





Changing the Proctor Type


When students are enrolled, it is extremely important to properly designate the proctoring type!

If a student will be at school with an in-person proctor, the type should be **IST** (in school testing). If students will use the fully automated proctoring method, **FAT (fully automated proctoring)** must be in the Proctoring Type field. There is a price and process difference between the two types.

Icons display on student test tickets indicating designated accommodations and the proctor type.

If the Proctoring icon is on the test ticket, the student is assigned **FAT** (fully automated proctoring).

Icon	Purpose
	Audio
	LockDown
	Proctoring
	Extra time



If students were enrolled for one Proctor Type but need to be changed to another, the entry in the Proctor Type field must be changed in each student's record.

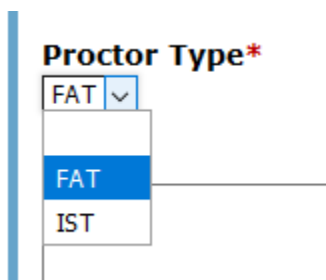
There are two methods to make the change:

Option 1: Use the spreadsheet you used to enroll the students, change the proctor type entries for the students, import the student data. The records will be "updated" to reflect the proctor Type on the spreadsheet.

Option 2: Make the Proctor Type change by accessing each student's record and manually change the Proctor Type.

Log into your E-SESS admin account.

1. Select **Edit Existing** from the **Participants** menu.
2. Use the filters (optional) to see the desired group of students.
3. Click the **Show report** button. The list of students is displayed.
4. Click the **Edit** button to edit demographics.
5. Click the drop-down menu under Proctor Type and change the Proctor Type entry.



Proctor Type*

FAT ▼

FAT

IST

The following is a screen shot of what icons will look like on the test tickets.

Icon	Purpose
	Audio
	LockDown
	Proctoring
	Extra time

The icon for video proctoring and lockdown appear on the begin button for participants as well. The hourglass/headset do not show up for participants with extra time/audio.