



Proctor Quick-Start Guide

PREPARING FOR TESTING

Prior to testing:

Program Workshop/Check Readiness URL: abmoggite.programworkshop.com

REQUIRED: If trainees are using testing devices provided by the Program, complete the following steps on every workstation/computer:

1. Run System Check
2. Download the ABMGG Secure Browser to the device (Windows or Mac)

**If trainees are bringing their own devices, they should complete steps 1 and 2 above using their device.*

Prior to testing:

1. Login to Program Workshop and access/print the Roster Report – check for accuracy and escalate changes to credentials@abmogg.org
2. Subscribe to Exam-Day Technical Support blog at abmoggsupport.programworkshop.com

EXAM DAY

Before trainees arrive:

1. Login on the proctor workstation and access/print a final copy of the Roster Report
2. Create a session

When trainees arrive:

1. Ask the trainees to launch the secure browser
2. Provide the trainees with the session number
3. Allow the trainees to begin testing:
 - a. Trainees enter the session number
 - b. Trainees enter their ABMGG ID and last name
 - c. IMPORTANT: If the trainees have problems logging in, **double-check the roster report** – typically it's a spelling, punctuation, or upper/lowercase issue. Their ABMGG ID and last name must match the roster *exactly* to log in successfully.

SUPPORT CONTACT INFORMATION

- Technical Support: 1-800-514-8494 or 1-443-573-8399; support@testsys.com
- For general administrative support or for questions regarding policies, registration, or administration, please contact ABMGG at credentials@abmogg.org (preferred) or 301-634-7315 x 3.