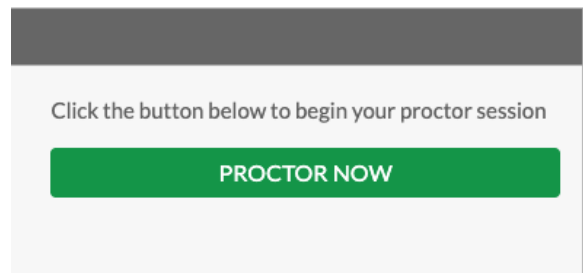


Ready to administer the online ACRE assessment?

Follow these steps to register as a proctor:

- **Go to:** <https://www.nceaifg.com/home.aspx?pagename=registerrole>
 - Register with the proctor code provided in the IFG ACRE Online Instructions email, then log in to your account.
 - The proctor code can only be used once. If more than one proctor is required for per class, please contact our support team for assistance by calling 1-800-707-6232.

- **Select** the Proctor Now button on the dashboard.
 - Proctors registered for more than one class will need to choose which class to view.
- **Begin** your proctor session.
 - Proctors can view student progress, generate login codes, and close classes for grading when testing is complete.



Click the button below to begin your proctor session

PROCTOR NOW

Generating student login codes

To log a student back in if they lose session:

- **Click** the Generate button to the right of an individual student's name to create a unique login code for the student.
 - Return to the ACRE student registration page, enter the unique login code, and press submit to log a student back into their session.
 - Login codes will expire after 1 minute.

First Name

Student

Last Name

3

Class Code

43644-45DF7F

Please provide this answer: 0 + 5 =

5

Close classes for grading

When testing is complete:

- **Click** the Close for Grading button on the proctor page to trigger scoring.
 - Once scoring is complete and reports are available, the reporting contact will be emailed instructions to view reports.
 - If a class is closed prematurely, please contact our support team for assistance.

Close for Grading

www.nceaifg.com says

Are you sure you want to close this class? Closing this class will generate your reports and allow no further students to take this assessment. To re-open the class, you will have to contact our support team.

Cancel

OK