TEST PROCTOR GUIDE

Instructions

Important:

- **CTECS policy is that test proctors should <u>NOT</u> proctor their own students.**

- **CTECS policy is that teachers will <u>NOT</u> be permitted to take the test at any time.**

- **Please be sure that during the actual exam, students click on the <u>Save Answer</u> button.**

- **If you want students to be able to print their immediate results after taking the test, ensure that printers are enabled in advance.**

- **NOTE: This test proctor guide is intended for test proctors, but in some cases, the site administrator and/or IT staff may be involved in ensuring that the test site and system is properly prepared for student testing. It is not intended for the student test takers; however, at least one student at the actual test pilot site should take the sample test ticket shown below.**

PRIOR TO THE TEST

Prior to the test the following MUST be completed to ensure that the test system will run smoothly.

IT Checklist - To assure that the test system will run smoothly please communicate with your schools Technical Support Staff and have them complete the IT Checklist. It is critical that this checklist be run prior to testing. In the event there is an issue during testing a CTECS Technical Support Member will ask if this checklist has been completed. If there are any issues or questions please call CTECS immediately.

Sample Test - Below is a sample test ticket to try the system. The proctor who is administering the actual test on testing day and at least one student who will be testing at the pilot site should use the sample test ticket below. *Please note: this sample test ticket is provided as an example of the way the system looks and works and to ensure that the technical requirements have been met*.

Site URL:	**www.techfluency.org/esess**
Org. Name:	**FADA**
First Name:	**sample**
Last Name:	**sample**
Password:	**sample**

Please do the following using the sample test ticket above:

1. Communicate with your school's technical support staff and let them know about the test and the IT requirements. Let them know that if you can take the test and submit it for grading, you are ready for test day. If you cannot access the site or test, call the CTECS contacts below, and we will get your issues resolved.
2. Open E-SESS™, the online test system, using the Web address at the top of the test ticket.
3. Take the test and submit for grading, using the sample test ticket information in the classroom/lab where you will be administering the test.
4. Have one or more students repeat steps one and two (your login may have higher administrative rights than a student).

*Note: It is a good idea to have the IT staff also take the test and ensure that all IT requirements have been met and 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 all 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.

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 do arise, please contact CTECS directly:

Test Day Contact:
Tim Withee 404-994-6535 or 404-502-1535

Once all of your students have completed the test, the Test Site Administrator will distribute 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**.

If you have any questions prior to the test, please contact us via phone or e-mail.

Ken Potthoff - kpotthoff@ctecs.org (770) 940-1883 or (800) 248-7701 ext 3579
Tim Withee - twithee@ctecs.org (800) 248-7701 ext 3542
Robyn Marshall - rmarshall@ctecs.org (800) 248-7701 ext 3539

Good luck to all of you, and thank you,
CTECS Assessment Service

PROCTOR CHECKLIST
FADA End of Program Certification Assessment

<u>NOTE</u>: If a student experiences technical issues during testing, **THE TEST SYSTEM WILL SAVE ALL ANSWERS.** Hit the F5 key first to refresh the page. If this does not work, have the students quit the Internet and start again. If this does not work, try another computer if one is available or tell the student to test at a later time. For additional help, contact CTECS Tech Support Tim Withee or Robyn Marshall, at 404-679-4500.

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.

☐ 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 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 Steps #1-14 out loud to the students** and then check for questions, and then have the students begin the test.

☐ Walk around the room often to ensure students are on task and that no applications are open, and 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.