

This guide will cover the Proctor Tile, attestation form and how to conduct an exam session.

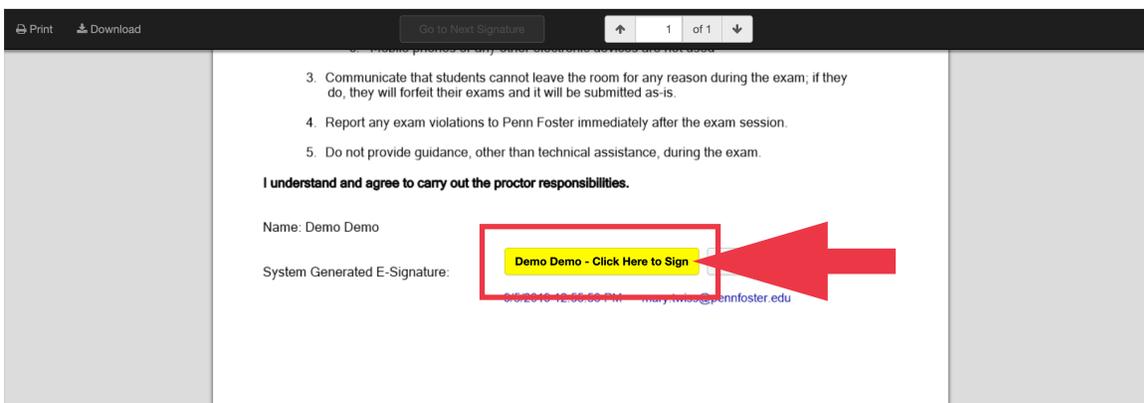
Need additional help or have more questions?  
Email us at [support@nrfriseup.com](mailto:support@nrfriseup.com) or call 800-986-6482

The screenshot shows the NRF Foundation RISEUP Proctor Partner Portal. On the left is a navigation menu with the following items: HOME, MY PROFILE, LOGOUT (qqqq demo), Admissions, Purchase, Proctor (highlighted with a red box and a red arrow), Add Users, Add Locations, Manage Licenses, Learner, Reports, and Resources. The main content area has a blue header with the text 'Your Partner Portal' and a white chevron icon. Below the header, it says 'To get started, download the [Quick Start Guide](#). Then explore your role in the resources below.' The section is titled 'Proctor Exams' and includes the text 'If you're a **proctor, trainer or partner** you have access to these functions.' The top right of the page features a search bar with the text 'Look up a student' and a 'Go!' button, and a 'CONTACT US' link.

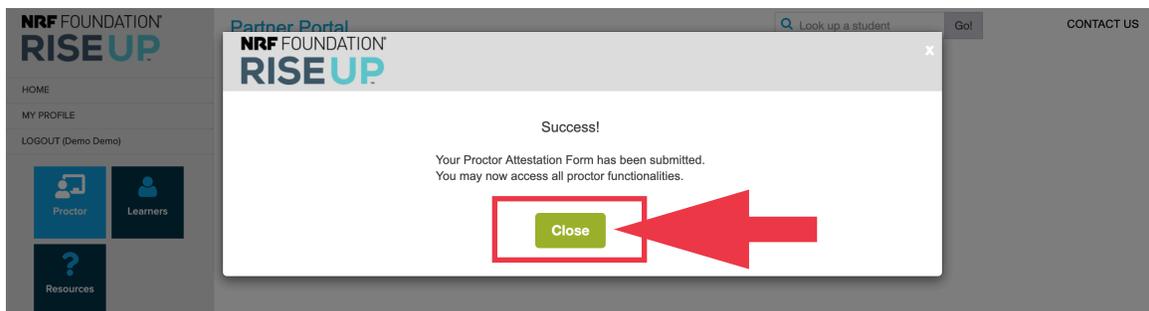
1. From the left-hand navigation click on the “Proctor” tile. For first time users, you will be prompted to read and sign a proctor attestation form. If you have already signed the proctor attestation form you may skip to step 5 in this guide.



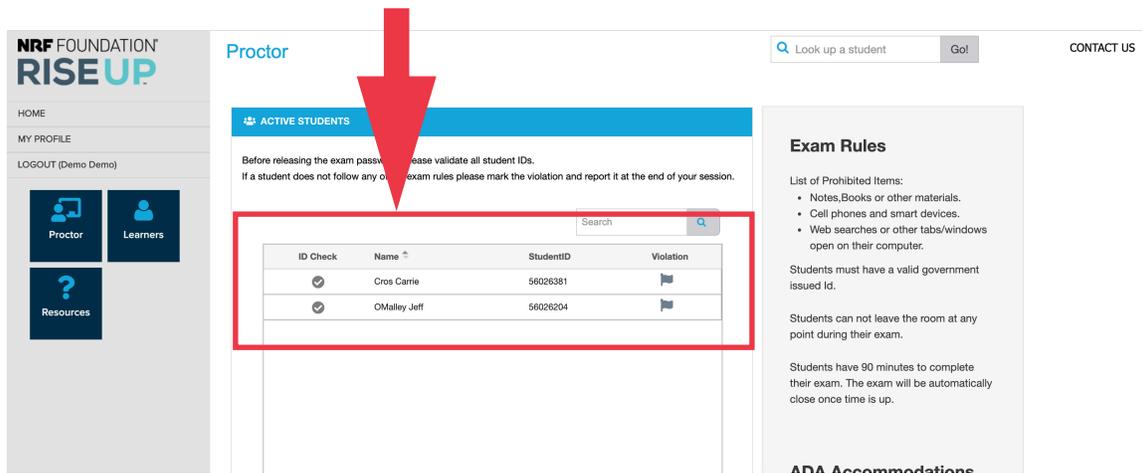
2. To sign the **proctor attestation form** click “Accept & Sign” from the pop-up window.



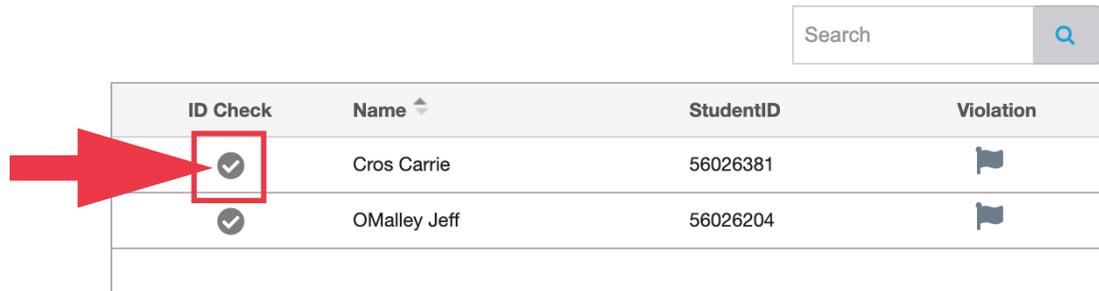
3. Review the document and click on the yellow button to electronically sign. This will automatically submit your document, e-mail you a signed copy and bring you back to the Partner Portal.



4. Click the “Close” button to dismiss the confirmation message.

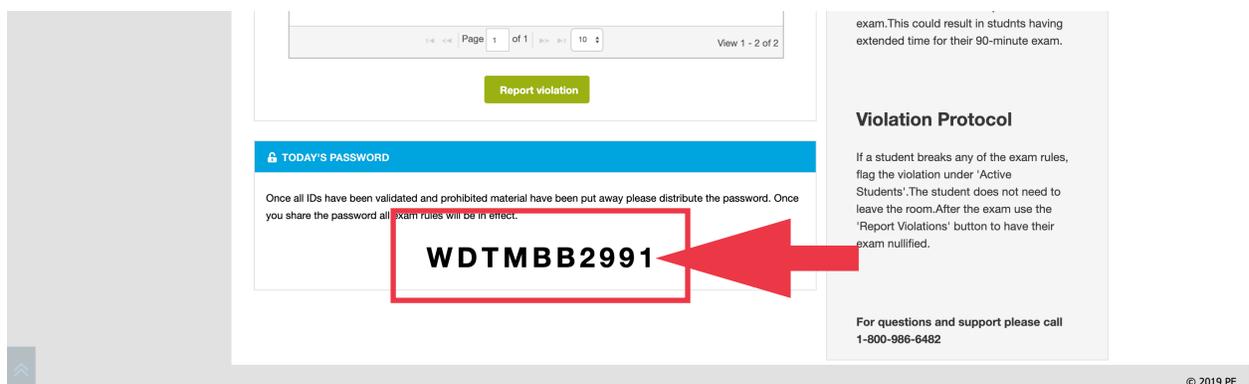


5. The proctor page shows the learners that are eligible to take their exam under the **Active Students** section.



6. Click the check-mark next to the test-taker's name to track that you've verified their ID.

*Note: The list may have more students listed that are not present.*



7. The **exam password** is at the bottom of the proctor page. This is a universal password that is generated daily.

Search  

ID Check	Name	StudentID	Violation
✓	Cros Carrie	56026381	
✓	OMalley Jeff	56026204	

8. If a student violates any of the exam rules during their session click the **violation flag** next to their name.

**NRF FOUNDATION**  
**RISE UP**

HOME

MY PROFILE

LOGOUT (Demo Demo)

 Proctor

 Learners

 Resources

Proctor

**ACTIVE STUDENTS**

Before releasing the exam password, please validate all student IDs.  
If a student does not follow any of the exam rules please mark the violation and report it at the end of your session.

Search  

ID Check	Name	StudentID	Violation
✓	CrosS Carrie	56026380	
✓	DECOY Brent	56026221	

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**Report violation**

CONTACT US

Look up a student  Go!

**Exam Rules**

List of Prohibited Items:

- Notes, Books or other materials.
- Cell phones and smart devices.
- Web searches or other tabs/windows open on their computer.

Students must have a valid government issued Id.

Students can not leave the room at any point during their exam.

Students have 90 minutes to complete their exam. The exam will be automatically close once time is up.

**ADA Accommodations**

To accommodate a student's disability, a [request form](#) may be faxed to 570.961.4642 or e-mailed to [ADArequest@pennfoster.edu](mailto:ADArequest@pennfoster.edu) for evaluation at least a week prior to exam. This could result in students having extended time for their 90-minute exam.

**Violation Protocol**

9. After the exam session click "Report Violation" if any students have been flagged. This will generate a report to the support staff to invalidate the exam.