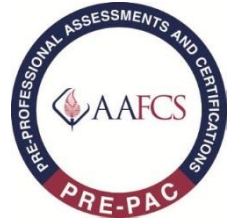# Quick Guide
Assessment Administration: Candidates

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

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

Step 4: Assessment Administration	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.

Username *

Sample Account ← Enter Username assigned by AAFCS in the text box

Password *

••••••• ← Enter Password assigned by AAFCS in the text box

Usernames & Passwords are **CASE SENSITIVE**

Log in ←

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 blue 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.

Scheduled Assessments

|	
Proctored	Unproctored

On-site

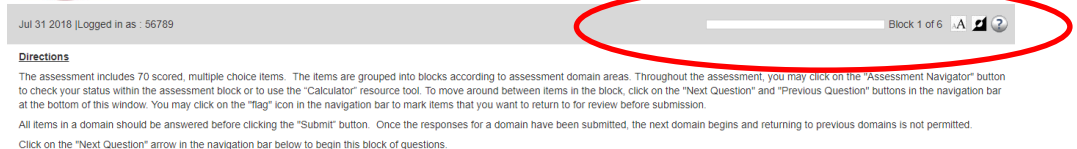| Event Name	Site	Location	Date	Exam	Start
LA-PC180002	LA-PC180002 - Springfield	31285 Carter Cemetery Road	30-Jun-2019	Broad Field Family and Consumer Sciences	Launch

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.
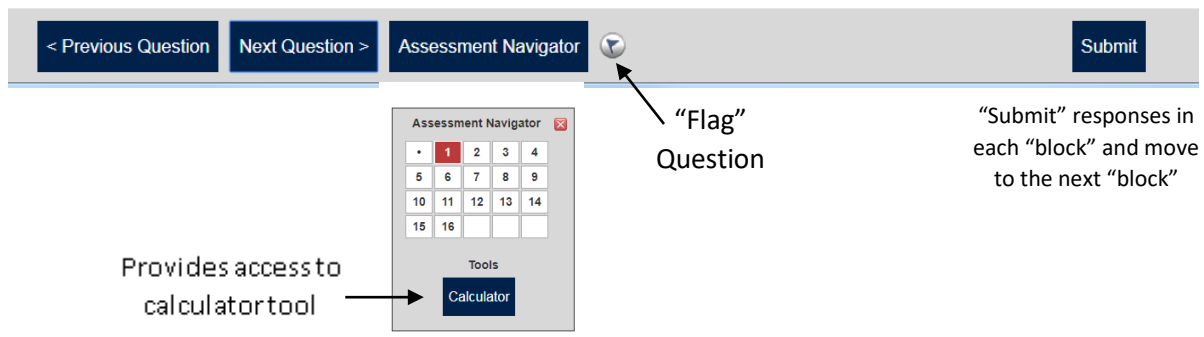
Please wait until you are instructed to start the exam

I have an exam start code

006604

Start Exam
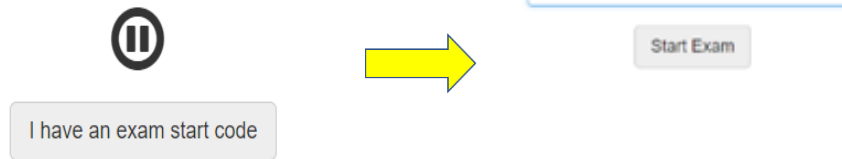
STEP 6:   Read Directions - The assessment will launch in a new window (please note that you may have to ALLOW pop-ups if you receive a pop-up alert). Be sure to maximize this window to fully view the screen and navigation bar at the bottom of the screen. An introduction screen provides directions for 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.

Jul 31 2018 |Logged in as : 56789   Block 1 of 6

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.

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.

< Previous Question   Next Question >   Assessment Navigator

"Flag" Question

"Submit" responses in each "block" and move to the next "block"

Assessment Navigator

•	1	2	3	4
5	6	7	8	9
10	11	12	13	14
15	16			

Provides access to calculator tool

Tools

Calculator

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.