SkillsUSA Career Essentials Assessment
Proctor Guide

Recommended Actions Before Scheduling Testing Session

1. Verify you have received the enrollment key that students will be using to sign up for their assessment.

   Student Guide to Create a NEW Account
   Student Guide to EXISTING Account

   Note: if possible, have students create their account and sign in before test day to ensure everyone is able to log in smoothly when the day of testing arrives.

2. Schedule a date and time for testers to complete their test. The exam is not timed and is 50 questions. We suggest allocating 60 to 90 minutes for each test taker.

3. **Note:** We recommend that students use personal email addresses when setting up their account to prevent school firewalls and security from blocking auto-reply emails from the LMS. If students MUST use a school email, please have your IT department whitelist the domain of @myabsorb.com to ensure deliverability.

Proctors:
Please review the Proctor Agreement and Policy prior to testing.

Proctor Script for Tester Instructions:

"Today, you will be taking your online assessment for <mark>Insert name of exam.</mark> Using the email and password for your account, please log into https://mycareeressentials.org."

"You will see your assessment on your home dashboard as soon as you log in."

"You have ONE attempt at your online test. During the test, you may have only ONE browser window open to view the online assessment. Do not switch tabs or browser windows or open new windows."

"Once you click START, you will need to agree to the statement on your screen. I then will provide the proctor credentials needed to begin the assessment. Before we begin, are there any questions?"

"Everyone can now click the start button and wait to be given the proctor credentials to begin."

Proctor Credentials:
Provide proctor credentials to students. Proctor credentials are case-sensitive, so it is crucial to ensure that test takers are aware of this when entering.
When the student clicks on the START button of their exam they will be prompted to enter "proctor credentials" as seen below. Your platform login credentials (email and password) will serve for this access.

Additionally, SkillsUSA offers generic credentials that can be shared with the entire classroom. The generic proctor credentials change on a weekly basis and can be provided by the SkillsUSA Customer Care Team.

Please see full step by step instructions for entering your proctor credentials here.

Frequently Asked Questions

Missing Confirmation Email?
If a student has signed up for their account and is having trouble receiving their email verification to log into their account, contact the SkillsUSA Customer Care Team.

Password Issues:
If a student is having trouble logging into their account using the password they set up, contact the SkillsUSA Customer Care Team. The Customer Care Team can troubleshoot the issue and if necessary, reset the password to ensure students can gain access to their accounts.

Recommended Browser for Testing Accommodations
Google Chrome is the preferred browser for online testing.

SkillsUSA Customer Care Team
If you have questions, please don't hesitate to contact us for assistance:
Phone: 844-875-4557
Email: customercare@skillsusa.org

Customer Care Hours:
Monday/Wednesday/Friday 8 a.m.-5 p.m. ET
Tuesday/Thursday: 8 a.m.-7 p.m. ET