Student Directions
CTECS Technical Skills Assessments

Please review this information prior to beginning the test.

1. You have one hour to answer this multiple-choice test. Scratch paper is permitted; a calculator is built in to the testing system. (*see #3 on diagram*) **<u>If you navigate away from the site during the test, you will be written up for cheating</u>**.

2. Cell phones should be **OFF** and away. If a cell phone is seen or heard, it will be confiscated. There should be no talking during testing. Quietly raise your hand if you have a question.

3. After answering each question, click **"SAVE ANSWER."** (*see #7 on diagram*) The testing system will take you to the next question.

4. You may "flag" a question by checking the box next to, "Mark the item below for review." (*see #5 on diagram*).

5. In the upper right corner, you will see the number of the question you are currently on (*see #4 on diagram*); your timer is located in the upper left corner of the screen (*see #1 on diagram*).

Assessment Screen Diagram

To Begin the Test:

6. Open the Internet and go to: www.secure.techfluency.org/esess

7. On the "Log In" page, enter the information using the test ticket given to you by the proctor. **_Enter the information EXACTLY as it appears_**.

8. Once logged in, read the "**General Instructions**," agree to the **Honor Code**, and then click "**Continue**."

9. Click "**Begin**."

10. Once you have answered and _CAREFULLY_ reviewed all questions, click the "**Submit for Grading**" button found in the lower left corner.

11. If you have time left on the timer, and want to complete the test, select the button to submit your test for grading. If you want to return to the test, click the continue working button.

12. Once your test is graded, you will receive a detailed score report. To see how many questions you answered correctly.

13. After viewing your report, close the assessment and log out of the test system.

Unless your teacher has directed you to report to a different location, quietly remain in your seat until all students have finished testing. The proctor will collect test materials when all students have finished testing.