

Steps to Become Certified to Proctor a Test



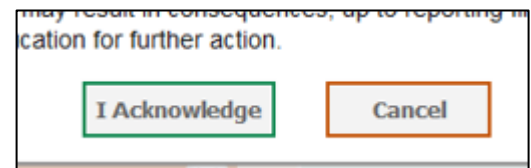
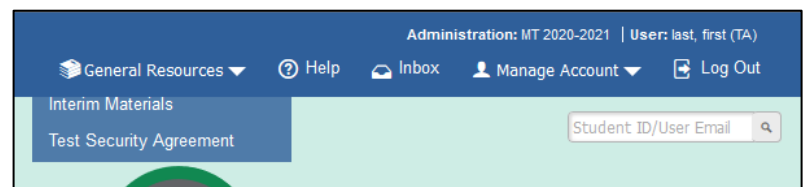
To proctor an online assessment and receive access to the Test Administration Site, a user must complete **BOTH** the **TA Certification Course** and acknowledge the **Test Security Agreement** located in TIDE. Complete the steps below to gain access to the Test Administration Site. You will **not** be able to proctor and create a test session for the interim or summative assessments without completing these steps.

1. Test Security Agreement

1. Log in to TIDE. The homepage appears.
2. Navigate to the **General Resources** drop-down menu in the upper right-hand corner and select **Test Security Agreement**.



3. The **Test Security Agreement** page pops up. Review the agreement carefully. Click **I Acknowledge** at the bottom of the page.



2. Test Administrator Certification

1. Select the **Test Administrator Certification** card on the portal.
2. Log in to the course with your TIDE credentials.
3. Complete the course.
4. You will now have access to the **Test Administration Site** to administer an interim or summative test.

