How to Register and Schedule MET from home

A GUIDE FOR TEST TAKERS
Hello, Test Takers!

Welcome to our practical guide for taking MET remotely from home. In this guide, you will find the information below to help you through the registration and scheduling process. Thanks for choosing to prove your English and achieve your goals with the Michigan English Test.

Included in the guide:

- Step-by-step instructions for the online registration process
- How to schedule your MET
- Equipment/technical checklist
- The check-in process
- Useful links
Confirm Which MET is Right For You

MET is securely offered both at home and at authorized test centers. Some organizations only accept MET taken from authorized test centers.

Make sure you verify with your chosen institution or program which MET you need before registering for your exam.

If you decide to take MET from an authorized test center, you will need to contact the center directly to register and schedule.

Find a test center near you.
Review Michigan Language Assessment’s Policies and Procedures

Michigan Language Assessment Test Policies and Procedures

Michigan Language Assessment adheres to strict policies to ensure the fair and secure administration of the exams. In addition to established test security measures, Michigan Language Assessment offers accommodations to test takers.

Click on the links below for more information.

- Identification Requirements
- Cancellation and Scheduling Policy
- Rescores
- Retakes
- Security and Malpractice
- Technical Requirements
- Test Taker Accommodations
- Refunds

Link to Policies & Procedures
Access the Customer Portal

MET

High-Beginner to Advanced
CEFR Levels A2 B1 B2 C1

For Test Takers

The Michigan English Test (MET) is an opportunity for university candidates and nursing/healthcare professionals to brighten their futures by certifying their English proficiency. It features a variety of exam options for test takers and can be taken from home or in-person at a Prometric or Michigan Authorized Test Center. Carefully read through the steps below before registering for your exam.

Step 1
Which MET is right for me?

Read for a brief overview of the MET 2-skill and 4-skill, focusing on key features for test takers. Our 4-skill MET is the most popular as a complete assessment accepted for university admissions and professional licensure.

Step 2
Important policies & procedures

Read for more information on requesting test accommodations, retaking a section of the exam, and other exam-related procedures.

Step 3
What do I need to register for MET?

Read for everything you need to know prior to registering for the MET, including ID, payment, and other requirements.

Step 4
Register to take MET

Click to access our customer portal. This is where you will create an account and register for your exam. Five days after the completion of your exam, you will receive digital results here.

Link to MET Test Taker Page
Create an Account
Create an Account

The information you give here must match your official, government-issued ID document. You will be asked to present this ID document at the start of your exam. If it does not match, your exam may be delayed.

Create Your Account

Complete the information requested below and on the following pages. Please enter your name as it appears on your official ID. Your password should be at least 8 characters long and include one uppercase letter, one lowercase letter, and one number.

- I am over the age of 18, and/or not a minor in my jurisdiction.
- I am the legal guardian of a test taker.

First/Given Name(s)
Alex

Surname(s)/Family Name(s)
Garcia

Birth Date
November 1 2003

Email
alex.garcia@email.com

City
Guadalajara

Country
Mexico

Password

Confirm Password

Do you wish to receive emails about products and services offered by Michigan Language Assessment? [optional]
- Yes, I would like to opt in to receive marketing communications.

CANCEL CONTINUE
Click “Register for a Test”
Select “MET”, “at Home” and “Test Type”

Some institutions or programs only accept the 4-skill MET. Check with your chosen institution or program which test you need before registering.
Submit Payment

At this stage, you will be prompted to enter your payment information.

MET pricing varies by country. If you are taking MET remotely (or at a Prometric testing site), visit the link below. Find your country and check the price for MET.

[Link to MET Test Taker Page]
Check for an email from Michiganassessment.org

Dear Alex Garcia

Thank you for registering for an exam with Michigan Language Assessment. You must now choose the day and time on which you want to take the test. To schedule your exam, visit:

https://www.prometric.com/MichiganAssessment_Remote

You will need the following details:

- Test Taker Name: Alex Garcia
- Eligibility Number: 3001234567

If you have questions, email info@michiganassessment.org. Do not reply to this email.

Thank you.

Michigan Language Assessment
T: +1 734 615 9629 | F: +1 734 763 0369
info@michiganassessment.org

Argus 1 Building
535 West William St., Suite 310
Ann Arbor, Michigan 48103-4978 USA

Prove your English. Achieve your goals. Own your future.

Do not delete this email.
You will need your eligibility number to schedule your test.
Scheduling your MET from home
A Step-by-Step Guide
Dear Alex Garcia,

Thank you for registering for an exam with Michigan Language Assessment. You must now choose the day and time on which you want to take the test. To schedule your exam, visit:

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You will need the following details:

- Test Taker Name: Alex Garcia
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Thank you.

Michigan Language Assessment
T: +1 734 615 9629 | F: +1 734 763 0369
info@michiganassessment.org

Argus 1 Building
535 West William St., Suite 310
Ann Arbor, Michigan 48103-4978 USA

Prove your English. Achieve your goals. Own your future.

[Link to Prometric Website](https://www.prometric.com)
Welcome! Arriving at this page means you're well on your way to scheduling your Remotely Proctored Michigan English Test (MET).

Learn more about MET policies and security procedures by visiting the [Michigan Language Assessment policies webpage](https://www.prometric.com/policies).

To take this remotely proctored exam, you need a computer which must have a camera, microphone, speakers or headphones. You will also need an internet connection. You will have to install an application before you take the test. Tablets, smart phones, and other mobile devices cannot be used to take the exam and are prohibited. You will be able to take the exam online while a Prometric proctor is overseeing the examination process remotely. By choosing a remote proctored exam you are responsible for any interruptions. If there are interruptions during the test, your test results may not be valid.

**Before scheduling a Remotely Proctored exam:**

**Important** - You may perform the system check before scheduling your appointment with Prometric. However, you WILL NOT be able to download the ProProctor application until you have scheduled your appointment with Prometric.

[Link to Prometric Website]
Perform the System Readiness Check

Before scheduling a Remotely Proctored exam:

Important: You may perform the system check before scheduling your appointment with Prometric. However, you WILL NOT be able to download the ProProctor application until you have scheduled your appointment with Prometric.

You must use Google Chrome web browser.

1. Confirm that your computer is suitable to use with ProProctor™ by performing the ProProctor™ system readiness check. Only complete step 1 at this time. Step two cannot be completed until you schedule your test date.

2. Make sure to review the ProProctor™ User Guide.

Scheduling your exam:

1. After you confirm your computer is suitable to use with ProProctor™, you will use your eligibility number to schedule your exam. You will receive an email from Michigan Language Assessment with instructions for how to schedule.

Link to Readiness Check
Read the ProProctor User Guide

Welcome to ProProctor
Powered by Best-In-Class Proctors

User Guide 5.7
REVISED: April 2023

Link to ProProctor User Guide
Click “Schedule”

Welcome! Arriving at this page means you’re well on your way to scheduling your Remotely Proctored Michigan English Test (MET).

Learn more about MET policies and security procedures by visiting the Michigan Language Assessment policies webpage.

To take this remotely proctored exam, you need a computer which must have a camera, microphone, speakers or headphones. You will also need an internet connection. You will have to install an application before you take the test. Tablets, smart phones, and other mobile devices cannot be used to take the exam and are prohibited. You will be able to take the exam online while a Prometric proctor is overseeing the examination process remotely. By choosing a remote proctored exam you are responsible for any interruptions. If there are interruptions during the test, your test results may not be valid.

Before scheduling a Remotely Proctored exam:

Important - You may perform the system check before scheduling your appointment with Prometric. However, you WILL NOT be able to download the ProProctor application until you have scheduled your appointment with Prometric.
Read the Terms and Conditions

Schedule Appointment

Scheduling an Exam
Candidates must have completed registration with Michigan Language Assessment prior to scheduling an appointment. When registration is complete, candidates will be emailed a scheduling authorization with information on how to schedule their exam appointment with Prometric. Testing is available during both business days and on weekends in most locations.

Cancellation or Rescheduling an Exam
All exam schedule changes must be made directly with Prometric online or by phone. A voice mail message is not an acceptable form of requesting an appointment be rescheduled or cancelled.

Candidates may reschedule or cancel an appointment without forfeiting their fee 30 or more days before the scheduled appointment date. Between 5-29 days prior to the appointment date, there is a $100 fee to reschedule or cancel.

Within 5 days of the appointment date, reschedule of an appointment is not available. Candidates who cancel within 5 days of the appointment date will need to reapply before scheduling a new appointment.

What to Expect on Exam Day
Candidates are required to be professional, civil and respectful at all times while testing. All exams are continuously monitored by video and audio recording.
Enter your Eligibility Number and Name
Confirm your Time Zone

Testing Location Time Zone

Select the time zone you will be testing in

Your current location time zone is automatically displayed for convenience. If this is not the time zone in which you will be testing, please change before proceeding. Test time and time zone offset will automatically adjust for daylight/summer time once you Reserve your Test time.

(GMT -5.00) Eastern Time (US and Canada)

I confirm this is the time zone I will be testing in.
Choose a Timeframe to Search

Testing Location Time Zone

- **Start Date**: 04/14/2023
- **End Date**: 04/28/2023

Notes: You must select an end date that is within 2 weeks of the selected start date.

- **Find available times** button

Remote Proctored Exam
Select your Preferred Test Date and Time

Look for more test times by clicking “More Times,” if needed.
Choose your Date and Time

Start Date: 04/14/2023
End Date: 04/28/2023

Eastern Time (US and Canada)
- APR 17, 3:00 PM
- APR 17, 11:45 PM
- APR 18, 1:00 AM
- APR 18, 1:30 AM

Find available times
Click “Reserve Test Time”
Enter Personal Details

The information **must** match your official, government-issued ID document. You will be asked to present this ID document at the start of your exam. If it does not match, your exam may be delayed or even canceled.

- **First (Given) Name**: Alex
- **Last (Family) Name**: Garcia
- **Country**: MEXICO
- **State/Province**: JALISCO
- **Email Address**: Alex.Garcia@email.com
- **Home (Evening) Phone**: 0052 1234 567
- **Date of Birth**: 11/01/2003
Confirm your Appointment

Appointment Verification

You must verify the information below and click 'Complete Appointment' to complete your transaction.

Personal Details
Name:
Phone:
Email:

Appointment Details
Eastern Time (US and Canada) on Mon, 17 APR 2023 (3:00 PM - 6:00 PM)
Exam: MET 4 Skill (Remotely Proctored)
Time: 3:00 PM - 6:00 PM
Date: Mon, 17 APR 2023

Total Duration: 3 hr. 0 min.

Payment Details
1. Exam: MET 4 Skill (Remotely Proctored)
   Exam fee: 

Prometric has a firm commitment to protecting your privacy. We will not disclose, to third parties, any specific personal identifying information about you without your permission.

By clicking the 'Complete Appointment' button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.

[Complete Appointment button]
Check for Email from Prometric

Do not delete this email.
You will need your confirmation number to launch your test.
Download the ProProctor Application

It is **required** to download the software needed for the test **before** test day.

[Link to ProProctor Download]
Equipment Needed
Equipment to Take the MET Remotely

- A laptop or desktop computer
  Chromebooks, phones, and tablets are not supported at this time.
  Laptops must not be connected to a docking station.
  Windows 8.1 or 10 and Mac iOS 10.13 or higher are supported.

- A web camera

- Speakers or headphones
  Connected directly to the laptop or desktop computer

- A microphone

- Internet access
  Download speed: 5.0 Mbps or greater.
  Upload speed: 1.0 Mbps or greater.

- Google Chrome
  The most current version

- ProProctor Application
The Check-In Process
Test Check-In Process

To successfully check into your exam, here are some of the key things you will need:

- Government issued, photo ID
- A clear and quiet workspace. You cannot have phones, docking station, notes, or paper on your working area. Other adults, children, or pets are not allowed during the test.
- Wired headphones or speakers only

You can have a clear glass or a bottle of water and a maximum of two tissues.

Your proctor will ask you to perform a 360° check of your workspace and will inform you if you need to remove or change anything before your test begins.

You should begin the check-in process at least 15 minutes before your scheduled test time to complete these checks.
Watch a Video of the Check-In Process

Additional information on testing policies and security checks and a video exploring the remote testing check-in process can be found on Prometric’s website.

Link to Video

Set yourself up for success. Walk into test day with confidence by making sure you carefully read and understand all testing policies before your scheduled test date and time.
Useful Links

Michigan Language Assessment Links
- Michigan Language Assessment Customer Portal
- MET Test Preparation Resources
- Find an Authorized Test Center
- Michigan Language Assessment Polices and Procedures

Prometric Links
- Prometric Scheduler
- ProProctor User Guide
- System Readiness Check
- Download the ProProctor Software
- Prometric: What to Expect on Test Day video

On Test Day
- Launch your Test

Best of luck in your studies and on the upcoming exam!