

1. CREATE AN ONLINE TEST SESSION

NOTE: CHIEF EXAMINER MUST BE A REGISTERED ARI CHIEF EXAMINER, HAVE A PASSWORD, AND BE SETUP FOR ONLINE TESTING.

- 1st** Go to www.aritesting.com
- 2nd** Click on “Industry Competency Exam (ICE)”.
- 3rd** Click on “Chief Examiners / Schools”.
- 4th** Login using your registered school identification number (SID) and password.
- 5th** Click on “Proctor an Online ICE Test”.
- 6th** Click on “Open a New Test Session”.
- 7th** Fill out the Test Session information. Click on the “Create Session” button.
Note: Please write down your Session ID number for future reference.
- 8th** At this point of the registration, you may either select the “Single Computer Option” or the “Group Option”. The “Single Computer Option” allows the technician to take the test at the computer you are currently using. The “Group Option” is the type of session most proctors will be offering (computer lab).
- 9th** When all students are ready to begin testing, hand out the instruction sheet.
Note: If you chose the “Single Computer Option”, the technician will begin with instruction #6.



VGI Training's technical support team is available to assist with your Internet-related questions or issues at 800-886-4109 or via email at mail@vgitraining.com. Offices are staffed 8am to 5pm (CST) Monday thru Friday.

2. TAKE AN ONLINE TEST (TECHNICIAN HANDOUT)

School ID Number: SID- |||
School ID Number

Session ID Number: |||

- 1st Go to www.aritesting.com.
- 2nd Click on “Industry Competency Exam (ICE)”.
- 3rd Click on “Candidates”.
- 4th Click on “Take an ICE Online Test”.
- 5th Login using my School ID number and Session I.D. number from above. You may “Start a New Test” or “Continue Interrupted Test”.
- 6th Enter your registration information and the type(s) of exam(s) you wish to take today. If you authorize the release of your results, please check the appropriate box. Click on “Continue to next page” button.
- 7th Please verify your registration information and the types of exams you are testing for today. If you agree with the information, click on the “Yes” button. If you disagree, please click on the “No” button.
- 8th Please read the Instructions carefully and remember to use the navigation built into the exam, NOT the browser navigation. When I tell you to “Start the Test”, you will be taken to your home page for this testing session. You may access this home page at any time by clicking on the “My Testing Home Page” section. IMPORTANT: DO NOT START UNTIL INSTRUCTED TO DO SO.
- 9th When you are finished testing, please click on the “Grade Test” button. Please be sure that you are completely finished before you click on the “Grade Test” button.



VGI Training’s technical support team is available to assist with your Internet-related questions or issues at 800-886-4109 or via email at mail@vgitraining.com. Offices are staffed 8am to 5pm (CST) Monday thru Friday.

3. CLOSE AN ONLINE TEST SESSION

NOTE: CHIEF EXAMINER MUST BE A REGISTERED ARI CHIEF EXAMINER, HAVE A PASSWORD, AND BE SETUP FOR ONLINE TESTING.

1st Once all students have finished testing, you must close your test session. Please do not close a test session until ALL students have graded their exams or the time has expired. **The results of this session will not be mailed until this function is completed. Also, the closing of your test session allows the billing process to be completed.**

2nd Go to www.aritesting.com

3rd Click on “Industry Competency Exam (ICE)”.

4th Click on “Chief Examiners / Schools”.

5th Login using your registered school identification number (SID) and password.

6th Click on “Proctor an Online ICE Test”.

7th Click on “Close a Test Session”.

8th Click on “Close Session”.



VGI Training's technical support team is available to assist with your Internet-related questions or issues at 800-886-4109 or via email at mail@vgitraining.com. Offices are staffed 8am to 5pm (CST) Monday thru Friday.

4. CHECK STATUS OF AN ONLINE TEST SESSION

NOTE: CHIEF EXAMINER MUST BE A REGISTERED ARI CHIEF EXAMINER, HAVE A PASSWORD, AND BE SETUP FOR ONLINE TESTING.

- 1st** Go to www.aritesting.com
- 2nd** Click on “Industry Competency Exam (ICE)”.
- 3rd** Click on “Chief Examiners / Schools”.
- 4th** Login using your registered school identification number (SID) and password.
- 5th** Click on “Check the processing status/results of my completed ICE test groups?”
- 6th** Locate the appropriate Session ID and view the Received Date, Processed Date, and Mailed Date. If the results of this session are older than ten business days and the Processed Date and Mailed Date fields are empty, please see Proctor Instructions for Closing an Online Test Session.



VGI Training’s technical support team is available to assist with your Internet-related questions or issues at 800-886-4109 or via email at mail@vgitraining.com. Offices are staffed 8am to 5pm (CST) Monday thru Friday.