



DVS
Driver &
Vehicle Services

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.



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES

Print Form

APPLICATION TO ADMINISTER WEB-BASED CLASS D KNOWLEDGE TEST

Name of Entity		Tax Identification Number	
Address of Administrative Office	City	State	Zip Code
Mailing Address (if different)	City	State	Zip Code
Administrator's Name	Phone Number	Email Address	
Location of Web-Based Knowledge Test Administration			City
Size of Space (square footage)	Number of Computers Available for Testing	Number of Tablets Available for Testing	

Schedule of Tests to be Offered:

How Many Times per Year	Times per Month	Times per Week	Times per Day	AM <input type="checkbox"/>	PM <input type="checkbox"/>
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Full Name of Proctor	Email Address	Phone Number	Minnesota Driver's License Number
Full Name of Proctor	Email Address	Phone Number	Minnesota Driver's License Number
Full Name of Proctor	Email Address	Phone Number	Minnesota Driver's License Number
Full Name of Proctor	Email Address	Phone Number	Minnesota Driver's License Number

Administrator's Signature:	Date
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Mail to Driver and Vehicle Services, 445 Minnesota Street, Suite 176, 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

For office use only: Date processed: _____ Approved by: _____

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Driver and Vehicle Services

445 Minnesota Street • Suite 176 • Saint Paul, Minnesota 55101

Drivers Services Phone: 651.201.7626 • Vehicle Services Phone: 651.297.2126

Fax: 651.296.5316 • TTY: 651.282.6555 • Website: dvs.dps.mn.gov



Date Issued: Aug. 19, 2020

Letter ID: L0010140692

TEST PROCTOR
1 1ST ST
DULUTH MN 55810-2304

WEB-BASED KNOWLEDGE TEST SYSTEM REGISTRATION

Dear ADSF ASDF,

You have successfully registered to access the web-based knowledge testing system with the Minnesota Department of Public Safety Driver and Vehicle Services Division (DPS-DVS). In order to administer the web-based Class D knowledge test, you will need to validate your registration on the e-Services website at <https://driverservices.dps.mn.gov/EServices/DataPurchaser/>. You will need the letter ID below to authenticate your account.

L0010140692

Sincerely,

Driver Education Unit
Driver and Vehicle Services Division
Minnesota Department of Public Safety

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 MNDRIIVE.

☰ e-Services Registration

[Home](#) > [e-Services Registration](#)

1. Letter Verification

Letter Verification

 **Letter Verification**

Please enter your letter ID below. This may be from a registration letter or from an invoice. If you have already registered as a business with DVS then you should have received a registration letter.

You will not be able to register for e-Services without entering a valid letter ID. If you do not have a letter, please contact us at DVS.DataServices@state.mn.us or by phone at (651) 201-7775.

Letter ID

Do you already have an e-Services web logon?

User

User Info

Legal First Name

Required

Legal Last Name

Required

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

Cancel

< Previous

Next >

Verify email and user name and submit to complete online registration.

☰ e-Services Registration

[Home](#) > [e-Services Registration](#)

1. Letter Verification > 2. User > 3. Summary

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

DVS Home DVS Online Services Home

Online Services for Business

Home

Notice to Users

This is an official Minnesota Department of Public Safety computer system and must be used as permitted by law. System access is for authorized use only; any other system access violates federal and/or state law. Unauthorized access to data in this system also violates federal and/or state law, including Minnesota Statutes, Chapter 13.

Sanctions will include permanent loss of access to the system by you and/or your agency and referral for criminal prosecution. Additional sanctions may include monetary penalties, attorney's fees, punitive damages, and discipline by your employer.

The State of Minnesota also prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of its information in accordance with Minnesota Statutes, sections 609.87 - 609.8913. Use of this system by any user, authorized or unauthorized, constitutes express consent to monitoring and dissemination of the user's system and data accessed by authorized personnel.

Evidence of unauthorized access to or use of this system or its data in violation of law will be provided to the appropriate authorities for possible criminal prosecution or other sanctions.

THERE IS NO RIGHT TO PRIVACY FOR USERS OF THIS SYSTEM.

If you do not consent to these conditions, do not sign in.

Log In

Username

Password

Logon

[Forgot Password?](#)

Registration

[Register for e-Services for Business](#)

[e-Services Court Registration](#)

MCS
RunDate: 24-

Will need your username and password to access E-Services to begin process to proctor exams.

PROCTOR AN EXAM ON e-SERVICES

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

Proctor an Exam Welcome, TEST IDEMIA Settings Log Off

Home > Proctor > Proctor an Exam

1. Request Information 2. Testers 3. Summary

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

Cancel < Previous Next >

Testers

Customer has MN Driver's License Number/ID
No

First Name Middle Name Last Name Suffix
Required

Social Security Number Date of Birth Language
Required Required Required

Does the customer have an out of state credential?
Required

Completed classroom instruction?
Required

[Add a Record](#)

Cancel

< Previous Next >

- If student has a MN ID card or Motorized Bicycle Permit, answer yes and enter the number.
- Select language of either English or Spanish.
 - 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.

Proctor an Exam Welcome, TEST PROCTOR Settings Log Off

Home > Proctor > Proctor an Exam

1. Request Information 2. Testers 3. Summary

Summary

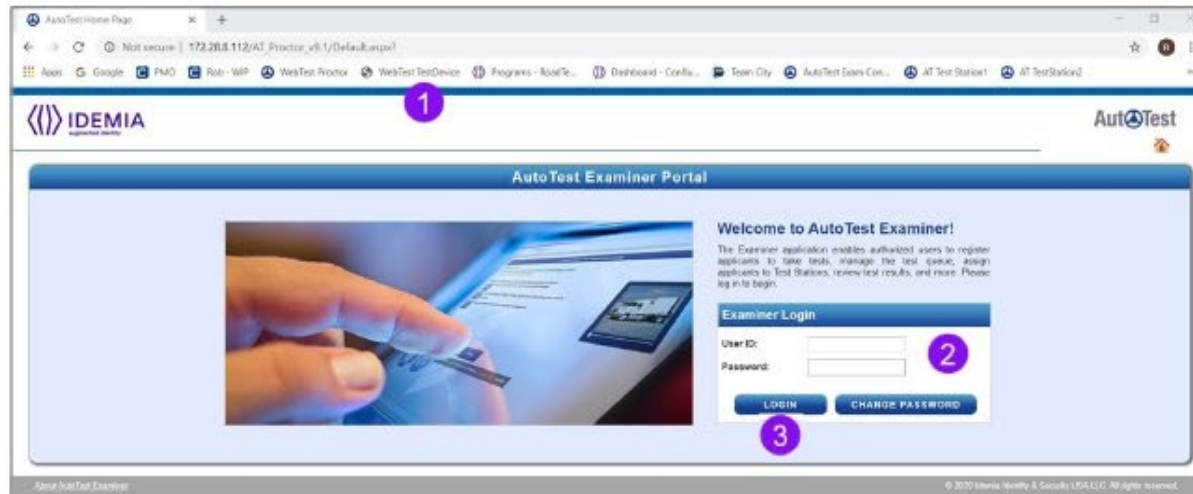
Exam Type : Class D Knowledge Exam
Exams Added : 1

Cancel < Previous Submit

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**.



02 – OPTIONAL: Proctor Search for Applicant

Service Center: ST PAUL HIGH SCHOOL

TEST SESSION STATUS
In Queue: 1 Completed: 0 Cancelled: 1

TEST STATION STATUS
In Use: 0 Idled: 0 Suspended: 0

Register Applicant Applicants in Queue Manage Tests Completed Tests Test Histories

SEARCH APPLICANT

First Name: 1 Last Name: Date of Birth:

Driver License #:

2 SEARCH CLEAR

Your Search Results 3

Action	Seq	Applicant #	First Name	Middle Name	Last Name	Birth Date	Driver License #
4 View	1	343-229	MINNE		SOTA		1231231231234

1. Enter applicant information.
2. Select **Search**.
3. Search results display.
4. Select **View**.
5. Select **CLOSE**.

View Applicant Information

Driver License #*:

Last Name*: DOB*:

First Name*:

5 CLOSE

The search option is used only to verify if the person you will be proctoring has tested before.

02 – Proctor Applicants in Queue Tab

1 Service Center: ST PAUL HIGH SCHOOL

2 TEST SESSION STATUS
In Queue: 1 Completed: 0 Canceled: 1

3 TEST STATION STATUS
In Use: 0 Idled: 0 Suspended: 0

5 Applicants in Queue

4 Display Ticket | Cancel

Ticket #	App. ID	Applicant Name	DOB	Wait Time	Test Type	Language	Media Type	Actions
345-537	345-229	SOTA, MINNE	01/01/0001	9 Mins	Class R	English	Computer	Display Ticket Cancel

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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

Key items on the Applicant in Queue Tab

02 – Proctor Provides Applicant Ticket Information

Service Center: ST PAUL HIGH SCHOOL

TEST SESSION STATUS: In Queue: 1, Completed: 0, Cancelled: 1

TEST STATION STATUS: In Use: 0, Idled: 0, Suspended: 0

Register Applicant | Applicants in Queue | Manage Tests | **Completed Tests** | Test Histories

Ticket #	App. ID	Applicant Name	DOB	Wait Time	Test Type	Language	Media Type	Actions
345-537	345-229	SOTA, MINNE	01/01/0001	9 Mins	Class D	English	Computer	2 Display Ticket Cancel

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1. Note applicant(s) and their wait times.
2. Select **Display Ticket**.
3. Optional: Create "New Security Code."
4. Message: New Code Created.
5. Select **Print**.

Display Ticket

Date: Wednesday, August 19, 2020 2:28 PM
 Site: ST PAUL HIGH SCHOOL
 Name: SOTA, MINNE

Today, you will be taking the following test(s):
Class D

Please use the following information to begin your test:
 Ticket #: 345-537
 Security Code: 5774851

3 NEW SECURITY CODE

Display Ticket

Date: Wednesday, August 19, 2020 2:28 PM
 Site: ST PAUL HIGH SCHOOL
 Name: SOTA, MINNE

Today, you will be taking the following test(s):
Class D

Please use the following information to begin your test:
 Ticket #: 345-537
 Security Code: 2145173 **4** new code created

5 NEW SECURITY CODE PRINT CLOSE

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.

Applicant Testing Instructions

Taking your ticket information, go to the testing area and sit at your testing device that you've either been assigned to or brought with you (based on testing rules).

Use the reference link to gain access to the Test page illustrated on the device below.

http://1175.28.8.222/NT_WebStation_v6.1/Over 1



Tap the screen if a touch screen device or click on the mouse if using a desktop device.



Enter the Ticket # and Security Code located on the paper provided to the Proctor in the login dialog box and click the Login button.

Ticket #: 961167
Security Code: 391746


The first of two verification screens will display, starting with a request to confirm your name and birthdate. Follow the onscreen instructions.

You may use the Help feature in the screen only if you are having technical issues with the test.

You may not take the focus off the test screen. If you do, the proctor is automatically notified.

Cell phones are not permitted in the testing area and may be picked up from the proctor after testing.

There is no talking in the 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>

MINNESOTA Web Test Training

IDEMIA

03 – Applicant Logs Into WebTest

1

Web Test Station

Welcomes You

2

3 Login Close

1. Applicant clicks anywhere on this screen.
2. Applicant Enters **Ticket #** (include dash) and **Security Code**.
3. Select **Login**.

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Screen where individual enters their ticket number (MUST include the dash) and security code to login.

03 – Applicant Welcome and Helpful Information Screens

Welcome to the Automated Driver Knowledge Testing system.



1 Welcome to the Minnesota Automated Driver Knowledge testing system. Please press continue to start.

2 Continue

1. Applicant reads Welcome screen.
2. Select **Continue**.

Helpful Information Before Your Test

You have identified yourself as:

Applicant Name:	HEMI SOTA
Applicant ID:	145 229
Applicant DOB:	

1

Each question displays a picture.

To answer a question:
Select your answer and touch it. You will be asked to confirm your answer.
When you are satisfied with your answer, touch the Yes button to submit your answer.

If you would like to take a Sample Test before you begin, select the Sample Test, or you may begin your knowledge testing by selecting Begin Test.

Test Name	Number of Questions
Class D	40

2 Sample Test

3 Begin Test

1. Applicant reads Helpful Information.
2. Optional: Select Sample Test.
3. Select **Begin Test**.

Instructions to the individual and option to take the sample test question.

03 – Applicant AutoTest Certification Screen

Auto Test Certification

1 **WARNING: This is not an open book test. While testing you cannot talk or use any of the following types of items:**

- Cell Phones**
- Drivers manual**
- Notes**
- Electronic Dictionaries**

I understand that if I use any item listed above, it will count as a failed test. Cell phones must be turned off.

Thank you for your cooperation.

2 **I Agree**

1. Applicant reads Auto Test Certification screen.
2. Select **I Agree**.

Individual agrees to understanding test rules.

03 – Applicant Test Screen (Correct Answer)

The screenshot shows a test interface for a Class D license. At the top, it says "Current Test: Class D". Below that, it says "Class D Question #2 / 40". The question is: "1 Unless different limits are posted, the speed limit for urban (residential) areas is:". Below the question, it says "Select a letter to choose your answer." There are four answer options: A (20 MPH), B (30 MPH), C (25 MPH), and D (35 MPH). A confirmation window is overlaid on the screen, asking "Applicant Authentication: You selected answer 'A'. Would you like to submit this answer?" with "Yes" and "No" buttons. A small image of a residential street is shown on the right, with an "Enlarge Picture" button below it.

1. Applicant reads question.
2. Select letter.
3. Confirmation Window Appears – Indicate **Yes** or **No**. If correct, next question appears.

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.

03 – Applicant Test Screen (Incorrect Answer)

Current Test: Class D

Class D Question #2 / 40

1 **Unless different limits are posted, the speed limit for urban (residential) areas is:**
Select a letter to choose your answer.

2

A 20 MPH

B 30 MPH

C 25 MPH

D 35 MPH

Applicant Authentication


You selected answer "A".
Would you like to submit this answer?

3 Yes No

ANSWER RESULT

Your answer is incorrect. The correct answer is "C".
Select Continue to resume your test.

4 Continue



Enlarge Picture

1. Applicant reads question.
2. Select letter.
3. Confirmation Window Appears – Indicate Yes or No.
4. If incorrect, window appears with correct answer. Click **Continue**.

If answer is incorrect, the correct answer is displayed.

03 – Applicant Test Summary

Your Class D Test Result

Total time taken: 10 minutes 7 seconds
Total time remained: 7 hours 49 minutes 53 seconds
Average time per answer: 15 seconds

Class D - FAILED
You have failed the test. Only one test attempt is allowed per day state wide. Please wait in line for next available staff.

Total number of questions: 40
Total number of correct answers to pass: 32

Total number of questions completed: 38
Total number of correct answers: 29
Total number of incorrect answers: 9
Total number of questions unanswered: 2

1

2 **Finish**

1. Review Summary.
2. Select **Finish**.

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

03 – Proctor Prints Test Receipt

Service Center: ST PAUL HIGH SCHOOL									
TEST SESSION STATUS					TEST STATION STATUS				
In Queue: 0	Completed: 1	Cancelled: 1			In Use: 0	Idle: 0	Suspended: 0		
Register Applicant	Applicants in Queue	Manage Tests	1 Completed Tests	Test Histories					
Ticket #	Applicant Name	Driver License #	Test Type	Language	Test Began	Total Session Time	Status	Actions	
345-538	SOTA, MINNE	1231231234	Class D (Cancelled)	English	02:16 PM	00:00:00	Cancelled	Print Receipt	2
345-537	SOTA, MINNE	1231231234	Class D (Failed)	English	01:35 PM	00:14:02	Completed	Print Receipt	

Minnesota Department of Public Safety
Driver and Vehicle Services Division
WebTest Receipt

Date: 8/19/2020 1:49 PM

Location: ST PAUL HIGH SCHOOL

Name: SOTA, MINNE



DL Number: 1231231234 Test Class: Class D Result: Failed

3

CLOSE PRINT

1. Click on **Completed Tests** tab.
2. Click on **Print Receipt**.
3. Click **Print**.

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).