Family and Consumer Sciences CREDENTIALING CENTER

ASSESSING AND RECOGNIZING EXCELLENCE SINCE 1971

Pre-Professional Assessment and Certification (Pre-PAC)

Administrative Guide to Test Site Approval

General Information:

Please read this guide for details regarding test site approval. Access to the online test site approval process will be provided in this guide.

- In order to purchase and administer AAFCS Pre-PAC products, a test site must be approved by AAFCS. Using the online system, test sites must complete and submit the Pre-PAC Test Site Approval Agreement. The Pre-PAC testing year begins on August 1 and ends on June 30 of the following year. *__Test sites must seek AAFCS approval each testing year__*. A new test site approval code will be issued for each testing year.

- When seeking approval as a test site, please note that Test sites ARE DEFINED by the structure or level of testing and data reporting needed by the site. Thus, test sites can be identified at the institution level, department/campus level, or instructor/teacher level. The level at which the test site is defined is how all assessment registration and results will be coordinated and grouped. Test sites are NOT defined by the actual physical testing location or facility. If you have questions regarding how your site should be set up or defined for approval, please contact AAFCS at 703-706-4602.

- During the online approval process, the test site will be asked to identify the name, title, and contact information for:

  - *Test Site Administrator*: This individual should be administrative and/or supervisory personnel who have the authority to accept responsibility and liability for the assessment program and all aspects of the assessment process. (Note: This is not the individual who will be administering the actual assessment. The person administering the test is defined as the "proctor.")

  - *Test Site Coordinator*: This individual should be personnel who can manage and assist all aspects of the assessment process.

Roles of the Test Site Administrator and Test Site Coordinator

Only the personnel identified in the Test Site Approval Agreement (Test Site Administrator and Test Site Coordinator) will receive communications regarding site approval and will have access to password-protected sites associated with the assessment process.

Furthermore, the Test Site Administrator and Test Site Coordinator responsibilities include, but are not limited to, the following:

- Liaison between AAFCS, test site personnel, and test candidates;
- Order Pre-PAC products and services;
- Manage the online assessment registration system;
- Secure adequate testing location and proctor;
- Maintain security and proctoring guidelines;
- Ensure test site technology is compatible with online assessment system;
- Access Pre-PAC Data Reporting System to view, print, or export score reports; and
- Provide score reports and certifications (if applicable) to test candidates and those instructors who provide instruction and preparation for the assessment.

Both of these roles have responsibilities and rights within the assessment system. One person may serve in both roles as Test Site Administrator and Test Site Coordinator.

Please note that the Test Site Approval Agreement must be completed online by the Test Site Administrator. Upon submission and approval, the Test Site Administrator and Test Site Coordinator will receive an email confirmation. Please keep the email communication for future reference as it will include important credentials (username and password) for accessing the assessment system.

Instructions for Completing the Online Test Site Approval Agreement

The following instructions and screen-shots provide further details for completing and submitting the online test site approval agreement. Within the online approval system, test sites will be required to provide the test site name and contact information, specify the Test Site Administrator and Test Site Coordinator, and agree to security stipulations regarding the assessment process.

Want to become an approved AAFCS Pre-PAC Test Site?
Click the button below to access the online Test Site Approval Agreement.

Preview of Test Site Approval Agreement
Below is a screen shot of the information required for approval.
Click on the link at the bottom of page 2 to actually submit the information.

Information about the Test Site

* = Required

* Test Site Name [   ]
* Address 1 [   ]
Address 2 [   ]
* City [   ]
State / Province [Choose... ▼]
* Zip [   ]
* Telephone [   ]
* Fax Number [   ]

* Name of Test Site Administrator [   ]
* Title of Test Site Administrator [   ]
* E-mail Address of Test Site Administrator [   ]
E-mail Address Confirm (Test Site Administrator) [   ]
* Name of Test Site Coordinator [   ]
* Title of Test Site Coordinator [   ]
* Email Address of Test Site Coordinator [   ]

Registration Fields – Information about the Test Site

- *Test Site Name*: Type in the name of the test site (agency, school, campus, organization, institution, etc.).
- *Address 1*: Type in the mailing address for the test site (if necessary, use Address 2 line)
- *City*: Type in the name of the city in which the institution resides.
- *State*: Choose from the drop down menu to identify the state in which the institution resides.
- *Zip*: Type in the 5 digit zip code
- *Telephone*: Type in the telephone number with area code (xxx) xxx-xxxx
- *Fax Number*: Type in the fax number with area code (xxx) xxx-xxxx
- *Name of Test Site Administrator*: Type in the name of the institution's administrator who has authority for accepting responsibility and liability for testing.
- *Title of Test Site Administrator*:   Type in the title of the institution's administrator (Principal, Director, Supervisor, Dean, etc.)
- *Email Address of Test Site Administrator*: Type in the email address for the institution's administrator. An email confirmation will be distributed to this email address upon completion of registration and approval.
- *Name of Test Site Coordinator*: Type in the name of the institution's coordinator
- *Title of Test Site Coordinator*: Type in the title of the institution's test site coordinator (Assistant Principal, Testing Coordinator, Guidance Counselor, FCS Teacher, etc.)
- *Email Address of Test Site Coordinator*: Type in the email address for the institution's site coordinator. An email confirmation will be distributed to this email address upon completion of registration and approval.
- *Name of Instructor Providing Content/Instruction*: Type in the name of the institution's instructor who is providing the majority of the content/instruction to candidates in preparation for the assessment.
- *Email Address of Instructor*: Type in the email address for the institution's instructor providing instruction/content.

Registration Fields – Type of Site Registration

- *Select your registration type*: Identify whether the site is "Academic" (secondary or post-secondary) or "Non-Academic" (business, industry, etc.)
- Academic sites will then respond to the following:

  - *Are You?*: Identify whether "Secondary" (high school) or "Post-Secondary" (2 or 4 year institution)
  - *Which are you a member of?*: Identify whether "Consortium State" or "Non-Consortium State". If you are unsure of your state's Consortium status, please check the map on the AAFCS website at http://www.aafcs.org/CredentialingCenter/consortium.asp.
  - *Select Your State*: Select from the drop-down menu.

Registration Fields – Pre-PAC Assessment Stipulations

Test sites will be asked to agree to Pre-PAC Assessment Stipulations. There are a total of 10 stipulations associated with Pre-PAC assessment purchase, registration, administration, and reporting. Test sites MUST agree to each statement to indicate agreement and willingness to comply with the stipulations associated with Pre-PAC assessment purchase, registration, administration, and reporting.

* By signing and submitting this agreement as the Test Site Administrator, I verify that I have the authority to accept liability for violations of assessment security and take the responsibility for ensuring compliance with testing procedures.	◯ I agree.
* As the Test Site Administrator, please type your full name in the blank as your signature.	[ ]

Submit Test Site Approval

The Test Site Administrator must accept the stipulations by indicating "I agree" and must then type their full name denoting their signature and indicating acknowledgement and agreement. Prior to clicking the "Submit Test Site Approval" button, a test site may want to print the page for their records. Upon clicking the button, the approval process will be underway.

The Test Site Administrator and Test Site Coordinator will receive email confirmation of approval within 24 hours. Please ensure that the pre-pac@aafcs.org email address is not blocked or filtered by the institution's network.   If the test site has not received the email, please check the "spam" or "junk" folder first and then contact AAFCS.

Questions or Technical Support

Contact AAFCS Pre-PAC Program
Email: pre-pac@aafcs.org
Phone: 703-636-7641