CTECS Proctor Guide

CTECS
Career and Technical Education
Consortium of States

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Contents

CTECS Test Proctor Guide

Instructions

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

<u>Prior to the Test</u>

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

For additional details and troubleshooting resources, refer to the **IT Requirements** on the **Test Prep webpage**, go to www.ctecs.org, select the **Members & Partners** menu, select the appropriate member/partner, then select the **Test Prep menu** link.

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 *IT 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:	https://www.techfluency.org/esess/
Org. Name:	ctecs
First Name:	Sample
Last Name:	Sample
Password:	Sample

Please complete 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, you are ready for test day. (If you cannot access the site or test, call one of the CTECS contacts; 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. Be sure that you see the graphic corresponding to one of the items 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, proctors 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).

Testing Materials

Only the following materials are allowed:
- This *Proctor Guide*
- A computer for each student
- Login information – on test ticket for each student
- A supply of pencils with erasers
- Scratch paper (blank on both sides, lined or unlined)

During the Test

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

- Being present during the entire assessment administration
- Moving around the room to observe and ensure 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 proctors 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 to provide help if technical difficulties arise.

If technical difficulties arise, please refer to the next section, ***Troubleshooting Testing Issues***.

Troubleshooting Testing Issues

In the table below are some potential issues proctors might experience during online testing. Please use the information to troubleshoot. If you need assistance, contact your test site administrator or CTECS. Use the information below to decide who should be contacted.

If you need help with a technical issue, please have the following information available: The name of the test site administrator, the testing site name (school, tech center, college, etc.), the name of the Internet browser being used, and whether or not your lab is running wireless or the computers are physically connected to the network.

If the issue needs attention from the **local IT personnel**, refer them to the resources on the www.ctecs.org website. Go to the **Members & Partners** menu, select the appropriate member/partner, then select the **Test Prep** link.

CTECS Technical Support:

> Robyn Marshall, rmarshall@ctecs.org, 404-994-6534
> Ken Potthoff, kpotthoff@ctecs.org, 404-994-6538
> Darren Morris, dmorris@ctecs.org, 804-543-6094
> Tim Withee, twithee@ctecs.org, 404-994-6535

Common Troubleshooting Issues		
Issue	**Description**	**Recommendation**
Login	One or more students cannot log into the test.	Re-enter the login information EXACTLY as it appears on the ticket.
Missing test ticket	A student is present to test, but you do not have a ticket for her/him.	Contact your test site administrator. The test site administrator can access E-SESS to see the status of each student testing. ***NEVER allow a student use another student's test ticket!***
Test access	Student(s) log in but cannot access the test. There is no **Begin** button present.	• Have 10 days passed since the student(s) took a pretest? OR • Have 14 days passed since the student(s) took and failed a post-test? OR • Were the students enrolled for the test that cannot be accessed? If not, contact the test site administrator.
Scheduling/time	The class or building schedule does not allow the student(s) to complete the test in ONE sitting.	Do NOT allow student(s) to begin the test. The test must be taken in ONE sitting. Contact the test site administrator.

(table continued on next page)

Graphic does not appear or red X in its place	One student cannot see graphics.	1. Have the student access the test on a different computer. If the graphics do not display, contact IT personnel at the site. 2. Contact CTECS about adjusting time for the student to return to finish the test, if necessary.
	The graphics do not display on any of the computers.	1. Stop testing. 2. Contact IT personnel at site about the issue. 3. Contact CTECS about resetting each student's test. E-mail the list of students to CTECS.

Connection has slowed or stopped	Message says, "Please wait while your test is being loaded. The connection to the server has slowed or stopped…."	If this message stays on the screen for more than 10-15 seconds, close the window and click the **Begin** button again. If this happens several times, contact the IT personnel. NOTE: 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.
	The test is going really slowly. Each question takes more than 10 seconds to load.	Ask the student if they are comfortable working from the **Review** page. The **Review** page shows all questions at once, so they do not have to wait for the page to load each question separately. If multiple students experience this problem, there is likely a connection issue with the server.
Report did not print	The student's test is closed, but they could not print their report (or the printout is bad).	The administrator can print the *Standards Performance report* in E-SESS to see the student's results.
Submitting Test	The student submitted the test for grading and nothing happens.	Once the Submit for Grading button is clicked, the test HAS been submitted. Try refreshing the browser window to see the confirmation. If you'd like to verify that the score posted in E-SESS, ask your test site administrator to log in and check for the student's score.

After the Test

Immediately report any irregularities in test administration or test security to the test site administrator.

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**.

Note! Students can log into the completed test(s) later to view the Performance Report again.

Appendix A—Test Proctor Checklist

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

☐   Ensure that the students have used the restroom, cleared their desks, and turned off and stowed 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 (Appendix A)*** and Test Tickets.

☐   Using the proctor's copy of the ***Student Directions*** (see next page), read the steps aloud 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.

Appendix B—Student Directions

Test Takers should review this information prior to beginning a test.

1. The test is timed. The time remaining is displayed at the top—left of the screen.

2. The number of the item you are currently on, is displayed at the top-left of the screen.

3. Scratch paper is permitted; a calculator is built into the testing system.

4. Do NOT leave the testing screen. *Note: If a student navigates away from the site during the test, they will be written up for cheating.*

5. Cell phones should be **OFF** and stowed. 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.

6. After answering each test item, click **"Next Item."** The testing system will take you to the next test item.

7. You may "flag" a test item for review by clicking "**Mark for review**."

Assessment Screen Diagram
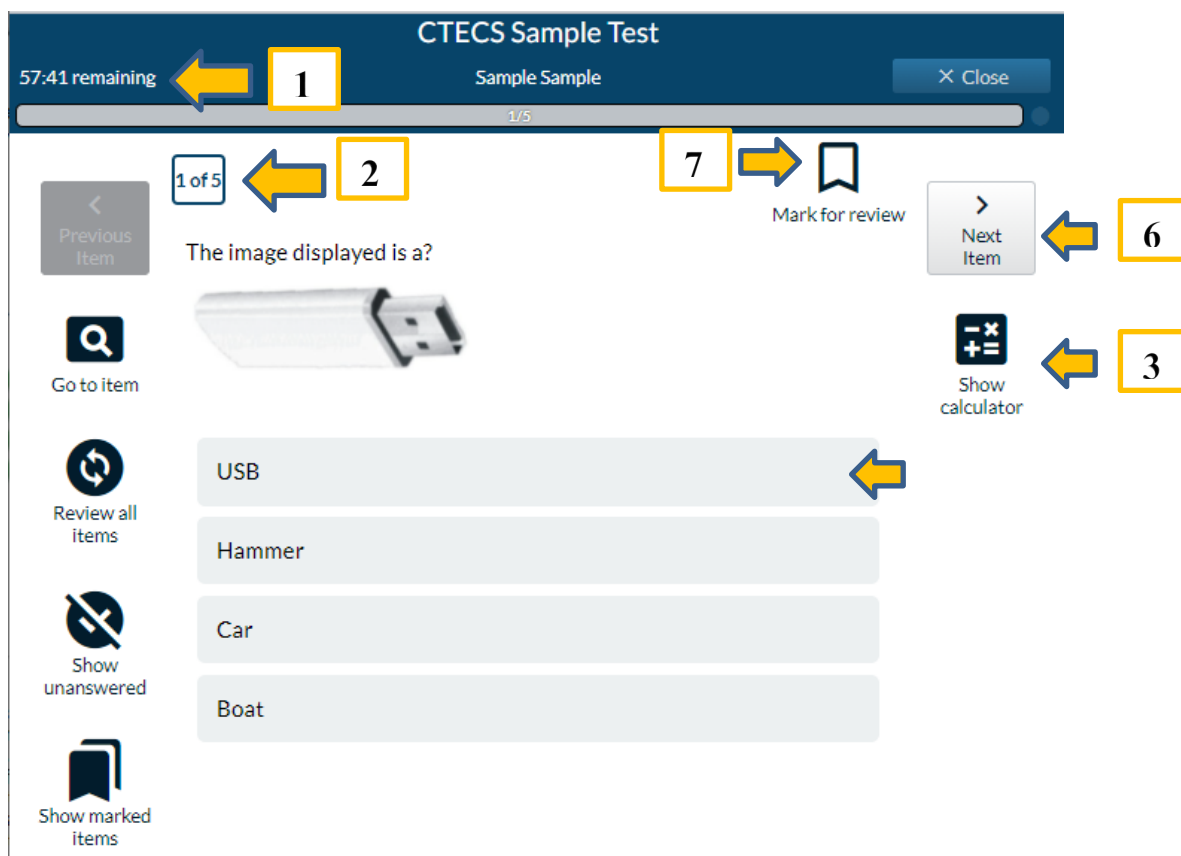
To Begin the Test

1. Open the Internet browser window and go to: **https://www.techfluency.org/esess/**

   The Login screen will display.

2. Enter the information exactly as it is shown on the test ticket then click the **Log In** button.

Sample Test Ticket

Site URL:	https://www.techfluency.org/esess/
Org Name:	*E-SESS Organization Name*
First Name:	*Test taker's First Name*
Last Name:	*Test taker's Last Name*
Password:	*Password*
Assessment:	*Assessment Title*

The **Student Test Taking Honor Code** displays.

3. Click the check-box to agree, then click **Continue**. One or more assigned assessments will be listed.

4. Click the **Begin** button next to the appropriate assessment. The first test item will display.

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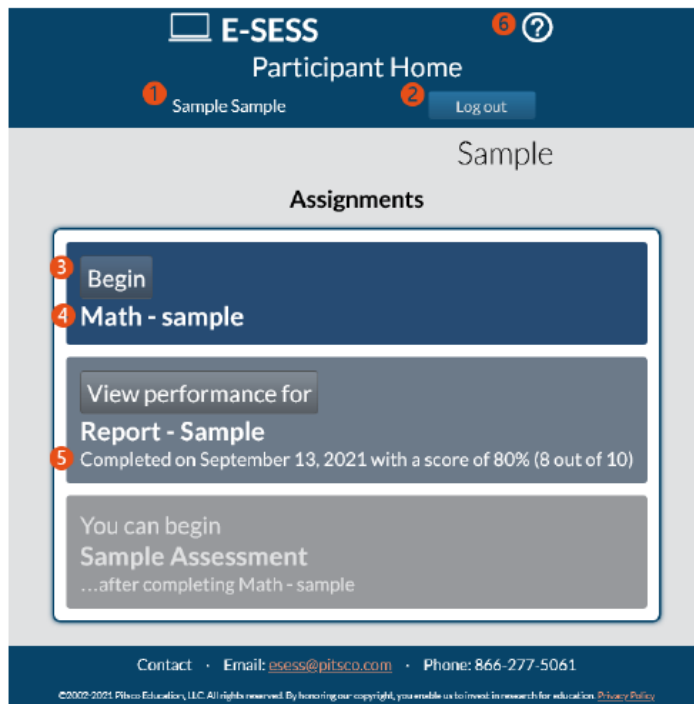
1. **Participant Name** – The name of the participant that is logged in.
2. **Log Out** – Click this button to log out of the system.
3. **Begin/Status** – The Begin button will start the selected assessment. Click this button when you are ready to start taking the assessment. Assessments have time limits. You may be enrolled in more than one assessment; make sure that you are clicking **Begin** for the correct assessment. If the assessment has been completed and the Performance Report is available, click **View Performance** to see that data.
4. **Assessment** – The name of the assessment for which you have been enrolled.
5. **Details** – This section may include the following information:
   a. Assessment details
   b. Score details
   c. Action preventing you from beginning
6. **Participant Guide** – Click the **Question mark** icon to open the Participant Guide.

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5. Click on the chosen answer. Then click **Next Item** button to proceed to the next item.

6. Once you have answered and carefully reviewed all of the test items, click the **Submit for Grading** button.

Assessment Submission

After you click **Submit for Grading**, you will see the Assessment Submission page. It gives you an opportunity to continue working or to finalize the submission.
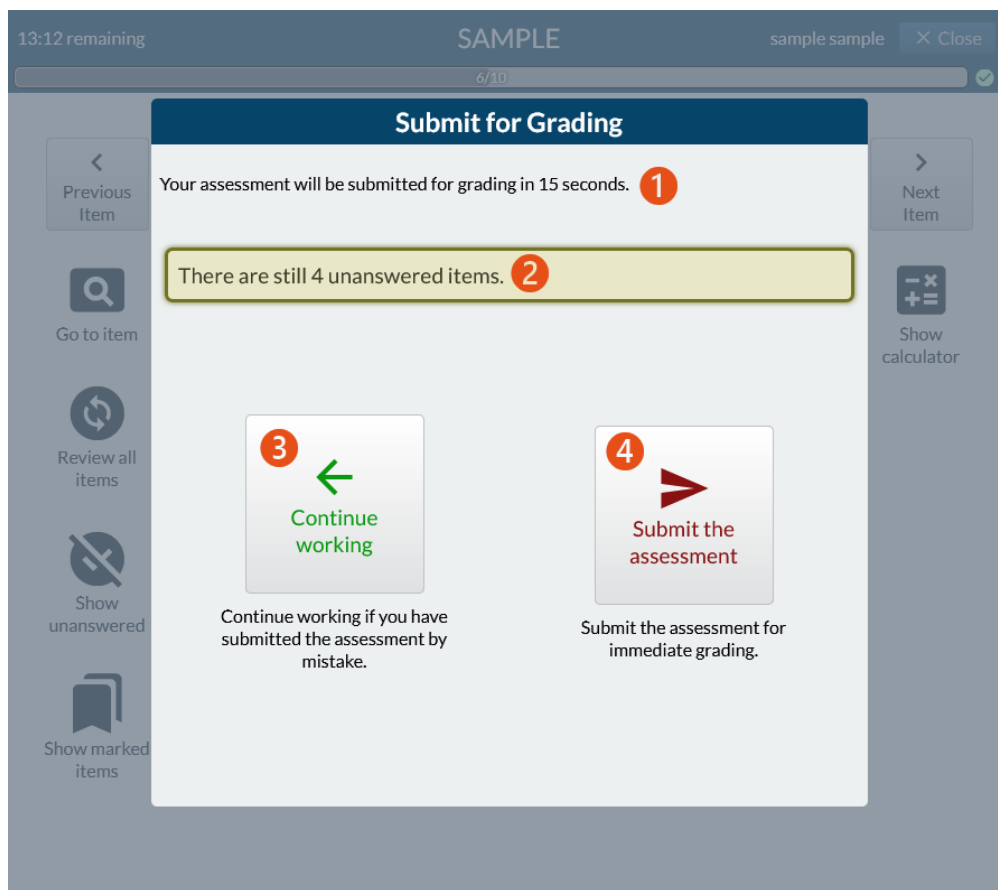
1. **Submission Text –** This text shows the remaining time before your test is automatically submitted if you take no action.

2. **Unanswered item status –** If there are unanswered items, this text will show how many items have not been answered.

3. **Continue working –** Clicking this button takes you back into the assessment and allows you to continue working.

4. **Submit the assessment –** Clicking this button submits your assessment for grading and the performance report displays.