

Proctor Basic Training



CTTC CareerTech Testing Center

Who can be a Testing Liaison?

- > Typically, Testing Liaisons are
 - Counselors or guidance staff
 - Assessment center personnel
 - Administrators or administrative support

INSTRUCTORS AND INSTRUCTIONAL AIDES CANNOT BE TESTING LIAISONS OR PROCTORS FOR MOST ASSESSMENTS



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Teachers can only Proctor Exams as follows:

- > Teachers can administer the following assessments:
 - Financial Literacy
 - Fundamentals of Technology
 - Workplace Readiness Skills
 - Job Seeking and Retention Skills
 - FACS Basics –End of Instruction
 - Introduction to Agriscience I
 - Agriscience II
- > Rules regarding Instructor-proctored assessments:
 - **Teachers cannot administer exams to their own students**
 - **Teachers cannot administer exams in the areas they teach –i.e. Ag teachers cannot give any Ag exams even if it is a different subject matter covered**
 - **All assessments will be coordinated through the school's testing liaison.**
 - **Instructors must provide the testing liaison the students score reports and scores achieved.**

How do I become a designated Proctor?

1. Take this training
2. Complete the Proctor Agreement at the end of the training (*link provided*)
3. Once you have completed the above agreement, we will process your document and email the designated Liaison provided by you to complete the designation process
 - Please make sure your Liaison signs off – we cannot complete the designation process without the Liaison completing the portion emailed to them
4. Once your Liaison completes the required documents, you will receive an email confirmation that the designation process is complete.
5. This process must be completed each Fiscal Year. We ask that the designation process be completed by:
 - September 20 – for those testing in the Fall
 - January 24 – for those testing in the Spring (*if you had not previously submitted a new form in the Fall*)



Testing Liaison/Proctor Responsibilities

- > Know and follow all CareerTech Testing Center (CTTC) policies and procedures when administering tests and distributing results

**The CTTC Policies and Procedures
are under the Resources tab at www.okcttc.com**



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Testing Liaison/Proctor Responsibilities

> Maintain security of test content

- Protect access information to the sFTP system, including TL and student usernames and passwords, etc.

*****This information cannot be shared with instructors or others who are not Designated Liaisons or Proctors!*****

- Authenticate test takers (picture ID)
- Monitor computer usage and prevent access to other resources
- Remove unauthorized resources from the testing area
- Prohibit access to and use of communication devices during testing
- Observe test takers to deter cheating behaviors

Testing Liaison/Proctor Responsibilities

> Maintain confidentiality of student information

- Protect access information to the online testing system and sFTP system, including TL and student usernames and passwords, etc.

*****This information cannot be shared with instructors or others who are not Designated Liaisons/Proctors!*****

- Distribute results to your Testing Liaison securely after each proctoring session. The Liaison should note the score and distribute the result to the student.

Testing Liaison/Proctor Responsibilities

- > **Ensure a safe environment where test takers can concentrate with minimal distractions**
 - Adequate and consistent lighting
 - Comfortable temperature with proper ventilation
 - Quiet with minimal distractions
 - Properly functioning computer and mouse
- > **Provide accommodations for students with special testing needs**
- > **Coordinate assessment delivery with the designated Liaison**

Testing Policies

- > Students may only take competency assessments in areas for which they have completed training and are enrolled.
- > Students should be administered the competency test as soon as possible after completing instruction that covers all standards listed in the assessment blueprint and all required performance assessments.

Assessment Study Guides which include the blueprints can be downloaded from our website at www.okcttc.com



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Testing Policies

- > Students may take a competency test no more than three (3) times per year.
- > There is a three (3) business day waiting period between retests. This enables the student to study areas that need remediation and also allows time for CTTC to schedule the retest.
- > The first passing attempt is retained and used for reporting.



Testing Processes

> Pre-Testing Procedures

- Verify that students do not have communication devices or other personal property in the testing area
- Ensure allowed resources are available (www.okcttc.com/Resources)
- Provide blank paper and a writing instrument, if requested

Testing Processes

> Accessing Tests

- Go to www.okcttc.com and click on the Online Testing link on the left side of the page.
- Student inputs his/her username and password and selects the test that he/she is scheduled to take.

--if multiple tests are requested for a student, there will be multiple tests listed. Please make sure the correct assessment is selected before proceeding.



Testing Processes

> Accessing Tests

- After the student clicks on the start (action) button, the screen will change to registration screen requesting the instructor's last name.
- Testing Liaison/Proctor reviews the Non-Disclosure Agreement (NDA) with students. The NDA addresses appropriate behavior during and after testing and addresses the consequences of misbehavior and cheating.
 - Students who do not accept the NDA will be asked to confirm their selection. If they confirm, they will be exited from the system and it will take the attempt. Students can log into the system again, but the test will only be delivered if the student accepts the NDA.

Testing Processes

>Administering Tests

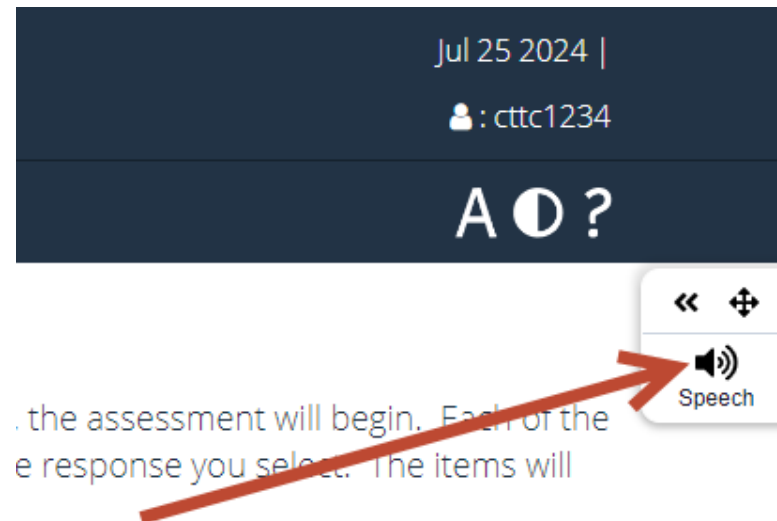
- Proctors **may not**:
 - ✓ Translate questions or allow test takers to use translation devices
 - ✓ Explain questions
 - ✓ Define words
- Questions are delivered using question by question format.
- Questions are pulled randomly from the item bank per the test plan in the study guide and randomized within the test itself
- Use the Previous Question and Next Question buttons to move one question forward or back
- Use the Flag button to mark questions to revisit later
- Use the Assessment Navigator button to quickly access any question on the exam or to view which questions have been flagged



Testing Processes

> Administering Tests – *Text-to-Speech*

- If a student has been scheduled for the Text-to-Speech option, it can be accessed within the test near the right-hand side of the screen. It may have to be expanded by clicking on the icon indicated below with a red arrow.



Testing Processes

> Finishing a Testing Session

- Student clicks on Submit button
- A pop-up appears that will tell the student how many questions have been answered and flagged
- Student can return to questions by clicking on the question number
- Student confirms that he/she is ready to submit the assessment for scoring
- Student confirms a second time that he/she is ready to finish and submit the exam

*****All questions must be answered before the assessment can be submitted*****



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Testing Processes

> Finishing a Testing Session

- Once the exam has been successfully submitted, the student receives a confirmation screen
- Click Next to display the Score Report
- Click on the Print icon in the upper right corner to print the Score Report for the student. Additional copies can be printed if the test center retains a file copy or the student is encouraged to share the result with his/her instructor
- Click on the Exit button to return to the student login screen

--if a printer is not available, please know that the Liaison can login later and bulk print the score reports.

Testing Processes

> Obtaining Results

- The Score Report:
 - ✓ Shows the student's outcome on the test (pass/fail)
 - ✓ Breaks down student performance by duty area
 - ✓ Documents competency attainment
 - ✓ Identifies areas where remediation is needed
- The Score Report can also be printed from the student's dashboard by clicking on the My Results tab.



Testing Processes

> Retaking Tests

- A student **cannot** take a test more than three (3) times per year
- Remediation is recommended prior to retesting
- Students must wait **three days** before retaking an examination
- Violations of the above can result in loss of access to the CTTC Online Testing System and invalidation of student competency test results

New Process – a student will only be scheduled for 1 attempt for each assessment selected. If a student fails, we will automatically schedule the student for another attempt. This will continue until the limit of three (3) is reached for each assessment.

Congratulations!

- > You have completed the CTTC Proctor training. You must complete the Proctor Agreement.
- > To complete the Proctor Agreement, please [click here](#).
- > Once the agreement is completed and your Liaison has completed the designation process, you will be able to proctor exams.

