Steps for Proctoring Exams

For the best proctoring experience, clear each computer’s browser cookies before you begin.
Repeat steps 1-6 on EACH computer used for testing.
For assistance or technical support, contact AEST at 855-315-8745.

**Step 1**: Go to [http://aest.ag/certify/](http://aest.ag/certify/) and log in

**Step 2**: Click the Exam Name you are proctoring

![Exam Delivery Platform](image)

**Step 3**: Verify the student’s identity and Click their name from the provided list

![Exam Session Details](image)
**Step 4:** Click “Require Student Login” or “Bypass Student Login,” then click “Seat this Student for the Exam Now”  

*Note:* Clicking “Seat this Student for the Exam Now” charges the purchase account by deducting credits from the Available Exam Credits balance.

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**Step 5:** Proceed to **A** if Student Login was Required or **B** if Student Login was Bypassed

**A.** If ‘Require Student Login’ was selected, instruct the student to enter their ‘Student Password’ and click “Login Now”

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**B.** If ‘Bypass Student Login’ was selected, read the cautionary message and click “Seat this Student for the Exam Now.” On the following screen, click “Login Now”
Step 6: Instruct student to wait for further instructions before proceeding

Repeat Steps 1 through 6 until all students are logged in at computers

Step 7: Read aloud the AEST Testing Guidelines script

Step 8: Actively proctor the exam by walking the room and monitoring students