

# 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 website: [www.aafcs.org](http://www.aafcs.org) and click on the “Pre-PAC Testing” button



On the “Assessment Administration” page, click on “Take the Assessment.”



**STEP 2:** Log into the Assessment Portal by typing into the text fields the Voucher # (Username ) 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 \*

Enter Voucher # assigned in the text box

Password \*

Enter Password in the text box

**Usernames & Passwords are CASE SENSITIVE**

**STEP 3:** Add Candidate Name – Your voucher # should be displayed on the far right of the blue navigation ribbon. Click on the dropdown arrow next to the Voucher # and select “Edit Profile.”

View

Edit

Account

Main

Organization

Primary Address

Secondary Address

Details

Click on the “Main” tab and enter your First Name and Last Name in the appropriate text box.

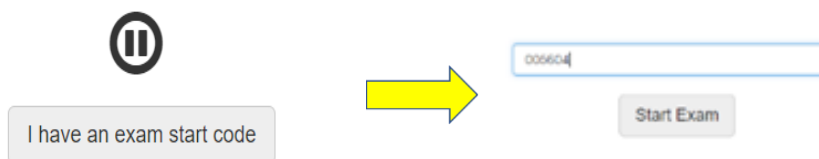
Type your Student ID Number in the “Alternate Name” text box. Do NOT complete any other information. Scroll down and click on the blue “SAVE” button.

**STEP 4: Navigate to Assessment** – Click on the "My Assessments" area in the navy navigation bar. On the "My Assessments" page, you will see the list of scheduled/proctored assessments. Click "Launch" under the Start Column and wait for instructions from the proctor.

| On-site     |                           |                            |             |                                          |                        |
|-------------|---------------------------|----------------------------|-------------|------------------------------------------|------------------------|
| Event Name  | Site                      | Location                   | Date        | Exam                                     | Start                  |
| LA-PC180002 | LA-PC180002 - Springfield | 31265 Center Cemetery Road | 30 Jun 2019 | Broad Field Family and Consumer Sciences | <a href="#">Launch</a> |

**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



**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. 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 navigation bar that identifies the domain/block of the assessment and provides tools to change the text size and contrast, as appropriate.

#### 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.

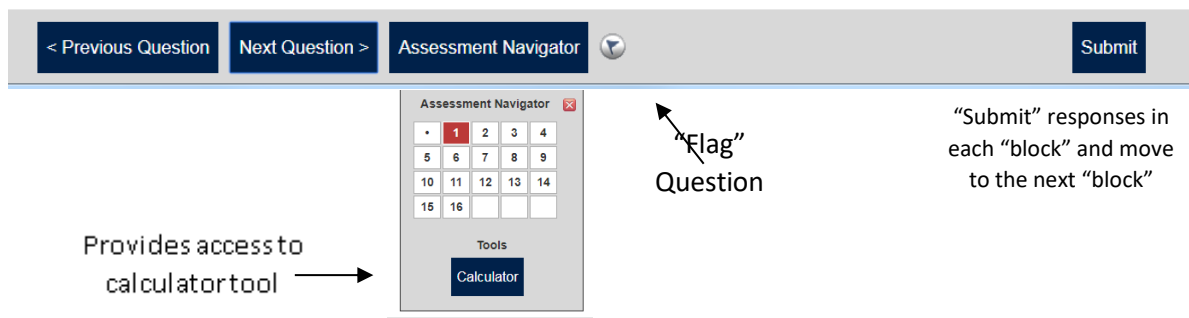
All items in a domain should be answered before clicking the "Submit" button. Once the responses for a domain have been submitted, the next domain begins and returning to previous domains is not permitted.

Click on the "Next Question" arrow in the navigation bar below to begin this block of questions.

Jul 31 2018 | Logged in as : 56789

Block 1 of 6

**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. Only click the navigational arrows or buttons ONCE and give the system time to load the next question(s). Clicking the buttons more than once may 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.



**STEP 8: Receive Assessment Results:** Once the assessment is complete, assessment results with the certification status, total percent score, and scores for each domain will be available immediately on the screen. These results and certification, if earned, are available under "My Results" on the navigation bar.

**STEP 9: Exit Assessment System** - Click on the "Close" button in the navigation bar to close the assessment window and return to the assessment portal. Click on your name in the navigation bar and click on "Log Out" in the drop-down menu.