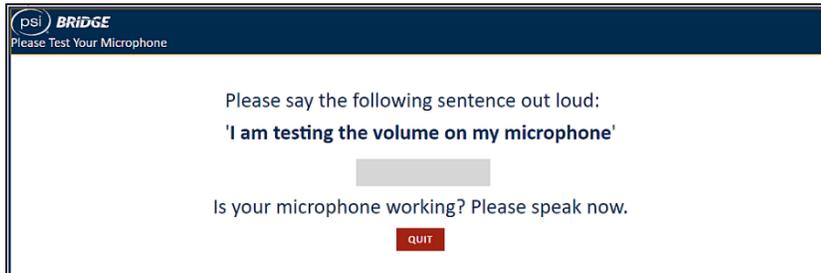
7. A bandwidth check will run in the background

If you do not have sufficient bandwidth, you will receive the below message. You can try using a different computer, taking the exam in a different location, restarting your router or making sure others are not using excessive bandwidth on your connection.



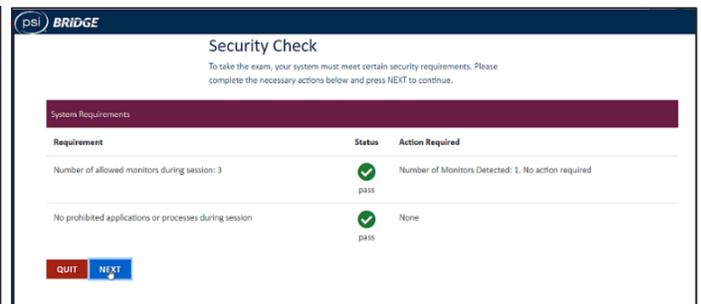
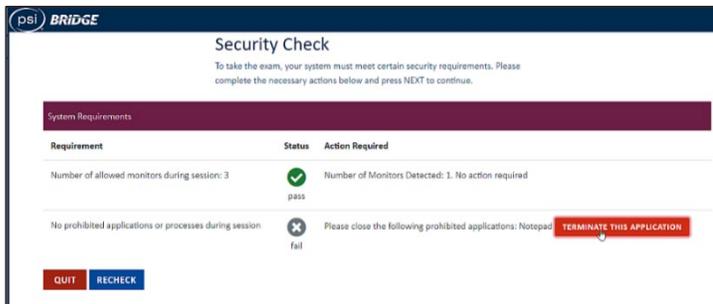
➤ Access Your Exam *(continued)*

8. Test your microphone by speaking out loud

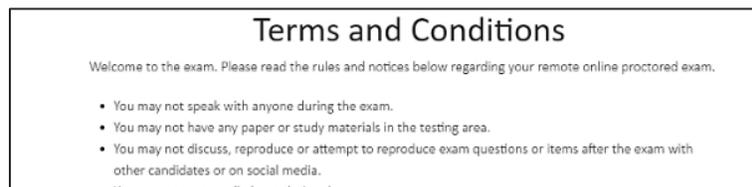


9. A security check will prompt you to close any prohibited processes you currently have running according to your exam rules

You can close the programs immediately with the "Terminate this application" or close them manually before rechecking.



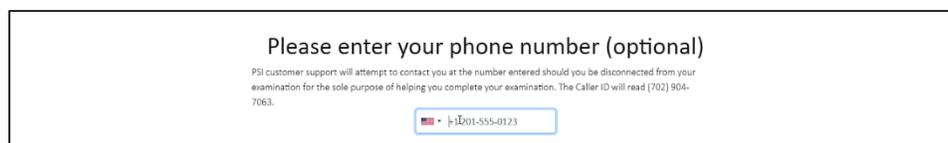
10. Accept Terms & Conditions



11. Depending on exam settings, you may be prompted to enter a phone number

This number will automatically be associated with a support ticket in the event you are disconnected from your exam.

A support agent will call this number to assist in troubleshooting so be sure to choose a phone number you can easily access.



➤ Authenticate Your Identity

12. Take a picture of your Photo ID

Make sure your picture is visible and the name on the ID is readable. If the picture is unclear, you are able to retake the photo.

Photo ID Capture

Please take a picture of a current Photo ID.

- It must be a current, non-expired, government-issued identification.
- Military IDs are not currently accepted.

Photo Tips

1. Position the FRONT of your ID card in the center of the frame so that all of the corners are visible
2. Make sure that your photo is clear
3. Make sure that all of the text can be read
4. When you are ready, press the camera button



Captured Photo ID

Is the ID captured current and easily readable? If not, please click the red RETAKE button and capture your ID again. Otherwise, click CONTINUE

Photo Tips

1. Position the FRONT of your ID card in the center of the frame so that all of the corners are visible
2. Make sure that your photo is clear
3. Make sure that all of the text can be read
4. When you are ready, press the camera button



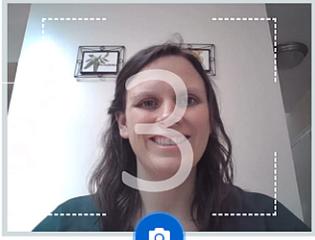
13. Take a Selfie

Take a Selfie

Please center your face in the frame of the window below and click the blue camera button.

Photo Tips

1. Make sure that your whole face is clearly visible and that the light is bright enough to see it
2. Position yourself in the center and in front of a plain background
3. Do NOT tilt the camera
4. When you are ready, press the camera button



Take a Selfie

Please center your face in the frame of the window below and click the blue camera button.

Photo Tips

1. Make sure that your whole face is clearly visible and that the light is bright enough to see it
2. Position yourself in the center and in front of a plain background
3. Do NOT tilt the camera
4. When you are ready, press the camera button



14. Scan your room and workspace

You will be connected to a proctor. Move your webcam to show your desk area, floor, and the walls around you. Your proctor will review your scan and chat to either confirm your scan or provide additional instruction.

Scanning Your Room and Workspace

WAIT to be prompted by the proctor in chat. Please use your webcam to slowly take a live video of your environment following the tips below.

Scanning Requirements

1. Room Scan should be slow and thorough.
2. Conduct a 360-degree scan all the way around the room.
3. Slowly scan from the ceiling to the floor.
4. Scan the entire desk/workspace area and underneath your desk.
5. Scan the area directly underneath where you will be placing laptop and/or keyboard.
6. After your laptop or keyboard is in place, show your cell phone to the camera and place it directly behind your seat and out of reach.
7. Roll up any sleeves and show both sides of arms up to the camera.
8. Show your ears to ensure there are no earbuds in use.
9. If wearing glasses, hold them up to the camera for visual inspection.



Live monitoring has begun

© 2020 PSI Services, LLC

Chat

PSI Support (20:16:19)
Please wait for instruction before starting your room scan.

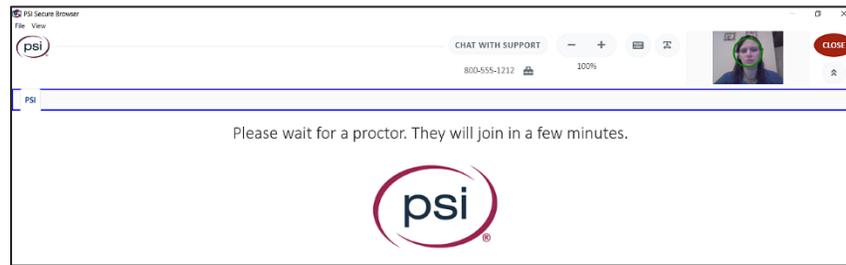
Proctor (20:16:24)
Please begin scanning your room and workspace now.

Proctor (20:16:34)
Thank you. We are reviewing the recorded video for quality.

SEND

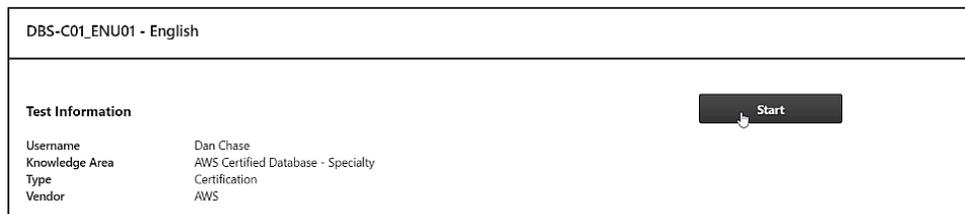
➤ Take Your Exam

15. Wait while you are connected to a proctor

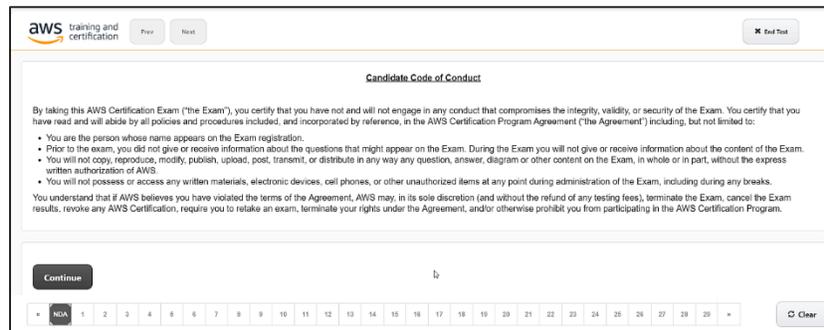


16. Select and enter your exam within the Secure Browser

Depending on your test driver, entry into your exam may look slightly different than the below example.



17. Complete your exam and submit your answers in the Test Driver



18. End proctoring session by clicking the "End Proctoring Session" button and confirm you want to permanently end your exam.

