

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.



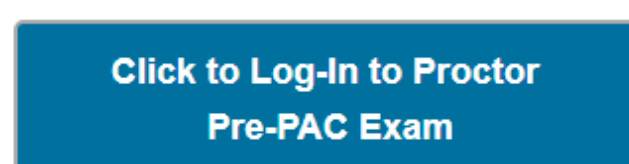
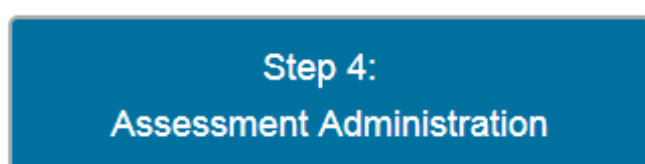
Test proctor action item.



Navigate to the AAFCS Pre-PAC Management System website:

<http://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.

Username *
Sample02 Proctor

Password *

Log in

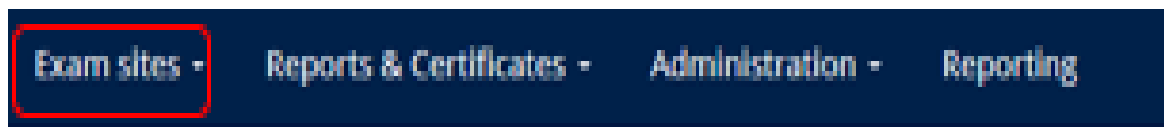
Make sure that each testing device is turned on and a web browser is launched. Ensure that all other programs are closed on the testing device. Navigate to the AAFCS Pre-PAC Management System website:

<http://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.

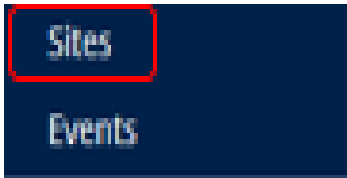


1. Click on Exam Sites



My dashboard

2. Click on the Sites



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

Sites

Site Location	Country	Region/Province/State	City			
<input type="text"/>	- Any -	<input type="text"/>	<input type="text"/>	Apply	Reset	
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

View **Events** Exams Members Add member

+ Add Exam Event

Address:
107 S. West Street #816
Alexandria, VA 22314
United States

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 prior to testing. Click on the "Check-in" box for candidates who are present to take the assessment. Do not check in candidates who are not present for assessment administration.

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

State Capitals

View Edit Manage Registrations

Exam Event Roster

Open Proctor Controls ← Click here to "Open Proctor Controls"

Username	Exam	First Name	Last Name	E-Mail	Check-in
VA-20202021	Sample - State Capitals	Jane	Doe	VA-20202021@aaafs20.com	Check-in >

Exam Information

When the candidates are checked-in, click "Open Proctor Controls".

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)

Make sure your CAPS LOCK button is OFF. In the Username text box, enter the full username assigned to you. Enter the password assigned (Password21!**). 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 blue 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

You have no scheduled assessments.

On-site

Event Name	Site	Location	Date	Exam	Start
State Capitals	Pre-PAC 2020-2021 - Alexandria	107 S. West Street #816	30-Jun-2021	Sample - State Capitals	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”.

question mark

Find Participant...

Single All

Code: ### ##

Name	Exam	Status
Jane Doe	Sample - State Capitals	Not Started

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.

Jane Doe (VA-20202021)

Sample - State Capitals
Not Started
Disconnected

Find Participant...

Single All

Code: ## ##

Name	Exam	Status
Jane Doe	Sample - State Capitals	Not Started



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

Please enter the code given to you

Start Exam

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

Sample - State Capitals

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.

Pre-PAC TECHNICAL SUPPORT

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

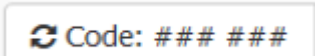
Email: pre-pac@aafcs.org

Phone: 703-636-7641 (Direct Line)

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  box again and a new code will be generated.