

Proctor Guide for Online Testing

*Enhancing today's workforce
through tailored
performance solutions*

Table of Contents

Section 1	
Introduction	1
Section 2	
Whitener Group	
Security Policy	2
Section 3	
Proctor Responsibilities	5
Preparing for Administration	6
Administration Day	6
Section 4	
Preparing for Test Administration	7
Materials Needed for Testing.....	7
Multiple-Session Administration.....	7
Access the Online Administration	
System	7
Practice Test.....	8
Question Delivery Method	8
Assessment Timer.....	9
Section 5	
Administering Online Assessments	10
Testing Guidelines.....	10
Prior to Administration	10
Login to Take an Assessment	11
During Administration	13
After Administration	18
Appendix A	
Instructions for Test Sessions	
(A Script for Proctors)	19
Appendix B	
Irregularity Report	21
Appendix C	
Comment Sheet	22

Section 1 INTRODUCTION

This Proctor Guide, highlighting the instructions for online test administration, is designed to make the administration of assessments easier for the proctor. It is extremely important that all proctors follow the same procedures; therefore, you should become familiar with the instructions presented in this guide before administering the assessments. By following these procedures, you will assure the validity of the test results and greatly reduce the likelihood of confusion or error before, during and after the assessment.

When you have finished reading this guide and are familiar with the instructions provided, please acknowledge by signing the form below. Remove the form from the book and return it to the Site Coordinator prior to test administration.

I have read the Proctor Guide, understand my role and responsibilities as a Whitener Group Test Proctor, and agree to abide by the guidelines provided.

Proctor Name (signature)

Date

Proctor Name (printed)

Site Code

Email Address

Daytime Phone Number

Section 2

THE WHITENER GROUP SECURITY POLICY

The Whitener Group's test security policy is designed for the protection of standardized assessments and normative data. When all parties involved in the testing process adhere to the security policy, test participants are ensured an equal opportunity to demonstrate knowledge and skills in their chosen occupational area.

Test Material Security

The Whitener Group's standardized assessments are copyrighted and may not be used for any purpose other than the legitimate assessment of authorized test participants. Entire assessments, individual questions or special projects may not be copied, transmitted or reproduced in any manner, under any circumstances, unless prior written authorization is granted by a Whitener Group representative. Customized assessments are the property of the institution/company for which they were developed.

Breaches of Security

The Whitener Group must be notified immediately if any breach of security occurs for a Whitener Group standardized assessment. A breach of security is ultimately the responsibility of the institution/company. Once The Whitener Group has been notified of a breach, steps will be taken to determine the extent of damages as well as the steps needed to remedy the breach. This may include, but is not limited to, consultation with legal counsel, legal action, test revision with costs incurred by the test site, and probation or suspension of the institution/company as an authorized user of Whitener Group assessments.

Test Administration Security

All institutions/companies must be approved by The Whitener Group prior to test administration. The Whitener Group reserves the right to approve or deny testing sites in its sole discretion based on the information provided at the time of application and based on the performance of the testing site any time after approval is granted. Sites that display inappropriate or questionable testing practices or breach the security of any standardized assessment materials are subject to review, probation, and/or termination.

Company/Institution Responsibilities

Companies and institutions are entrusted with the security of all Whitener Group standardized assessment materials that are being administered at their site. Along with testing materials, they are responsible and liable for the conduct of staff and consultants employed by the corporation or institution as related to the testing program, including the Site Coordinator, Proctor, or Evaluator.

A company/institution will be liable for the full development cost of a replacement standardized assessment (up to \$100,000.00) if said instrument or individual test items or jobs are compromised through loss, unauthorized copying or permitting access by any unauthorized person or persons.

Site Coordinator Responsibilities

Each approved test site must have a Site Coordinator appointed for the overall promotion, guidance, monitoring and facilitation of the testing program. All Site Coordinators must adhere to the policies and procedures set forth in the Site Coordinator Reference Guide provided by The Whitener Group.

Maintaining security is a critical piece of the testing program. Site Coordinators are responsible for the on-site security of the tests and related materials. All test materials received must be accounted for and kept in a secure location until the test date. All test materials must be returned to the secure location at the end of each testing session and following completion of all testing until such materials are returned to The Whitener Group. If a breach of security occurs for a standardized assessment, the Coordinator will be in a position to determine when the breach occurred, how it occurred, and who was responsible.

Proctor and Evaluator Responsibilities

Proctors and Evaluators are responsible for the actual administration and evaluation of written and performance assessments. This responsibility includes the security of test materials in their possession during administration of the test and the prompt return of all test materials to the Site Coordinator after administration of the test. Proctors and Evaluators are expressly prohibited from coaching participants during testing and altering or interfering with a participant's responses in any way. Specific duties include:

- Familiarizing oneself and complying with the requirements outlined in the Proctor Guide.
- Confirming the accurate identity of test participants.
- Distributing, collecting and ensuring overall security of all testing materials.
- Informing test participants of testing procedures.
- Monitoring the testing process during administration by moving unobtrusively around the room.
- Being present at all times during test administration so that test is conducted in a quiet and efficient manner.
- Protecting the participants from disturbances and distractions.
- Ensuring that test participants follow the testing procedures and security policy requirements and enforcing proper procedure in the event of non-compliance.
- Promptly completing the Comment Sheet and/or Irregularity Report (when appropriate).
- Promptly returning all testing materials to the Site Coordinator upon completion.
- Promptly reporting any breach of security for a standardized assessment, no matter how small or insignificant, to the Site Coordinator.

Test Participant Responsibilities

Testing procedures must be followed by all participants and monitored and enforced by test Proctors and Evaluators. If a violation of testing procedure occurs, the participant must cease testing and all of the participant's testing materials will be collected by the Proctor or Evaluator. The time and nature of the incident must be recorded on an Irregularity Report and the report shipped with the answer sheets being returned to The Whitener Group for scoring.

The following behavior is prohibited by the test participants during administration:

- Looking at another participants' materials or answer sheet.
- Giving or receiving any assistance from the Proctor, Evaluator, Site Coordinator, another participant, or anyone else.
- Using unauthorized calculators, reference guides, manuals, tools, etc.
- Copying, transmitting or reproducing any portion of the test in any manner whatsoever.
- Attempting to remove testing materials or notes from the test site.
- Creating a disturbance or allowing a cell phone, pager, or alarm to sound in the testing room.
- Failing to follow the test procedures as outlined by the test Proctor or Evaluator.
- Presenting or using inaccurate identification documents.

Section 3

PROCTOR RESPONSIBILITIES

All assessment sessions must be administered and overseen by a qualified test proctor. A proctor should:

- Be familiar with the administration procedures in this guide.
- Be present at all times during test administration.
- Communicate the Instructions for the Testing Session (see Appendix A) to participants, making sure they are aware that any unanswered questions will be scored as incorrect.
- Move around the room and observe the work stations of the participants during the assessment session to assure that supplemental material is not referenced.
- Be aware of participants who may be experiencing problems with equipment, connectivity or any other technical difficulty.
- Refrain from answering any questions relative to the meaning or intent of test items.
- Document unusual conditions or situations which may affect participant scores using the Irregularity Report (Appendix B). All Irregularity Reports must be returned to the Site Coordinator who will forward them to The Whitener Group.
- Notify the Site Coordinator in the event of technical or other administrative difficulties.
- Report any breach of security, no matter how small, to the Site Coordinator.
- Be aware of the time elapsed for a test administration. This information is required by The Whitener Group if a request is made to add time to an online assessment due to an interruption of the assessment administration.

Preparing for Administration

The Proctor will:

1. Review the Proctor Guide for Online Testing..
2. Verify that a user code and password has been received for all participants. Participants must have a unique user code and password in order to access the online assessment.
3. Verify the number of sessions for administration. Whitener Group assessments may be administered in multiple-sessions which the site coordinator must request when the assessment order is placed.
4. Verify with the site coordinator if any accommodations will be needed during administration.
5. Verify the URL address to access the online testing system.
6. Verify that all workstations to be used have been properly configured.
7. Verify that technical support will be available at the site during administration.
8. Verify that non-programmable calculators, scratch paper and pencils will be available to the participants during the assessment session.

Administration Day

The Proctor will:

1. Verify that the workstations have non-programmable calculators, scratch paper and pencils as needed.
2. Access the online assessment system at each workstation so that the testing homepage is displayed when participants arrive for their assessment.
3. Provide each participant with their unique user code and password as they enter the room.
4. Communicate the test taker instructions to participants.

During the assessment session, make sure that participants are working independently by observing from the side and behind the workstations without disturbing the test takers. You may NOT define terms for participants or otherwise guide them on anything related to the assessment content. Be available to answer questions regarding navigation in the testing system.

Section 4

PREPARING FOR TEST ADMINISTRATION

Materials Needed for Testing

The Site Coordinator will provide the following materials for test administration. Please check your materials prior to the testing session to be sure you have everything needed.

- Proctor Guide for Online Test Administration (this booklet)
- A user code and password for each participant to be used for logging into the online testing system
- Multiple-session administration information (if applicable)
- Technical support telephone number
- Attendance Roster
- Non-programmable calculators (allowed for all written/cognitive assessments)
- Scrap paper

Multiple-Session Administration

Many assessments may be administered in multiple-sessions; most in two or three sessions. This feature is designed to accommodate a variety of administration schedules. The Site Coordinator must request multiple-session administration when the assessment order is placed. Verify the number of sessions to be administered with the Site Coordinator.

- Each testing session must be completed in its entirety.
- Once a session is completed, the participant will not be able to return to that session.
- The option to score the assessment will only be offered upon completion of the last session.

Access the Online Administration System

Online testing is offered as an alternative delivery method to paper/pencil administration. The Site Coordinators will provide the appropriate URL for accessing the testing system. Be sure to verify the URL address with the Site Coordinator prior to administration.

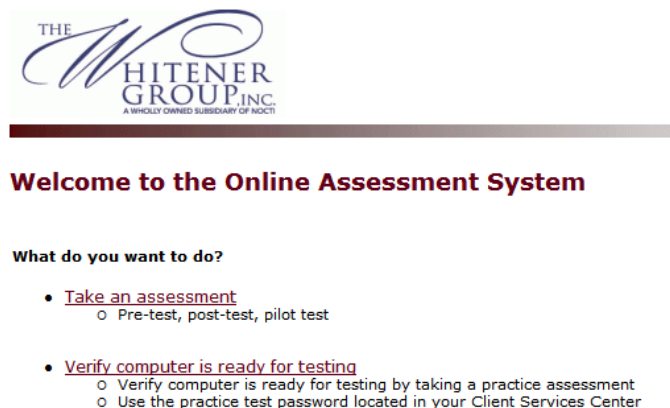
Practice Test

The online assessment system has a built-in practice feature that allows site coordinators, test proctors and participants to become familiar with the features of the system prior to administration.

There are two ways to access the practice test.

1. Site coordinators or proctors can access the practice test by clicking on “Verify your computer is ready to take an assessment” section (Figure 1) of the Online Assessment System. This system is accessed through the URL provided by the site coordinator. Use the site code and assigned practice test password to access the practice test. The site coordinator will provide the practice test password (available on the Client Services Center).
2. Participants can access the practice test by clicking on the “Take an assessment” section (Figure 1) of the online assessment system and using the user code and password assigned to them for administration. The practice assessment can be completed at any time without beginning the actual assessment.

Figure 1



Question Delivery Method

The online testing system scrambles both the questions and choices (i.e., A, B, C, D) to enhance security during administration. This feature ensures that participants will not be viewing the same question at the same time as they proceed through the assessment. Navigation buttons allow participants to move to the next or previous question and also to a summary page which provides a summary of the overall responses.

Assessment Timer

The online administration system is designed to time out after a designated period of inactivity or once the allotted assessment time has expired.

- When logging into an online assessment, the user code will time out after one (1) hour if the assessment has not been started. The participant will be required to login again if the login attempt has expired.
- During administration, a running clock tracks the time remaining for the assessment session. The session will time out if the clock runs out before the session is ended (multiple-sessions) or scored.

When time runs out, the system returns the participant to the login page if taking an assessment designated as a multiple-session assessment and if additional sessions must be completed. If the participant is taking an assessment in a single session or is taking the final session of a multiple-session administration, the system will return the participant to the score report or notification of test end page. When a test times out before a session is ended or the test is scored, the site coordinators should contact NOCTI to finalize the testing and scoring process.

Section 5

ADMINISTERING ONLINE ASSESSMENTS

Testing Guidelines

The Testing Room Environment

The testing room and external conditions may have a significant effect on the participant's test score. Ideally, the testing room is closed off from all other activity and is quiet and devoid of distracting movement. The room should also have ample lighting, adequate heating or cooling, comfortable seating and sufficient workspace.

Late Arrivals

Close the testing room five minutes before the time designated for the actual testing session. Any participant arriving after you close the room may be admitted at your discretion, provided the actual testing has not started. A policy for handling late arrivals should be determined in advance of any testing session.

Early Test Completion

The Site Coordinator should have a predetermined policy for handling early test completion. Options include: allowing early test completers to leave without disturbing others or allowing no test takers to leave early.

Prior to Administration

Before administration, the proctor should:

- Verify with technical staff or the site coordinator that computer workstations have been configured properly for test administration.
- Verify that the following have been provided by the site coordinator:
 - Test title
 - Version number
 - Number of sessions to be administered
 - URL address to log in to the online testing system
 - Practice test password (if appropriate)
- Verify that the correct number of user codes and passwords for the testing group are provided.
- Verify non-programmable calculators and scrap paper is available for participants as needed.

Log in to Take an Assessment

Each participant will be provided with a separate user code and password to log into the assessment. The test proctor should access the URL (provided by the site coordinator) to be used for administration prior to the testing session. When the online administration system is accessed, the home page will be displayed (Figure 2). User codes and passwords should be provided to each participant along with instructions to click the “Take an assessment” link. Participants will then log in using the **User Code** and **Password** provided to them (Figure 3). As an additional security measure, the participant’s **Last Name** is required and must be entered twice when logging into the system.



Figure 2

Welcome to the Online Assessment System

What do you want to do?

- [Take an assessment](#)
 - Pre-test, post-test, pilot test
- [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



Participation Login to the Whitener Group Online Testing System

Further access to this system requires an authorized User Code and password. If you do not have a User Code and an appropriate password, then please contact your Test Coordinator.

Figure 3

Login	
User Code	<input type="text"/>
Password	<input type="password"/>
Last Name	<input type="text"/>
Re-Type Last Name	<input type="text"/>
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	



Verify the Checkpoint Page

Once the log in is complete, the Checkpoint Page will appear (Figure 4) showing details of the assessment session. Please verify that the following fields are correct for each participant:

- Title
- Test Code
- Session
- Testing Scenario
- Testing Group
- Classification
- Demographic Placement
(system defaults to “Before Test”)

Please note that for some assessment sessions, the demographics questions may appear after the participant completes the assessment (reference the Demographic Placement item in the Figure 4 below).

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Assessment to be given

Title: Sample 9 Item Test
Target: Customized
Test Code: 9995
Session: 1 of 1

ATTENTION: If the test listed above is not the correct test, select the **Logout** button and contact your test coordinator. If the above test is correct, proceed to the next section.

Logout

Please confirm the following

Testing Scenario	Testing Group
<input type="radio"/> Pilot Test	<input type="radio"/> Group A
<input type="radio"/> Pre-Test	<input type="radio"/> Group B
<input type="radio"/> Post-Test	<input type="radio"/> Group C
<input type="radio"/> Retake	<input type="radio"/> Group D
<input type="radio"/> Practice Test/Quiz	

Classification	Demographic Placement
<input type="radio"/> Student, Secondary	<input type="radio"/> Before Test
<input type="radio"/> Student, Post-Secondary	<input type="radio"/> After Test
<input type="radio"/> Teacher	
<input type="radio"/> Business/Industry	

ATTENTION: Verify that the information above is correct before opening the test. If you are unsure, please consult your test coordinator.
[Need help using this page?](#)

Next **Go Practice** **Logout**

Figure 4

If all fields on the Checkpoint Page are correct, begin the session by clicking on **Next**. This will open the participant information page. At this point, the participant can immediately begin entering his/her personal information if it has not been pre-filled, answer the demographic questions (if applicable) and begin the test.

During Administration

Help and Practice

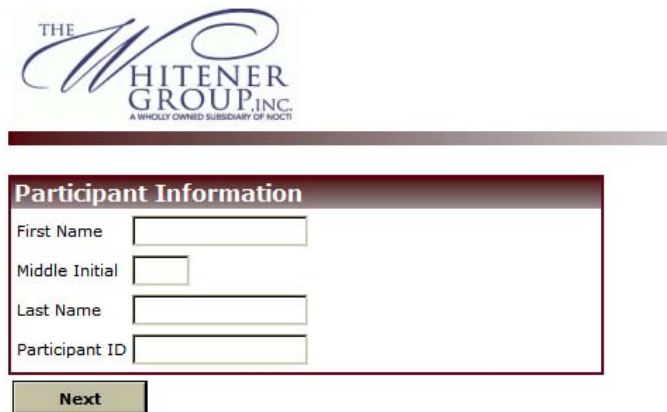
As participants navigate through the Online Testing System, a **Help link** is provided at the bottom of each page. Click on the link for tips that are relevant to the actual page being displayed.

Prior to beginning the actual assessment, participants can access a practice test by clicking on the **Go Practice** button at the bottom of each page. The **Go Practice** button will not appear once the participant begins answering test questions.

Participant Information

Once the test has been opened, the **Participant Information** screen (Figure 5) will appear. If the site coordinator has pre-assigned user codes, the participant's name and ID information will be pre-filled. If user codes were not pre-assigned, participants should be instructed to complete this section.

Figure 5



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Participant Information

First Name

Middle Initial

Last Name

Participant ID

Next

Demographics

When the Participant Information section is completed, participants will be prompted to complete a series of optional demographic questions (Figure 8). Although demographic questions are optional, participants should be encouraged to answer the items. Please note that demographic questions may be placed at the end of the assessment, but this choice must be communicated at the time the order for user codes is placed.



Demographics

Collecting demographic information from test participants is very important to the value of the results and reports generated. In no way do the responses to the demographic questions affect the final results. Demographic information is **NOT REQUIRED**, but is important. Therefore, we ask that you take a few minutes to provide this valuable information. The data that is collected assists us in quality assurance, research and future developments.

Figure 6

Demographics for User Code 200036 Mickey Mouse	
Title:	Sample 9 Item Test
Target:	Customized
Test Code:	9995

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 or Pacific Islander
- C. Black or African-American
- D. Hispanic
- E. White
- F. Other

Begin the Test

Once the demographic questions have been answered, participants will be directed to the Instructions page (Figure 7). Once corrections are made to the Participant Information (if necessary) and the instructions are reviewed, participants can begin the test by clicking on **Begin Test**. The participant also has the option of returning to the demographic questions by clicking on **Previous** or practicing one final time by clicking on the **Go Practice** button.



Instructions for taking this assessment

Figure 7

1. Review the following participant information. If you need to make corrections, you may do so by clicking on the [Make Corrections](#) link.

Participant Information	
First Name	Jane
Middle Initial	
Last Name	Doe
Participant ID	1234567890

[Make Corrections](#)

2. Each assessment has a time limit. A timer will always display the time remaining for the assessment.
3. If you experience technical difficulties, please notify the test coordinator.
4. There is only one correct answer for each question, and all unanswered questions will be scored as "incorrect".

Please note, more detailed instructions will be displayed at the bottom of each page as you take your assessment. If you are unfamiliar with Whitener Group online assessments and would like to participate in a brief online practice session, click the **Go Practice** button below.

***** Be sure you have thoroughly read the instructions above before beginning the test. *****

Test to be given
NOCTI Sample Test
Session 1 of 1

[Previous](#) [Begin Test](#) [Go Practice](#) [Logout](#)

Question Format

Upon beginning the actual test, the **Time Remaining** (timer) feature will start (Figure 8). Only one answer may be selected for each item. If a question is left unanswered, participants are able to continue navigating through the session. It is important that the summary screen at the end of session be reviewed for unanswered questions.

Unanswered questions will be scored as incorrect.

Marking a Question

By checking the **Mark** box (Figure 8), participants can flag a question they would like to return to at a later point in the session. The summary page shows all marked questions allowing the participant to return to a specific question for review.

Navigation Buttons

The **Previous** and **Next** buttons (Figure 8) allow participants to navigate easily between questions. Questions that have been answered can be returned to for review if desired.

The **Summary** button (Figure 8) takes the participant to the Summary screen where the status of all questions on the assessment along with log out or scoring information will be provided. The Summary screen can be accessed at any time during the assessment. While in the Summary screen, participants can return to the assessment by clicking on the item number link or by clicking on "Return to Test".

The screenshot shows the top of the assessment interface. At the top left is the logo for THE HITENER GROUP, INC., with the tagline 'A WHOLLY OWNED SUBSIDIARY OF NOCTI'. Below the logo is a horizontal line. The main content area displays a question: '3. Who is NOCTI's president/CEO?' with four radio button options: A. Bill Gates, B. John Foster, C. George Bush, and D. Ray Romano. At the bottom of the screenshot is a control bar with a 'Mark (This is item 3 of 9)' checkbox, and three buttons: 'Previous', 'Next', and 'Summary'. Below the control bar, the following information is displayed: 'Test Title: Sample 9 Item Test', 'Session: 1 of 1, 9 items in session 1', and 'Duty: All About NOCTI'. A 'Time Remaining' section shows a digital timer at '00:19:19' with '(Hours:Minutes:Seconds)' in parentheses. Below the timer is an 'Important Note: The timer continues to run even on the Summary page' and a link for 'Need help using this page?'.

Figure 8

Summary Screen

Once the final question is answered, participants will be automatically directed to a Summary screen (Figure 9). This screen can also be accessed throughout the assessment by clicking on the Summary button.

The Summary screen provides an overview of the questions presented in the assessment. Participants will be able to identify if questions have been marked or were left incomplete by referencing the **symbols** outlined in the key at the top of the page. Participants may return to a question by clicking on the question number. The **Time Remaining** is also displayed and continues to run while in this view.

Three navigation buttons are included on the Summary screen for participant convenience. **Return to Test** allows participants to return to the last question completed. **Review Incomplete** allow participants to view only the questions that were not answered and **Review Marked** allow participants to view only the questions that were marked during the session.



Summary of Your Assessment

Figure 9

This page summarizes your responses given on the assessment for this session.

- + = Complete
- ? = Incomplete
- X = Marked

To review an individual item, click on the item number below.

1. ?	X2. ?	3. ?	4. ?	5. ?	6. ?	7. ?	8. ?
9. ?							
Total Incomplete:	9	Session Items:	9	Current Session:	1		
Total Marked:	1	Total Items:	9	Total Sessions:	1		

Score This Test By logging-out, you will not be allowed to return to this session.

Return to Test **Review Incomplete** **Review Marked**

You are User Code 200036 - Mickey Mouse

Test Title: Sample 9 Item Test
Session: 1 of 1

Time Remaining: (Hours:Minutes:Seconds)

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

[Need help using this page?](#)

Log Out of a Multiple-Session Assessment

When tests are administered in multiple-sessions, participants must log out of each session in order for their responses to be saved. Once the Summary screen has been reviewed and participants are confident that they have completed the assessment session to their satisfaction, they should click the **Log Out** button at the bottom of the Summary screen.

By logging out of a session, participants will not be able to return to the test items in that particular session.

Score an Assessment

Participants must submit their assessment for scoring. Upon completion of a single session test, or the final session of a multiple-session test, a **Score This Test** button will be available at the bottom of the Summary screen. When participants are confident they have completed the assessment to their satisfaction, the **Score This Test** button should be clicked.

After Administration

Score Reporting

If the option to display scores was selected at the time the order was placed, the final page will display the participant's total score along with a score for each duty category (subpart) of the test.

The site coordinators will receive an email with each participant's results automatically upon completion of the assessment. These preliminary score reports will contain individual results with scores for each duty category.

Appendix A

Instructions for Online Test Sessions – A Script for Proctors

Good morning/afternoon. My name is _____ and I will be serving as the proctor for today's testing session. On behalf of The Whitener Group and (*Insert company/organization name here*), I want to welcome you and wish you success in your efforts. If you have any questions while listening to these instructions, please raise your hand.

Before we begin, I will explain the process and general rules for today's session.

At this time, please turn off all cell phones, beepers and other electronic devices until you leave the assessment area. No talking or comparing of materials between participants is allowed. Please place all non-test materials under your seat now.

The following rules will be observed at all times during the test session: smoking, eating, drinking or talking are not permitted. 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. While on a break, you are not permitted to talk with anyone outside the test room. You will not be granted any additional time for taking your test for time spent outside the test room; therefore, make your breaks as short as possible.

Each of you has an individual user code and password that will be used to log in to take the assessment. The testing home page should be displayed on your monitor. The heading is "Welcome to the Online Assessment System". If this page is not displayed, please raise your hand.

(Pause)

Click on the "Take an assessment" link. Use the user code and password provided to you and fill in the corresponding fields. As an additional security measure, type your last name in to the corresponding fields (must be entered twice). You will then be taken to a checkpoint page.

Has everyone successfully logged in to the testing session? Please raise your hand if you have not logged in to the session or were not taken to the checkpoint page.

At this time, you should see the first page of your session on your screen. The assessment title will be located at the top of the page. Please verify that the assessment title is correct. Also on this page, the testing scenario should be (*fill in the appropriate scenario*), the test group should be (*fill in the appropriate test group*), the classification should be business/industry and the demographic placement will be set to "Before Test". If your screen shows different information for any of these fields, please raise your hand.

(Pause)

If the information is correct, please click on the button titled “Next”. This will take you to the participant information section of your session. Please *(choose an option below)*

- a. verify that your first and last name is entered correctly.
- b. type your first and last name in the fields provided.

At this time, please enter either your participant ID number. Your ID number is very important and is the number under which your score results will be processed. When finished, please click on the button titled “Next”.

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

Has everyone completed the demographic questions and moved to the next page? Please review this page to make sure that all information is correct before you begin the actual assessment. Raise your hand if you have questions or if the information shown is not correct.
(Pause)

Please note that this is a timed assessment. A running clock is shown at the bottom of all pages as you move through the test. If you finish and score your test before the session time has ended, you will be permitted to *(leave the test room or remain until all participants are finished. This policy should be determined prior to test administration)*.

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 the assessment and clicked on the “Score This Test” button *(choose one of the options below)*

1. You will proceed to a screen that will show your individual results.
2. You will have completed your testing session and will receive your results from *(enter the appropriate person here)*.

Are there any questions regarding the instructions?
(Pause)

Good luck. You may begin your test.

Appendix B



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: _____ ◆ Phone: _____

◆ Site Code: _____ ◆ Date: _____

◆ Online Test Title: _____ ◆ Test Code: _____

◆ User Code: _____

◆ Irregularities:

◆ Additional Comments:
