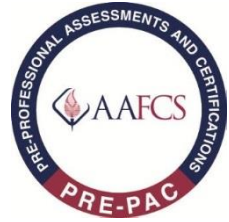


Quick Guide

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.

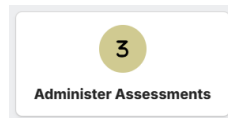


Navigate to the AAFCS website (www.aafcs.org) and click the navy “Pre-PAC” button to access the Pre-PAC Management System

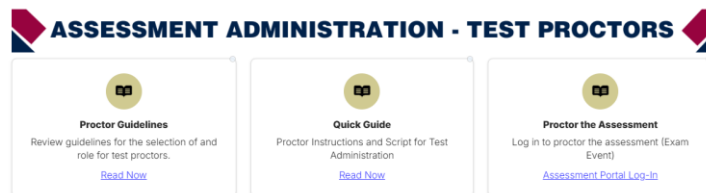


Pre-PAC

Click on “3 – Administer Assessments”



Scroll down to the “Assessment Administration – Test Proctors” area



On the “Proctor the Assessment” card, click on the “Assessment Portal Log-In”

On the “Pre-PAC Assessment Portal” screen, log in using the Test Site Username and Password assigned by AAFCS. Please note the credentials are case-sensitive.



Make sure that each student’s testing device is turned on and a web browser is launched. Ensure that all other programs are closed on the testing device. Instruct candidates to navigate to the AAFCS website (www.aafcs.org) and click the maroon “Pre-PAC Testing” button to access the Pre-PAC Assessment Portal.

Make sure each candidate is sitting at a separate testing device and that the Pre-PAC Assessment Portalscreen is visible.

Hello. 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. Please turn off all cell phones 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 voucher number that will be used to log in to the Assessment Portal. The Pre-PAC Assessment Portal home page should be displayed. If this 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 voucher number assigned to you. Enter the password for the current testing year (posted on the AAFCS Pre-PAC Assessment Portal Screen). 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).

In the upper right corner, the Voucher # will be displayed. Click the dropdown arrow and select "Edit Profile." Click on the "Main" tab:

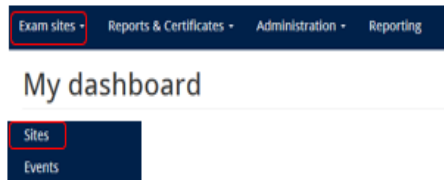
- 1. Type your First Name and Last Name in the appropriate text box.**
- 2. Type your Student ID Number in the "Alternate Name" text box.**
- 3. Scroll down and click on the blue "SAVE" button.**

Please wait as I check you into the exam event.



PROCTORS:

- 1. Click on Exam Sites**
- 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		
	- Any -				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	



View **Events** Exams Members Add member

+ Add Exam Event

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

4. Click on the “Events” tab

5. In the list of Events, click on the title of the Assessment to be administered.

The exam is updated (by the candidates) and that the Assessment title is correct. If the first and last name are not correct, please have the candidate edit their profile to update the name **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 taking the assessment during the current proctored administration.

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@aaafcs20.com	☐

Exam Information

After candidates have updated their profiles and are checked-in, click “Open Proctor Controls”.



Click on “My Assessments” in the navigation ribbon to view your “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.

Candidates, click on the “I have an exam code” button.

Enter the code _____ (that I will provide) and then click “start exam.”

Please wait until you are instructed to start the exam

Please enter the code given to you

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



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”.

questionmark

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



The code is _____.



Please confirm that all candidates have successfully launched the assessment and that the “introduction” to the assessment is displayed on the screen.

Jul 31 2018 | Logged in as : 56789

Block 1 of 6



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.

CAUTION -- PROCTOR CONTROLS

The Proctor ONLY needs to generate the unlock codes. The Proctor should NOT use any other controls to pause, resume, or terminate an 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's name. Click in the “Code” box again and new code will be generated.

Pre-PAC TECHNICAL SUPPORT

For technical assistance during testing, please contact AAFCS:

[CLICK HERE](#) to submit an Online Technical Assistance Request During Assessment Administration. During peak testing, this is the best way to receive assistance.

Email: pre-pac@aafcs.org

Phone: 571-534-4082 (Direct Line)