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

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

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

Click on the Site Name in the list of Exam Sites

Click on the “Events” tab

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

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)

When the candidates are checked-in, click “Open Proctor Controls” (Yellow Arrow)
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 into 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.

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.”

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.

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

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

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

TECHNICAL SUPPORT

If you need assistance or experience technical issues during testing, please contact AAFCS:
Email: 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.