



TEST PROCTOR GUIDE

Workplace Readiness Skills for the Commonwealth Assessment

Instructions

Important:

- CTECS policy is that test proctors will not proctor their own students.
- CTECS policy is that teachers or anyone other than the registered student test taker is not permitted to take the test at any time.
- If you want students to be able to print their test results immediately after finishing the test, ensure that printers are enabled in advance.
- This guide is not intended for use by student test takers.

Prior to the Test

Well ahead of test day, carefully follow the instructions below to use the IT Checklist and Sample Test Ticket. This is REQUIRED and will help ensure that testing goes smoothly.

IT Checklist - Please communicate with the IT personnel at your location and have them complete the *IT Checklist*. If there is an issue during testing, the CTECS Technical Support person will ask if the *IT Checklist* has been completed. If there are any questions about or problems with any item on the Checklist, please contact CTECS immediately for assistance.

Sample Test - The sample test ticket below is provided to show how the online testing system looks and works and to help ensure that technical requirements have been met. The proctor administering the actual test on testing day and at least one student who will be testing at the site, should use the sample test ticket below to log into the system and complete the sample test.

Site URL:	secure.techfluency.org/esess
Org. Name:	Virginia WRS
First Name:	Sample
Last Name:	Sample
Password:	Sample



Please do the following using the Sample Test Ticket above:

1. Communicate with the IT personnel at your location to let them know about the test and the IT requirements. Explain to them that if the sample test can be completed and submitted for grading successfully, that you are ready for test day. (If you cannot access the site or test, call one of the CTECS contacts below; we will work with you to resolve the issue.)
2. Access the test using a computer in the classroom/lab where you will be administering the test.
3. Open E-SESS™, the online test system, using the Web address at the top of the test ticket.
4. Begin the test. A couple of items will display a speaker icon; click the icon to make sure the audio is working properly. Also, be sure that you see the graphic with one item and that the timer is visible and clearly readable throughout the test.
5. Complete the test and submit it for grading.
6. Have one or more students use the Sample Test Ticket and repeat steps two through five since your login may have higher administrative rights than a student's.

Note: It is a good idea to also have IT personnel take the sample test to help ensure that all IT requirements have been met and that the test is working properly.

Test Day

On the day of the test, you should do the following:

- Confirm the accurate identity of each student before distributing test tickets.
- Distribute the test tickets.
- Have the students open the test site using the web address given at the top of their test tickets.
- Have the students log in using the information given on the ticket (Organization, First Name, Last Name, Password).

During the Test

Once the students have logged on and started the test, you will be responsible for the following:

- Being present during the entire assessment administration
- Moving around the room to observe and assure that no supplemental materials are referenced
- Maintaining a quiet environment
- Ensuring that students are working independently
- Documenting unusual conditions or situations that may affect students' scores
- Reporting any breaches of security
- Being aware of elapsed time for the test administration and reminding students as appropriate



During assessment administration, test candidates are prohibited from

- looking at another student's computer screen.
- opening another browser window.
- receiving content-related assistance from anyone.
- using any electronic or non-electronic device.

It is critical that you avoid answering questions relative to the meaning or intent of assessment items. This is a test of individual knowledge and each student should do his or her best to answer all questions. You should be available to answer questions regarding the navigation of the assessment system or provide help if technical difficulties arise.

If technical difficulties arise, please contact CTECS directly or the Test Site Administrator, if applicable.

Once all of your students have completed the test, the Test Site Administrator can access summative reports. Please note that these reports are in addition to the immediate results report that students can see and print once they click **Submit for Grading**.

Contact / Support

CTECS staff has worked diligently to provide helpful, detailed information about the assessment on this web page <https://www.ctecs.org/va-wrs-assessment.htm>. However, if your question is not addressed, please contact the appropriate CTECS staff member listed below.

E-mail communication is preferred unless there are technical difficulties during testing. E-mailed information allows us to forward the details of your question/request to the appropriate person and expedites assisting you. While CTECS staff will do its utmost to respond to phone calls/messages, we cannot guarantee that your calls will result in immediate assistance.

For questions about	
Registering students, E-SESS site administrator accounts, errors in the student data, technical questions and/or issues	Robyn Marshall, rmarshall@ctecs.org, 404-994-6534
Policy, administration, reporting, test security, proctoring	Ken Potthoff, kpotthoff@ctecs.org 404-994-6538
Contracts, invoices, and billing	Dana Wilson, dwilson@ctecs.org 404-994-6536
Technical questions and/or issues	Robyn Marshall, rmarshall@ctecs.org, 404-994-6534 Ken Potthoff, kpotthoff@ctecs.org, 404-994-6538 Tim Withee, twithee@ctecs.org, 404-994-6535

Good luck to all of you and thank you.

CTECS Assessment Service



TEST PROCTOR CHECKLIST

Notes on Technical Issues: Answers are automatically saved every 3 to 5 clicked answers so even if a student experiences technical issues, most/all answers will be saved to the E-SESS™ server.

If a student experiences a technical issue,

1. Click the F5 key to refresh the page.
2. If this does not work, have the student close the browser window then reopen it.
3. If there is still a problem, move the student to another computer and have them log into the test and continue testing.
4. If the test is still inaccessible, contact CTECS to have the test "reset" and add lost time.
5. If the student cannot complete the test right then, he will need to come back to complete the test within 2 school days.

For technical support during testing, contact Robyn Marshall, at 404-994-6534 or rmarshall@ctecs.org.

On test day, complete the following tasks in the order they appear.

- Ensure the students have used the restroom, cleared their desks, and turned off cell phones/electronic devices.
- Make sure all students have access to the Internet.
- Remind students that they should have something to work on QUIETLY at their desks if they finish early unless they have permission to QUIETLY report to a different location.
- Tell students that all other computer applications must be closed or they will be written up for cheating.
- Distribute the **Student Directions**/Test Tickets.
- Using your copy of the **Student Directions**, read the Steps out loud to the students, ask if they have any questions and then have them begin the test.
- Walk around the room often to ensure students are on task and that no applications are open. Periodically remind students to keep an eye on the timer and to pace themselves.
- After testing, collect all materials and return them to the teacher.