

Proctor Script

NOTE: Display the internet address, www.Learning.com, prominently for students. Provide students with their login information PRIOR to testing.

This script should be read *aloud* to all students completing the assessment:

Today you are going to use the Internet to take an assessment. The reason for this assessment is to let you show what you know about computers and technology. It is okay if you don't understand all the questions.

Just do your best.

For this assessment you have to follow the same rules you do for any test: no talking, no looking at your neighbor's computers, and sit quietly when you are done.

To get started, you will log in to www.Learning.com and type in your username, password, and district name.

Once logged in you will see the words: "TechLiteracy Assessment". Click the start button to begin the instructions for the test. ***You will need to read the instructions. DO NOT*** fast forward through the instructions. Please read the instructions quietly. When the instructions have finished another Start button will appear on the screen. Click the Start button to begin testing.

Read and follow the directions in the questions to answer them. If you need help reading a word in the question item please raise your hand. I can help you with word pronunciation but I cannot help you with any of the answers to questions.

If you experience a problem with the computer during the assessment, please raise your hand right away and I will assist you.

When taking the test, you will **not** be able to use keyboard shortcuts or right-click actions with your mouse. You may use left-click actions only.

The assessment is not timed; however, try to complete it during this class period. Be sure to press the TURN IN TEST button only when you have answered all of the questions so that all of your answers are recorded.

It is time to start the test. Please use your login information to begin.*

Give login cards to students who need them and assist students in logging in correctly.

Proctoring Guidelines for TechLiteracy Assessment

Assisting Students

Proctors may not help students with the assessment itself. They may only help students log in and begin the assessment.

Proctors may help students with any hardware or internet connectivity issues during the assessment. Students should be instructed to tell the proctor immediately if any technical problems arise during the assessment. Technical problems should be recorded in the Proctor notes section in the management system.

Proctors may pronounce words in the **QUESTION** item on the assessment. Proctors may not provide definitions for any words.

Students must follow the same rules for the assessment that they follow for any graded test or exam: no looking around, no talking, nor any comparing answers, etc.

Right-clicking and keyboard shortcuts are not acceptable forms of responding to items in TechLiteracy Assessment. All answers must be made with traditional left-click mouse actions.

Your district may choose to follow students' IEP guidelines or other accommodations such as reading aloud for ELL students as indicated for any standardized assessment.

Assessment Management

Testing irregularities should be noted in the **Proctor Notes** section of the management system. *Examples of testing irregularities include:* fire alarms, loss of internet connectivity, student becomes ill, cheating, hardware failure, special announcements during assessment, etc. It is a good idea to include the date, time, and student username (if applicable) of each entry. All of your notes will be stored in this section.

You can monitor the progress of your students during the assessment via the **Teacher Management System**. To do this, log-in to your teacher account, click on the **Classes** icon, select the class and event you'd like to monitor, and regularly click the **Refresh** button to see the up-to-date progress of your students reflected in progress bars beside each student's name

When a student has submitted a test for scoring, you will see a check mark under the **Submitted** column, as well as an option to reset the test in the event a student has submitted the test prematurely. To reset the test, click the **Reset** button. The student will be able to log back in and complete the test.

Assessment Completion

The TechLiteracy Assessment was designed to be completed within a 40-50 minute class period. However, proctors can choose to allow students to take as long as needed to complete the assessment. It is recommended that proctors plan to allow one class period to complete the assessment.

If a student begins but does not complete the assessment during the initial test period, click the Exit button in the student's assessment window and his or her answers will be saved. The student will be able to log back into TechLiteracy Assessment and pick up where he or she left off as long as they continue testing within the scheduled assessment time window.

If a student begins but does not complete the assessment and does not return to complete it later, their answers will be saved but a score report will not be produced for that student.

Testing Environment

Proctors should ensure that the assessment environment is free of distracting noises or interruptions.

The assessment may be proctored in a variety of settings, including, but not limited to labs, libraries, mobile wireless labs and classroom computers.

Determine a way to ensure students that finish the assessment early do not disrupt the rest of the class (for example: have students bring a project, homework or a book to read).