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.

DO

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

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

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.
1. Click on Exam Sites

2. Click on Sites

3. Click on the Site Name in the list of Exam Sites

4. Click on the “Events” tab

5. 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 blue navigation ribbon and select “Log Out”. No further action is needed. Please do not do anything else at this time.