

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



MICHIGANASSESSMENT.ORG



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



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.



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.



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



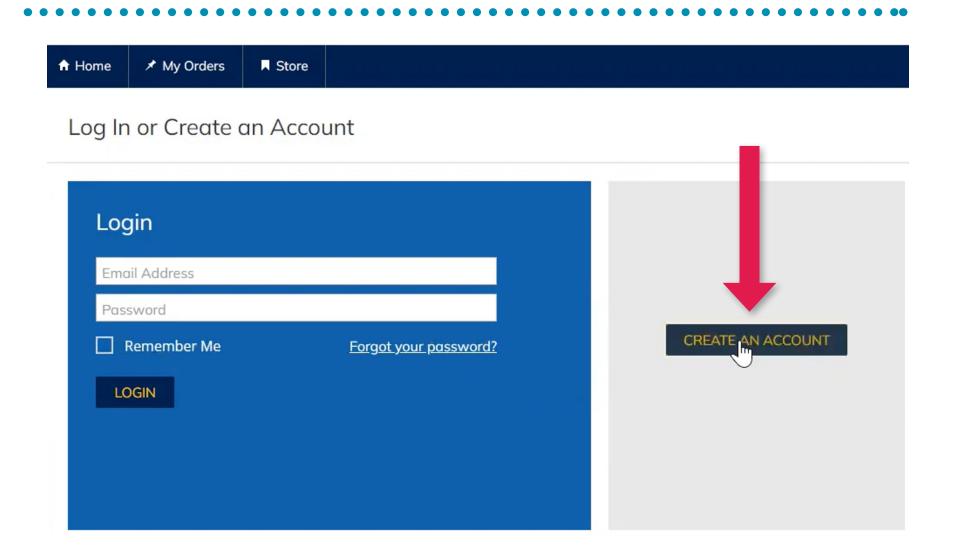
Read for everything you need to know prior to registering for the MET, including ID, payment, and other requirements.



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.

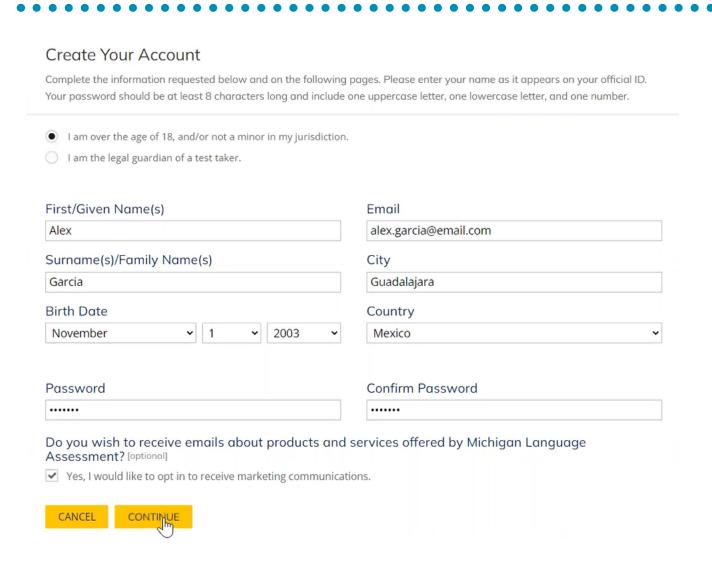
Link to MET Test Taker Page

Create an Account

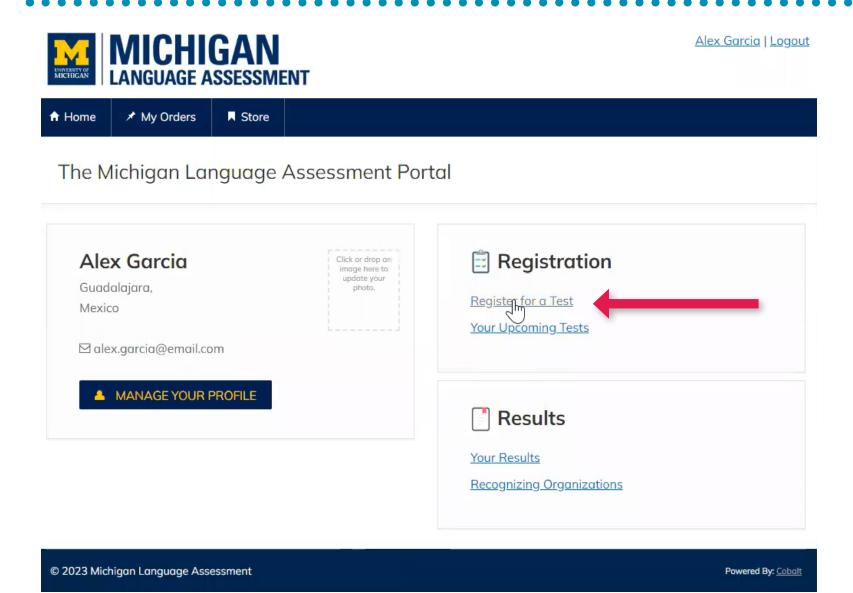


Create an Account

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.



Click "Register for a Test"



Select "MET", "at Home" and "Test Type"

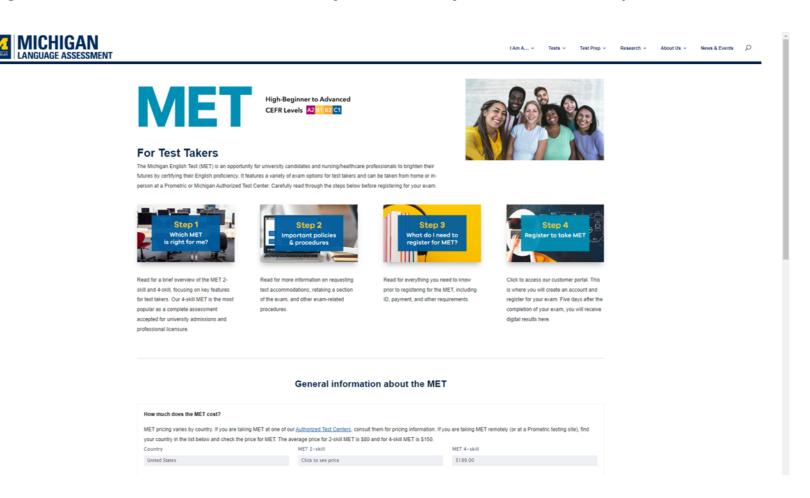
Some institutions or programs **only** accept the 4-skill MET. Check with your chosen institution or program which test you need before registering.



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



Click the Link in your Confirmation Email

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

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

Visit Prometric's website

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PROMETRIC	COVID-19 UPDATE	TEST TAKERS	TEST OWNERS	REM C ASSESS		ABOUT US	CONTACT →	Q SEARCH

MICHIGAN ENGLISH TEST (MET) REMOTELY PROCTORED

REMOTELY PROCTORED EXAM

Schedule

Reschedule

Confirm

Cancel

RELATED LINKS

What to Expect (Remotely Proctored)

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.

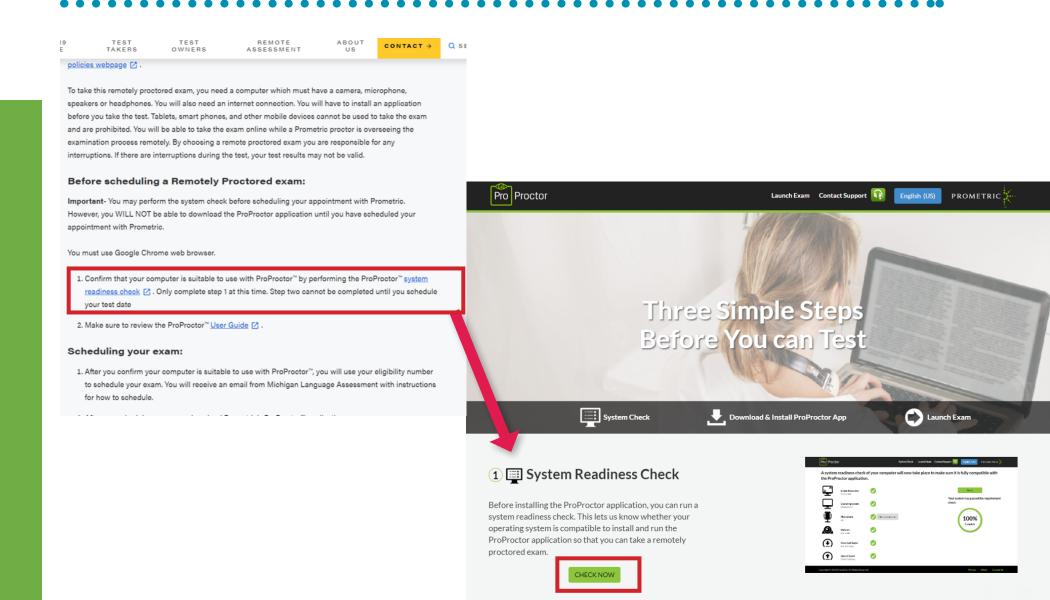
Before scheduling a Remotely Proctored exam:

Important- You may perform the system check before scheduling your appointment with Prometric.

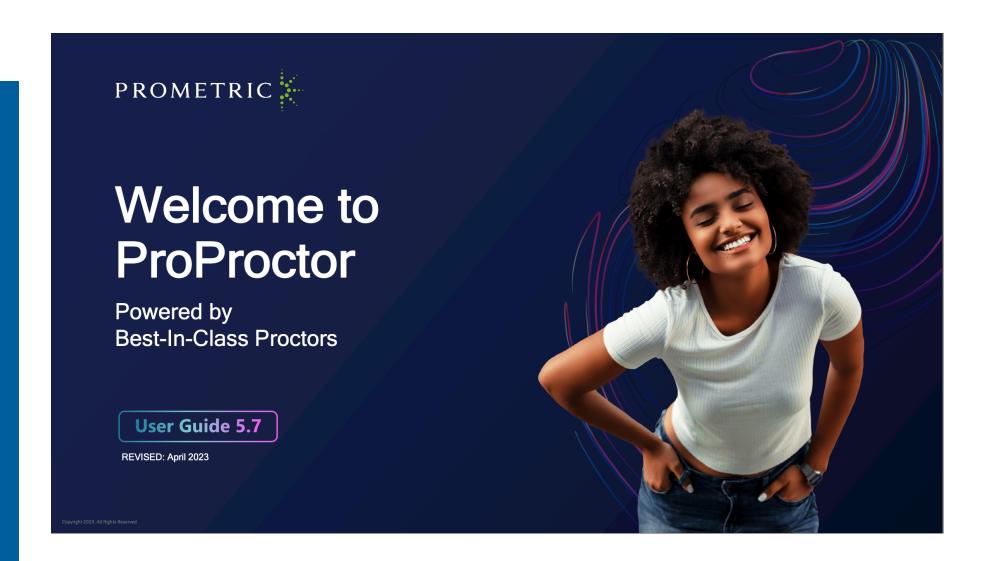
However, you WILL NOT be able to download the ProProctor application until you have scheduled your appointment with Prometric.

Link to Prometric Website

Perform the System Readiness Check



Read the ProProctor User Guide



Link to ProProctor User Guide

Click "Schedule"

		Test C	enter Closures	Become a Test Center	Careers	Events Calendar	Client Resources	A English (US)
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MICHIGAN ENGLISH TEST (MET) REMOTELY PROCTORED

REMOTELY PROCTORED EXAM

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RELATED LINKS

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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.



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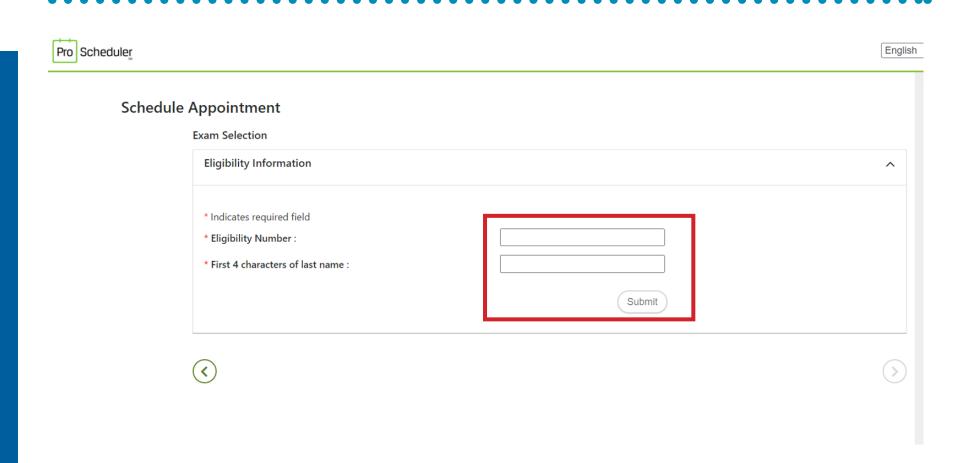
Test Sponsor:

Michigan Language Assessment

Program Name:

Michigan English Test (MET)

Enter your Eligibility Number and Name



Confirm your Time Zone



English

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.

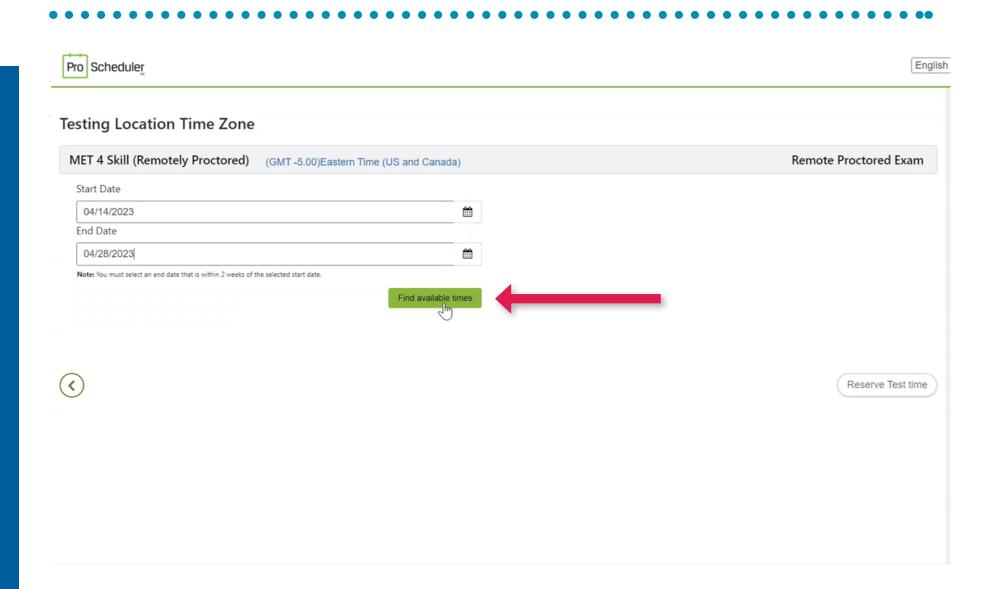
(GMT -5.00) Eastern Time (US and Canada)

I confirm this is the time zone I will be testing in.

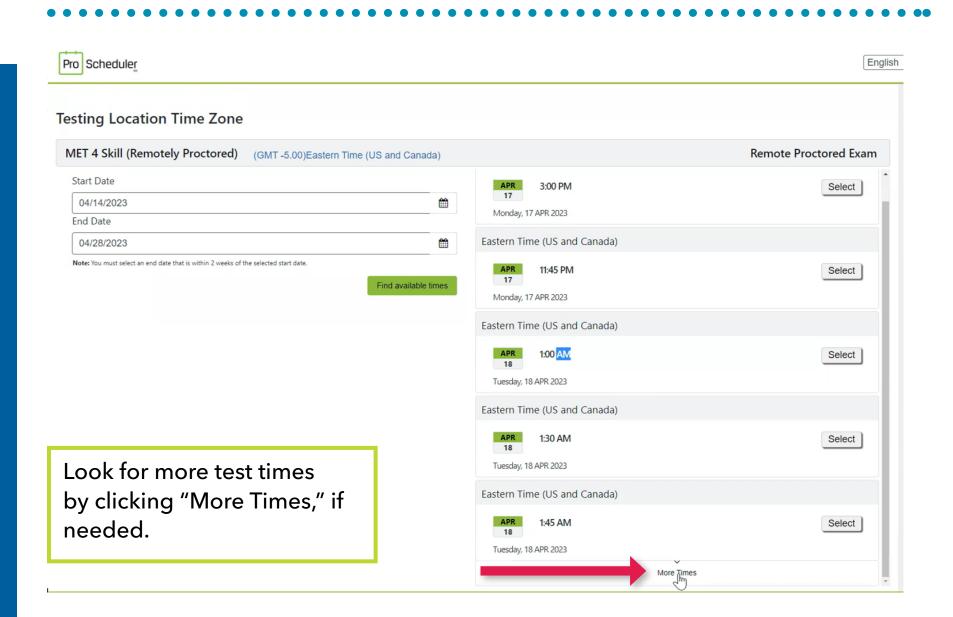




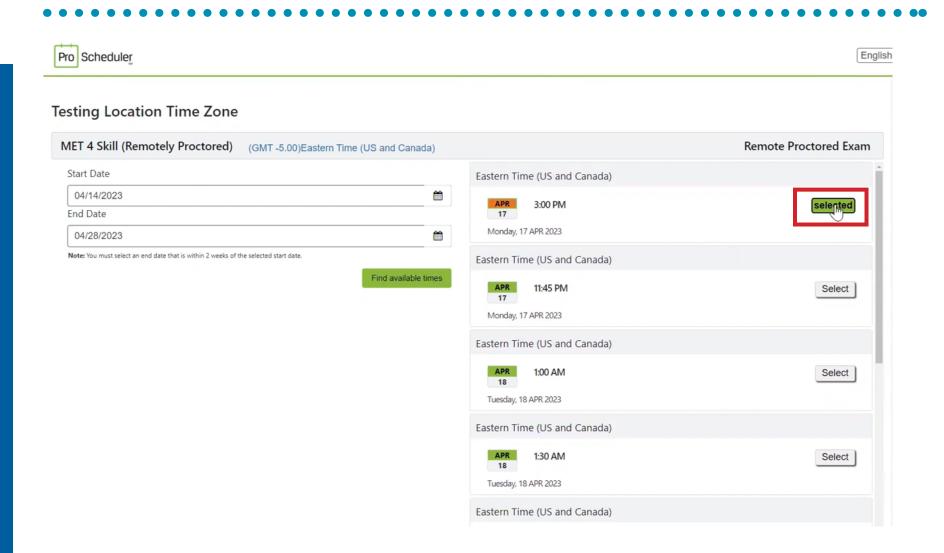
Choose a Timeframe to Search



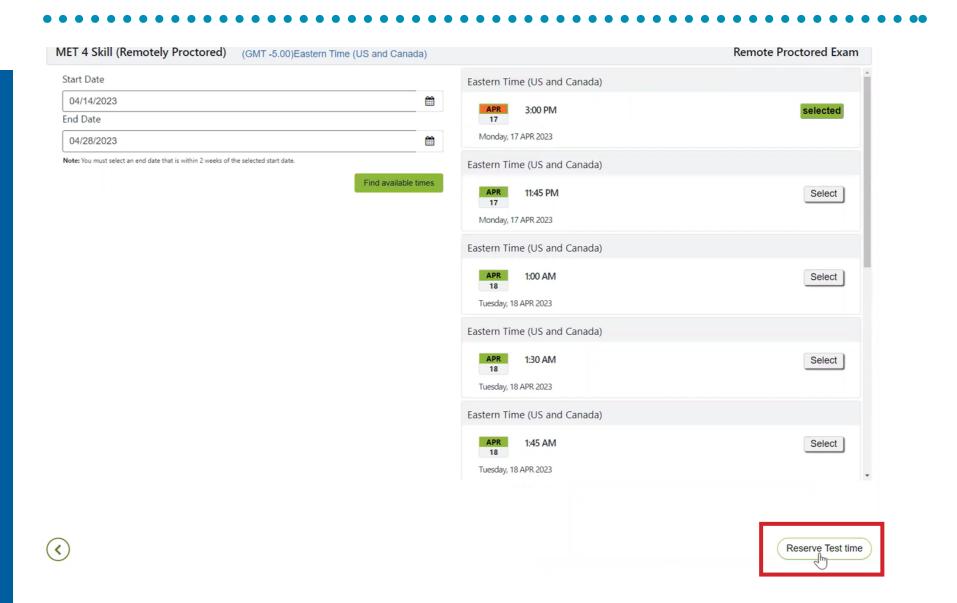
Select your Preferred Test Date and Time



Choose your Date and Time



Click "Reserve Test Time"

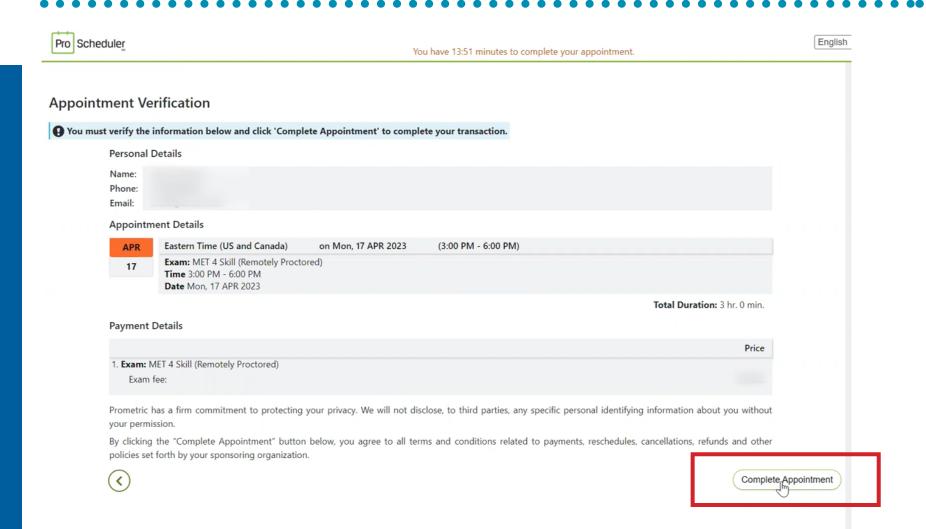


Enter Personal Details

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.

* Indicates we existed field
* Indicates required field
* First (Given) Name
Alex
Middle Name
* Last (Family) Name
Garcia
* Country
MEXICO
* State/Province
JALISCO
* Email Address
Alex.Garcia@email.com
* Validate Email
Alex.Garcia@email.com
* Home (Evening) Phone
0052 1234 567
Work/Day Phone
Date of Birth
11/01/2003

Confirm your Appointment



Check for Email from Prometric

Appointment Confirmation



donotreply@prometric.com

to me 🔻

To: Alex Garcia JALISCO MEXICO

Date: 13 Apr 2023

Subject: Confirmation of computer-based MET 4 Skill (Remotely Proctored),#0000000101

Your appointment for the computer-based MET 4 Skill (Remotely Proctored) is confirmed. Please find the confirmation details that follow:

Confirmation: 0000000101 Test Location: Remote Delivered Exam

Prometric ID: PRO-MYS Surname for launching exam: Garc

Program: Michigan English Test (MET)

Exam Code: MET4P

MET 4 Skill (Remotely Proctored)

Exam Date: 17 Apr 2023

Exam Time: 15:00 Eastern Time (US and Canada)

GLOBAL TEST SECURITY PROCEDURES

Prometric takes our role of providing a secure test environment seriously. During the check-in process, we inspect any and all eyeglasses, jewelry and other accessories to look for camera devices that could be used to capture exam content.

- You will be required to remove your eyeglasses for close visual inspection. These inspections will take a few seconds and
 will be done at check-in and again upon return from breaks before you begin or resume testing to ensure you do not
 violate any security protocol.
- Jewelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry during testing. Hair
 accessories, ties and bowties are subject to inspection. Please refrain from using omate clips, combs, barrettes,
 headbands, tie clips, cuff links and other accessories as you may be prohibited from wearing them during testing and
 asked to remove these items. Violation of security protocol may result in the termination of your exam and notification to
 your test sponsor.

WHAT'S NEXT? ... BE PREPARED FOR EXAM DAY

- . CLICK HERE to review the ProProctor User Guide in preparation for your exam.
- . CLICK HERE to watch our "What To Expect?" video and read our Candidate Frequently asked Questions.
- · Carefully read the Remote Proctoring Regulations listed below and adjust your testing environment accordingly.
- · PRIOR to your exam launch, CLICK HERE to install the ProProctor Application and perform a System Check.

REMOTE PROCTORING REGULATIONS: IMPORTANT PLEASE READ

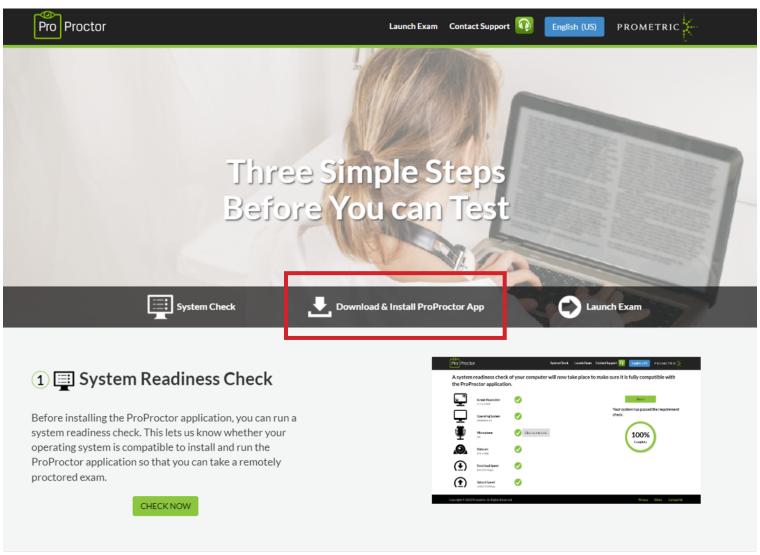
CONFIDENTIALITY OF EXAM CONTENT/SYSTEMS

Do **not** delete this email.

You will need your confirmation number to launch your test.

Download the ProProctor Application

It is <u>required</u> to download the software needed for the test **before** test day.



Link to ProProctor Download

INTERIOR 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
- <u>Prometric: What to Expect on Test Day video</u>

On Test Day

• Launch your Test

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