

Proctor Basic Training

- Effective August 1, 2017:

- Teachers can administer the following assessments:

- Financial Literacy
 - Workplace Readiness Skills
 - Job Seeking and Retention Skills
 - Introduction to Agriscience I
 - Agriscience II
 - Fundamentals of Technology
 - FACS Basics – End of Instruction
 - FACS Basics – Semester A
 - FACS Basics – Semester B
 - Surviving & Thriving

- 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. Without this information, the testing liaison will not be able to request retest**

How often do Proctors have to go through this process?

Because tests and testing processes change each year, Proctors must complete training and submit the required documentation each school year.

Proctor Responsibilities

1. 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

Proctor Responsibilities

2. Maintain security of test content

- Protect student usernames and passwords, PIN codes, etc.
- 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

Proctor Responsibilities

3. Maintain confidentiality of student information

- Protect student usernames and passwords, PIN codes, etc.
- Distribute student test results to your Testing Liaison securely after each proctoring session
- **Failure to provide the Testing Liaison with the score reports and scores achieved by students will prevent the Testing Liaison from requesting any retest**

Proctor Responsibilities

5. **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

6. **Provide accommodations for students with special testing needs**

Testing Liaison Responsibilities

7. Work with instructors to schedule students for the appropriate test at the appropriate time
8. Serve as resource for instructors and administrators on testing-related issues
9. Coordinate assessment delivery with Testing Liaisons approved to administer assessments from the CTTC

Testing Policies

- Students may only take competency assessments in areas for which they have completed training.

Competency assessments are not for use as pre-tests
or to gauge progress throughout instruction

- Students should be administered the competency test as soon as possible after completing instruction and all required performance assessments.

Testing Policies

- Students may take a competency test no more than three (3) times.
- There is a three (3) day waiting period between retests. This enables the candidate to study areas that need remediation and also allows time to work with CTTC on scheduling the retest.
- Students who pass a test **may not** retake the test in an attempt to achieve a higher score – only the first passing attempt is retained and used for reporting.

Accessing Tests

1. Go to www.okcttc.com and click on the Online Testing link on the left side of the page.
2. 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 a drop-down menu listing all the assessments available to the student. Please make sure the correct assessment is selected before proceeding.

Accessing Tests

3. 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. Students can log into the system again, but the test will only be delivered if the student accepts the NDA.
4. When prompted, enter the PIN for the exam schedule.
5. Once the PIN is successfully entered, the first question of the exam will be displayed.

Administering Tests

Proctors **may not**:

- Translate questions or allow test takers to use translation devices
- Explain questions
- Define words

Administering Tests

- Questions are delivered one at a time
- 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 Overview button to quickly access any question on the exam

Finishing a Testing Session

1. Student clicks on Complete Test button
2. A pop-up appears that will tell the candidate how many questions have been answered and flagged
 - Student can return to questions by clicking on the question number
3. Student confirms that he/she is ready to submit the exam for scoring
4. Student confirms a second time that he/she is ready to finish and submit the exam

Finishing a Testing Session

5. Once the exam has been successfully submitted, the student receives a confirmation screen
6. Click Next to display the Score Report
7. 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 if the student is encouraged to share the result with his/her instructor
 - if a printer is not available, please know there may be a delay in obtaining copies from CTTC. Another option is to install Microsoft Print to PDF and save the score report on the computer, so that it can be retrieved for printing later.
8. Click on the Exit button to return to the student login screen

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

Q: How do I print a Score Report after the student exits the testing session?

A: If you need to print a Score Report after exiting the testing session, they are now available by logging into the student's dashboard.

Retaking Tests

- A student cannot take a test more than three (3) times
- Remediation is recommended prior to retesting
- Students must wait three days before retaking an examination
- A student may not retake a test that he/she has already passed
- Violations of the above can result in loss of access to the CTTC Online Testing System and invalidation of student competency test results

Retaking Tests

Q: What do I do if I have students who need to retest?

A: At the end of each testing session, make sure all scores are reported to your school's Testing Liaison. The Testing Liaison will complete the process to request any retest.

Proctors should check the Updates section at www.okcttc.com for:

- Information on new feature rollouts and procedural changes
- Information on new products and product revisions
- Answers to frequently asked questions
- Troubleshooting hints



Congratulations! You have completed the CTTC Proctor training. In order to be an approved Proctor, you must complete the Proctor Agreement.

To complete the Proctor Agreement, please [click here](#).

Once the Agreement is completed and your school's Liaison has completed all necessary documentation and roster(s), your school will be provisioned for testing.