

PrintED Examination Proctor Handbook

All assessment sessions must be administered and overseen by a qualified proctor. This individual may be a teacher, an administrator, or other school personnel, but may not be the PrintED instructor.

The Day before the Examination

The Proctor will:

1. Review the PrintED Examination Proctor Handbook.
2. Verify with the Instructor that a User Code and Password has been issued for all registered students. A student must have a unique User Code and Password in order to access the online examination.
3. Verify the URL address to access the online testing system.
4. Verify with the instructor that all workstations to be used have been properly configured.
5. Verify that calculators, scratch paper and pencils will be available to the students during the examination.

The Day of the Examination

The Proctor will:

1. Verify that the workstations have calculators, scratch paper and pencils as needed.
2. Access the online assessment system (<http://testing.nocti.org>) so that the testing homepage is displayed when students arrive for the examination.
3. Provide each student with their unique User Code and Password as they enter the room.
4. Communicate the **Proctor Exam Instructions** below to students. Instructions to be read to students are highlighted in gray. All other instructions and screenshots are for the proctor and should not be read aloud.

SAY Good *morning/afternoon*. My name is _____ and I will be serving as the proctor for today's examination session. On behalf of PrintED and NOCTI, I want to welcome you and wish you success in your efforts.

Today you will be taking a (*choose PrintED examination or pre-assessment*) related to a graphic communications class you have taken. Please complete the examination to the best of your ability.

Your workstation should display the NOCTI Online Assessment System and say "Welcome to the Online Assessment System".



Welcome to the Online Assessment System

What do you want to do?

- [Take an assessment](#)
 - Pre-test, post-test, pilot test
 - Study guide sample items
- [Enter Performance Ratings](#)
- [Verify computer is ready for testing](#)
 - Verify computer is ready for testing by taking a practice assessment
 - Use the practice test password located in your Client Services Center

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Verify that all students have the “Welcome” page displayed on their screen.

SAY Click on the “[Take an assessment](#)” link located under the “What do you want to do?” heading. When you entered the room you were provided with a User Code and Password. Enter the information along with your last name in the appropriate fields. Make sure to enter the code and password exactly as you see it on the information provided.



Participation Login to the Online Assessment System

Further access to this system requires an authorized User Code and password. If you do not have your Test Coordinator.

Login

User Code

Password

Last Name

Re-Type Last Name



Verify that all students have successfully logged in to the testing session. Provide assistance as needed.

SAY The first page of your session should now be displayed on your screen. The assessment title will be located at the top of the page. Please verify that the assessment title is correct and click on the “Next” button.

Type your first and last names and a participant ID number in the fields provided. When finished, click on the “Next” button.

Demographics

Collecting demographic information from test participants is very important to the validity of the test results. Demographic information is **NOT REQUIRED**, but is encouraged. The data that is collected assists us in quality assurance, research and future development.

Demographics for User Code 735324 Test Test

Title: Introduction to Graphic Communications
Target: Customized
Test Code: 7786

1. What is your gender?

- A. Female
- B. Male

2. Which of the following ethnic categories best describes you?

- A. American Indian or Alaska Native
- B. Asian
- C. Black or African American
- D. Hispanic/Latino

Participant Information

First Name

Middle Initial

Last Name

Participant ID

Next

[? Need help using this page?](#)

Verify that all students are now on the demographic questions page.

SAY This page contains demographic questions. Demographic data is important and is always kept confidential. Please take a few minutes to complete the demographic questions listed. When you are finished, click on the “Next” button.

Allow a few minutes for students to complete the demographic questions and move to the next page.

SAY Review this overview page to make sure that all information is correct. Raise your hand if you have questions or if the information shown is not correct.

Take a minute to quickly review the features of the online system by clicking on the “Go Practice” button. Do not click on “Begin Test” until I instruct you to do so.

1. In what year was NOCTI founded?

- A. 1964
- B. 1966
- C. 1979
- D. 1983

Next **End Practice** Mark (This is item 1 of 9)

[? Need help using this page?](#)

Time Remaining: 00:29:50 (Hours:Minutes:Seconds)

Test Title: Online Practice Test
Session: 1 of 1, 9 Items in session 1
Duty: All About NOCTI

*** Important Note: The timer continues to run even on the Summary page ***

Students are now viewing question 1 of the 3 practice questions.

SAY The practice test contains nine practice examination questions. Read the sample questions and answer each of them. Only one answer may be selected for each item. You are able to move back and forth between questions using the “Previous” and “Next” buttons. Note the “Mark” box which allows you to flag a question so that you may return to it at a later point in the examination session.

When students have answered all nine practice test questions, they will be returned to the overview page.

SAY Although you may notice that there is a running clock at the bottom of each page, this examination is not timed. When you have completed all questions a summary page will be displayed showing the questions have been completed, marked or left unanswered. You can return to a question by clicking on the question number link. Any questions left unanswered will be scored as incorrect. To complete your examination session, click on the “Score This Test” button at the bottom of the summary page. Once you score your exam, you may not access it again. If you encounter any type of technical difficulty during the testing session, please raise your hand and I will assist you.

Schools will decide whether students may leave the room after completing an examination or whether the students must remain seated until the examination time is over.

SAY Are there any questions regarding the instructions?
You may begin your examination by scrolling down the page and clicking the “Begin Test” button. Good luck.

During the Examination

During the examination make sure that students are working independently. You may NOT define terms for students or otherwise guide them on anything related to the examination content.

- Document unusual conditions or situations which may affect participant scores using the Irregularity Report (Appendix B). All Irregularity Reports must be returned to the instructor who will determine if they need to be forwarded to GAERF and/or NOCTI.
- Notify the Instructor in the event of technical or other administration difficulties.

After the Examination

- Collect and dispose of all scratch paper.
- Report any breach of security, no matter how small, to the Instructor.

Help Link

As students navigate through the online system, a “Help” link is provided at the bottom of each page. Click on the link for tips that are relevant to the actual page being displayed. As the proctor, you should only provide assistance if an individual is experiencing technical difficulties.

Technical Difficulties

Be aware of participants who may be experiencing problems with equipment, Internet connection or any other technical difficulty. Monitor the time elapsed for the test session. This information is required by NOCTI if a request is made to add time due to an interruption of the assessment administration.

If connection is lost during the administration session, follow the instructions below to resume testing.

1. Close the Internet browser and open a new browser.
2. Go to the Testing URL.
3. Log back into the testing session using the original ID, password and student's last name.
4. After logging back into the test, the student should be taken to the last unanswered question. If not, instruct the student to go to the summary screen and click on the next available unanswered question.
5. Resume testing.

If the student cannot resume testing by closing the browser:

1. Restart the participant's computer.
2. Follow steps 1-5 listed above.

If the student is still experiencing technical difficulties and testing cannot resume after attempting both of these options, please contact technical support at the number provided below.

Technical Support: 1-800-278-8506

Hours: Monday through Friday, 8:00am - 5:00pm Eastern Time



Irregularity Report

If you have any test administration irregularities to report, please write them on this page. Tear out this sheet and return it to the Site Coordinator.

◆ Site Name: _____

◆ Proctor/Evaluator's Name: _____ ◆ Email: _____

◆ Site Code: _____ ◆ Date: _____

◆ Online Test Title: _____ ◆ Test Code: _____

◆ Irregularities:

◆ Additional Comments:

Appendix B

Overview of the Process

After you have become an “Approved Testing Site”, you are eligible to place orders. Below is a step-by-step guide for the process from the first step of placing an order to the final step of certificate processing.

Before Administration

- _____ Place order for assessments.
- _____ Receive email from NOCTI indicating order has been processed and user codes are available for pickup at the Client Services Center.
- _____ Log into the Client Services Center to retrieve the user codes. (<http://clientservices.nocti.org>). You can assign the user codes (optional) and print out the codes to provide to the test proctor.
- _____ Ensure that workstations are set up according to the technical specifications outlined in the Examination Guide.

During Testing

- _____ Provide test takers with a valid user code to access the assessment.
- _____ Communicate to the test takers the “Proctor Exam Instructions” (script) provided in the Proctor Handbook.
- _____ Ensure test takers go through a practice test.
- _____ Document any irregularities or technical difficulties.

After Testing

- _____ After the assessment is complete, site coordinators will receive an emailing containing each test taker’s test results upon the completion of the assessment.
- _____ Tests must be released from the Client Services Center in order to be “official” and for the information to be sent to PrintEd for certificate processing. This is as simple as logging back into the system, going to the “Manage User Codes” section and clicking on the checkbox for any user code that is complete.
- _____ NOCTI will send test results to PrintEd twice per month for certificate processing.