

Quick Guide for Students: Take an Assessment



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



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

Log into the portal using the assigned Voucher # and password provided by the Proctor. Credentials are case-sensitive. Three unsuccessful attempts will lock the account.



Update/edit Profile with Name and Student ID Number

Click on the dropdown arrow next to the Voucher # in the upper right corner and select "Edit Profile" on the Main Tab, enter first and last name and student ID number in Alternate



Locate the Assessment

Click on "My Assessments" on the navigation ribbon to see the assigned assessments.

(NOTE: The Proctor must check-in the candidate and open proctor controls for the assessment to appear in list.)



Start the Exam

Click "Launch" under the Start column and wait for instructions from the Proctor.

When directed by the Proctor, click "I have an exam start code" and enter the 6-digit code provided.

Do NOT begin taking the assessment until directed by the Proctor.



Read the Directions

The assessment launches in a new window; be sure to maximize this window.

Read the directions on the screen for navigating the assessment.



Navigate and Move Through the Assessment

Assessment questions will load in "blocks" according to the assessment domains.

To move through questions, click on the arrows in the navigation bar at the bottom of the screen.

The "Assessment Navigator" button will allow you to move through or "flag" the questions.

Once all questions in the block are answered, click the "Submit" button.

(NOTE: If questions have not been answered upon submission, students will receive a warning message.)



Receive Assessment Results and Exit Assessment Portal

Upon submission of the final assessment domain, results will be available immediately on screen.

Results include: (1) certification status; (2) total overall percent score; and (3) domain scores.

Results and certification to validate credential, if earned, are available under "My Results" on the navigation.

To exit, click on the "close" button to return to the assessment portal and click on dropdown arrow near student name in upper right corner and click on "Log Out."



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