

# MEA Flowchart HBS 2016

**Administrator/Proctor**

**Student**

Pass out - Username and Password,  
Pencils, Paper, testing materials if  
applicable

Student Logs onto Computer

Student Launches desktop icon for  
eMPowerMEA

Read Oral Directions - have students  
log in at proper time. Plan for up to 10  
minutes for Login and Directions

Student Logs into Test

Student Selects Test

Monitor Testing

Student Enters Access Code

Student clicks Finish to complete test.

Collect all materials, scratch paper  
used by students

Student turns in all materials to  
Administrator/Proctor