

Quick Guide for Proctors: Administer Assessments



Navigate to AAFCS Website (www.aafcs.org)

Click on maroon "Pre-PAC Testing" button to access the "Assessment Administration" page of the Pre-PAC Management System



Open, download, or print the "Proctor Instructions and Script"

The instructions and script provides step-by-step instructions and screenshots to proctor the assessment.



Click the navy "Assessment Portal Log-in" button under "Proctor the Assessment"

Log into the portal using the assigned Test Site Code and Password assigned by AAFCS. Credentials are case-sensitive. Three unsuccessful attempts will lock the account.



Locate the Exam Event

On the navigation ribbon, click "Exam Sites" and then select "Sites".

In the list of exam sites, click on the hyperlinked "Site Name."

Click on the "Events" tab and then click the correct Assessment Title (Event) to be administered.



Verify List of Candidates/Students by First & Last Name

Review the list of candidates and ensure that the first and last name of the student is displayed.

(NOTE: If names are not displayed correctly, work with candidate to edit their profile to update the name.

Refresh the page periodically to confirm updates.)



Check-In Candidates/ Students for Testing

On the right side of the screen, click the "Check-in" box for candidates who are present for exam.

(NOTE: If a candidate is checked in by mistake, there is NO way to "uncheck" the box. This will not impact their ability to test. at a later time/date.)



Click to "Open Proctor Controls" to Generate Exam Launch Code

The list of candidates will be displayed in the greyed area. Allow a few seconds for the list to populate.

Slide the "Single/All" toggle to "ALL". Click in the greyed area of the "Code" box to generate start code.

Once the code appears, provide the 6-digit code to test candidates.

The Proctor should NOT use any other controls to pause, resume, or terminate an exam.

NOTE: The launch code may only be used once per candidate, per attempt, is time-bound, and will expire after a few minutes.

A Proctor can generate a new code for all candidates or for an individual candidate, as necessary. To generate a new code, refresh the page in the browser. When the candidate name appears in list, toggle to "single" and select the candidate's name.

Click in the "Code" box again for a new code to be generated.



Confirm Successful Launch and Monitor Progress until Completion

Confirm that all candidates have successfully launched the assessment and that the "introduction" is displayed on the screen. Monitor candidates as they navigate and progress through the assessment.



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