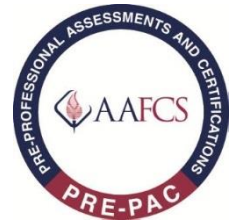


# Quick Guide

## Assessment Administration: Proctor



This section provides directions and the script for administration of Pre-PAC exams. Be sure to review the assessment administration script in advance. Proctors should print the script pages (or work from online version) for use on the day of testing. The following elements are used throughout the specific directions:



**The directions you are to read aloud to the test candidates are preceded by and are printed in bold type.**



**Test proctor action item.**



Navigate to the AAFCS Pre-PAC Management System website:

<https://www.aafcs.org/prepac-management>

Click on Step 4: Assessment Administration and Pre-PAC Proctor

Step 4:  
Assessment Administration

Click to Log-In to Proctor  
Pre-PAC Exam

On the “User Account” screen, log in using the Proctor Username and Password assigned by AAFCS. Please note the credentials are case-sensitive.

Username \*

Password \*

Log in

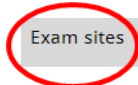
Make sure that each testing device is turned on and a web browser is launched. Ensure that all other programs are closed on the testing device. Navigate to the AAFCS Pre-PAC Management System website:

<https://www.aafcs.org/prepac-management>

Make sure each candidate is sitting at a separate testing device and that the Pre-PAC Management System screen is visible.



Click on Exam Sites



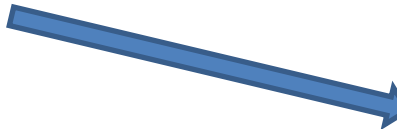
Reports & Certificates

Administration ▾

Reporting

# My dashboard

Click on the Site Name in the list of Exam Sites



Exam sites Reports & Certificates Administration

## Exam sites

Site Location

Country

Site Name ▲

LA-PC180002 - Springfield

Click on the "Events" tab

Exam sites Reports & Certificates

## LA-PC180002

View **Events** Exams

In the list of Events, click on the title of the Assessment to be administered.



Exam sites Reports & Certificates Administration ▾ Reporting

LA-PC180002 - Springfield Past Events

LA-PC180002 - Springfield

View Events Exams Members Add member

Next Events

Event Name	Exam	Date	Country	City	Registration Status	Registration Period (If applicable)	Capacity	Registration Settings
LA-PC180002	Broad Field Family and Consumer Sciences	Mon, 07/30/2018 - 16:15	United States		Closed	Mon, 07/30/2018 - 02:12 - Mon, 07/01/2019 - 00:00	3/3	settings

The exam roster will be listed. Verify that the Username, enrolled Assessment title, and the First and Last Name of the candidate are correct. If there are changes or corrections, please notify AAFCS prior to testing. As the identity of each candidate is confirmed, click on the "check in" button. (Blue Arrow)

LA-PC180002 - Springfield Events / LA-PC180002

LA-PC180002

View Edit Manage Registrations

Exam Event Roster

Open Proctor Controls

Username	Exam	First Name	Last Name	E-Mail	Check in
234589	Broad Field Family and Consumer Sciences	Sample	Attempt	234589-LA@aafcs.com	<input type="checkbox"/>
56789	Broad Field Family and Consumer Sciences	Sample	User	56789-LA@aafcs.com	<input type="checkbox"/>

Exam Information

When the candidates are checked-in, click "Open Proctor Controls" (Yellow Arrow)

SAY

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

#### **Optional (Distribute Candidate Guide to Administration)**

**In the Username text box, enter the full username assigned to you. Enter the password assigned (Password19!). 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).**

**Click on "My Assessments" in the gray ribbon to view the list of "Scheduled Assessments." The assessment title for which you have been enrolled should be listed. In the Start column on the far right, click Launch.**

#### Scheduled Assessments

Proctored Unproctored

#### On-site

Event Name	Site	Location	Date	Exam	Start
LA-PC180002	LA-PC180002 - Springfield	31285 Carter Cemetery Road	30-Jun-2019	Broad Field Family and Consumer Sciences	Launch

**If you receive an alert/notification regarding pop-ups, please click on the "pop up blocker" and be sure to "always allow" pop-up blockers on this device.**



Once the proctor controls are opened, the list of test candidates will be displayed in the greyed area. Please allow a few seconds for the list to populate. If all candidates will be starting at the same time, slide the “Single/All” button to “ALL”.

Questionmark

Find Participant...

Single  All

Code: ### ##

Name	Exam	Status
Sample Attempt	Broad Field Family and Co...	Finished

Click in the greyed area of the “Code” section to receive the start code. Once the code appears, record the 6-digit code. The candidates will need this code to start the assessment.

Sample Attempt (234589)

Broad Field Family and Consumer Sciences

Finished

Connection status unknown

Code: 118 897

Name	Exam	Status
Sample Attempt	Broad Field Family and Co...	Finished



**Candidates, click on the “I have an exam code” button.**

**Enter the code \_\_\_\_\_ (generated in earlier step) and then click “start exam.”**

Please wait until you are instructed to start the exam

I have an exam start code

00664

Start Exam

**You should be directed to the assessment opening screen Please take time to read these instructions for navigating the assessment.**

Jul 31 2018 | Logged in as : 56789

Block 1 of 6

### Broad Field Family and Consumer Sciences

#### Domain 1: Interpersonal Relationships

##### Directions

The assessment includes 70 scored, multiple choice items. The items are grouped into blocks according to assessment domain areas. Throughout the assessment, you may click on the “Assessment Navigator” button to check your status within the assessment block or to use the “Calculator” resource tool. To move around between items in the block, click on the “Next Question” and “Previous Question” buttons in the navigation bar at the bottom of this window. You may click on the “flag” icon in the navigation bar to mark items that you want to return to for review before submission.

All items in a domain should be answered before clicking the “Submit” button. Once the responses for a domain have been submitted, the next domain begins and returning to previous domains is not permitted.

Click on the “Next Question” arrow in the navigation bar below to begin this block of questions.

*To begin answering questions you will hit the “Next Question” button on the navigation bar at the bottom of your screen. To advance to another question, hit the “Next Question” button until you finish the block of questions in a domain. You may navigate throughout the block as long as you don’t hit the “Submit” button on the right. The assessment navigator button allows you to see the questions you have completed in the block. Once you have answered all the questions in the block and navigate to the last question in the block, you should hit submit. This will bring you to the next block.*

*The Assessment Navigator also provides access to a calculator tool which may be used throughout the exam.*

*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 domains of the assessment 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 provided on the screen to properly exit the assessment.*

*You may begin the assessment.*

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## TECHNICAL SUPPORT

If you need assistance or experience technical issues during testing, please contact AAFCs:

Email: [pre-pac@aafcs.org](mailto:pre-pac@aafcs.org)

Phone: 703-636-7641 (Direct Line)  
1-800-424-8080  
(#3 for Pre-PAC; 0 for Operator)

## PROCTOR CONTROLS

In addition to generating the unlock codes, the proctor panel can be used to control the exam, as it’s being delivered to the candidate. The Proctor can:

- Pause the exam
- Resume a paused exam
- Terminate the exam

**NOTE:** The unlock code may only be used once per candidate, per attempt. The unlock code is also time-bound and will expire if not used within a limited amount of time. A Proctor can generate a new code for all candidates or for an individual candidate if necessary. To generate a new code, refresh the browser control panel. When candidate name appears in list, toggle to single control mode and select the candidate name. Click in the “Code” box again and new code will be generated.