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.