PROCTORING DRIVER LICENSE KNOWLEDGE TESTING

APPROVAL PROCESS

PROCESS TO ADMINISTER TESTS

8/25/2020

First step is to complete an application and submit to the Office of Driver Education for approval.

MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES

APPLICATION TO ADMINISTER WEB-BASED CLASS D KNOWLEDGE TEST

Print Form

Name of Entity			Tax Identification Number	
Address of Administrative Office	City		State	Zip Code
Mailing Address (if different)	City		State	Zip Code
Administrator's Name	Phone Number		Email Address	
Location of Web-Based Knowledge Test Administration			City	
Size of Space (square footage)	Number of Computers Available for Testing	Number of Tablets Available for Testing		

Schedule of Tests to be Offered:

How Many Times per Year	Times per Month	Times per Week	Times per Day	AM ☐ PM ☐

Full Name of Proctor	Email Address	Phone Number	Minnesota Driver's License Number
Full Name of Proctor	Email Address	Phone Number	Minnesota Driver's License Number
Full Name of Proctor	Email Address	Phone Number	Minnesota Driver's License Number
Full Name of Proctor	Email Address	Phone Number	Minnesota Driver's License Number

Administrator's Signature:	Date

Mail to Driver and Vehicle Services, 445 Minnesota Street, Suite 176, St. Paul, Minnesota 55101-5176, or Email to driver.education@state.mn.us, or Fax to (651) 296-5316

For office use only:
Date processed:_____
Approved by:_____

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Driver and Vehicle Services

445 Minnesota Street • Suite 176 • Saint Paul, Minnesota 55101
Drivers Services Phone: 651.201.7626 • Vehicle Services Phone: 651.297.2126
Fax: 651.296.5316 • TTY: 651.282.6555 • Website: dvs.dps.mn.gov

TEST PROCTOR
1 1ST ST
DULUTH MN 55810-2309

Date Issued: Aug. 19, 2020
Letter ID: L0010140692

TESTING - DO NOT PRIN

WEB-BASED KNOWLEDGE TEST SYSTEM REGISTRATION

Dear ADSF ASDF,

You have successfully registered to access the web-based knowledge testing system with the Minnesota Department of Public Safety Driver and Vehicle Services Division (DPS-DVS). In order to administer the web-based Class D knowledge test, you will need to validate your registration on the e-Services website at https://driverservices.dps.mn.gov/EServices/DataPurchaser/. You will need the letter ID below to authenticate your account.

L0010140692

Sincerely,

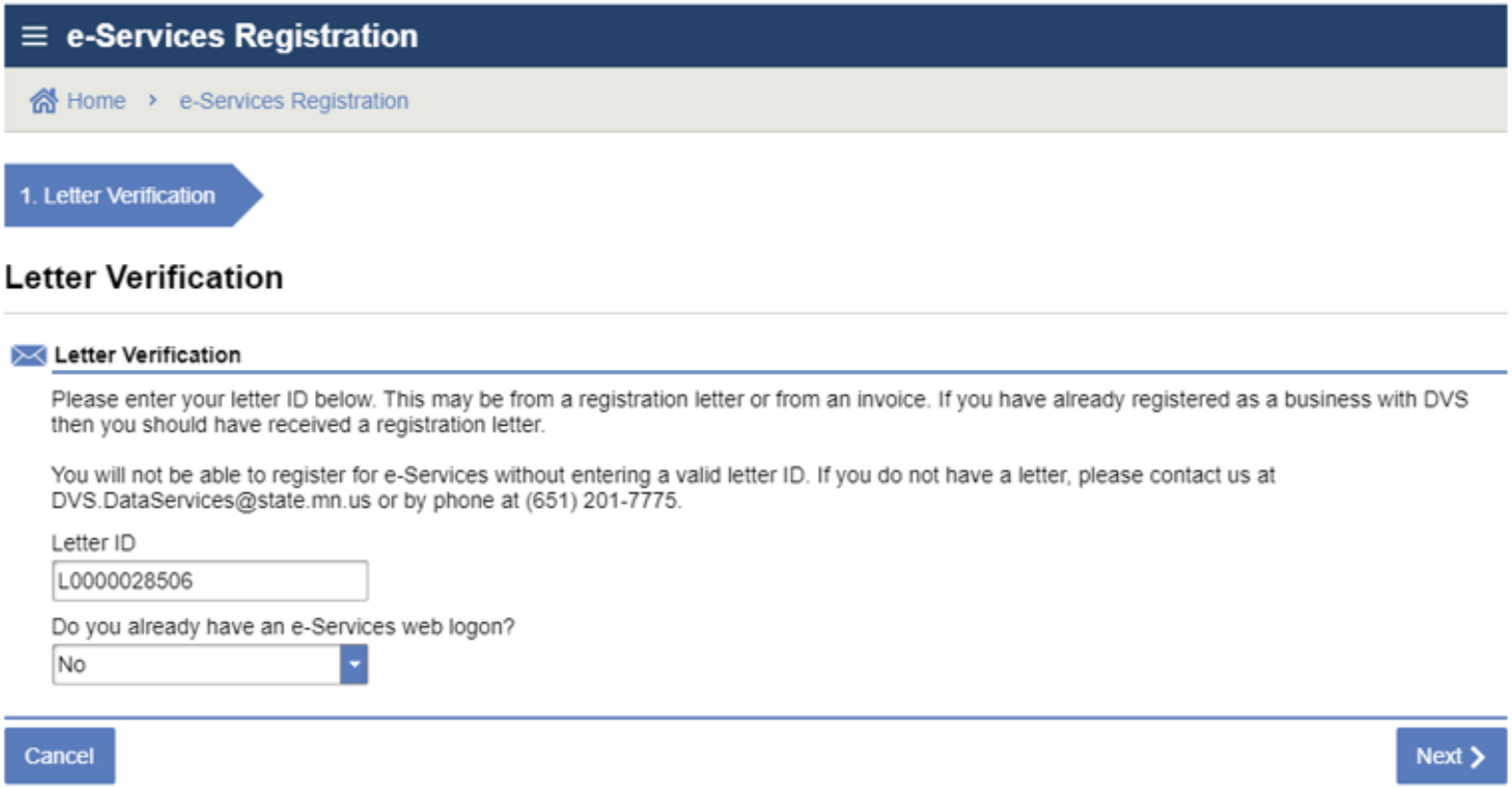
Driver Education Unit
Driver and Vehicle Services Division
Minnesota Department of Public Safety

Letter the entity/proctor will receive with directions to register. Letter ID number is needed to register.

REGISTER FOR E-SERVICES FOR BUSINESS

https://driverservices.dps.mn.gov/EServices/DataPurchaser/

Enter Letter ID and answer question. Proceed to next page to complete registration in FastDS.



1. Letter Verification | 2. User

User

User Info

Legal First Name

Required

Required

Legal Last Name

Required

No First Name

Contact Phone

Alternate Phone

Login Information

Your email address is your username. It must be unique and the one used for work related purposes. The email address must identify the user (e.g., JaneDoe@example.com or John.Doe@companyname.example.com). The email address cannot be a shared mailbox, and we will not approve access if a generic email address is used. (e.g., companyname@example.com).

Email

Required

Confirm

Required

Password Rules:

- Passwords cannot be reused
- Minimum 8 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

Password

Required

Confirm

Required

In case you forget your password

Secret Question

Required

Answer

Required

Confirm Secret Answer

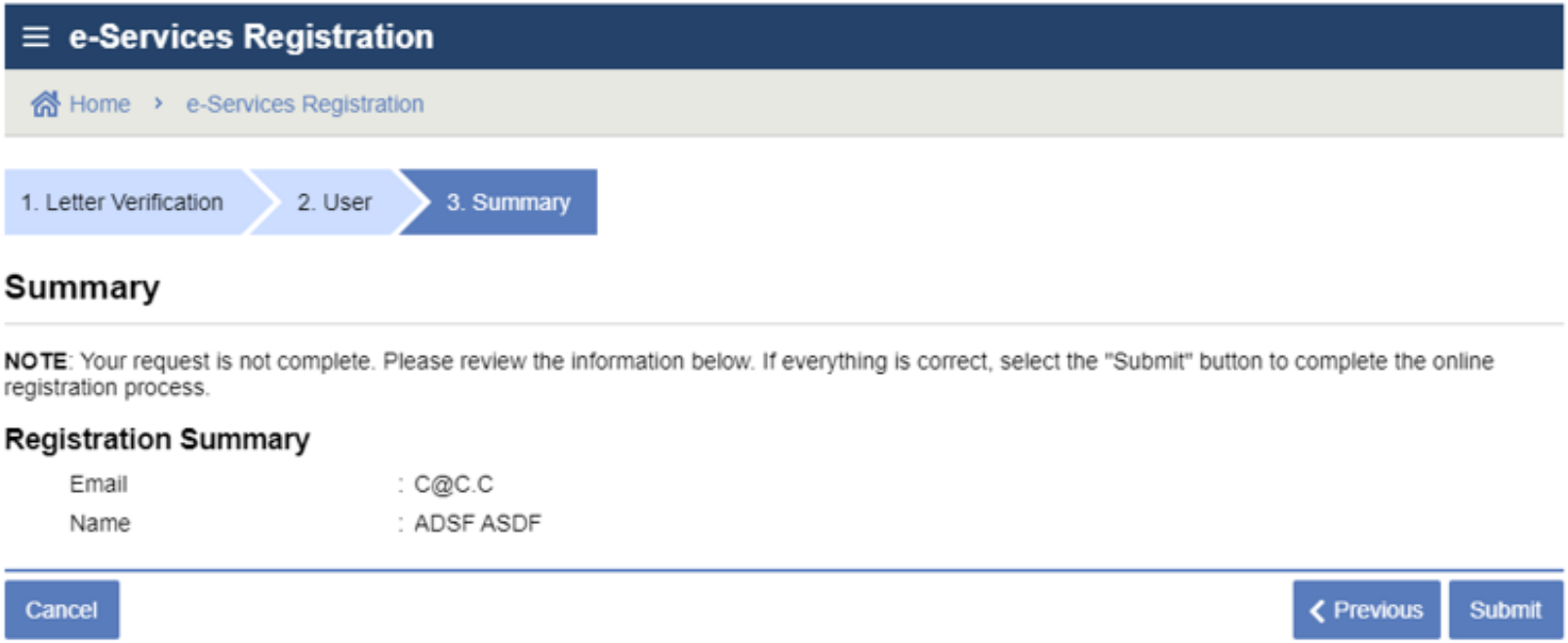
Required

Cancel

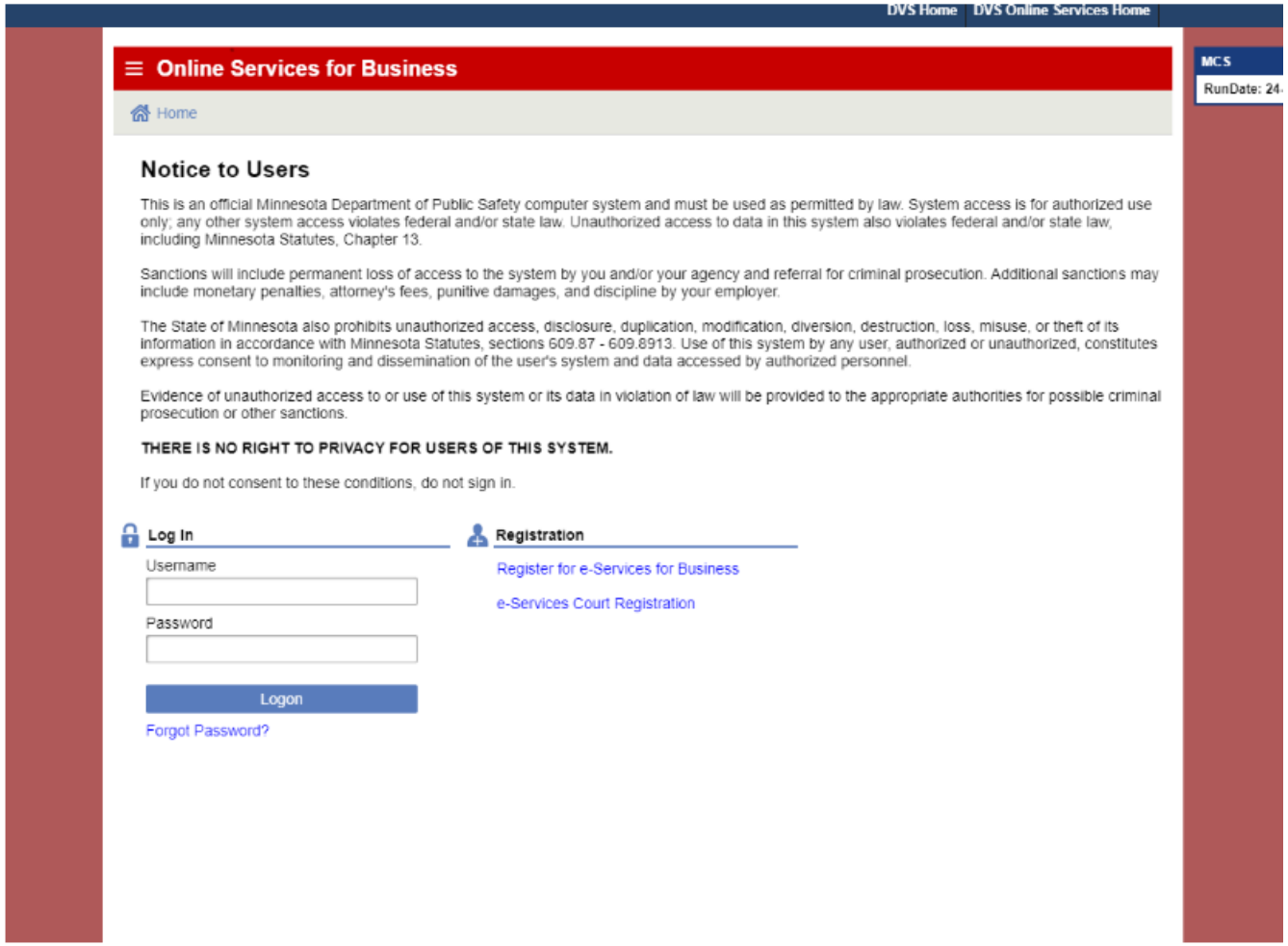
Previous

Next

Verify email and user name and submit to complete online registration.



Logging into the E-Services for Business Screen



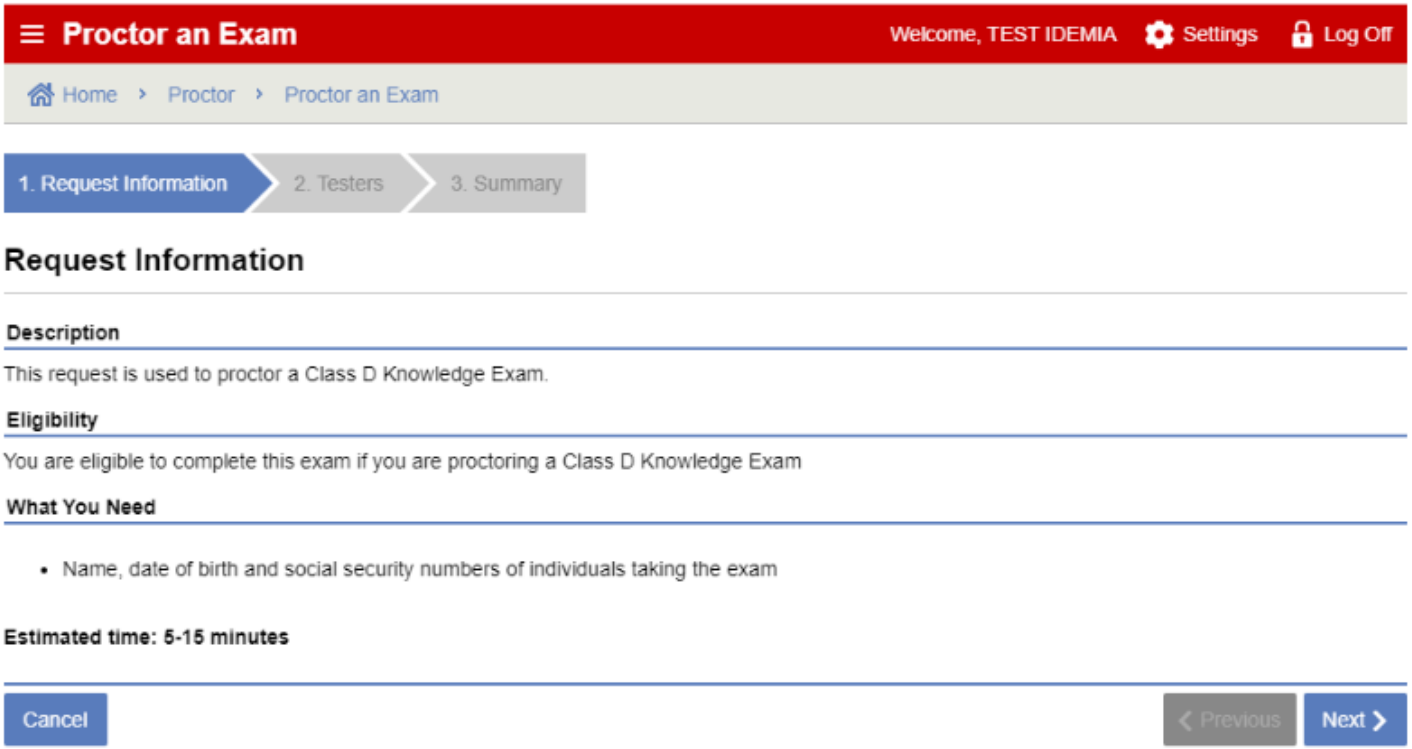
Will need your username and password to access E-Services to begin process to proctor exams.

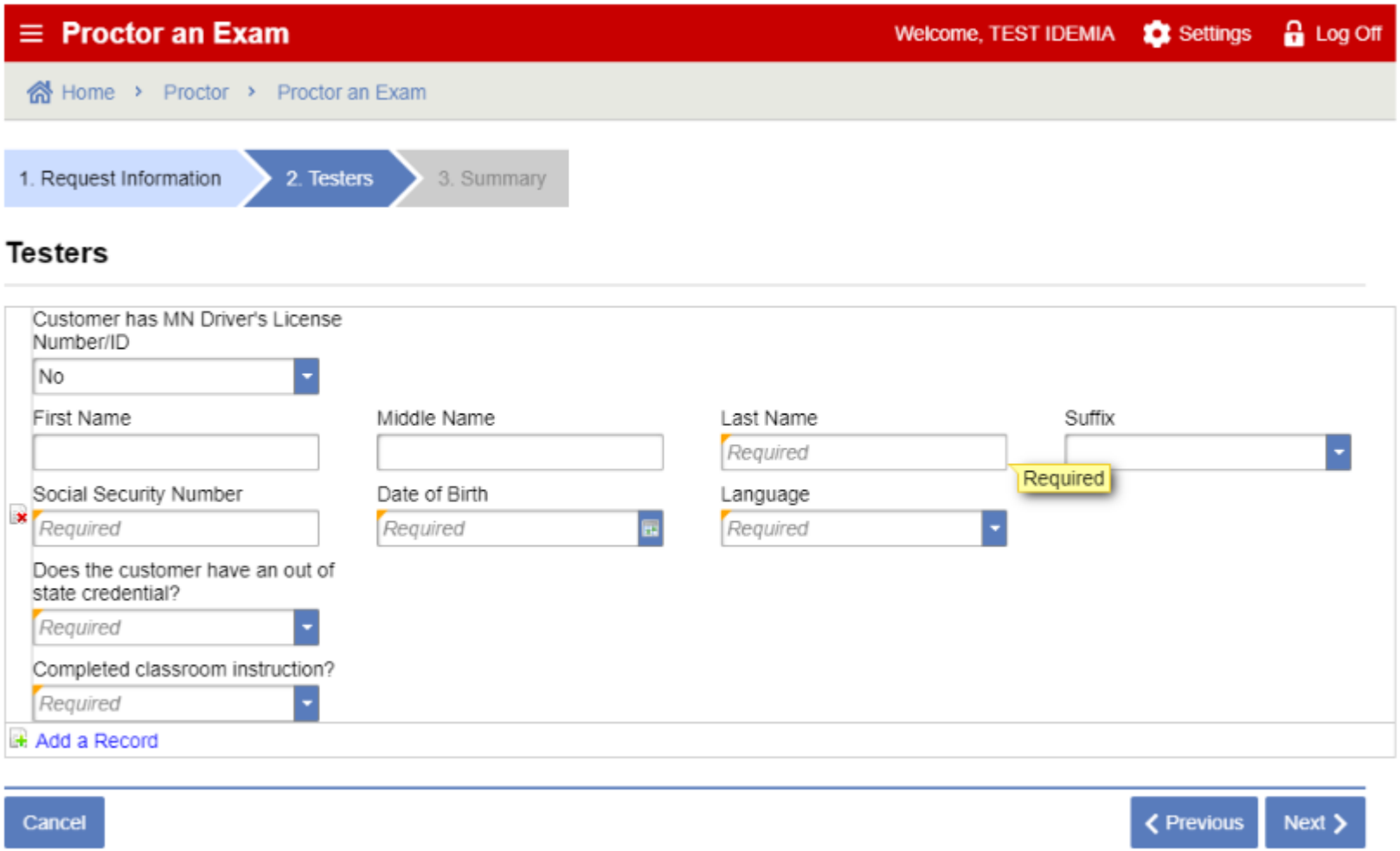
PROCTOR AN EXAM ON e-SERVICES

Click on link to Proctor an Exam

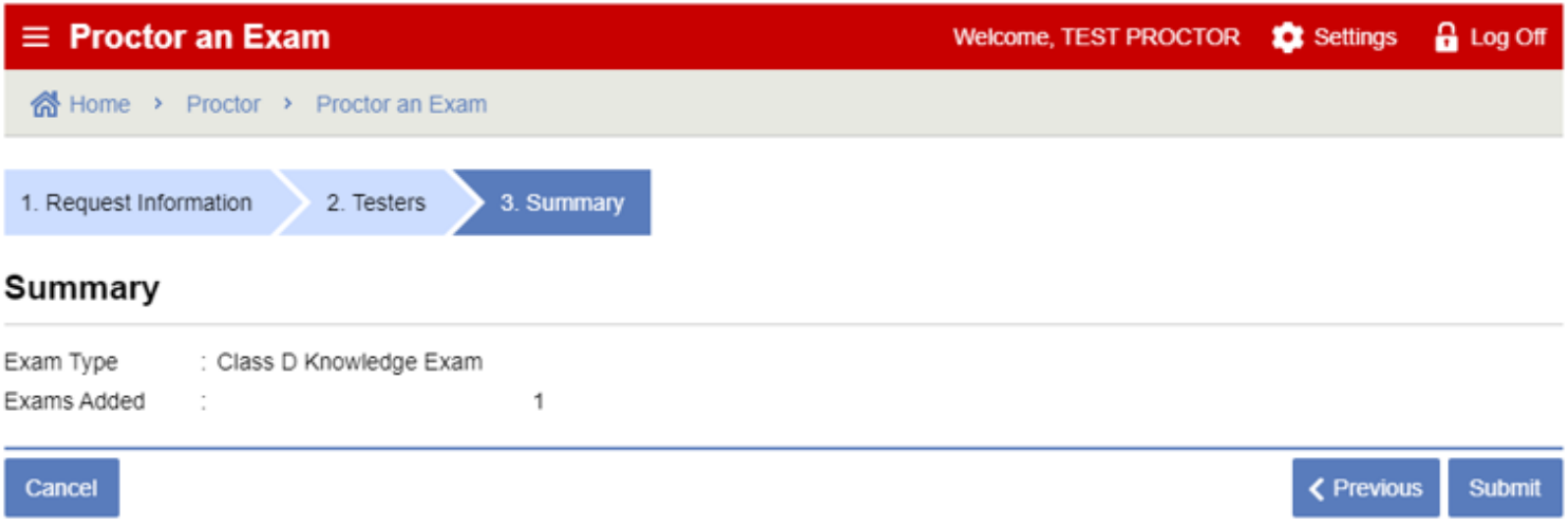
To register students for their test, you will need:

- **Student's full legal name viewed from an acceptable primary ID document**
- **Date of Birth**
- **Social Security Number**





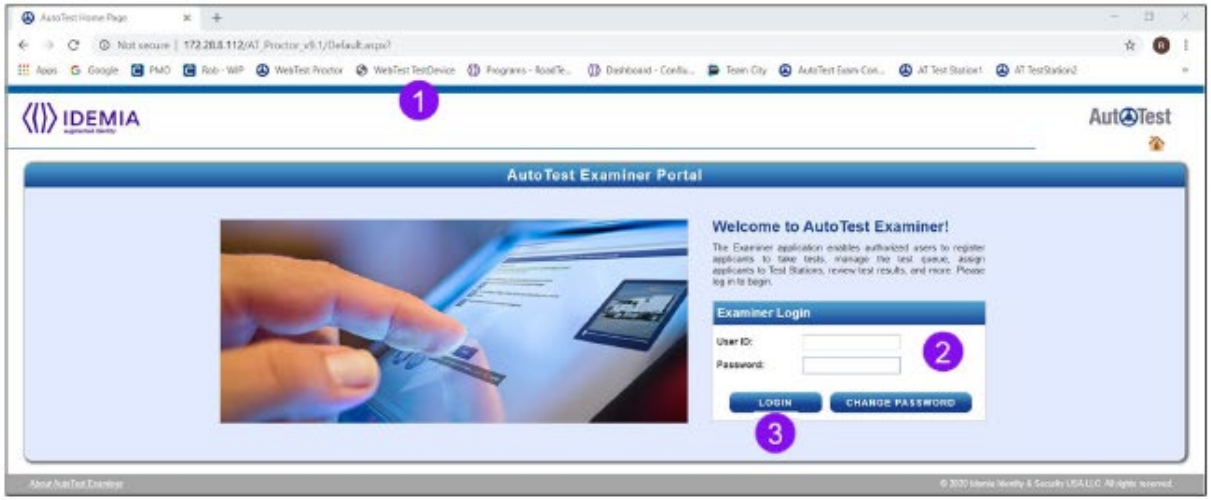
- **If student has a MN ID card or Motorized Bicycle Permit, answer yes and enter the number.**
- **Select language of either English or Spanish.**
  - **If Spanish selected, student can toggle between English and Spanish during the test.**
- **If student has an out of state license or permit, answer yes and fill in requested data.**
- **Teens under age 18 are required to have completed the classroom instruction from a driver education program.**
- **Click on "Add a Record" to continue registering additional students for the testing session.**



Next step is to log into the Idemia link to see tests waiting to be started.

The URL to log in: https://qa-drivertesting.dps.mn.gov/AT_Proctor/ExaminerPortal.aspx

02 – Proctor Access & Login



1. Access Web address (URL).
2. Login with User ID & Password.
3. Select **Login**.
4. Select Service Center (optional)
5. Select **OK**.

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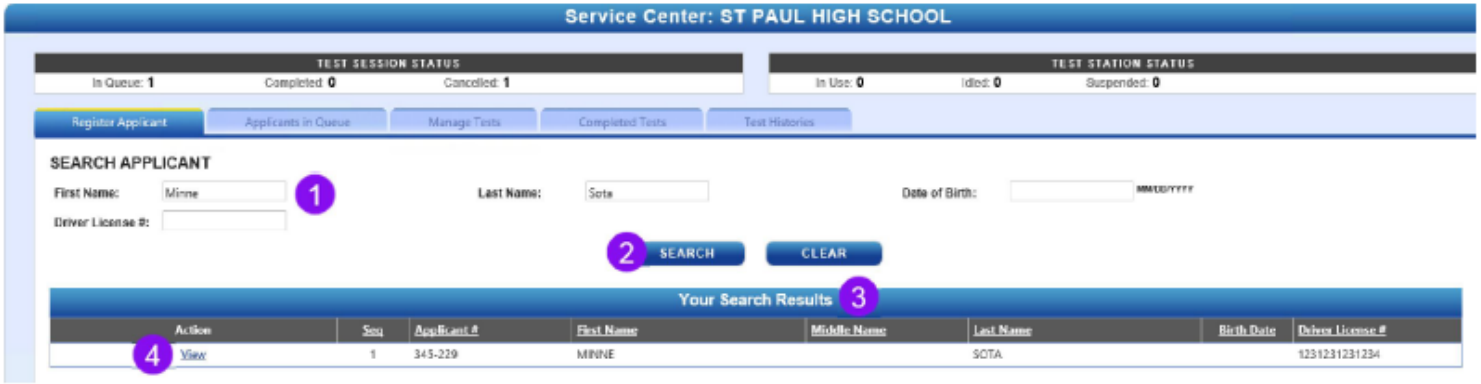
02 – OPTIONAL: Proctor Search for Applicant



1. Enter applicant information.
2. Select **Search**.
3. Search results display.
4. Select **View**.
5. Select **CLOSE**.

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The search option is only used to check if the person you will be proctoring has tested before.

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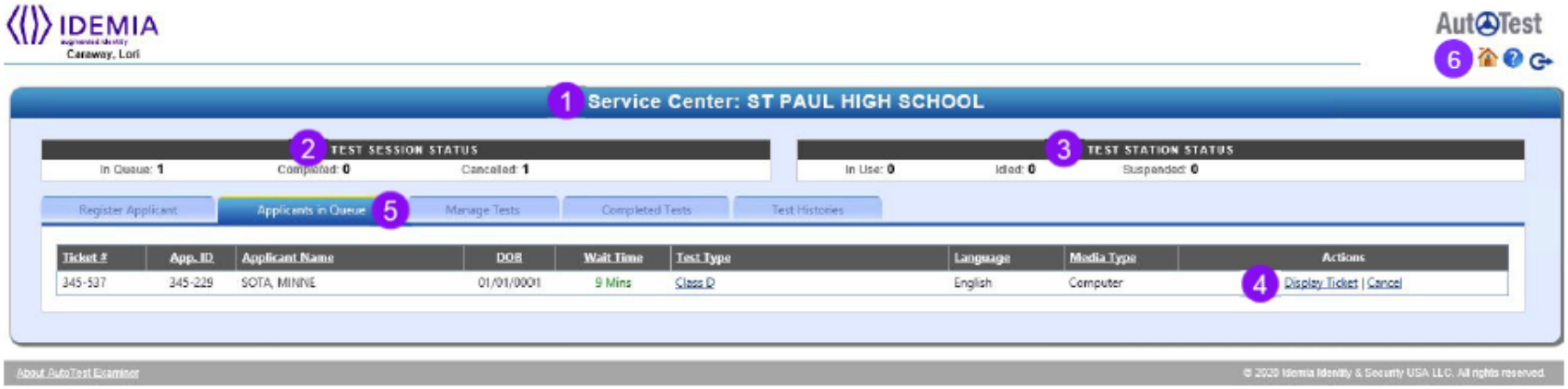
02 – Proctor Applicants in Queue Tab



1. Service Center Name.
2. Test Session Status Bar.
3. Test Station Status Bar.
4. Key Actions.
5. Applicants in Queue Section.
6. Page Controls
   a. Home
   b. Help
   c. Log Off

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Key items on the Applicant in Queue Tab

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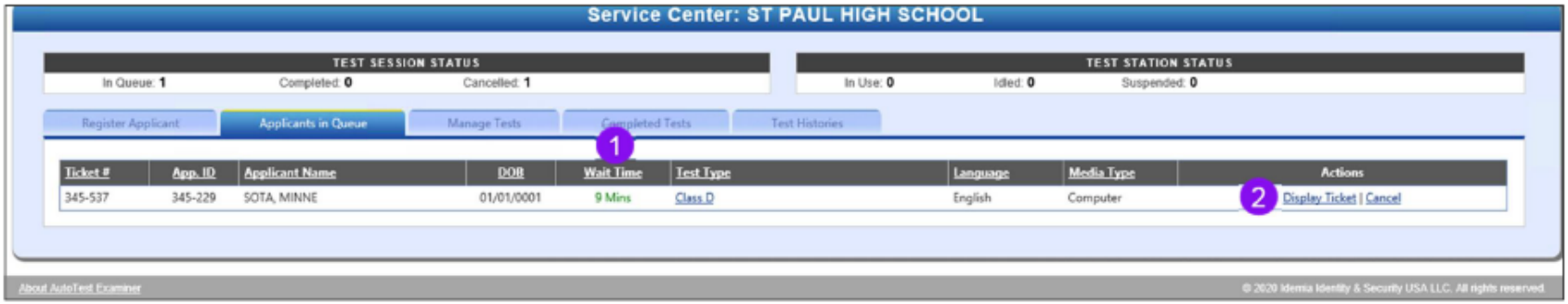
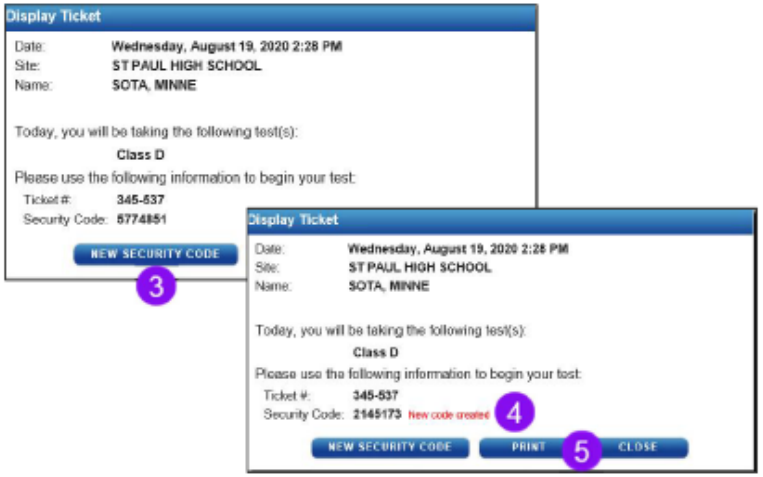
02 – Proctor Provides Applicant Ticket Information



1. Note applicant(s) and their wait times.
2. Select **Display Ticket**.
3. Optional: Create "**New Security Code**."
4. Message: New Code Created.
5. Select **Print**.



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Minnesota WebTest Training

When ready to place individual at a testing station, proctor needs to Display Ticket.

Print the ticket for the individual. The ticket number and security code needs to be entered by the individual to start the test. This links the test results with this individual.

New security code created only one time per individual

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02 – Proctor Provides Instructions to the Applicant

1. Instruct applicant on procedures.

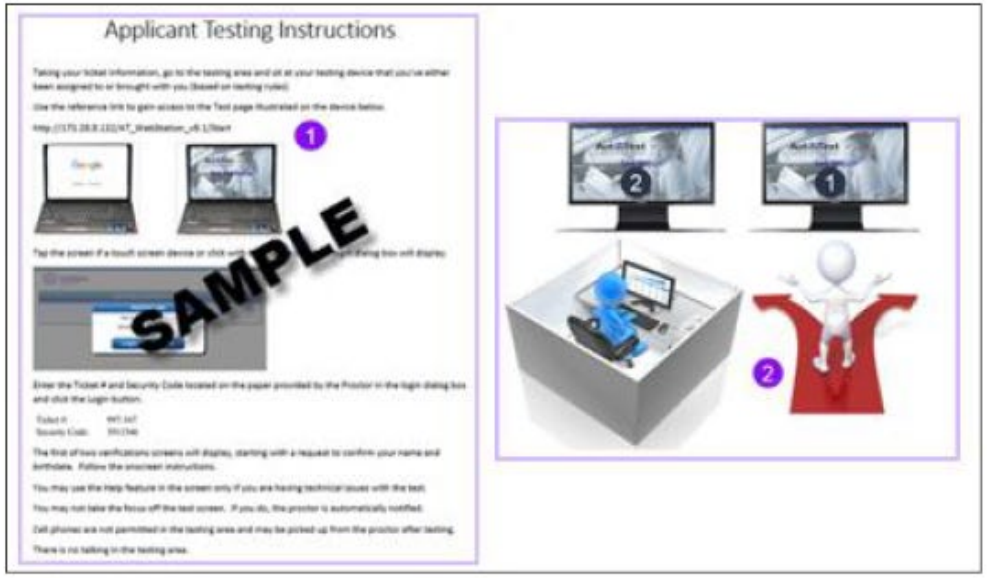
2. Test Rules:

   Warning this is not an open book test.

While testing you cannot talk or use any of the following items:

   a. Cell Phones
   b. Drivers Manual
   c. Notes
   d. Electronic Devices

3. Send Applicant to testing area.



Minnesota WebTest Training

11

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Instructions to the individual who will be testing.
If another browser window is opened, the test will be suspended. If it occurs twice, test is failed.
To restart, need a new security code. Can only be done one time per individual.

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03 – Applicant Logs Into WebTest

1. Applicant clicks anywhere on this screen.
2. Applicant Enters **Ticket #** (include dash) and **Security Code**.
3. Select **Login**.

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Screen where individual enters their ticket number (MUST include the dash) and security code to login.

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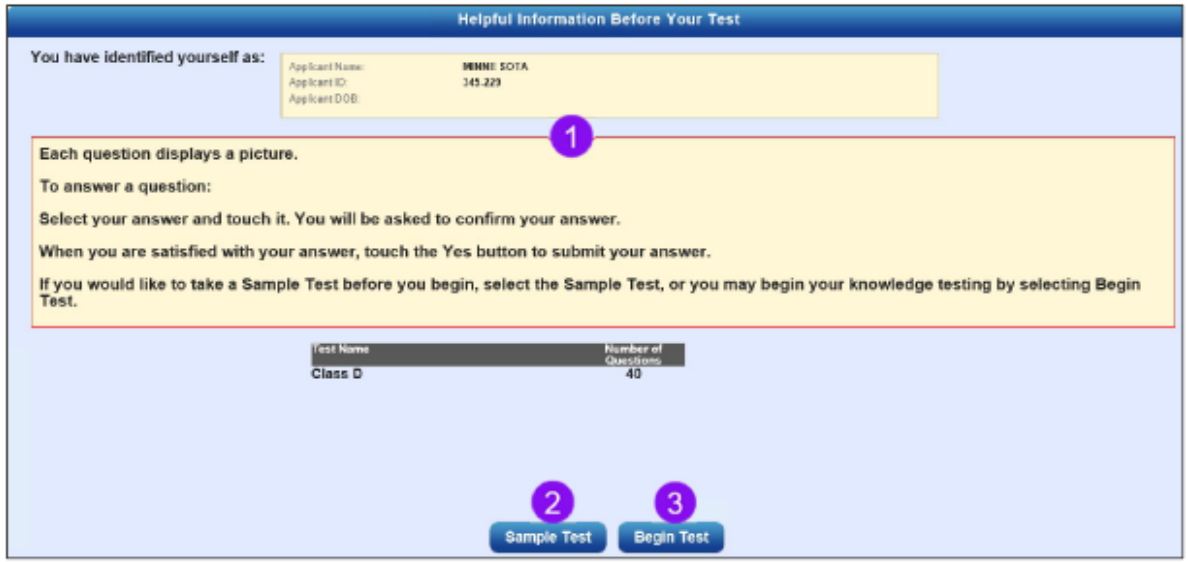
03 – Applicant Welcome and Helpful Information Screens

1. Applicant reads Welcome screen.
2. Select **Continue**.



1. Applicant reads Helpful Information.
2. Optional: Select Sample Test.
3. Select **Begin Test**.

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Instructions to the individual and option to take the sample test question.

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03 – Applicant AutoTest Certification Screen

Auto Test Certification

1 **WARNING: This is not an open book test. While testing you cannot talk or use any of the following types of items:**

Cell Phones

Drivers manual

Notes

Electronic Dictionaries

I understand that if I use any item listed above, it will count as a failed test. Cell phones must be turned off.

Thank you for your cooperation.

2 I Agree

1. Applicant reads Auto Test Certification screen.
2. Select **I Agree**.

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Individual agrees to understanding test rules.

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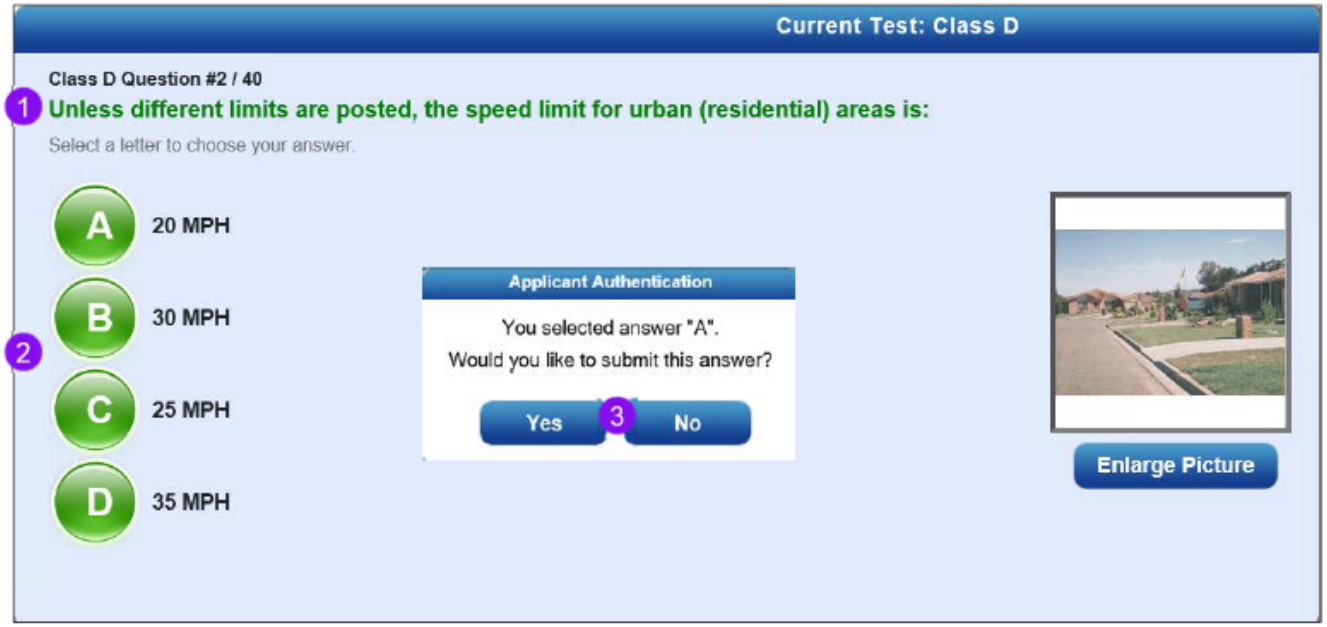
03 – Applicant Test Screen (Correct Answer)



1. Applicant reads question.
2. Select letter.
3. Confirmation Window Appears – Indicate **Yes** or **No**. If correct, next question appears.

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Example of test question, selecting the answer and confirming the choice to submit as the answer. Pictures can be enlarged by clicking on enlarge picture.

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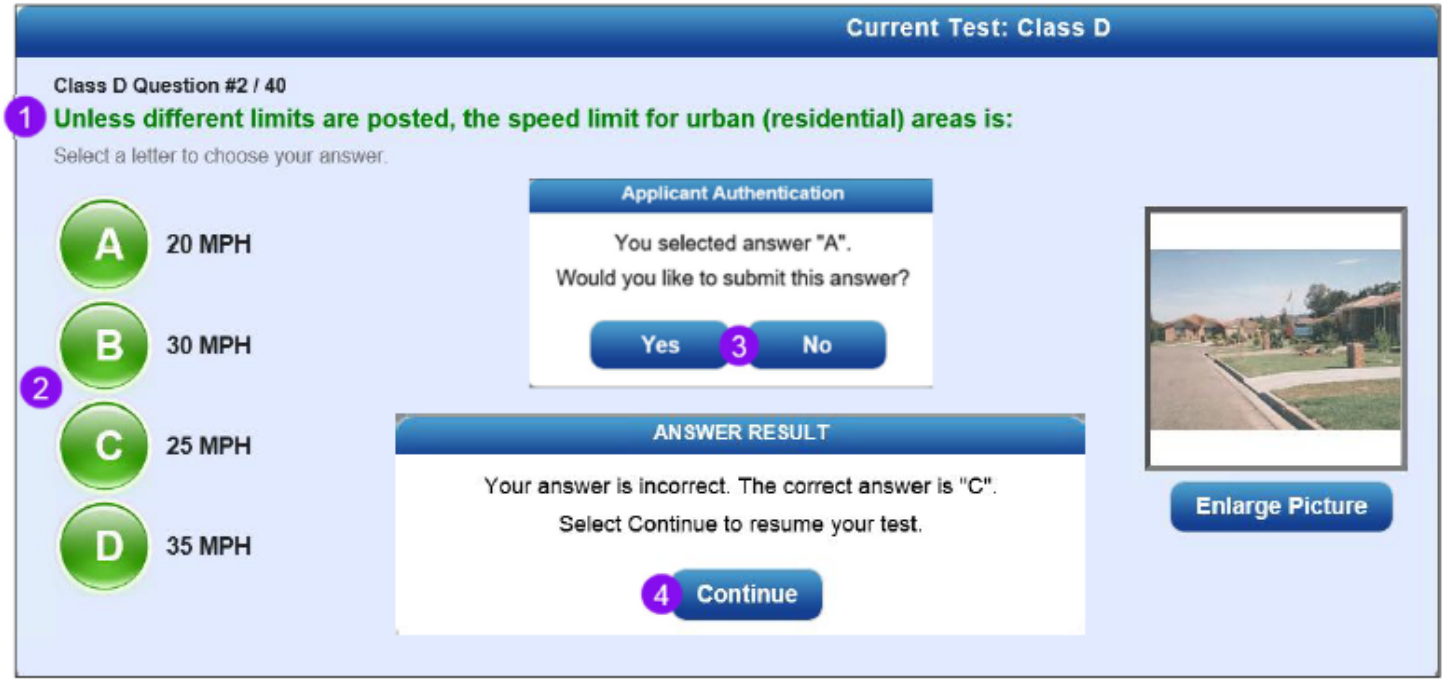
03 – Applicant Test Screen (Incorrect Answer)



1. Applicant reads question.
2. Select letter.
3. Confirmation Window Appears – Indicate Yes or No.
4. If incorrect, window appears with correct answer. Click **Continue**.

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If answer is incorrect, the correct answer is displayed.

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03 – Applicant Test Summary

Your Class D Test Result

Total time taken: 10 minutes 7 seconds
Total time remained: 7 hours 49 minutes 53 seconds
Average time per answer: 15 seconds

Total number of questions: 40
Total number of correct answers to pass: 32

Total number of questions completed: 38
Total number of correct answers: 29
Total number of incorrect answers: 9
Total number of questions unanswered: 2

Class D - FAILED
You have failed the test. Only one test attempt is allowed per day state wide. Please wait in line for next available staff.

1

2 Finish

1. Review Summary.
2. Select **Finish**.

Minnesota WebTest Training

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Test summary screen provided to the individual at the end of the test.

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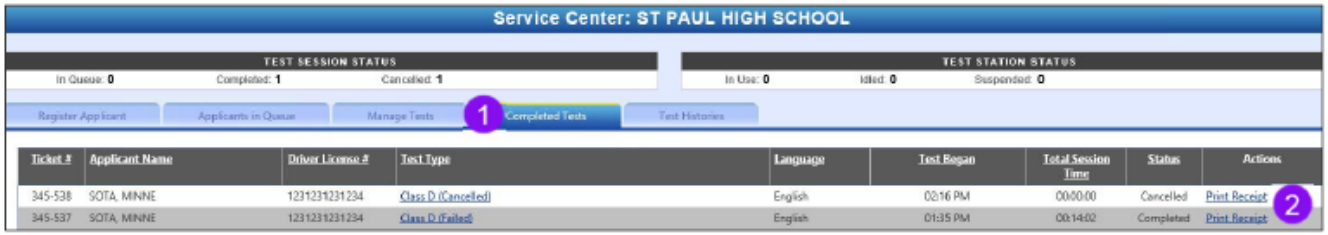
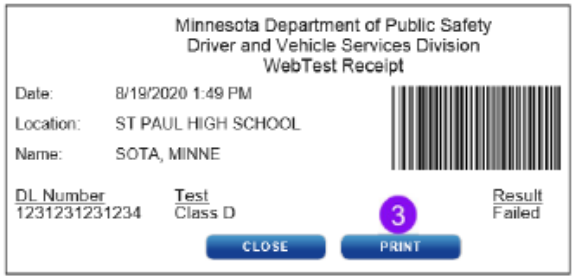
03 – Proctor Prints Test Receipt





1. Click on **Completed Tests** tab.
2. Click on **Print Receipt**.
3. Click **Print**.

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Print completed test receipt when the individual has passed the knowledge test.

Do not print if the test is failed.

Direct individual to apply for their instruction permit at a Driver License office. Individual will need proper identification documents and if under age 18, their certificate of enrollment (blue card).