Test Day Guidance for Proctoring CTECS Assessments

A new Focus Lock security feature will be activated in E-SESS. This feature will monitor participants during testing to detect loss of browser focus. If the participant attempts to leave or navigate away from the testing screen browser in E-SESS, their assessment may automatically be halted and submitted. No additional downloads or setup are required. Focus Lock works well in all current web browsers. The participants must read and acknowledge the Focus Lock warning statement in the testing environment before beginning their tests.

Proctor Script

Verify attendance, using the student roster. Document room arrangement and attendance on a seating chart.

When all students are quietly seated at their computer station with pencils, erasers, and scratch paper (blank on both sides, lined or unlined), proctors should use the following script:

You are here to take the CTECS End-of-Program (EOP) Assessment. The assessment is administered through an online testing system, E-SESS. If you have any questions as we go through the instructions, please raise your hand.

There are a few items we need to cover to help ensure a smooth testing experience. Please listen carefully.

Before beginning the assessment, you must read and acknowledge agreement with the Student Honor Code and Focus Lock warning statements in E-SESS to continue.

*You can increase the font and picture size by using **CTRL+**, to make the font and picture size smaller use **CTRL–**.*

A calculator is available within E-SESS by selecting the "Show calculator" button. Only a permissible calculator may be used.

Remember to click the "Next Item" button after answering each question.

If you want to go back to a question at the end of the assessment, remember to mark the box labeled "Mark for Review." These questions will be highlighted in blue on the summary page at the end of the assessment.

When you have completed the assessment, a screen will show all

the questions and answers you plan to submit. Review the summary and look for any questions displaying as unanswered. You may also select the "Show unanswered" button. If you have completed the assessment, you may select "Submit for Grading."

Remember you are not permitted to navigate away from the testing screen, if you attempt to leave the testing screen the system will warn you and may lock you out of the assessment. If you are locked out of the assessment, you will NOT be permitted to finish testing.

If I, as the proctor, instruct you to close the assessment, then close the web browser by selecting the "X" in the upper right corner of the browser window or raise your hand for additional instructions.

I will now distribute the test tickets. DO NOT log in until you are told to do so.