PROCTORING DRIVER LICENSE KNOWLEDGE TESTING

APPROVAL PROCESS

PROCESS TO ADMINISTER TESTS

Rev. 4/1/2021
First step is to complete an application and submit to the Office of Driver Education for approval.

### Application to Administer Web-Based Class D Knowledge Test

**Name of Entity**

<table>
<thead>
<tr>
<th>Tax Identification Number</th>
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**Address of Administrative Office**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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**Mailing Address (if different)**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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**Administrator's Name**

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Email Address</th>
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**Location of Web-Based Knowledge Test Administration**

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<tr>
<th>City</th>
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**Size of Space (square footage)**

<table>
<thead>
<tr>
<th>Number of Computers Available for Testing</th>
<th>Number of Tablets Available for Testing</th>
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**Schedule of Tests to be Offered:**

<table>
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<tr>
<th>How Many Times per Year</th>
<th>Times per Month</th>
<th>Times per Week</th>
<th>Times per Day</th>
<th>AM</th>
<th>PM</th>
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**Full Name of Proctor**

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Phone Number</th>
<th>Minnesota Driver's License Number</th>
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**Administrator's Signature:**

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<th>Date</th>
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Mail to Driver and Vehicle Services, 445 Minnesota Street, Suite 175, St. Paul, Minnesota 55101-5176, or Email to driver.education@state.mn.us, or Fax to (651) 296-5316

Web Based Class D Knowledge 09/2020
Letter the entity/proctor will receive with directions to register. Letter ID number is needed to register.
REGISTER FOR E-SERVICES FOR BUSINESS

https://onlineservices.dps.mn.gov/EServices/Business/_/

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

User Info

Legal First Name
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
Verify email and user name and submit to complete online registration.

**Summary**

**NOTE:** Your request is not complete. Please review the information below. If everything is correct, select the "Submit" button to complete the online registration process.

**Registration Summary**

- Email: C@C.C
- Name: ADSF ASDF

[Cancel] [Previous] [Submit]
Logging into the E-Services for Business Screen

Will need your username and password to access E-Services to begin process to proctor exams.
Click on link to Proctor an Exam

Student registration must occur on the day of the test. If not, test results will not transmit to their record.

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

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Request Information

Description
This request is used to proctor a Class D Knowledge Exam.

Eligibility
You are eligible to complete this exam if you are proctoring a Class D Knowledge Exam

What You Need
- Name, date of birth and social security numbers of individuals taking the exam

Estimated time: 5-15 minutes
• If student has a MN ID card or Motorized Bicycle Permit, answer yes and enter the number.
• Select language of either English or Spanish.
  o 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://drivertesting.dps.mn.gov/AT_Proctor/Default.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.
The search option is used only to verify if the person you will be proctoring has tested before.
Key items on the Applicant 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
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*
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.

Instructions to the individual who will be testing.
If another browser window is opened, the test will be suspended. If it occurs twice, the test is a fail.
To restart, you will need a new security code. Can only be done one time per individual.
Link to log into at the test station to begin the test:
https://drivertesting.dps.mn.gov/ProctorWebStation/Splash.aspx

Screen where individual enters their ticket number (MUST include the dash) and security code to login.
Instructions to the individual and option to take the sample test question.
Individual agrees to understanding test rules.
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.
If answer is incorrect, the correct answer is displayed.
03 – Applicant Test Summary

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