SCTE Proctor Tips

To proctor online certification exams, you need a proctor ID and password.

- The proctor's username always begins with "P" followed by the proctor's SCTE 6-digit member ID. (Note that this may require a leading zero.)

- The proctor's password is provided in your congratulations email when your application for proctorship is approved.

- It is critical that you do not disclose this information to anyone. One of a proctor's highest priorities should be maintaining the integrity of the certification program. Without this, the certification has little value.

- Prior to scheduling online certification exams for proctoring, ensure your proctor status is valid. (Search for your name here.)

- Should you forget your password or suspect that someone may have discovered it, please call SCTE Customer Care Center at 800-542-5040 to be issued a new password (via email message).

Online Testing Process Overview

- Candidates purchase the exam(s) they wish to take by selecting "Certification Exam Catalog" (Note that for some testing sessions the exam may have been pre-purchased.)

- Candidates can review the recommended certification study resources by emailing ldoperations@scte.org to prepare for the specific certification exam.

- When ready to test, the candidate goes to www.scte.org and logs in (SCTE members and returning SCTE certification candidates) OR creates an account (first time SCTE certification users).

- Candidates click User Profile, Certification, and then click on the certification exam name to get started.

- The proctor logs in using the proctor login and password provided by SCTE and the exam begins. From this point forward and until the conclusion of the exam, the proctor MUST be present and aware of the activities of the candidate.

- Once the proctor logs in, the exam launches and questions are presented one at a time. The count-down clock is visible throughout the exam and flashes brightly 30 minutes, 15 minutes, 5 minutes, and constantly during the final minute, prior to the end of the exam. At the conclusion of the exam, the candidate clicks the "Submit" button.

- Test results are provided instantly in a pass or fail format and are automatically sent to the candidate's email address in SCTE's records. The candidate also has the option to email the results to other addresses at that time. In the event that a candidate does not pass the exam, the results screen and email contain more detailed information indicating which certification categories the candidate should review.