

## AAFCS Pre-PAC Credentialing – Proctor Guide

Proctors for the AAFCS Pre-PAC exams must be test site employees; thus, volunteers are not able to serve as proctors. School and district guidelines should be followed with regard to the proctor selection. For security and liability purposes, AAFCS recommends that the teacher/instructor on record (who is actively teaching the content to test candidates) should not be the sole proctor for test administration of their students. The teacher/instructor on record can serve as a proctor-observer for the test administration.

This guide highlights the instructions for proctoring the AAFCS Pre-PAC assessments. It is very important that proctors follow the same procedures to assure the validity of the test results and reduce the likelihood for confusion throughout assessment administration.

The proctor's duties include:

- Accessing the online assessment system at each workstation so that the assessment system login/welcome screen is displayed when test candidates arrive for their assessment (available on the Pre-PAC Management System website at <http://www.aafcs.org/CredentialingCenter/test.asp> - Click on Step 4: Administration – then click on the link “Click here to take a Pre-PAC exam”).
- Confirming the accurate identity of the test candidate.
- Verifying the username/email address for all test candidates to access the assessments.
- Being present during the entire assessment administration.
- Following accommodations and modifications for candidates with special needs that have been appropriately documented by the test site.
- Moving around the room to observe the test candidates, to assure that no supplemental materials are referenced, and to maintain a quiet and efficient environment.
- Distributing “Candidate Guide to Assessment Instructions” to the test candidates.
- Being aware of test candidates who are experiencing problems with equipment, network connectivity, or other technical issues.
- Avoiding answering questions relative to the meaning or intent of assessment items.
- Being available to answer questions regarding the navigation of the assessment system.
- Ensuring that test candidates are working independently.
- Documenting unusual conditions or situations which may affect test candidate scores.
- Reporting any breaches of security.
- Being aware of elapsed time for an administration and reminding test candidates as appropriate. (**Note:** The actual assessment is NOT timed.)

During assessment administration, test candidates are prohibited from:

- looking at another test candidate's computer screen;
- offering or receiving content-related assistance from other test candidates, proctors, or administrators;
- using unauthorized materials or references (calculators may be used);
- transmitting, photographing, or reproducing any portion of the assessment;
- creating a disturbance during administration (i.e., cell phones, pagers, alarms); and
- failing to follow the outlined test procedures.

**For assistance, technical support, or other questions, contact:**

**AAFCS (Attn: Lori Myers)**

Phone: 703-706-4602 or Email: [pre-pac@aafcs.org](mailto:pre-pac@aafcs.org)

## AAFCS Pre-PAC Proctor Script

Good morning/afternoon. My name is \_\_\_\_\_ and I will be serving as the proctor for today's assessment credentialing session.

Before beginning, I will explain the process and general rules for today's session. At this time, please turn off all cell phones, beepers and other electronic devices and leave these in the "off" position until you leave the assessment area.

All materials should be placed under your seat. Eating, drinking or talking are not permitted during the assessment. If, during this session, you need to use the restroom, please raise your hand. Only one person at a time will be permitted to leave the room. You are not permitted to talk with anyone outside the assessment area during this leave.

You have been assigned an individual username that will be used to log in to take the assessment. The assessment system home page (welcome screen) should be displayed on your monitor. If this "Welcome" page is not displayed, please raise your hand. *(Pause)*

Prior to beginning, let's go over the instructions for taking the assessment.

*(Distribute Candidate Guide to Administration – Instructions)*

To log into the Assessment System, you will need the username assigned to you by AAFCS. In the Username text box, enter the full username/email address assigned to you. Enter the password provided to all test candidates. Please note that the username and password are *case sensitive*. Click the "Login" button.

Has everyone successfully logged in to the assessment system? Please raise your hand if you have not logged in to the system. *(Pause to ensure that test candidates have successfully logged into the system).*

Once logged in, please follow the instructions provided in the "Candidate Guide to Administration" to access the assessment.

If you encounter any type of technical difficulty during the testing session, please raise your hand and I will assist you. Once you have completed all segments of the assessment (including the survey questions at the end) and clicked on the final "Submit" button, your assessment results and certification status will be immediately available on the screen. These results will be available to the Site Coordinator for printing and distribution following testing; thus, it is not necessary to print the results from the screen. It is important that you properly close out of the assessment so that your results are logged into the results database. Please follow the instructions given to you regarding how to properly exit the assessment.

*(Provide directions to the test candidates for what should be done upon completion of the assessment.)*

To launch the assessment, click on the assessment name. Please only click once! It may take a few seconds for the assessment to load. Once loaded, an introduction screen will appear that provides directions for the assessment and its navigation. Take a few moments to read these instructions carefully!

Are there any questions? *(Pause)*

You may now click the arrow in the navigation bar to begin your test – Good luck!