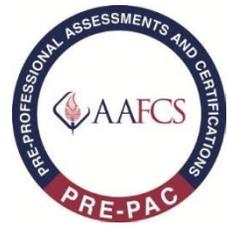


Quick Guide

Assessment Administration: Proctor Guidelines



This section provides guidelines for the selection of and instructions for proctors administering the AAFCS Pre-PAC exams. 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.

SELECTION OF PROCTORS:

- Proctors for the AAFCS Pre-PAC exams must be test site employees; thus, volunteers are not able to serve as proctors.
- For security and liability purposes, AAFCS **DOES NOT ALLOW** the teacher/instructor on record (who is actively teaching the content to test candidates) to 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.
- School and district guidelines should be followed with regard to the proctor selection.

RESPONSIBILITIES OF PROCTORS:

The proctor's responsibilities 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
 - Pre-PAC Management System website: <http://www.aafcs.org/prepac-management>
 - Click on Step 4: Administration – click on the “Candidate Log In for Pre-PAC exam”
- Confirming the accurate identity of the test candidate.
- Verifying the username 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 “Quick Guide to Assessment Administration – Candidates (OPTIONAL)”
- Being aware of test candidates who are experiencing problems with equipment, 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 device and/or screen;
- offering or receiving content-related assistance from other test candidates, proctors, or administrators;
- using unauthorized materials or references (only the calculator within exam 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.