

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

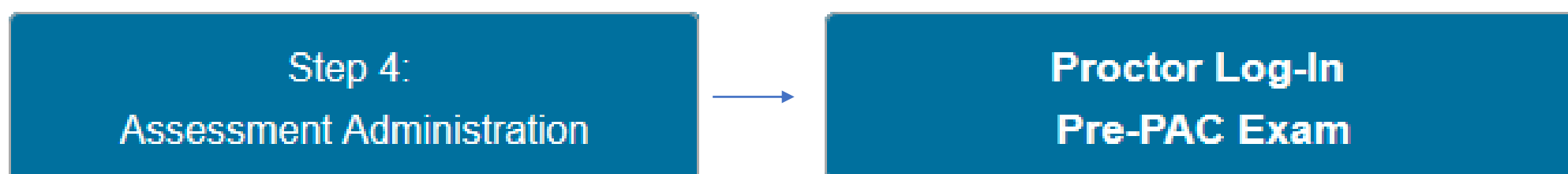
Verification must be completed prior to Assessment Administration. Any errors (including misspelled names) must be fixed before testing occurs. Please notify AAFCs via [email](#) to correct the errors. In the email, please provide the Test Site Code assigned by AAFCs.



Navigate to the AAFCs Pre-PAC Management System website:

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

Click on Step 4: Assessment Administration and then “Click 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

User account



Welcome to the Pre-PAC assessment portal! Log in to:

- * Take an assessment
- * Access reports and certificates

Username *

Pre-PAC2020

Password *

••••••••

Log in

Customer Assistance/Technical Support

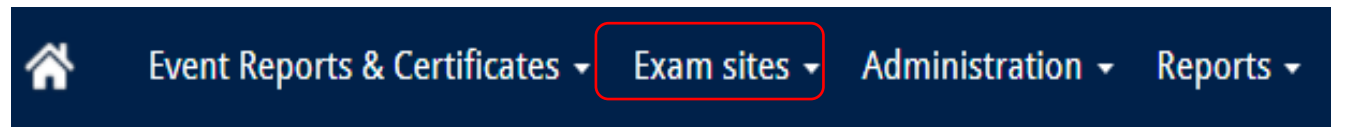
If you need assistance or experience technical issues (Monday - Friday from 8 AM - 5:30 PM EST), please contact AAFCs:

Email: pre-pac@aafcs.org

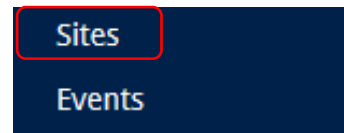
Phone: 703-636-7641 (Direct Line)



1. Click on Exam Sites



2. Click on Sites

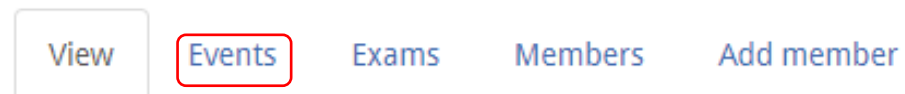
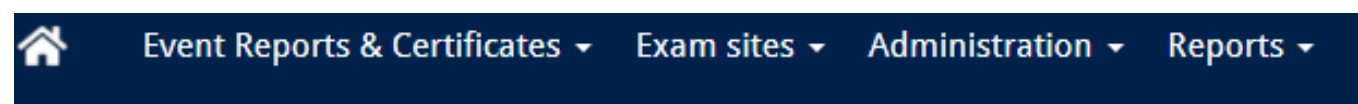


3. Click on the Site Name in the list of Exam Sites

Sites

Site Location	Country	Region/Province/State	City	Apply	Reset	
<input type="text"/>	- Any -	<input type="text"/>	<input type="text"/>			
Site Name	Partner Code	Country	Region/Province/State	City	Address1	Address2
Pre-PAC 2020-2021 - Alexandria	Pre-PAC 2020-2021-01	United States	VA	Alexandria	107 S. West Street #816	

4. Click on the "Events" tab



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

Pre-PAC 2020-2021 - Alexandria / Events

Pre-PAC 2020-2021 - Alexandria

View Events Exams Members Add member

Upcoming Events Past Events

+ Add Exam Event

Event Name	Exam	Date	Country	City	Registration Status	Registration Period (if applicable)	Capacity	Registration Settings
State Capitals	Sample - State Capitals	Wed, 06/30/2021 - 20:30	United States		Closed	Sat, 08/01/2020 - 12:00 - Wed, 06/30/2021 - 23:59	1/1	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 at least 24 hours prior to testing.

Pre-PAC 2020-2021 - Alexandria / Events / State Capitals

State Capitals

View Edit Manage Registrations

Exam Event Roster

Open Proctor Controls

Username	Exam	Assessment Title	First Name	Last Name	E-Mail	Check-in
VA-20202021	Sample - State Capitals		Jane	Doe	VA-20202021@aafcs20.com	Check-in »

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.