NATE PROCTOR USER GUIDE
Industry Competency Exam

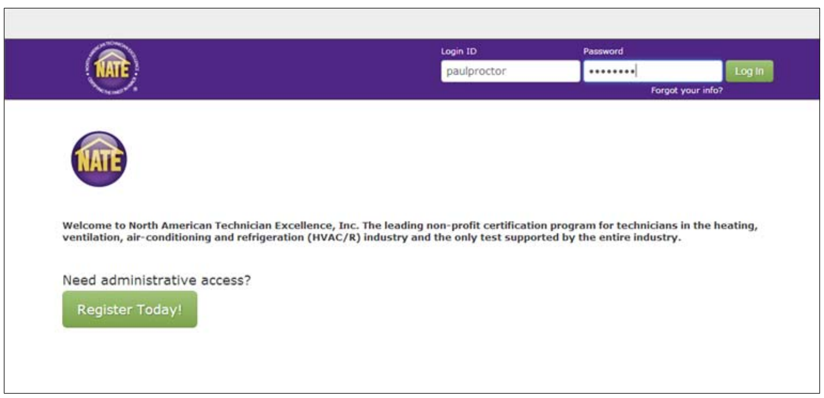
GETTING STARTED

Registration

To register for a proctor account, go to https://tara.vitapowered.com/nate and click on the green "Register Today!" button. Once you have completed the registration form and NATE has reviewed your registration request, you will receive an approval email letting you know that you can log into the system to start administering the Industry Competency Exams (ICE).

Login

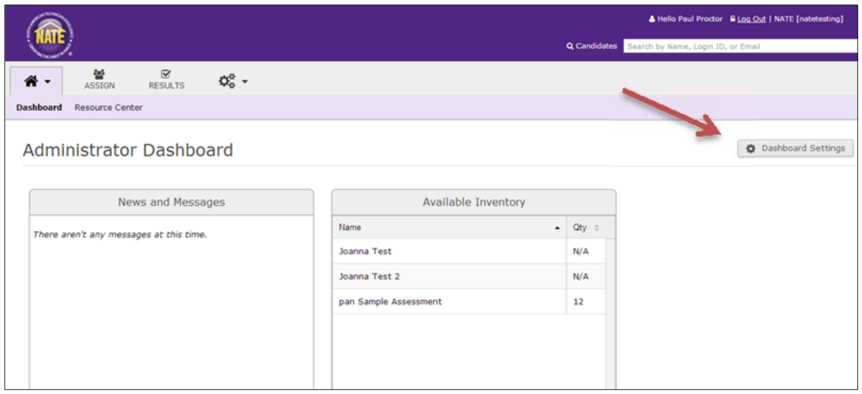
Once your account has been approved, you will receive an email advising that you can start administering the exams. To login, go to https://tara.vitapowered.com/nate and enter the Login ID and Password you selecting during the registration process.



HOME

Dashboard Settings

The first screen you will see when you login is the Administrator Dashboard. You can customize your Administrator Dashboard by clicking on the “Dashboard Settings” button on the right side of the screen.



We recommend you select the “News and Messages” and “Release Notes” widgets to stay informed on system updates.

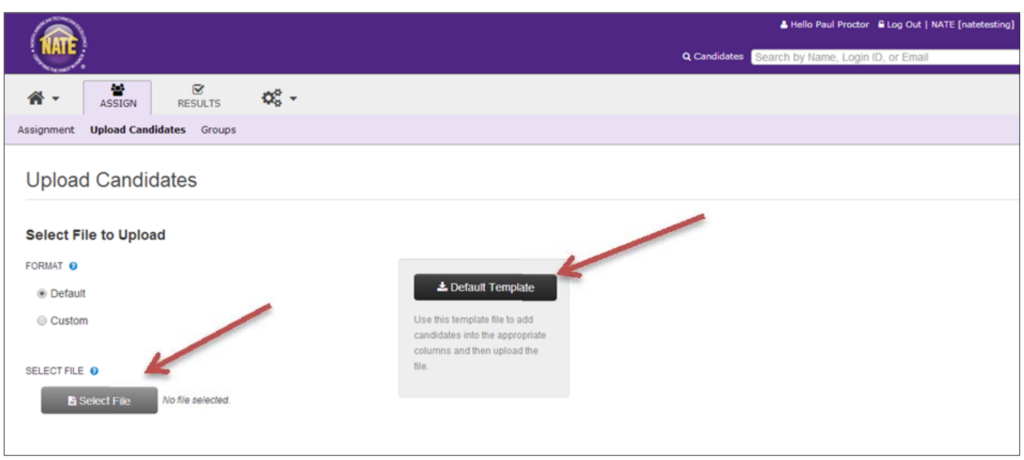
Resource Center

The Resource Center menu option under the Home tab contains support contact information and general information about the NATE ICE program.

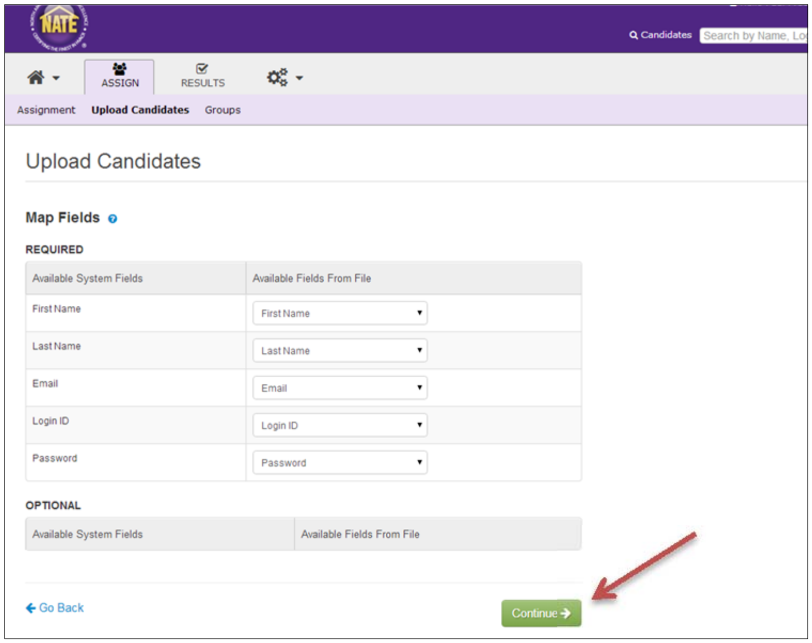
ASSIGNMENT (REGISTRATION) PROCESS

Uploading of Candidate/Testers

If you have multiple testers to enter into the system, you will want to utilize the **Upload Candidates** feature. Download the sample CSV file to properly formulate the sheet. When you have saved the file, you can now upload into the system.



Review of the fields being mapped. Click Continue.

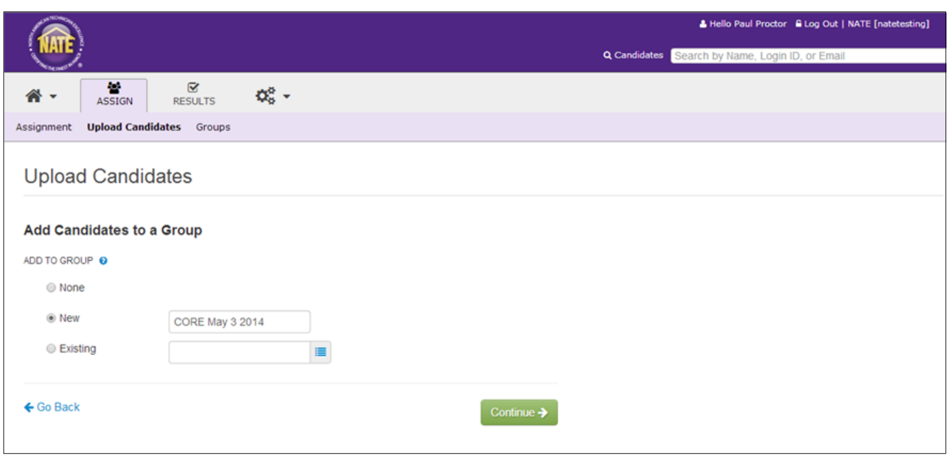


Creating a Group – choose "**New**" and name the group. Please follow this naming format*:

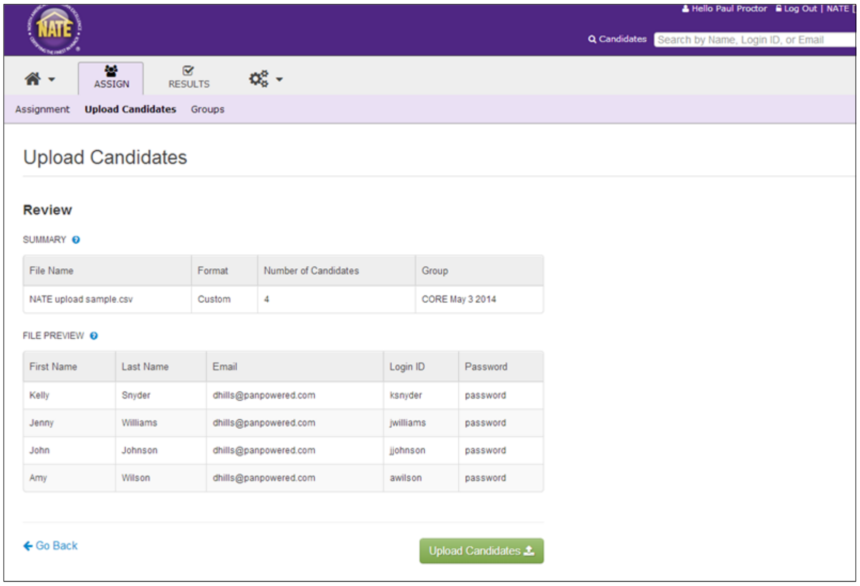
- Name of School
- Test administered
- Test session date

**Failure to follow this format may result in delays in NATE's ability to provide reports on your program's performance.*

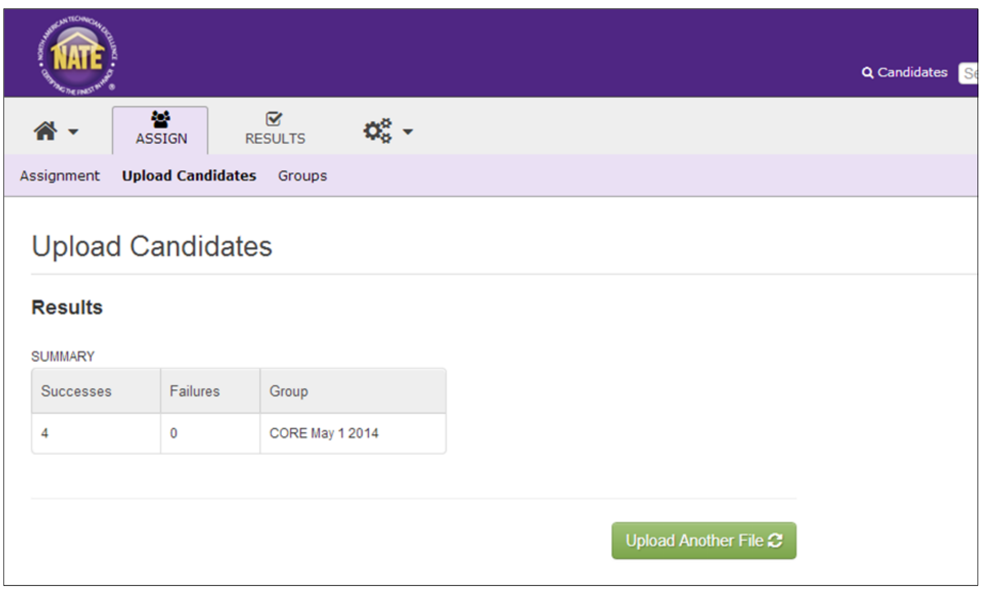
This will be important for the time it takes for assignment/registration and for efficiency. Click Continue.



Review – This is just a preview of what is going to be uploaded into the system. The preview may not show all of the candidates, but is a representation to ensure your fields are mapped correctly. Click **Upload Candidates**.

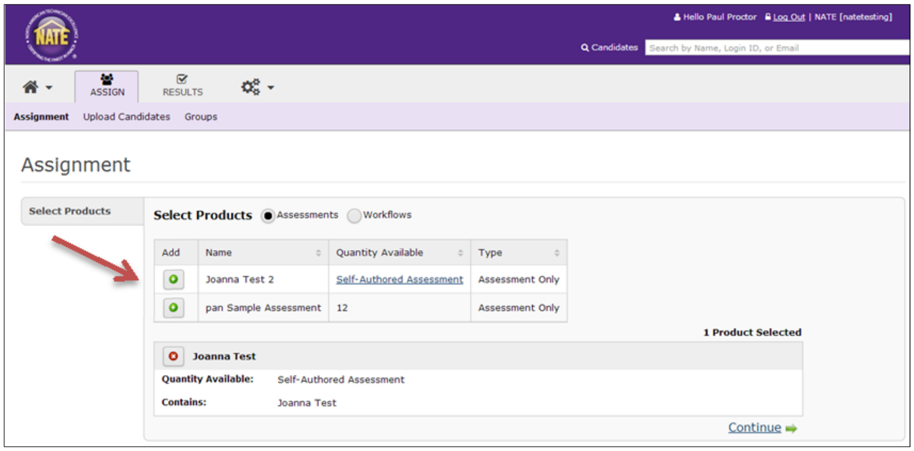


Assignment/registration process status – This is confirmation of success. If there are failures, the system will guide you through the errors.

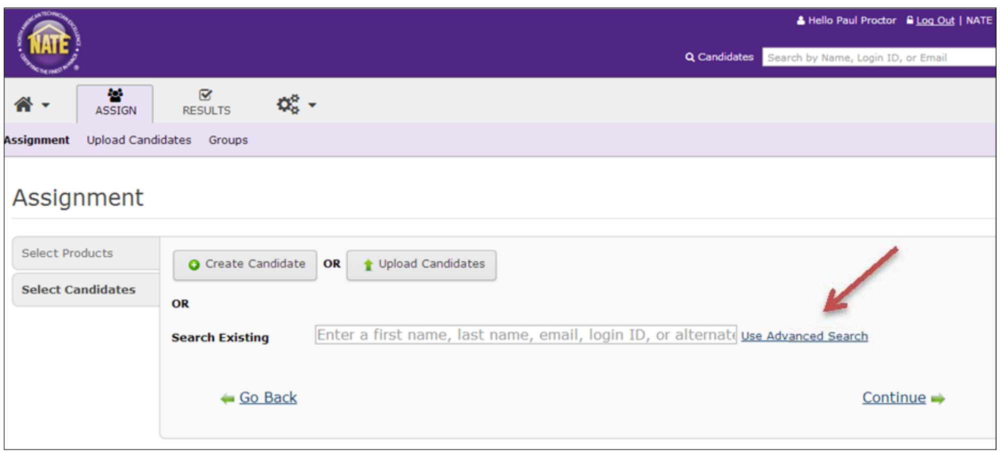


Assignment/Test Selection

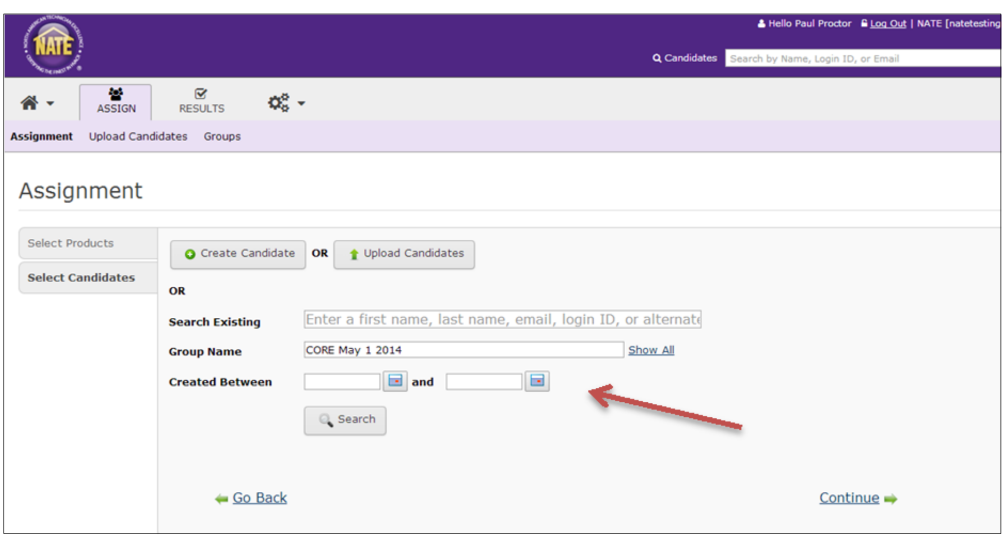
Click on Assignment under the Assign tab. All available ICE tests will be shown. Click on the green plus to select the test(s) to be taken. Click Continue.



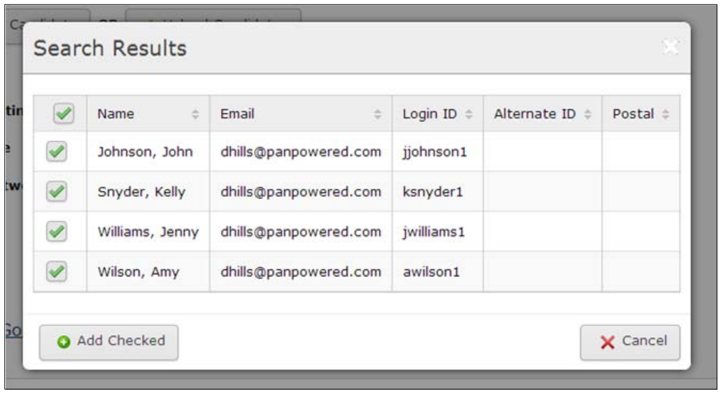
Select Candidate – Click on **Use Advanced Search** link to be able to search for the group that was created.



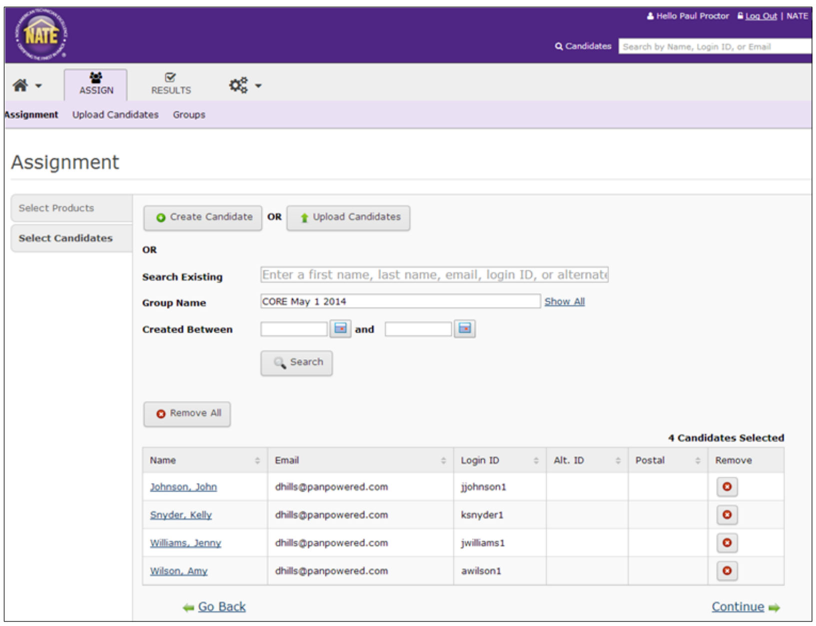
Search for the group name, select it and click on the Search button. Once the group is shown, use the calendar icon to the right of the "**Created Between**" boxes to indicate when you created the group.



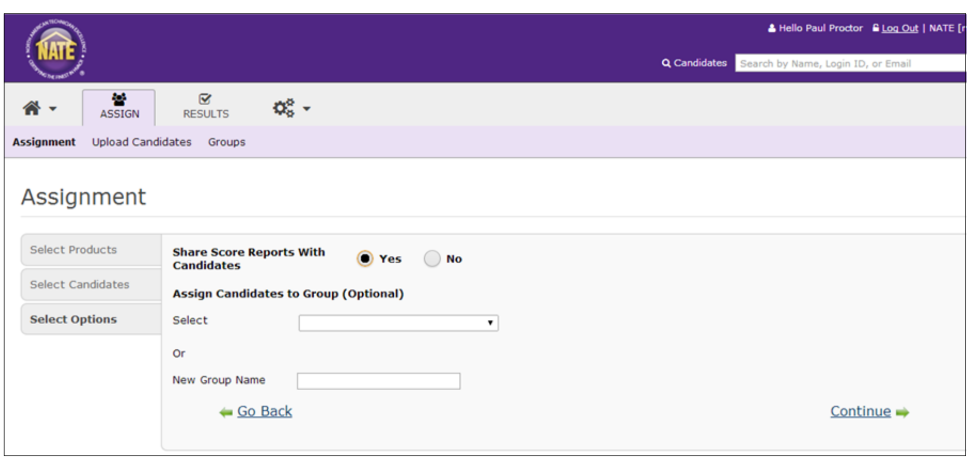
Select the candidates present to take the test. Click on **Add Checked.**



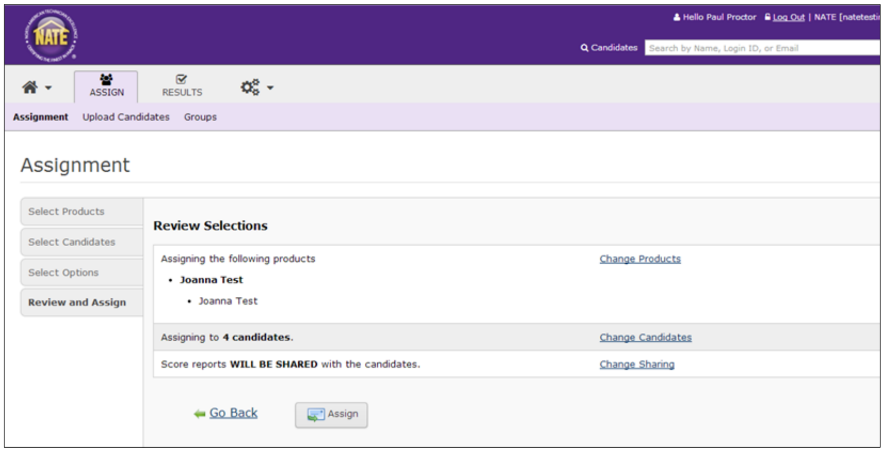
All testers selected will now appear on the screen. Click Continue.



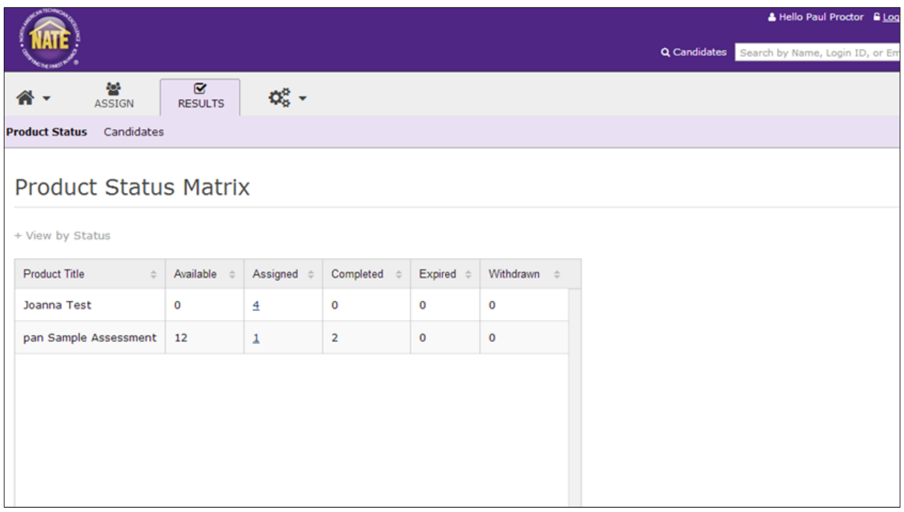
Options – In order for candidates to have access to their results, the **Share Score Reports with Candidates** must be checked YES. Click Continue.



Review Page – Last chance to verify the test(s) to be given (assignment). Click **Assign.**



Proctor Results Tab – Proctors will only have access to view the test(s) assignment status.



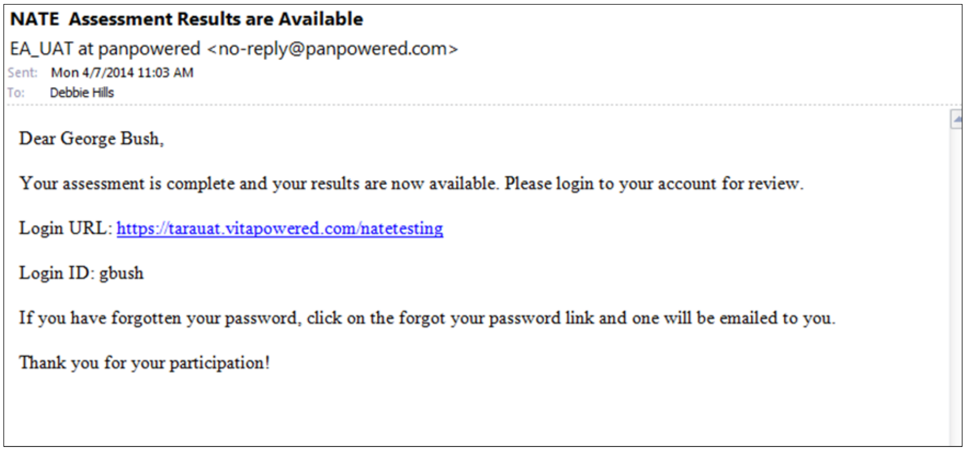
CANDIDATE TESTING

Candidate Login

Once the test has been assigned, the candidates will use the Login ID and Password created by the proctor to log into the assessment system at https://tara.vitapowered.com/nate to complete their testing.

Results

Once the candidate has completed the test(s), the system will generate an email similar to the one below to the personal email address of the candidate. This will give them access to their results.


NATE Assessment Results are Available
EA_UAT at panpowered <no-reply@panpowered.com>
Sent: Mon 4/7/2014 11:03 AM
To: Debbie Hills

Dear George Bush,

Your assessment is complete and your results are now available. Please login to your account for review.

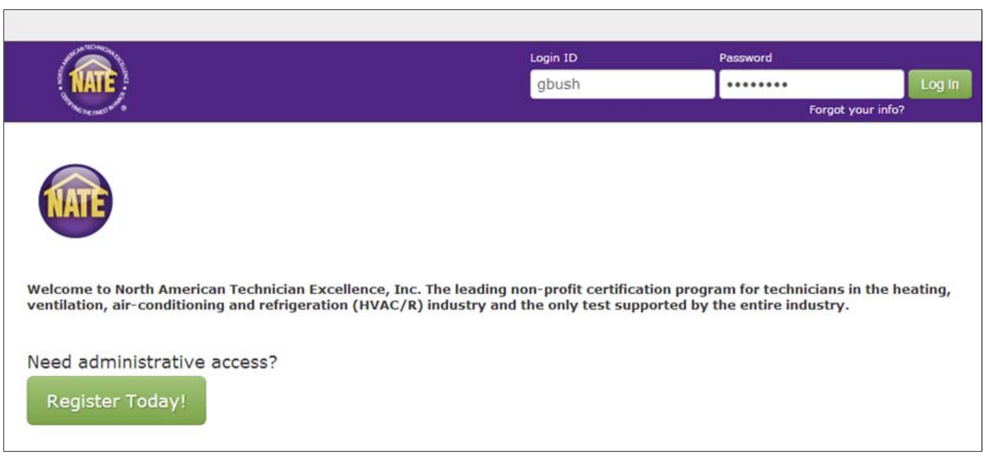
Login URL: https://tarauat.vitapowered.com/natetesting

Login ID: gbush

If you have forgotten your password, click on the forgot your password link and one will be emailed to you.

Thank you for your participation!

Candidates go to the link provided in their email and enter their login credentials.



Candidates will click on the *Results* tab and then *View Report*. The score report will appear.