



TEST PROCTOR GUIDE:

Workplace Readiness Skills for the Commonwealth Test

Instructions

Important:

- CTECS policy is that test proctors should not proctor their own students.
- CTECS policy is that teachers will not be permitted to take the test at any time.
- Please be sure that during the actual exam, students click on the Save Answer button.
- If you want students to be able to print their immediate results after taking the test, ensure that printers are enabled in advance.
- NOTE: This test proctor guide is intended for test proctors, but in some cases, the site administrator and/or IT staff may be involved in ensuring that the test site and system is properly prepared for student testing. It is not intended for the student test takers; however, at least one student at the actual test pilot site should take the sample test ticket shown below.

Prior to the Test

Below is a sample test ticket to try the system. The proctor who is administering the actual test on testing day and at least one student who will be testing at the pilot site should use the sample test ticket below. Please note: this sample test ticket is provided as an example of the way the system looks and works and to ensure that the technical requirements have been met.

Site URL:	www.techfluency.org/esess
Org. Name:	Virginia WRS
First Name:	Sample
Last Name:	Sample
Password:	Sample

Please do the following using the sample test ticket above:

1. Communicate with your school's *technical support staff and let them know about the test and the IT requirements. Let them know that if you can take the test and submit it for grading, you are ready for test day. If you cannot access the site or test, call the CTECS contacts below, and we will get your issues resolved.
2. Open E-SESS™, the online test system, using the Web address at the top of the test ticket.
3. Take the test and submit for grading, using the sample test ticket information in the classroom/lab where you will be administering the test.



4. Have one or more students repeat steps one and two (your login may have higher administrative rights than a student).

*Note: It is a good idea to have the IT staff also take the test and ensure that all IT requirements have been met and the test is working properly.

Test Day

On the day of the test, you should do the following:

- Confirm the accurate identity of each student before distributing test tickets.
- Distribute all of the test tickets.
- Have the students open the test site using the web address given at the top of their test tickets.
- Have the students log in using the information given on the ticket (Organization, First Name, Last Name, Password).

During the Test

Once the students have logged on and started the test, you will be responsible for the following:

- Being present during the entire assessment administration
- Moving around the room to observe and assure that no supplemental materials are referenced
- Maintaining a quiet environment
- Ensuring that students are working independently
- Documenting unusual conditions or situations that may affect students' scores
- Reporting any breaches of security
- Being aware of elapsed time for the test administration and reminding students as appropriate

During assessment administration, test candidates are prohibited from

- looking at another student's computer screen
- opening another browser window
- receiving content-related assistance from anyone.

It is critical that you avoid answering questions relative to the meaning or intent of assessment items. This is a test of individual knowledge, and each student should do his or her best to answer all questions. You should be available to answer questions regarding the navigation of the assessment system or provide help if technical difficulties arise.



If technical difficulties do arise, please contact CTECS directly:

Test Day Contact:

Ken Potthoff (770) 940-1883 or (800) 248-7701 ext 3579

Robyn Marshall (800) 248-7701 ext 3539

Tim Withee (800) 248-7701 ext 3542

Once all of your students have completed the test, the Test Site Administrator will distribute summative reports. Please note that these reports are in addition to the immediate results report that students can see and print once they click **Submit for Grading**.

If you have any questions prior to the test, please contact us via phone or e-mail.

[Ken Potthoff - kpotthoff@ctecs.org](mailto:kpotthoff@ctecs.org) (770) 940-1883 or (800) 248-7701 ext 3579

[Tim Withee - twithee@ctecs.org](mailto:twithee@ctecs.org) (800) 248-7701 ext 3542

[Robyn Marshall - rmarshall@ctecs.org](mailto:rmarshall@ctecs.org) (800) 248-7701 ext 3539

[Dana Wilson - dwilson@ctecs.org](mailto:dwilson@ctecs.org) (800) 248-7701 ext 3543

Good luck to all of you, and thank you,
CTECS Assessment Service