

ParaPro Guide to Setting Up an In-person Exam at Home:

Link to sign-up: <https://www.prometric.com/ParaPro>

To check to see if your computer and network will allow testing through ProProctor, navigate to the link on this page:

To see if your computer and network will allow testing through ProProctor™ [click here](#) before you schedule your exam.

TEST AT HOME

[Schedule](#)

[Reschedule](#)

[Cancel](#)

1. Click “Schedule” under Test at Home on the left-hand side of the page.
2. This will now pull up some instructions and information regarding the ParaPro Assessment. Please read through these before clicking next (the little green arrow on the bottom right-hand side of the page).
3. Read through the Personal Data Privacy Disclosure and Consent. You will need to confirm that you are at least 18 years of age and consent to the policy before you can continue.
4. The next section is regarding pre-approved testing accommodations. If you have ALREADY submitted paperwork and was approved for a testing accommodation, click yes. Otherwise, click no.
 - a. If you would like to submit your request for a testing accommodation, please visit the following link for more information: <https://www.ets.org/parapro/test-takers/register/disability-accommodations.html>
5. Test Selection – Select ParaPro
6. Testing Location Time Zone – Confirm your time zone.

Testing Location Time Zone

Your current location time zone is automatically displayed for convenience. If this is not the time zone in which you will be testing, please change before proceeding. Test time and time zone offset will automatically adjust for daylight/summer time once you Reserve your Test time.

Select the time zone you will be testing in

(GMT -8.00) Pacific Time (US and Canada)

☒ I confirm this is the time zone I will be testing in.

7. Choose a start and end date within two weeks of each-other that best fit the dates in which you are looking to take the test. This will search all available times within the date range. If it states “No availability found. Please select a new date range.”, you will need to select a new start and end date further out.

Testing Location Time Zone

ParaPro

(GMT -8.00)Pacific Time (US and Canada)

Remote Proctored Exam

Start Date

07/16/2023

End Date

07/30/2023

Note: You must select an end date that is within 2 weeks of the selected start date.

Find available times

Pacific Time (US and Canada)

JUL 20

9:00 AM

Thursday, 20 JUL 2023

Select

Pacific Time (US and Canada)

JUL 21

5:30 AM

Friday, 21 JUL 2023

Select

Pacific Time (US and Canada)

JUL 21

6:00 AM

Friday, 21 JUL 2023

Select

Pacific Time (US and Canada)

JUL 21

6:30 AM

Friday, 21 JUL 2023

Select

Pacific Time (US and Canada)

JUL 21

7:30 AM

Friday, 21 JUL 2023

Select

More Times

8. Select the time that best meets your need and scroll down to click “Reserve Test time.”
9. Read through the Biometric Collection Disclosure and click “I Consent”.

10. Profile – On this page, you will input your personal information in which the test will use to identify you the day you show up to test. Per the website, your name must match exactly to the name shown on your identification.
11. After you fill out your profile, it will bring up a validation page. Please read over the page to ensure all the information is correct.

Appointment Verification

You must verify the information below and click 'Complete Appointment' to complete your transaction.

Personal Details	
Name:	Beaverton School District
Address:	1260 NW Waterhouse Ave
Phone:	5033564500
Email:	web-submission@beaverton.k12.or.us
Appointment Details	
JUL 20	Pacific Time (US and Canada) on Thu, 20 JUL 2023 (9:00 AM - 12:00 PM)
Exam: ParaPro Time 9:00 AM - 12:00 PM Date Thu, 20 JUL 2023	
Total Duration: 3 hr, 0 min.	
Payment Details	
1. Exam: ParaPro Exam fee:	Price \$85.00

Prometric has a firm commitment to protecting your privacy. We will not disclose, to third parties, any specific personal identifying information about you without your permission.

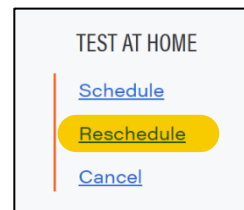


12. Payment – process payment for the assessment.
13. Complete Appointment.

To Reschedule:

Link to reschedule: <https://www.prometric.com/ParaPro>

1. Click “Reschedule” on the left hand side of the page
2. You will need to enter your confirmation number and the first four characters of your last name.



Rescheduling / Cancel Policies for the ParaPro Test

If you find that you must reschedule your exam appointment you must reschedule at least 3 full days prior to your test date; you will be charged a fee if you choose to reschedule or cancel your exam.

- 3 or more days in advance of the original exam appointment: US \$42.50 fee
- Less than 3 days in advance of original exam appointment:
 - No ability to reschedule/cancel exam, your \$85 exam fees will be forfeited.