This document includes a series of three templates which programs can use as a reminder to students just before their exams in the PAEA Assessment Center. Each message template has areas for customization based on your program’s exam administration process. There is a separate template for each delivery type. PAEA recommends that you send this to students 24-48 hours in advance of an exam to ensure students are aware of critical details.

\*\*In-Person Exam Details – Reminder before test day.

SUBJECT: REMINDER: **<exam>** Scheduled for **<date>**

You are scheduled for a **<exam>** on **<date of exam>**. Below are some reminders for this exam, as the process has changed from previous PAEA exams.

* **<for in person exams>** This exam will take place at **<location>**.
* Find and flag your exam confirmation email from exams@PAEAonline.org for easy access on exam day. It includes a unique keycode that will be required to begin your exam. You will NOT use your Assessment Hub login for the exam.
* **<if your program uses students’ personal devices>** If you haven’t already done so, download and install the [SecureClient lockdown browser](https://paea.surpass.com/LaunchTest/SecureDelivery) on your device. Links to the app stores and system requirements are available on that page.
* Check for updates on your computer and on SecureClient before the scheduled exam start time. You may arrive to the test room early to do this. **<note: please specify a specific time that students can arrive early. An initial install or update of SecureClient could take up to 10 minutes if the students don’t do it in advance.>**
* SecureClient will automatically take you to the website you need to begin your exam, so no separate web address is needed.
* **<add any additional instructions your program may require>**

Before you begin the exam, you will be asked to agree to the Examinee Agreement, which is viewable in the [PAEA Student Terms of Service](https://paeaonline.org/wp-content/uploads/2023/04/Terms-of-Service-for-PAEA-Assessment-Exams-and-the-PAEA-Assessment-Hub.pdf). This agreement outlines your responsibility to secure your account, as well as the terms and conditions of taking PAEA exams—confidentiality of content and taking the exam honestly. This is an agreement with PAEA in addition to our program’s requirements for academic integrity, so please review and take it seriously. You are required to review these terms and agree to them before you begin your exam.

Please let me know if you have any questions.

Thank you,

<faculty or staff>

\*\*Unproctored Exam Details – Reminder before test day.

SUBJECT: REMINDER: **<exam>** Scheduled for **<date>**

You are scheduled for a **<exam>** on **<date of exam>**. Below are some reminders for this exam, as the process has changed from previous PAEA exams.

* Find and flag your exam confirmation email from exams@PAEAonline.org for easy access on exam day. It includes a unique keycode that will be required to begin your exam. You will NOT use your Assessment Hub login for the exam.
* **<if students must take their exam at a specific time>** Please note the time zone indicated in your exam confirmation email. You must begin your exam promptly at **XX:XX AM/PM <time zone>**.
* **<if students are free to take their exam at any time in the posted range>** Please note the time zone indicated in your exam confirmation email. You may begin your exam between 12:00 a.m. on the first day and 11:59 p.m. on the last day in the listed time zone. The exam will be timed and the clock will begin when you see the first question. You will have **<duration>** to take the exam.
* If you haven’t already done so, download and install the [SecureClient lockdown browser](https://paea.surpass.com/LaunchTest/SecureDelivery) on your device. Links to the app stores and system requirements are available on that page.
* Check for updates on your computer and on SecureClient before the scheduled start time.
* SecureClient will automatically take you to the website you need to begin your exam. If you run into any issues on exam day, please reach out to me at **<best contact information for the primary contact during the exam window>**.
* Be sure that your test environment is free of distractions, text books, other devices, and study aids before beginning your exam.
* **<add any additional instructions your program may require>**

Before you begin the exam, you will be asked to agree to the Examinee Agreement, which is viewable in the [PAEA Student Terms of Service](https://paeaonline.org/wp-content/uploads/2023/04/Terms-of-Service-for-PAEA-Assessment-Exams-and-the-PAEA-Assessment-Hub.pdf). This agreement outlines your responsibility to secure your account, as well as the terms and conditions of taking PAEA exams—confidentiality of content and taking the exam honestly. This is an agreement with PAEA in addition to our program’s requirements for academic integrity, so please review and take it seriously. You are required to review these terms and agree to them before you begin your exam.

Please let me know if you have any questions.

Thank you,

<faculty or staff>

\*\*Remote Proctored Exam Details – Reminder before the beginning of the test date range.

SUBJECT: REMINDER: **<exam>** Scheduled for **<date>**

You are scheduled for a **<exam>** on **<date of exam>**. Below are some reminders for this exam, as the process has changed from previous PAEA exams.

* Find and flag your exam confirmation email from exams@PAEAonline.org for easy access on exam day. It includes a unique keycode that will be required to begin your exam. You will NOT use your Assessment Hub login for the exam.
* **<if students book their own test sessions>** If you haven’t already, please book your exam with **<remote proctoring service>** now, as time slots fill up quickly. Please note the time zone indicated in your exam confirmation email. You may schedule your exam to begin between 12:00 a.m. on the first day and 11:59 p.m. on the last day in the listed time zone to take your exam.
* **<if the program books test sessions for students>** Your exam is confirmed for **<date and time with time zone>** with **<remote proctoring service>**. Please note that your exam confirmation email from PAEA lists a date range, and we have selected this time and scheduled it for you.
* On test day, you will log into the **<remote proctoring service>** portal **XX minutes** in advance and go through environment and identity checks, and then access the exam from any browser at <https://paea.surpass.com/takeatest>.
* If you run into any issues on exam day, please reach out to your proctor who can contact the program, or me at **<best contact information for the primary contact during the exam window>**.
* **<add any additional instructions your program may require>**

Before you begin the exam, you will be asked to agree to the Examinee Agreement, which is viewable in the [PAEA Student Terms of Service](https://paeaonline.org/wp-content/uploads/2023/04/Terms-of-Service-for-PAEA-Assessment-Exams-and-the-PAEA-Assessment-Hub.pdf). This agreement outlines your responsibility to secure your account, as well as the terms and conditions of taking PAEA exams—confidentiality of content and taking the exam honestly. This is an agreement with PAEA in addition to our program’s requirements for academic integrity, so please review and take it seriously. You are required to review these terms and agree to them before you begin your exam.

Please let me know if you have any questions.

Thank you,

<faculty or staff>