AAFCS
Pre-Professional Assessment and Certification Guidebook

Testing Year:
August 1, 2019 – June 30, 2020
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Getting Started</td>
<td></td>
</tr>
<tr>
<td>Test Site Approval</td>
<td>2</td>
</tr>
<tr>
<td>Testing Accommodations and Modifications</td>
<td>3</td>
</tr>
<tr>
<td>Technical Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Purchase</td>
<td></td>
</tr>
<tr>
<td>Purchase Pre-PAC Products and Services</td>
<td>6</td>
</tr>
<tr>
<td>Register</td>
<td></td>
</tr>
<tr>
<td>Registration Template</td>
<td>7</td>
</tr>
<tr>
<td>Registration Template Snapshot</td>
<td>8</td>
</tr>
<tr>
<td>Assessment Registration: Verification</td>
<td>9</td>
</tr>
<tr>
<td>Test</td>
<td></td>
</tr>
<tr>
<td>Assessment Administration – Candidate Instructions</td>
<td>11</td>
</tr>
<tr>
<td>Assessment Administration – Proctor Instructions</td>
<td>13</td>
</tr>
<tr>
<td>Data Reporting</td>
<td></td>
</tr>
<tr>
<td>Data Reports: Certificates/Batch Certificates</td>
<td>18</td>
</tr>
<tr>
<td>Data Reports: Accessing Results</td>
<td>21</td>
</tr>
<tr>
<td>Most Common Questions</td>
<td>25</td>
</tr>
</tbody>
</table>
Introduction

This handbook has been designed to walk Test Site Administrators and Coordinators through the following processes during the 2019-2020 testing year

• Test Site Approval
• Purchase of Assessments
• Registration of Students
• Verification of Registration
• Assessment Administration
• Accessing Certificates and Data Reporting

The Pre-PAC Management System is located at https://www.aafcs.org/prepac-management/home

If you have any questions about the assessment process, please contact AAFCS.

When contacting AAFCS please include the Test Site Username assigned in the Test Site Approval email.
Quick Guide
Getting Started: Test Site Approval

In order to purchase and administer AAFCS Pre-PAC products, a test site must be approved by AAFCS. Using the online application, 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.

Navigate to the AAFCS Pre-PAC Management System website:

[http://www.aafcs.org/prepac-management](http://www.aafcs.org/prepac-management)

At the Getting Started screen Click on Instructions for Test Site Approval

**Step 1:** Testing Procedures and Forms

**DO**

Read all information on this page thoroughly.

- Defining the Test Site
- Identifying Test Site Roles
- Test Site Responsibilities
- Completing the Application

Get Started

[Instructions for Test Site Approval](http://www.aafcs.org/prepac-management)

[Test Site Approval Application](http://www.aafcs.org/prepac-management)

[Testing Accommodations](http://www.aafcs.org/prepac-management)

[Technical Requirements](http://www.aafcs.org/prepac-management)

**DO**

Scroll to bottom of page and click on button at bottom of page

**Click to Access the Test Site Application**

**DO**

Complete the Test Site Application
AAFCS Pre-PAC Guidelines Regarding Testing Accommodations and Modifications Candidates with special needs may receive formally prescribed testing accommodations provided that the accommodations fit the scope of the online exam and do not compromise assessment security. The accommodations must be documented through the test site through Individual Education Plans (IEPs) or other similar, valid documentation.

When the test site submits the Test Site Approval Agreement, the Test Site Administrator is signing and indicating that they will abide by any documented modifications/accommodations. Thus, the test site administrator is taking responsibility for ensuring that those modifications are provided and do fit within the testing parameters.

A list of commonly used accommodations/modifications and their use on the AAFCS Pre-PAC assessments are outlined in the chart on the following page.

Test sites do not need to notify AAFCS of any modifications and accommodations. If questions arise, please contact the AAFCS Pre-PAC Program (pre-pac@AAFCS.org) or 703-636-7641.
<table>
<thead>
<tr>
<th>Accommodation/Modification</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision of additional testing time or extended time</td>
<td>X</td>
<td></td>
<td>Pre-PAC assessments are NOT timed; therefore, additional time requested is not a problem. Network security should be set to allow an &quot;open&quot; and inactive internet connection for the test duration. The assessment must be completed in one session.</td>
</tr>
<tr>
<td>Large print</td>
<td>X</td>
<td></td>
<td>No paper administration is available. The online administration allows for the size of the print/font or screen size to be adjusted using the computer's display resolution properties or adjusting the font size in the web browser.</td>
</tr>
<tr>
<td>Use of a reader</td>
<td>X</td>
<td></td>
<td>The reader would serve as the proctor and must meet all proctor requirements and follow proctor instructions.</td>
</tr>
<tr>
<td>Use of a non-programmable calculator</td>
<td>X</td>
<td></td>
<td>Non-programmable calculators are permissible on all AAFCS Pre-PAC assessments.</td>
</tr>
<tr>
<td>Assistive devices and/or software (i.e., text-to-speech, etc)</td>
<td>X</td>
<td></td>
<td>These may be used as long as the technology is available at the test site and is compatible with the testing software platform. The testing software does NOT have this capability or option.</td>
</tr>
<tr>
<td>Distraction-free testing location</td>
<td>X</td>
<td></td>
<td>If available at the test site, a separate testing room, creating a distraction-free environment, may be used; however, a proctor must still be in the room. The exam can be administered individually in a separate room as long as the proctor remains and supervises.</td>
</tr>
<tr>
<td>Preferential seating</td>
<td>X</td>
<td></td>
<td>If the testing environment at the test site allows, candidates may be seated in the front of the room near the proctor or facing the proctor.</td>
</tr>
<tr>
<td>Administration over several sessions</td>
<td>X</td>
<td></td>
<td>At this time, Pre-PAC assessments must be completed in one sitting/session.</td>
</tr>
<tr>
<td>Reducing the number of items on the assessment</td>
<td>X</td>
<td></td>
<td>All Pre-PAC assessments have 80 items (70 scored, 10 non-scored).</td>
</tr>
<tr>
<td>2 or 3 choice responses on multiple choice items</td>
<td>X</td>
<td></td>
<td>All Pre-PAC multiple-choice items have 4 choice responses.</td>
</tr>
</tbody>
</table>
Quick Guide
Getting Started: Technical Requirements

The assessment is administered on-line only. There are no paper-pencil versions of the assessment available.

There is no additional software download or plug in required for testing.

Technical requirements for the web/browser-based assessment include:

• Internet browser (Internet Explorer, Firefox, Chrome) or (Mac – Safari)
• Operating Systems (Windows) or (Mac)

Candidate testing is also compatible with Chromebooks, iPads, and tablets.

For test sites wishing to check compatibility with our assessment technology, please access the Sample Exam below using the following log in:

Name:  Enter the name of the testing site
Group:  Sample

Click here to access the Sample Exam
Quick Guide
Purchase Pre-PAC
Products and Services

To order Pre-PAC products, test sites must complete the Test Site Approval Agreement. Once the test site has been approved by AAFCS the test site will receive a Test Site Code that is required to place an order.

Navigate to the AAFCS Pre-PAC Management System website:

https://www.aafcs.org/prepac-management/home

Click on Step 2: Purchase Products

Step 2:
Purchase Products

For Academic pricing click on the link on the website.

Instructions on the webpage include:
• Payment by Credit Card
• Payment by Purchase Order – the PO must by uploaded during the ordering process.
• Online Ordering Center
• Ordering for Multiple Test Sites – The Multiple Site Purchase form must be submitted with order

To order click on the link
Quick Guide
Assessment Registration: Template

This section provides directions for the Test Site Administrator and Test Site Coordinator to complete and submit the Assessment Registration Template.

**NOTE:** Once assessment product(s) have been purchased and the order has finalized, the Test Site Administrator and Test Site Coordinator will receive email confirmation that it is time to register test candidates. All test candidates must be registered with AAFCS prior to testing.

Navigate to the AAFCS Pre-PAC Management System website: [https://www.aafcs.org/prepac-management](https://www.aafcs.org/prepac-management)

Click on Step 3: Assessment Registration

**Step 1:** [Download Pre-PAC Registration Template] A snapshot of the Registration Template is located on the following page of this document.

**Step 2:** Complete a registration template for each assessment title ordered. The template will allow up to 75 test candidates. A separate template can be used for additional test candidates (above 75). Provide the following information in the template:

- **Column A: Candidate First Name (Required)**
- **Column B: Candidate Middle Name**
- **Column C: Candidate Last Name (Required)**
- **Column D: Candidate ID Number (Required)** Enter the Student’s Unique ID Number (up to 15 characters) that identifies them at the test site (typically this is a school-issued or state-issued number used for reporting purposes) -- For Indiana test sites, the STN must be provided
- **Column E: Assessment (Required)** Enter the name of the Pre-PAC assessment to which the candidate should be assigned
- **Column F: State (Required)** Enter the 2 Letter State Abbreviation in ALL CAPS
- **Column G: Test Site Code (Required)** Enter the Test Site Code assigned by AAFCS

**Step 3:** Save the registration template as a Word file (doc or docx) using the file name protocol: Test Site Code and Assessment Title (Example: NA180999CulinaryArts).

**Step 4:** Upload a completed template for each for each assessment title ordered to the Assessment Registration Submission.

**NOTE:** A separate template must be completed and saved for each assessment title ordered.
Registration Template Snapshot

Below is a snapshot of the registration template.

Please note that Microsoft Word template is located at http://www.aafcs.org/prepac-management/registration.

The completed Microsoft Word registration document must be submitted through the webpage above.

Do NOT submit this through email.

Do NOT submit as an Excel spreadsheet.
Quick Guide
Assessment Administration: Verification

This section provides directions for the Test Site Administrator and Test Site Coordinator to verify/confirm assessment registration details:

- Candidate Username
- Candidate First and Last Name
- Assessment Enrollment

Verification must be completed prior to Assessment Administration. Any errors (including misspelled names) must be fixed before testing occurs. Please notify AAFCS via email to correct the errors. In the email, please provide the Test Site Code assigned by AAFCS.

Navigate to the AAFCS Pre-PAC Management System website:
https://www.aafcs.org/prepac-management

Click on Step 4: Assessment Administration and then “Click to Log-in to Proctor Pre-PAC.”

On the “User Account” screen, log in using the Test Site Administrator and/or Coordinator Username and Password assigned by AAFCS. Please note the credentials are case sensitive.
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 at least 24 hours prior to testing.

Once you have verified your candidates, log out by clicking the name in the far right on the gray navigation ribbon and select “Log Out”. No further action is needed. Please do not do anything else at this time.
Quick Guide
Assessment Administration: Candidates

Important Notes for Test Candidates:
• Candidates must not discuss or possess reference materials or any other examination information at any time during assessment administration or after completion of the assessment.
• Candidates may not attend the assessment session only to review or audit test materials. No unauthorized persons will be admitted into the testing area.
• Candidates may not copy any portion of the examination for any reason.
• Please be further advised that all examination content is strictly confidential. At no other time, before, during, or after the examination, may candidates communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions.

NOTE: The calculator tool provided within the assessment system may be used during the assessment; however, no additional resources may be utilized or referenced.

STEP 1: Navigate to the AAFCS Pre-PAC Management System website: https://www.aafcs.org/prepac-management

Click on Step 4: Assessment Administration and then “Click to Log-in for Pre-PAC Exam.”

STEP 2: Log into the Assessment System - Type the full Username (typed in the text box) and Password provided to you by the Test Site Coordinator and/or proctor. Please note that the username and password are case sensitive. Click the “Login” button.

STEP 3: Confirm Candidate Name – Your name should be displayed on the far right of the gray navigation ribbon. Please confirm that the correct name is displayed. (If incorrect, do NOT begin the exam. Please notify the proctor).

STEP 4: Navigate to Enrolled Assessment – Click on the "My Assessments" area in the gray navigation bar. On the "My Assessments" page, you will see the list of scheduled/proctored assessments in which you have been enrolled. Click "Launch" under the Start Column and wait for instructions from the proctor.
**STEP 5:** Start the Exam – When directed by the Proctor, click on the “I have an exam start code” button. Then, when directed, enter the code provided and click “Start Exam.” However, do NOT begin taking the exam until directed by the Proctor.

![Image of exam start screen](image)

**STEP 6:** Read Directions - The assessment will launch in a new window (please note that you may have to ALLOW pop-ups if you receive a pop-up alert). Be sure to maximize this window to fully view the screen and navigation bar at the bottom of the screen. An introduction screen provides directions for the assessment and its navigation. Read these instructions carefully. Please note the progress bar in the gray bar that identifies the domain/block of the assessment and also provides tools to change the text size and contrast, as appropriate.

**STEP 7:** Navigate the Assessment - The questions will load in blocks according to the assessment domains. There will be an introductory page for each domain. Please only press the navigational arrows or buttons ONCE and give the system time to load the next question(s). Clicking the buttons more than once could result in “jumping” or “skipping” items. Read each question and then click the correct answer. To move through the questions, click on the arrows in the navigation bar or click on the “Assessment Navigator” button. You may also click the “Flag” icon to mark items you would like to come back to review before submission. Once all questions in the block are answered, click the submit button. Once a block is submitted, you cannot go back to those items. Answer all questions in each of the domain blocks until the assessment is completed. If items have not been answered when the “Submit” button is clicked, you will receive a warning message.

**STEP 8:** Receive Assessment Results: Once the assessment is complete, assessment results (certification status, total percent score, and scores for each domain) will be available immediately on the screen. These results are available for printing later.

**STEP 9:** Exit Assessment System - Click on the “Close” button in the bottom navigation bar to close the assessment window and return to the assessment system. Click on your name in the gray navigation bar and click on “Log Out” in the drop down menu.
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 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.

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.
Quick Guide
Assessment Data Reports:
Certificates (Individual & Bulk)

This section provides directions for the Test Site Administrator and Test Site Coordinator to access, save, batch save or print certificates.

Certificates may be accessed after Assessment Administration.

DO Navigate to the AAFCS Pre-PAC Management System website:

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

Click on Step 5: Data Reports and then Click on Test Site Access to Data Reports (Log In Required)

On the “User Account” screen, log in using the Test Site Administrator and/or Coordinator Username and Password assigned by AAFCS. Please note the credentials are case-sensitive.

DO Click on Reports and Certificates
Click on Select Even to access list of events. Select Event and then click Run Report.

Check off the block to the left of the individuals to retrieve certificate. You may select the block next to the word name to select all candidates. Then click on Perform Action.

Once the certificate has been issued you will receive a message indicating the action and at the far right of the screen for each student who earned a certificate you will see View/Download. Click on View/Download to print and save the individual certificate. To download a bundle of all applicable certificates, see the instructions on the next page.
To download a bundle of certificates, please follow the instructions below.

Check off the block to the left of the individuals to include in the bulk certificate download. If all certificates should be downloaded, select the block next to the word “Name” to select all candidates. Under “Bulk Actions”, choose “Download Printable Certificate Bundle.” Then click on Perform Action.

The system will begin to download a ZIP file including the certificates. Save the ZIP file to the computer/device. Once the ZIP file is opened, each of the certificates can be accessed or printed.
Quick Guide
Assessment Data Reports: Accessing Results

This section provides directions for the Test Site Administrator and Test Site Coordinator to access data reports.

Data Reports may be accessed after Assessment Administration.

**DO**

Navigate to the AAFCS Pre-PAC Management System website:

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

Click on Step 5: Data Reports and then Click on Test Site Access to Data Reports (Log In Required)

On the “User Account” screen, log in using the Test Site Administrator and/or Coordinator Username and Password assigned by AAFCS. Please note the credentials are case-sensitive.

**DO**

Click on Reports and Certificates in My Dashboard

My dashboard
Click on Select to access list of events. Select Event and then click Run Report.

Check off the block to the left of the individuals to retrieve report. You may select the block next to Name to select all candidates. Select Export Spreadsheet (Generic CSV Format or Export Spreadsheet Excel) Click on “Perform Action”.

The report will be downloaded to your computer. Be sure to check pop up blocker if you do not see the report.
For a Report with Details click on “Reporting” in My Dashboard

My dashboard

Click on Score List Report.

Reporting

Assessment Overview Report
See an overview of results for one or more assessments.

Score List Report
See a list of results for a single assessment.

Export for Excel
Export results to comma separated Excel file for download to a spreadsheet or statistics package.

Select Browse and a Pop up will appear with the sites assessments listed.

Pop Up

Click on the assessment name to select it for the report.

Education Fundamentals
1 record(s) found
Click on the title of the assessment

The title will appear on the Reporting Screen in the Select Assessment section

Click on View Report and the report will open.
Most Common Questions

What is the format of the test?
The assessment is administered on-line only. There are no paper-pencil versions of the assessment available.

Is there a time limit on the assessments?
Neither the individual assessment items nor the assessment itself is timed. The assessment includes 80 test items (70 scored, 10 unscored and used for research purposes). The average testing time ranges from 45 to 55 minutes. This time will vary from candidate to candidate. The assessment must be completed in one sitting.

What is the cut score to earn “Pre-Professional Certification”?
The cut scores to earn pre-professional certification for each individual assessment may vary. The cut scores are evaluated, established, and posted on the Pre-PAC webpage annually. Click here to access the current and complete list of certification cut scores.

How can help candidates prepare for the assessment?
The domains/topics and competencies addressed in each assessment and certification are driven by industry standards. In addition, they are based on relevant content standards and consistent with the National Standards for Family and Consumer Sciences Education and the National Career Clusters Initiative. A chart illustrating the correlation of Pre-PAC products to National Initiatives is available. The competency lists/blueprints for each assessment are posted online. To access, click on the "Portfolio of Products and Services" link at the top of this page, click on the assessment title in the list, and scroll down on the page to the section titled “Assessment and Certification Resources.” The 1st bullet is the blueprint/competency list. The 3rd bullet is a link to the Assessment Information Bulletin that also outlines the assessment content (beginning on page 7).