PROCTOR QUICK START GUIDE

STEP 1: Proctor Login (see back for registration details)

- Go to **youscience.com/YOURSTATE***
- Click PROCTOR LOGIN **
- Login using your proctor ID and password
  > *Example: youscience.com/utah*
  > ***District administrators: be sure to use the **Admin Login** at the top of the page*

STEP 2: Create an Exam Code

- Under the tab **My Exams > Exam List**, click ADD EXAM
- Follow the system prompts to create the exam:
  - Enter a **Class Name** (this is how you will identify each individual class)
  - Select the **Class Period**
  - Select the **Term**
  - Choose the **Type of Assessment** you will be proctoring (**Single, Pre-, or Post-***)
- Select the exam** (use the search bar to find your exam more quickly)
- Finally, click CREATE EXAM
  > ***Post-assessments can only be administered if you have already given a pre-assessment*
  > ****Take note of the # of questions, max points, & passing percentage for the exam you are administering*

STEP 3: Student Login (see back for registration details)

- Go to **youscience.com/YOURSTATE***
- Click STUDENT LOGIN
- Students will need the following information to log into an exam
  - **Student ID** (provided by the school or district)
  - **School District** (where the exam is being delivered)
  - **Exam Code** (8-digit alphanumeric code, found under the **My Exams** tab in the proctor portal)
    > *Example: youscience.com/utah*

STEP 4: Authorize Students

- In the **My Exams** tab, click PROCTOR adjacent to the exam code you want to administer
- Use REFRESH generously within the platform to see students as they log into the exam
- Select the check box next to the student's name(s) you would like to authorize, or use **Select All** to authorize all students at one time
- Click AUTHORIZE and students will be given a BEGIN EXAM prompt on their screens to click on
- Use the REFRESH to see up-to-date information as students take the exam

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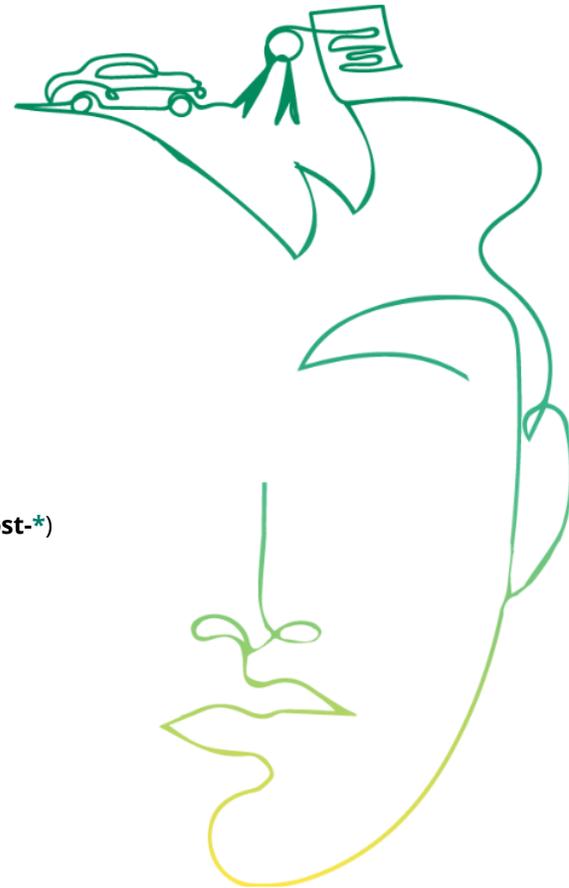
Printing Certificates

- To print certificates*, check the box next to the student's name(s), and use the [Select ⌄] menu** to select **Exam Certificate**
- The certificate will download as a PDF file you can share with or print for your student

    *Before printing certificates, ensure reports ✅ and certificates 🎖 are available
    The process to download a **Student Score Report is the same

Register to be a Proctor (this is a one-time process)

- Go to **youscience.com/YOURSTATE***
- Hover over [Proctor] from the list of options at the top and select [Registration]
- Complete all Contact, School/District, & Login information
- Verify your Employee ID
- Read and accept the **YouScience Proctor Agreement**
- Verify your information and submit
- Await authorization to log into the platform**
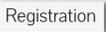
    *Example: youscience.com/utah
    **An authorization email will be sent within 1-2 business days confirming your registration (we may call or email the contact you listed to verify the information you submitted is correct)

Register as a New Student (this is a one-time process)
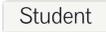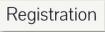
- Go to **youscience.com/YOURSTATE***
- Hover over [Student] from the list of options at the top and select [Registration]
- Complete all Student Information and the required Contact Details
- Click [FINISH] **

    *Example: youscience.com/utah
    **Once the student is finished registering, they will be able to login with an exam code

Further Accommodations/Questions

- If you need to apply accommodations to students who have a **504** or **IEP**, please contact our Customer Support Team prior to your exam authorization (contact information is listed below)

Regular Business Hours
Monday-Friday | 7:30am-7:00pm (Eastern)

*For additional assistance and resources, visit our **Help Center** at youscience.com*

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www.youscience.com | support@youscience.com | (801) 653-9356