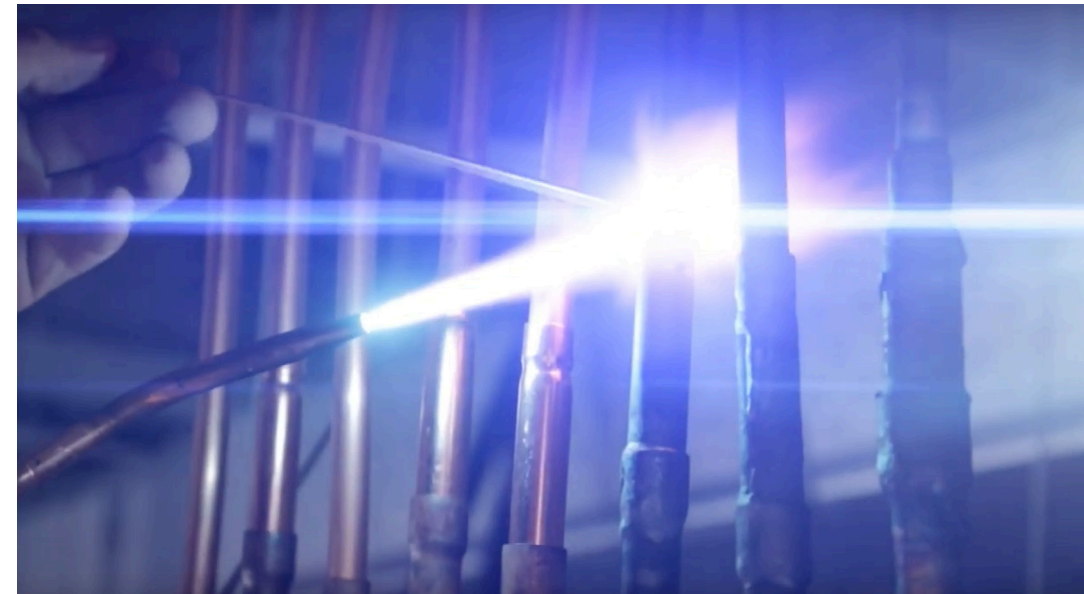
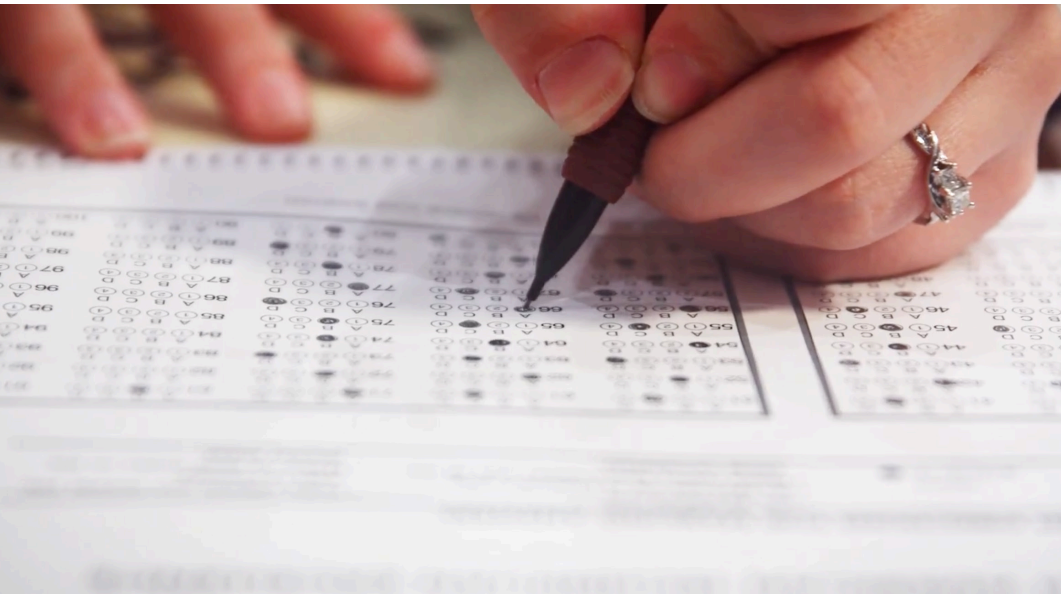




# A GUIDE FOR TESTING ORGANIZATIONS & PROCTORS ORDERING ONLINE EXAMS

A Guide To Using The myNATE Website



# INTRODUCTION

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Thank you for your support of the NATE certification program and efforts to support HVACR workforce development. This guide will address:

1. Creating online test orders
2. Technician exam activation code recovery
3. Proctoring the online exam session

# LOGIN



Login on [www.myNATE.org](http://www.myNATE.org).

A screenshot of a login form titled "Sign in to Castle Connect". The form has a purple header bar with the title. Below the header, there are two tabs: "First Time User?" and "Returning User?". The "Returning User?" tab is selected and highlighted in yellow. The main content area contains the instruction "Enter your username and password." followed by two input fields: "Username" with the text "sample" and "Password" with a masked password of ten dots. At the bottom of the form, there are two buttons: a purple "Sign In" button and a purple button with the text "[Lost/Forgotten Password?](#)".

# CREATING A TESTING SESSION



- Once you have logged in, go to the Testing Sessions tab. To create a new session, click the “+Create Session” link in the upper right hand corner of your “My Testing Sessions” window.

**My Testing Sessions** + Create Session

filter testing sessions ✕ Search

Limit Search to: Type Location Testing Organization All Columns

Start Date:  ✕ 📅 End Date:  ✕ 📅

| Test Time | Type | Roster... | Location | Testing Organization | Action |
|-----------|------|-----------|----------|----------------------|--------|
|-----------|------|-----------|----------|----------------------|--------|

Total Items: 0 Page Size: 10 ⏪ ⏩ 1 ⏪ ⏩

# CREATING A SESSION



- The new window will open, asking you to select the testing organization for which you are ordering the exams.

Select Provider For Paper and Pencil Order ✕

Limit Search to: Organization Name Organization Type Primary Contact All Columns

| Organization Name               | Organization Type | Primary Contact | Actions |
|---------------------------------|-------------------|-----------------|---------|
| NATE                            | Other             | Jane Doe        | Select  |
| North American Technician Exc.. | Trade Association | Tony Spagnoli   | Select  |

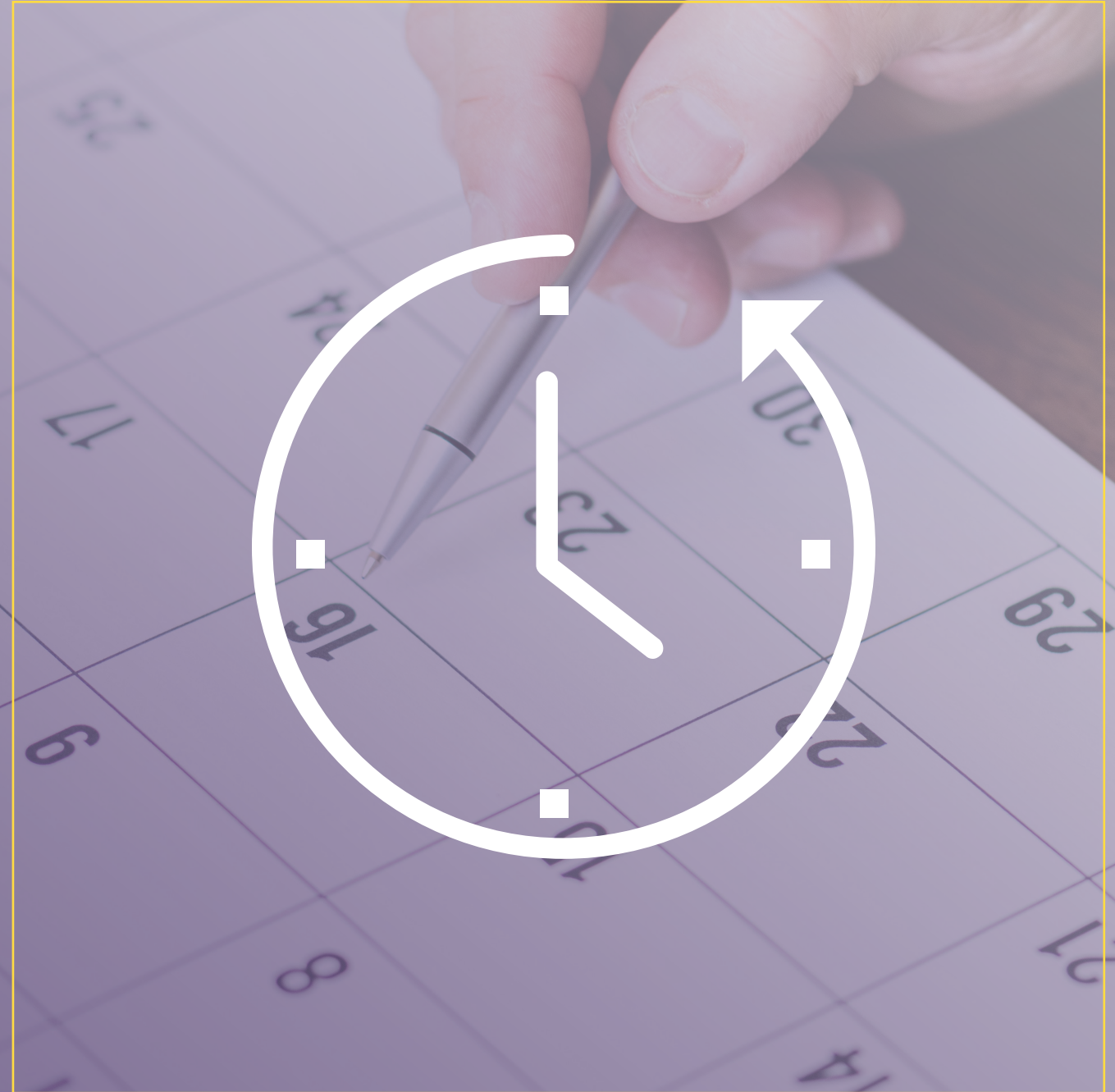
Total Items: 2      Page Size: 10      1      << < > >>

Cancel

# CREATING A TEST SESSION

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- The next window will ask you for general information about your test session. “Session Type – Internet” will be selected by default.
- Next, select a date and time for the session. Online exams will be available 24 hours prior to, and after this scheduled time.



# CREATING A TEST SESSION



- Select Proctor – If you are creating the session through your proctor login, you should see your name here. If you are a testing organization contact, you can select any proctor from your testing organization.
- Select Location – Select where the test session is being held if your testing organization has registered multiple locations. This field does not affect the online testing process. If no other options exist, select “Main.”

The screenshot shows the 'Editor' window for creating a test session. It contains the following fields and options:

- Session Type:** A dropdown menu currently set to 'Internet'.
- Session Time:** A date and time picker set to '06/30/2019 3:15 PM'.
- Proctor:** A section titled 'Tony Spagnoli (aspagnoli)' with a 'Select a Proctor' button. Below it is a search box labeled 'filter proctors' with a dropdown list showing 'Tony Spagnoli (aspagnoli)' and 'Shamar Latunde (slatunde)'. The first option is highlighted.
- Location:** A section titled 'Main (Arlington)' with a 'Select a Location' button. Below it is a search box labeled 'filter locations' with a dropdown list showing 'Main (Arlington)' and 'Test Location (Arlington)'. The first option is highlighted.

At the bottom right of the form are 'Cancel' and 'Save' buttons.

# CREATING A ROSTER



- The next step to submit your test session is to create the roster. First, click the “Manage Roster” button.

The screenshot displays the 'My Testing Sessions' interface. At the top, there is a purple header with 'My Testing Sessions' and a '+ Create Session' button. Below the header is a search bar with the placeholder text 'filter testing sessions' and a 'Search' button. Underneath the search bar are filter options: 'Limit Search to:' with buttons for 'Type', 'Location', 'Testing Organization', and 'All Columns'. There are also date pickers for 'Start Date' (set to 5/17/2019) and 'End Date'. The main content area is a table with the following data:

| Test Time           | Type | Roster... | Location | Testing Organization                        | Action |
|---------------------|------|-----------|----------|---|--------|
| 06/30/2019 03:15 pm | IBT  | 0         | Main     | North American Technician Excellence (1587) |        |

At the bottom of the interface, there is a summary bar showing 'Total Items: 1' and 'Page Size: 10' with navigation controls.



# CREATING A ROSTER



- Once the “Roster Management” window opens, click “Add Technician” to add a new technician to your roster.

Roster Management

Location: Main

Test Time: 06/30/2019 03:15 pm

Proctored by: Tony Spagnoli

Add Technician

| Technician | NATE ID | Examination | Action |
|------------|---------|-------------|--------|
|------------|---------|-------------|--------|

Total Items: 0

Page Size: 10

1

Close

# CREATING A ROSTER



- If the technician has tested before, enter their NATE ID and leave the email address blank.
- If the technician has not tested before, enter their email address and leave the NATE ID blank.

**Add Technician to Roster** ✕

Please enter the technician's NATE ID or email address below and the system will try to locate their account.

**NATE ID:**

**Email Address:**

# CREATING A ROSTER



- In this first example, searching the NATE ID located a technician already listed in our database. Review the email address for accuracy and select the exams of interest.

### Add Technician to Roster

The following account was found matching the information provided. If the information is correct, please proceed to make your selection(s) from the list of available exams. If the information is incorrect, please go back and enter new search criteria.

Technician Name: Tony Spagnoli

Technician Username: aspagnoli

Technician Email: aspagnoli@natex.org

NATE ID: 2286234

|  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Core                         | <input type="checkbox"/> AC Installation                  | <input type="checkbox"/> AC Service                        |
| <input type="checkbox"/> Air Distribution Installation           | <input type="checkbox"/> Air Distribution Service         | <input type="checkbox"/> Air to Air Heat Pump Installation |
| <input checked="" type="checkbox"/> Air to Air Heat Pump Service | <input type="checkbox"/> Commercial Refrigeration Service | <input type="checkbox"/> Gas Heating (Air) Installation    |

# CREATING A ROSTER



- If this is a technician's first exam, enter their email address and click "Find Technician".

A screenshot of a web application dialog box titled "Add Technician to Roster" with a close button (X) in the top right corner. The dialog has a light yellow background. At the top, a purple box contains the instruction: "Please enter the technician's NATE ID or email address below and the system will try to locate their account." Below this, there are two input fields. The first is labeled "NATE ID:" and contains the text "Technician's NATE ID". The second is labeled "Email Address:" and contains the text "newtech@natex.org". At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a blue "Find Technician" button with a magnifying glass icon.

# CREATING A ROSTER



- If a technician with that email address is not registered, create a new record by entering the technician's first and last name.

### Technician ×

Unable to find a technician matching the information that was entered. Please enter the information below to add this technician to the system.

|       |  |
|-------|--|
| First | <input type="text" value="New"/>               |
| Last  | <input type="text" value="Technician"/>        |
| Email | <input type="text" value="newtech@natex.org"/> |

# CREATING A ROSTER



- Repeat this process until all candidates have been added.
- Review every technician and every exam assigned to them in the roster management window.
- Once all technicians have been added to your roster, close the roster management window.
- Your roster is saved automatically as you add each technician.

Roster Management

Location: Main Add Technician

Test Time: 07/31/2014 11:00 am

Proctored by: Tony Spagnoli

| Technician     | NATE ID | Examination                  | Action |
|----------------|---------|------------------------------|--------|
| New Technician |         | Core                         |        |
| New Technician |         | AC Installation              |        |
| New Technician |         | AC Service                   |        |
| Tony Spagnoli  | 2286234 | Air to Air Heat Pump Service |        |
| Tony Spagnoli  | 2286234 | Core                         |        |

Total Items: 5 Page Size: 10 1

Close

# SUBMITTING THE SESSION



- The final step to creating the test session is to submit the session. To do this, click the “Submit Testing Session” button in the “My Testing Sessions” window.

The screenshot displays the 'My Testing Sessions' interface. At the top, there is a purple header with the title 'My Testing Sessions' and a '+ Create Session' button. Below the header is a search bar with the placeholder text 'filter testing sessions' and a 'Search' button. Underneath the search bar are filter options: 'Limit Search to:' with buttons for 'Type', 'Location', 'Testing Organization', and 'All Columns'. There are also 'Start Date:' and 'End Date:' fields, each with a calendar icon. The main content area is a table with the following data:

| Test Time           | Type | Roster... | Location | Testing Organization                        | Action |
|---------------------|------|-----------|----------|---|--------|
| 06/30/2019 03:15 pm | IBT  | 5         | Main     | North American Technician Excellence (1587) |        |

At the bottom of the table, there is a summary bar showing 'Total Items: 1' and 'Page Size: 10' with navigation controls.

# SUBMITTING THE SESSION



- The site then verifies that the date, time, location, and roster have been configured correctly. You will then need to select a payment option.

A screenshot of a web application dialog box titled "Submit" with a close button (X) in the top right corner. The dialog has a light purple header bar with the text "\$ Payment Required". Below the header is a checklist of items, each with a green checkmark or a red X. The items are: "Test Time Properly Set" (green checkmark), "Location Properly Configured" (green checkmark), "Proctor Properly Configured" (green checkmark), "Roster Properly Configured" (green checkmark), and "Billing Processed" (red X). A purple button labeled "Make Payment" is positioned to the right of the "Billing Processed" item. At the bottom right of the dialog is a purple button labeled "Cancel".

|                              |   |
|------------------------------|---|
| Test Time Properly Set       | ✓ |
| Location Properly Configured | ✓ |
| Proctor Properly Configured  | ✓ |
| Roster Properly Configured   | ✓ |
| Billing Processed            | ✗ |



# SUBMITTING THE SESSION



- You are required to either pay by invoice or purchase order, or to prepay with a credit card.
- If your organization wants to be invoiced but does not use purchase order numbers, please enter “None” or “N/A.”
- NATE will only bill you for used exams.

Payment ✕

1 Invoice 2 Payment 3 Verification 4 Confirmation

Payment for the following items is required in order to proceed:

| Item                         | Quantity | Unit Price | Price    |
|------------------------------|----------|------------|----------|
| Air to Air Heat Pump Service | 1        | \$120.00   | \$120.00 |
| Core                         | 2        | \$120.00   | \$240.00 |
| AC Installation              | 1        | \$120.00   | \$120.00 |
| AC Service                   | 1        | \$120.00   | \$120.00 |
| Total:                       |          |            | \$600.00 |

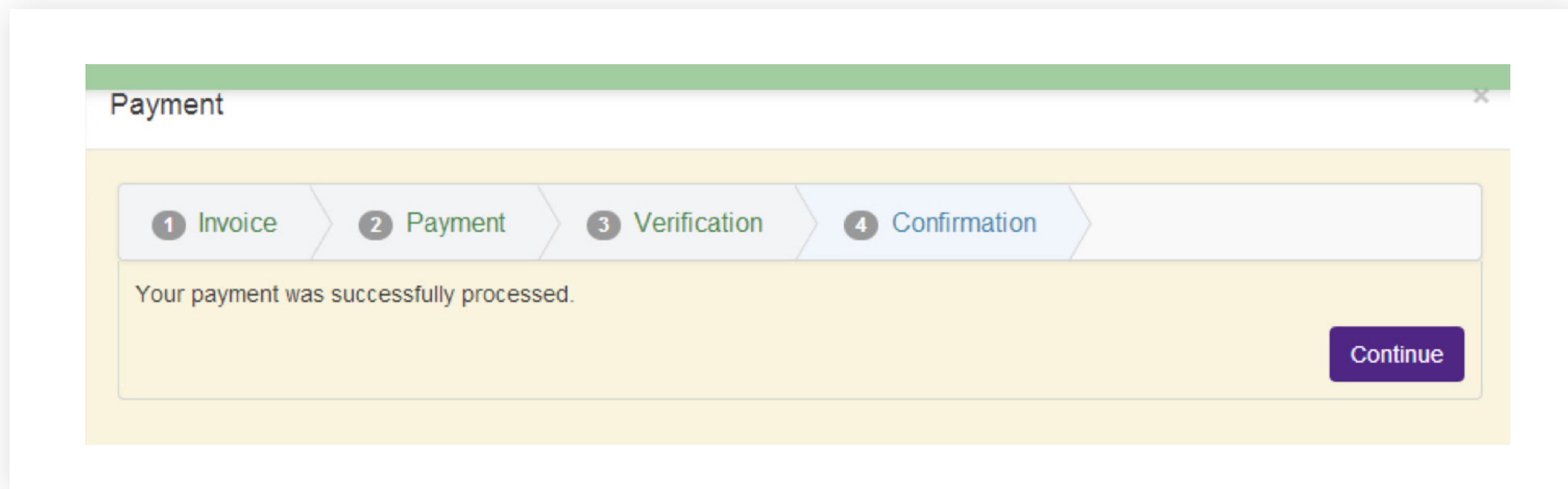
Please choose a payment method below to proceed.

If you are not paying with a credit card, click the Purchase Order button and enter the PO number.

# SUBMITTING THE SESSION



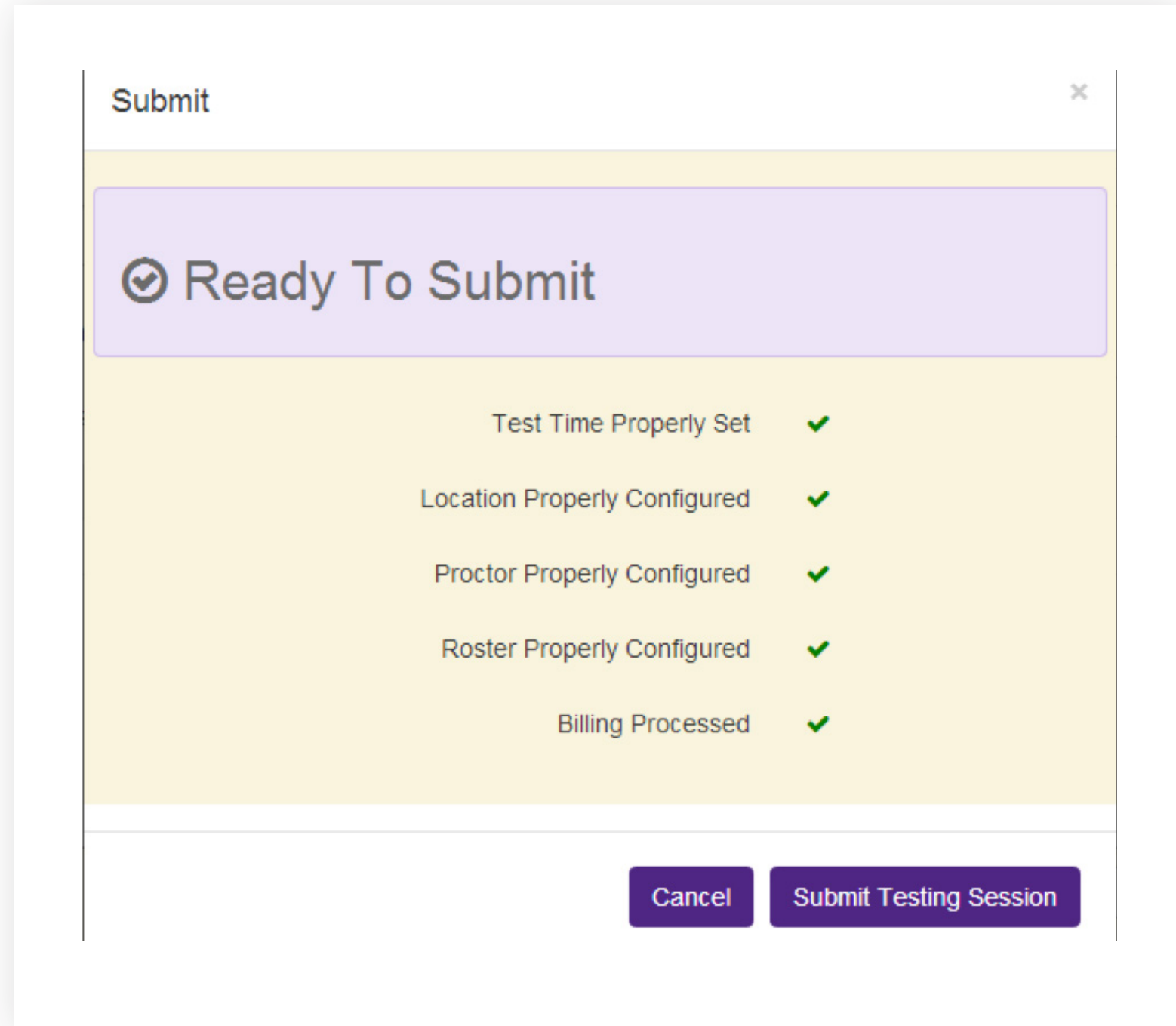
- Once the payment has been confirmed, you will be able to return to the checklist and submit your session.



# SUBMITTING THE SESSION



- Click the “Submit Testing Session” button.
- At this point the session has been created.
- If you are within 24 hours of the start time of the session, it is now available on the PASS site.



# REVIEW TEST SESSIONS



- Once a test session has been submitted, review the roster by clicking the “Manage Roster” button again.
- You will see that NATE ID numbers have been assigned to new candidates here.

Roster Management ✕

Submitted

Location: Main Add Walk-In

Test Time: 07/31/2014 11:00 am

Proctored by: Tony Spagnoli

| Technician     | NATE ID | Examination                  | Status  |
|----------------|---------|------------------------------|---------|
| New Technician | 8402640 | Core                         | Success |
| New Technician | 8402640 | AC Installation              | Success |
| New Technician | 8402640 | AC Service                   | Success |
| Tony Spagnoli  | 2286234 | Air to Air Heat Pump Service | Success |
| Tony Spagnoli  | 2286234 | Core                         | Success |

Total Items: 5 Page Size: 10 ⏪ ⏩ 1

Close

# ADDING A WALK-IN CANDIDATE



- You can add walk-ins for online testing by clicking on the “Add Walk-In” button and following the same steps as required to add a technician to a roster.
- You are required to pay separately for each walk-in added.
- Follow the same steps you took when submitting the exam session to complete this process.

### Roster Management

Submitted

Location: Main Add Walk-In

Test Time: 07/31/2014 11:00 am

Proctored by: Tony Spagnoli

| Technician     | NATE ID | Examination                  | Status                                 |
|----------------|---------|------------------------------|--|
| New Technician | 8402640 | Core                         | Success                                |
| New Technician | 8402640 | AC Installation              | Success                                |
| New Technician | 8402640 | AC Service                   | Success                                |
| Tony Spagnoli  | 2286234 | Air Distribution Service     | Pending <span>🗑️</span> <span>➕</span> |
| Tony Spagnoli  | 2286234 | Air to Air Heat Pump Service | Success                                |
| Tony Spagnoli  | 2286234 | Core                         | Success                                |

Total Items: 6 Page Size: 10 ⏪ ⏩ 1 ⏴ ⏵

Close

# TECHNICIAN EMAIL WITH EXAM ACTIVATION CODE



- Technicians in your session receive an email with their exam codes immediately after the session has been submitted.
- Exam codes are used for two purposes:
  - 1 To start a particular exam(s)
  - 2 For first-time candidates to create their myNATE logins

The screenshot shows an email notification from Castle Connect. The header includes the date and time (Fri 5/17/2019 3:49 PM), the sender (Castle Connect <connect@castleworldwide.com>), and the subject (My NATE Test Session Notification). The recipient is Tony Spagnoli. Below the header, the email body contains the following information:

Date: 5/17/2019  
To: Tony Spagnoli  
From: This is the My NATE website

Bring this paper to the exam.  
We have confirmed the following examination request:  
Your examination date is: 6/30/2019  
Your reporting time is: 3:00 PM

| Examination                   | Password     |
|-------------------------------|--------------|
| AC Service                    | c529dd385171 |
| Core                          | cdb8930a8dea |
| Air Distribution Installation | 8c00d52e3685 |
| Gas Heating (Air) Service     | 849b7b423cad |
| Air to Air Heat Pump Service  | e8a6c2de1065 |

# EXAM ACTIVATION CODE RECOVERY



- If a technician does not bring their activation code(s) with them to the session, **the proctor can retrieve it.**
- To retrieve the activation code, click your “Reports” tab on your myNATE page, and select the “Proctor PASS Candidate Credentials” from the drop down menu.
- This report will list all activation codes for all candidates in active test sessions.
- Candidates can also view a copy of all emails sent to them by the myNATE site by clicking their inbox on their myNATE profile.



# EXAM ACTIVATION CODE RECOVERY



**My NATE** ✉ 👤 ⚙️ 🔒 **Tony** 🔄 [Log Out](#)

[Home](#) [Reports](#) [Library](#) [TO](#) [Testing Sessions](#) [RTP](#) [Training](#) [Application](#) [C3](#) [Users](#) [Test Organization](#) [PASS](#)

[Order Paper Exams](#)

### Reports

Report:

1 of 1 Find | Next

## PASS Candidate Credentials

| First | Last     | NATE ID | Exam Name                           | Date      | Status    | Password     |
|-------|----------|---------|-------------------------------------|-----------|-----------|--------------|
| Tony  | Spagnoli | 2286234 | Air to Air Heat Pump Service (HPSV) | 4/29/2015 | Scheduled | 53f1b11c3b10 |
| Tony  | Spagnoli | 2286234 | CORE                                | 4/29/2015 | Scheduled | 4ea350fb1aa5 |

Executed: 4/29/2015 10:31:42 AM Executed By: aspagnoli

1 of 1



# PROCTORING THE SESSION



- 1 Go to the PASS tab on your myNATE page.
- 2 If this is your first time at this tab, agree to the terms of use.
- 3 Your username and password for the PASS site will then appear.
- 4 A direct link to the PASS site will open in a new tab.
- 5 Copy and paste your login to the new tab.

# PASS LOGIN PAGE



The screenshot shows the 'My NATE' dashboard with the 'PASS' menu item highlighted. A white box on the left contains the following information:

**PASS Proctor Information**

These are your PASS Proctor credentials.

User ID: nate\_2367943550

Password: [REDACTED]

[Click this link to go to PASS](#)

**Hide Info**

# PROCTORING THE SESSION



- Once at the PASS site, run the requirements test to ensure your computer and browser are properly configured to use the site.

A screenshot of the Castle Worldwide PASS Proctored Assessment System interface. The page has a grey header with the Castle Worldwide logo (a stylized 'C' with red and blue geometric shapes) and the tagline "Design. Develop. Deliver." on the left. On the right of the header, it says "PASS Proctored Assessment System" and includes a language dropdown menu set to "English". A left sidebar contains navigation links for "Proctor" (Login, Requirements, Participant Handbook) and "Candidate" (Comments Form). The main content area is titled "System Requirements" and contains the following text: "You have not tested your computer yet. [Click here to test now.](#)" Below this is a scrollable box with two sections: "Cookies" with the text "Your browser must accept cookies from Castle's site. Passed" and "Popup windows" with the text "Your browser must allow popup windows from Castle's site. Passed".

# CHANGING YOUR USERNAME/PASSWORD

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- You are able to change your username and password on the PASS site once you have logged in.
- Click the “Security Maintenance” link to the left of the screen.
- You can then change your password, set a security question, and change your username.



# PROCTORING THE SESSION - CONTINUED



- After you login you will see a page asking you if you want to enable Castle Lockdown (only available on Internet Explorer). This locks your computer to only this browser window.
- NATE does not require Castle Lockdown; it does not need to be enabled.
- If you have an active session, you will be able to click the continue button to begin the session.

The screenshot shows the 'Security Maintenance' page in the PASS Proctored Assessment System. The page header includes the Castle Worldwide logo and the text 'Design. Develop. Deliver.' on the left, and 'PASS Proctored Assessment System' on the right. A language dropdown menu is set to 'English'. The main content area is titled 'Security Maintenance' and contains the following text: 'From this page, you can create or modify your existing security question and response or update your password or update your username.' and 'If you were redirected here upon login, it means that your password has expired and should be updated.' Below this text are three input fields for 'Current Password', 'New Password', and 'Confirm Password', followed by an 'Update Password' button. A horizontal line separates this section from the next. The next section is for the 'Security Question', featuring a dropdown menu with the text 'Please select a security question...' and a red error message 'Please select a security question.' below it. There is an input field for the 'Security Response' with a red error message 'Can not be blank.' and an 'Update Security Question' button. Another horizontal line separates this from the final section, which shows the 'Current Username' as 'aspagnoli' and an input field for the 'New Username' with 'aspagnoli' entered, followed by an 'Update Username' button.

# PROCTORING THE SESSION - CONTINUED



If no session is scheduled:

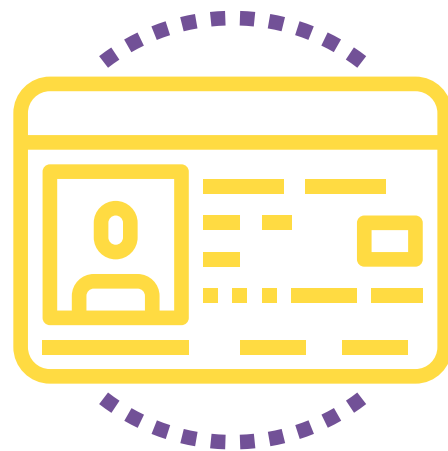
If a session is scheduled:

The screenshot shows the 'Proctor Home' page in the PASS system. The header includes the Castle Worldwide logo and the text 'PASS Proctored Assessment System'. A language dropdown menu is set to 'English'. The main content area displays a welcome message: 'Welcome Tony Spagnoli. You are logged into Castle's PASS. You must use Internet Explorer to use Castle Lockdown. You are not scheduled to proctor any exams at this time.' Below this message is a 'Continue' button. The left sidebar contains navigation links: Home, Requirements, Surveys, Irregularity Report, Security, Maintenance, and Logout (Tony Spagnoli). The footer contains the support phone number: 'For support call (877) 420-6283'.

The screenshot shows the 'Proctor Home' page in the PASS system. The header includes the Castle Worldwide logo and the text 'PASS Proctored Assessment System'. A language dropdown menu is set to 'English'. The main content area displays a welcome message: 'Welcome Tony Spagnoli. You are logged into Castle's PASS. You must use Internet Explorer to use Castle Lockdown. To administer an exam, press the continue button.' Below this message is a 'Continue' button. The left sidebar contains navigation links: Home, Requirements, Surveys, Irregularity Report, Security, Maintenance, and Logout (Tony Spagnoli). The footer contains the support phone number: 'For support call (877) 420-6283'.

# ID VERIFICATION AND ATTESTATIONS

- To begin the session, select the candidate's name from the drop down menu.
- Only candidates registered for your session or other sessions at your testing organization will be visible here.
- Verify the candidate's photo ID.
- Agree to the different attestations on the screen before continuing.



**Proctor Instructions**

Before the examination begins:

I confirm that this candidate has a valid government-issued photo ID with signature (i.e. Driver's license, passport, military ID, etc..)

Candidate Name:  
DEMO USER - CITY NAME, NC

Please type the name as it appears on the identification.  
Contact Scantron immediately if the name does not match EXACTLY.

DEMO USER  
First Name Last Name

Registered For:  
Castle Sample Test (PASS UX)

I have placed the candidate's personal belongings in a secure location outside the examination room.

Verify that the candidate does not have a cell phone or any other unauthorized aid with him/her.

I will supervise the candidate at all times by being in the room, watching through a window, and/or by watching the video monitor.

At the conclusion of the exam, I will print the candidate's results page AND VERIFY that the candidate receives the correct results.

As proctor, by clicking the checkbox, I attest that I have performed, and will perform, the duties listed on this page and/or the duties in the Proctor Manual as I assist this candidate with his/her examination today.

Click to check the box if you agree:

# PROCTORING THE SESSION



- The candidate must then use their activation code to login.
- Candidates are required to verify their information before proceeding. **Contact NATE if edits to the first and last name are needed.**
- Please note that activation codes are case-sensitive.

The screenshot shows the 'Candidate Login' interface for the PASS (Proctored Assessment System) by Castle Worldwide. The page header includes the Castle Worldwide logo and the text 'Design. Develop. Deliver.' on the left, and 'PASS Proctored Assessment System' on the right. A language dropdown menu is set to 'English'. The main content area is titled 'Candidate Login' and contains the instruction 'Please verify your information and type your password.' Below this, there are fields for 'First Name' (DEMO), 'Last Name' (USER), and 'Date of Birth'. A note states 'Legal name changes require a written request.' There are radio buttons for 'Is this information correct?' with 'Yes' selected. A 'Password' field contains the text '6f3jNR2MM'. A 'Continue' button is at the bottom of the form. A footer at the bottom right of the page reads 'For support call (877) 420-6283'. On the left side of the page, there is a 'Proctor' sidebar with links for 'Home', 'Manual', and 'Logout (Tony Spagnoli)'.



# PROCTORING THE SESSION - CONTINUED



- The candidate will then agree to several attestations.
- At the bottom of the page, the candidate must type “I attest” in order to continue.
- Once the candidate has selected all of the boxes and typed “I attest,” a “Continue” button will appear.



On my honor, I attest:

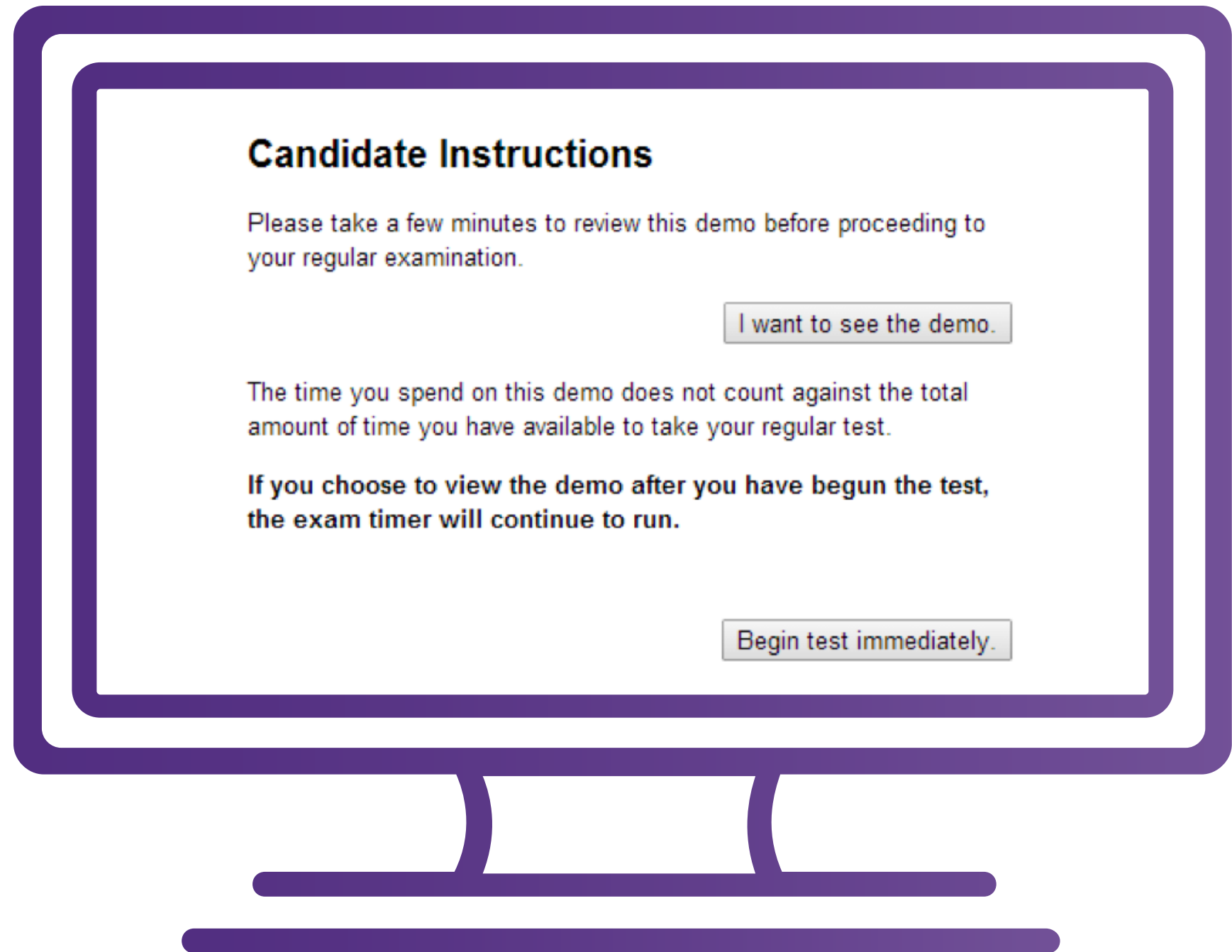
- I will not give any unauthorized assistance on this exam.
- I will not receive any unauthorized assistance on this exam.
- I will not remove any items from the testing center.
- I do not have any of the following prohibited items or I have turned these items over to the proctor:
  - cell phones
  - ALL electronic devices, including cameras, phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials
  - notes, books, dictionaries or language dictionaries (except as expressly permitted by the test sponsor per your confirmation notice)
  - book bags, purses, handbags or luggage
  - ipods, mp3 players, headphones, or pagers
  - calculators (except as expressly permitted by the test sponsor per your confirmation notice), computers, PDAs, or other electronic devices with one or more memories
  - personal writing tools (e.g., pencils, pens, and highlighters)
  - watches
  - food and beverage
  - hats, hoods, or other headgear
- I will alert the proctor immediately if I have any concerns about the test administration, including if the testing environment becomes unacceptable to me, or if I have any concerns about the testing computer.
- I understand that if I am found with any prohibited item noted above, including cell phones, notes, and other prohibited items, I may be dismissed and my exam may be invalidated. In addition, I could become disqualified from retaking the exam in the future depending upon the test program's policies.

Please type "I attest" to confirm that you have attested to the above items:

# PROCTORING THE SESSION - CONTINUED



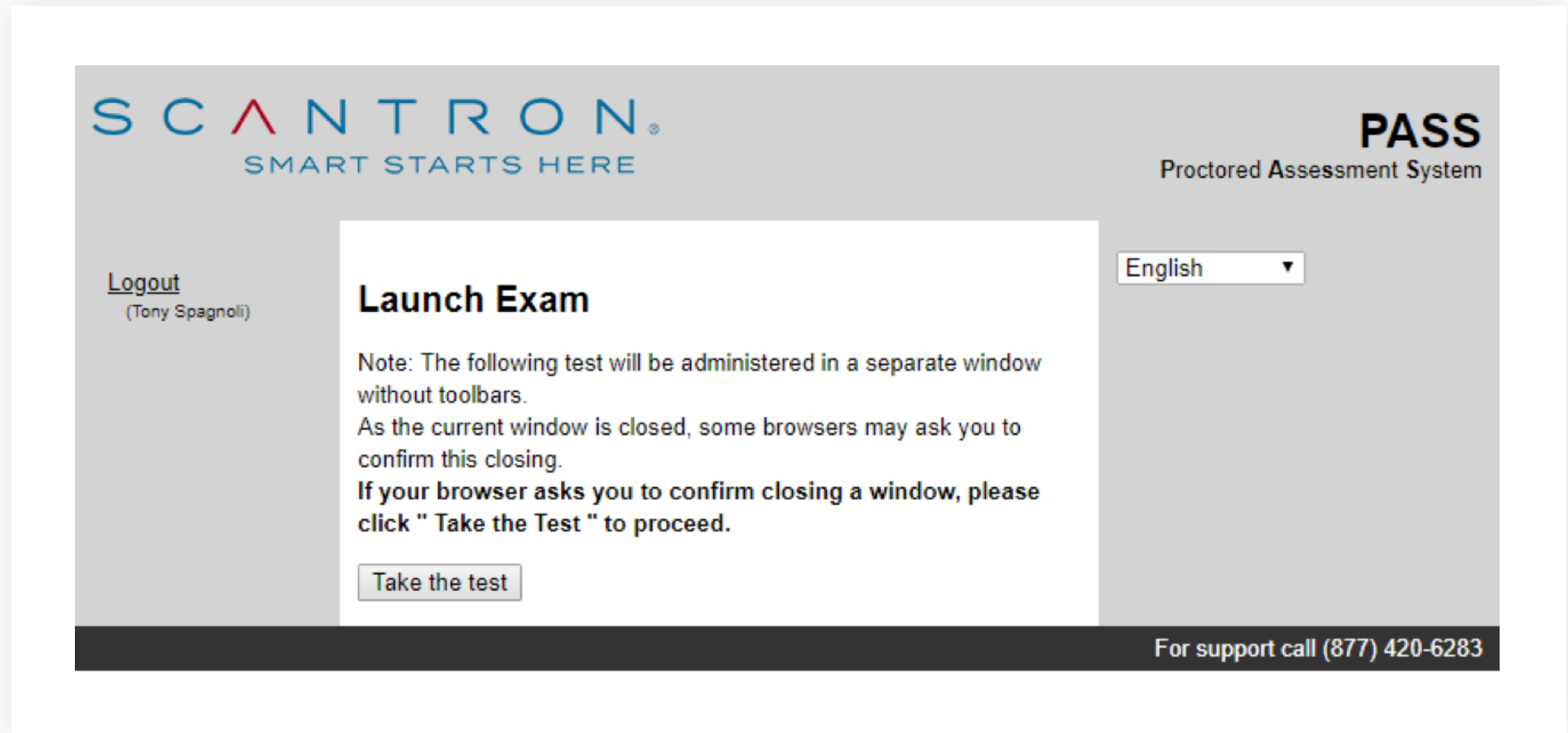
- The next screen gives a candidate the option to either start the exam or see a demo. The demo shows how to use the online testing platform and is not required.
- The demo does not include NATE practice questions.



# PROCTORING THE SESSION



- The next screen allows the candidate to launch the exam. A message may pop up advising that the browser window will be closing. Click “Yes” and allow the window to close. The exam opens in a new window.
- Opening the exam in multiple windows will cause an error to occur, and will not allow the technician to continue.



# PROCTORING THE SESSION



- A number of tools are available once the candidate begins the exam:
  - **Previous Questions, Next Question:** navigational tools.
  - **Flag Buttons:** mark questions for later review.
  - **Timer:** shows time left for the exam, and can be hidden.
  - **Not answered/Completed:** track exam progress.
  - **Help:** how to use the site. Please note the time will NOT stop while help is opened.
  - **Take a break:** hides exam questions. Please note the time will NOT stop while take a break is engaged.



# PROCTORING THE SESSION - CONTINUED



DEMO USER Castle Sample Test [Submit Exam](#)

← Prev **1** Next → 2 3 4 5 6 7 8 9

Time Remaining ⊟  
**00:59:44**

**23** ⊟  
Not Answered

**0**  
Completed

**0**  
Flagged Questions

**?**  
Help

**Take a Break**

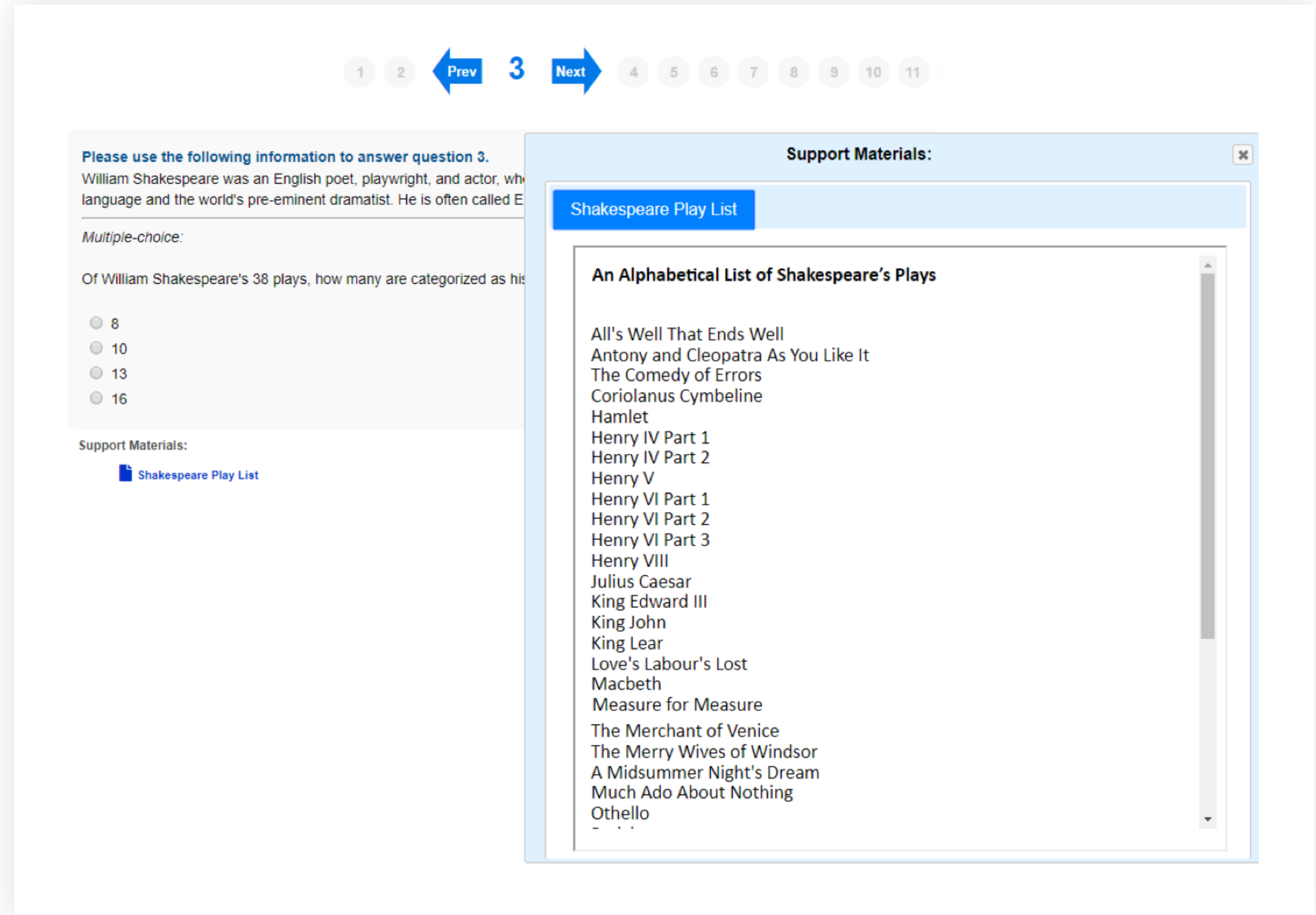
*Multiple-choice:*

What Shakespearean form of poetry consists of 14 lines? (Choose only one.)

- Concrete
- Free verse
- Haiku
- Sonnet

# PROCTORING THE SESSION

- Some questions have attachments. Clicking the link will open the attachment in a separate window. When finished with the attachment, the candidate can close that window.



The screenshot displays an online exam interface. At the top, a navigation bar shows question numbers 1 through 11, with '3' highlighted and 'Prev' and 'Next' buttons. The main question area contains the following text:

Please use the following information to answer question 3.  
William Shakespeare was an English poet, playwright, and actor, who wrote in the English language and the world's pre-eminent dramatist. He is often called England's greatest writer.

Multiple-choice:  
Of William Shakespeare's 38 plays, how many are categorized as his comedies?

8  
 10  
 13  
 16

Support Materials:  
[Shakespeare Play List](#)

The 'Support Materials' window is open, showing a 'Shakespeare Play List' with the following text:

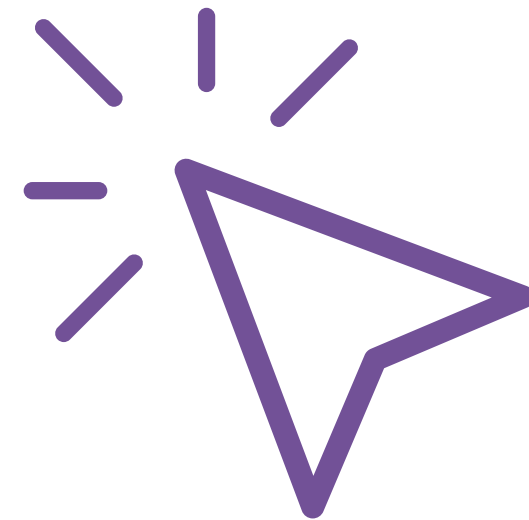
**An Alphabetical List of Shakespeare's Plays**

- All's Well That Ends Well
- Antony and Cleopatra As You Like It
- The Comedy of Errors
- Coriolanus Cymbeline
- Hamlet
- Henry IV Part 1
- Henry IV Part 2
- Henry V
- Henry VI Part 1
- Henry VI Part 2
- Henry VI Part 3
- Henry VIII
- Julius Caesar
- King Edward III
- King John
- King Lear
- Love's Labour's Lost
- Macbeth
- Measure for Measure
- The Merchant of Venice
- The Merry Wives of Windsor
- A Midsummer Night's Dream
- Much Ado About Nothing
- Othello
- . .

# PROCTORING THE SESSION



- The candidate must click the “Submit Exam” button when they are finished. Please note: The exam will submit automatically if time expires.
- Unanswered or flagged questions will then be shown in a summary of the exam.
- If the candidate has time left, they may return to the exam or click any of the unanswered/flagged questions to return to that question.
- Once they are finished, the candidate must write, “I understand” in the box at the bottom of the window and click “Submit My Exam.”



# EXAM SUMMARY WINDOW

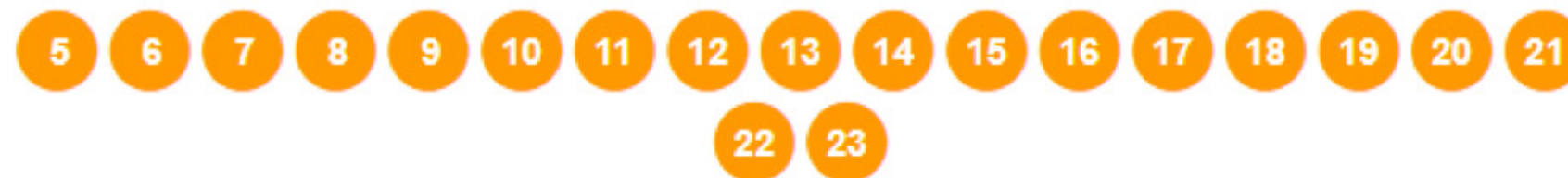


You have chosen to submit your exam  
**4 questions answered**

*If you end your exam now, you lose the chance to answer all unanswered questions.*

*NOTE: Flagged items will still be submitted.*

You left 19 questions unanswered:



You left 0 questions flagged:

If you are ready, type "I UNDERSTAND" and click **Submit My Exam**.

 **Submit My Exam**

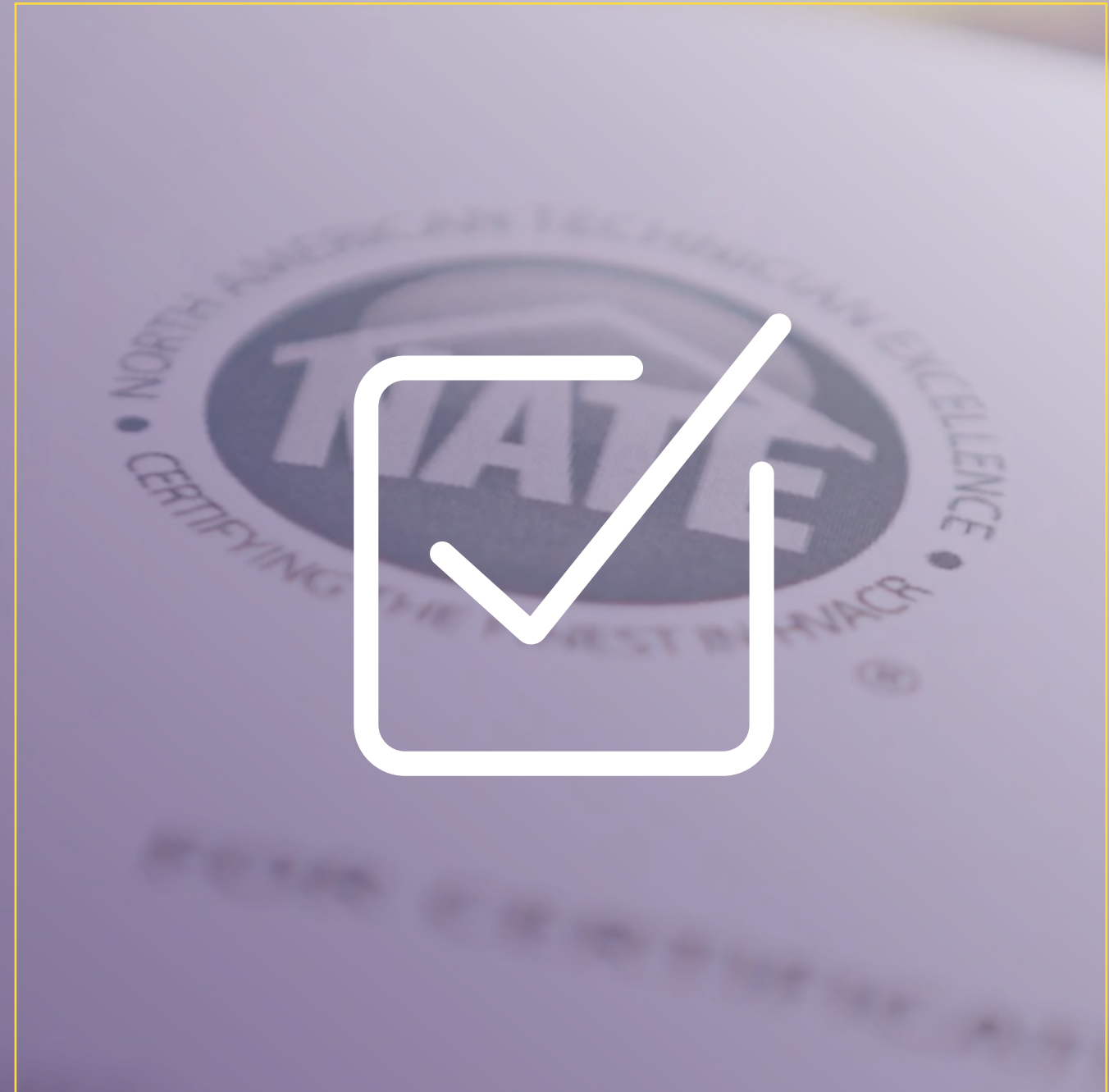
or [Cancel to Continue Exam](#)



# PROCTORING THE SESSION

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- The results window will appear after the candidate submits the exam
- **NATE does not provide numerical scores;** all exams are pass/fail.
- A detailed score report is immediately available in PASS and on myNATE for candidates who do not pass the exam.





## NEED HELP?

Please contact the NATE customer service line at 877-420-6283 or [askNATE@natex.org](mailto:askNATE@natex.org).

