

Proctor Guide

SkillsUSA Online Testing



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1.800-334-6283

Overview and Logistics

Access to resources through the Internet, local networks, mobile devices, or electronic storage media is strictly prohibited during test administration.

As a Test Proctor, you will oversee the administration of online assessments. The following pages outline the Test Proctor's responsibilities and include guidelines to be followed during administration.

All administrations must be conducted under the supervision of an authorized proctor.

General Test Proctor Responsibilities

- Monitor the online testing session to prohibit talking or cheating and to minimize disturbances and distractions.
- Document relevant discrepancies, comments, or irregularities.

Testing Environment and Device Setup

The testing room and external conditions may significantly affect the participant's testing experience and assessment score. Ideally, the testing room is closed off from all other activities, quiet, and without distracting movement. It should also have ample lighting, adequate heating or cooling, and comfortable seating.

Device setup instructions should be provided to the school's IT staff before testing. A copy of the setup instructions is included at the end of this guide. Appropriate network configuration and device setup, along with proctored administration, will ensure a secure and fair testing experience for all participants.

Check computer workstations/devices to ensure that classroom management software has been deactivated.

Participants are not allowed to bring any electronic device to the designated testing area that can be used to transmit, capture, record, or access information. Examples of these devices include, but are not limited to, mobile phones, iPods, laptops, tablets and E-readers, and some types of wristwatches.

Late Arrivals/Early Completion

Close the testing room five minutes prior to the scheduled administration start time. Participants arriving after the door closes may be admitted at the Test Proctor's discretion, provided the testing session has not started.

Options for handling early completion include allowing completers to quietly leave the testing room or allowing no one to leave early and requesting that participants bring something to do until the testing session ends.

Requests to Leave the Room

If a participant wishes to leave the room for any reason, alert the participant that the time used for breaks is considered part of the total testing time. When the participant returns, ensure no materials have been brought into the testing room.

Only one participant is allowed to leave the testing session at one time.

Irregularities and Test Comments

Discrepancies or issues before, during, or after testing should be documented on the form provided at the back of this guide. Examples include interruptions from a fire alarm, power outage, unexpected illness, or participant conduct. After testing, provide the form to your designated SkillsUSA contact.

Administration Instructions

Begin each testing session by ensuring the participants are seated and have scrap paper and a pen or pencil available.

Testing Time

The administration time for tests is 60 minutes, with the following exceptions:

- Medical Math – 2 hours
- Medical Terminology – 2 hours
- Related Technical Math – 2 hours

Before Testing

- Confirm that all workstations have been properly configured and that local technical support will be available during the test session.
- Check to ensure that a user code and password have been provided for all participants.
- Verify if any special accommodations (e.g., extended administration time, text-to-speech) will be needed during administration for test takers with an IEP.
- Access the online assessment system (<https://testing.nocti.org/skillsusa>) at each workstation so that the take a test page is displayed on each workstation for testing.
- Provide each participant with their user code and password as they enter the room.
- Communicate the provided **Instructions for Test Takers** (in this booklet) to participants. Instructions to be read to participants are shaded in gray. All other instructions and screenshots are for the proctor and should not be read aloud.
- Ensure the following are available before administration begins:
 - Clock or watch
 - Supply of pens or pencils
 - Scrap paper

- Chalkboard or whiteboard for recording the time and other pertinent information
- Only non-programmable/non-recording calculators are allowed. (*Note: The online testing system offers a built-in four-function calculator for participant use.*)

During Testing

- Move around the room and observe the participants' workstations during the assessment session to ensure that supplemental material is not referenced.
- Observe from the side and behind the workstations without disturbing the test takers to ensure that participants work independently.
- Make sure the testing area remains quiet and free from distractions.
- Handle necessary interruptions as quickly and quietly as possible.
- Remind participants of the procedures for early completion, following the predetermined policy.
- Be aware of participants experiencing problems with equipment, connectivity, or any other technical difficulty.
- Be available to answer questions regarding navigation in the testing system. You may **NOT** define terms for participants or otherwise guide them on anything related to the assessment content.
- Document irregularities that occur (i.e., fire alarm, electrical outage).

Technical Difficulties

Be aware of participants experiencing problems with equipment, Internet connection, or any other technical difficulty. Monitor the time elapsed for the test session. NOCTI requires this information, as well as specific user codes for any affected participants if a request is made to add time due to an interruption of the assessment

administration. The next section lists some common technical issues and how to resolve them.

Technical assistance for online testing is available by contacting NOCTI at 800-278-8506, Monday through Friday, 8:00 am to 5:00 pm Eastern Standard Time.

Lost Connection

If the connection is lost during the testing 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. Have the participant log in using the original user code, password, and participant's last name.
4. After logging back into the test, the participant should be taken to the last unanswered question. If not, instruct the participant to go to the summary screen and click on the next available unanswered question.
5. Resume testing.

If the participant cannot resume testing by closing the browser:

1. Close the Internet browser and restart the participant's computer/device.
2. Open a browser window.
3. Follow steps 2 through 5 above.

If the participant is still experiencing technical difficulties and testing cannot resume after attempting the above, proctors should contact NOCTI (Technical Assistance 1-800-278-8506).

Moving Workstations

A technical difficulty may require moving a participant to another workstation once

administration has started if you need to close the assessment window (e.g., to move a test taker to another computer/device), power down, or switch off the computer/device. The participants' answers will be saved, and they can rejoin the assessment from any computer/device by logging in normally.

If a participant experiences any technical difficulties or unexpected issues that result in lost time, we will assist by restoring the lost time to ensure the student receives their full allotted duration. Proctors should contact NOCTI (Technical Assistance 1-800-278-8506).

After Testing

- Verify all participants have closed their testing session and exited the browser or closed the testing window.
- Document discrepancies, issues, and comments and provide them to the Site Coordinator.

Instructions for Test Takers

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

Today, you will be taking a test that will measure your knowledge in your area of study. Please answer all questions to the best of your ability.

Any electronic device that can transmit, capture, record, or access information is not allowed in the testing session. Examples include mobile phones, iPods, laptops, tablets, E-readers, and some types of wristwatches. Turn off all devices and remove them from the workstation area.

Your workstation should display the NOCTI Online Assessment System **Take a Test** page.

The screenshot shows the NOCTI Online Assessment System 'Take a Test' page. The page features a dark blue header with the NOCTI logo. The main content area is light gray and contains a white login form. The form is titled 'TAKE A TEST' and has three input fields: 'User Code', 'Password', and 'Last Name'. Below the fields is a checkbox labeled 'I agree to the data collection policy'. A dark blue 'Sign In' button is centered below the checkbox. At the bottom of the form area are three buttons: 'Get Computer Ready for Testing', 'Try the Testing System', and 'Enter Performance Ratings'.

Verify that all participants have the **Take a Test** page on their screen.

SAY Enter your user code and password along with your last name in the appropriate boxes. Make sure to enter the user code and password exactly as provided to you. Check the box that you agree to the **data collection policy**. You may view the policy by clicking on the **data collection policy** link.

You may click on the “Try the Testing System” button to familiarize yourself with the testing system. This practice environment will provide nine questions unrelated to your test topic. Read the questions and answer each of them. Try the navigation buttons and other features to become familiar with the testing system. The Mark box allows you to flag a question so you can return to it later during the session. A

calculator is provided and can be accessed for all questions. Click the “End” button to leave this section and continue.

Click the “Sign In” button.

SAY Review the information in the **About You** and **About Your Test** boxes. If something is incorrect, notify the proctor. You can change the font style and size using the options in the **Accessibility** box. You may also make these changes at any time during your testing session by using the **Accessibility** dropdown at the top of the screen.

The screenshot shows the NOCTI testing interface. At the top, there is a dark blue header with the NOCTI logo on the left and an 'ACCESSIBILITY' dropdown menu on the right. Below the header, the interface is divided into three main sections:

- ABOUT YOU:** Contains input fields for 'First Name' (Stacey), 'Middle Initial' (Middle Initial), 'Last Name' (Test), and 'Unique Participant ID' (4388555).
- ABOUT YOUR TEST:** Contains a 'Test Title' (NOCTI Practice Test) and 'Test Code' (9995). Below this is a table with columns 'Session', 'Questions', 'Time Allowed', and 'Status'. The table has one row: 'This Session' with 9 questions, 30 minutes allowed, and 'Not Started' status.
- ACCESSIBILITY:** Contains instructions and two dropdown menus: 'Font' (set to 'Default') and 'Scale' (set to '100%').

At the bottom center of the interface, there is a dark blue button labeled 'Next'.

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

SAY When ready to proceed, click on the “Next” button. The **Demographics** page contains questions about you. Demographic data is important and is always kept confidential. Answer the demographic questions by clicking on the button that corresponds with your answer choice. Use the scroll bar (or arrows) on the right to scroll through all the available questions.

Demographics will only be displayed for the Professional Development test and participants will not see this page for a competition-specific knowledge test.

SAY When you are finished with the demographic questions, click on the “Next” button.

DEMOGRAPHICS

Please take a few minutes to complete the demographic questions below. Demographic data is used to assist with quality assurance, research, and future test development and revision. Demographic information is **not required** and responses do not affect your test score in any way.

- What is your gender?
 - Female
 - Male
 - Non-binary
 - Another gender
 - Prefer not to respond
- Are you Hispanic, Latino, or of Spanish origin?
 - Yes
 - No
- Which of the following race categories best describes you?
 - White
 - Black or African-American
 - Native Hawaiian or Other Pacific Islander
 - Asian
 - American Indian or Alaska Native
 - Two or more races

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

SAY Review the **Code of Conduct** and check the box to agree to abide by the code of conduct.

Read the information in the **Before You Start** box.

NOCTI
ACCESSIBILITY - SkillsUSA

Time 01:00:00
Session Details ▾

CODE OF CONDUCT

This credentialing assessment contains proprietary, confidential, and copyrighted materials. Unauthorized persons (including anyone in an instructional role) are not permitted to take or review this test. All administrations must be conducted under the supervision of an authorized proctor.

By checking the box at the bottom, I acknowledge I will not:

- Use unauthorized resources or have notes in my possession during this test
- Copy or capture test items or take notes to share with others
- Use social media or websites to post information about the test and/or test items
- Share or discuss test content during or after the session with anyone, including instructors, friends, or other students
- Have any unapproved electronic devices (cell phones, smartphones, smartwatches, etc.) in my possession during the test
- Leave an online test session without authorization or until the session is complete

I agree to abide by the Code of Conduct

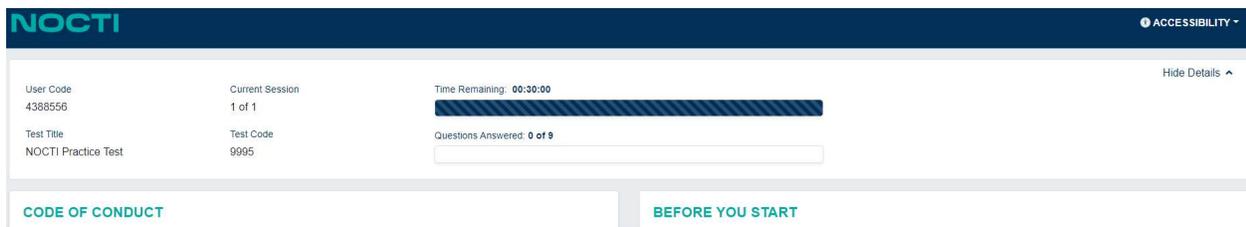
BEFORE YOU START

- There is only one correct answer for each question. All unanswered questions will be scored as 'incorrect'.
- The running timer at the top of each page will assist you in tracking the time remaining.
- Clicking the "Mark this question" box will signify you would like to review the question before completing the test.
- A built-in five function calculator is provided.
- Notify the Test Proctor if you experience any technical difficulties during administration.

Powered by

Previous
Start Test

SAY You may view the test session details at any time during the test by clicking on the drop-down provided. **DO NOT CLICK THE "START TEST" BUTTON UNTIL I TELL YOU TO DO SO.**



Verify no one has clicked the “Start Test” button and continue with the instructions.

SAY Once you have started the assessment, you will notice that there is a running clock and indication of how many questions have been answered at the top of each page. This assessment is timed and has an administration time of _____.

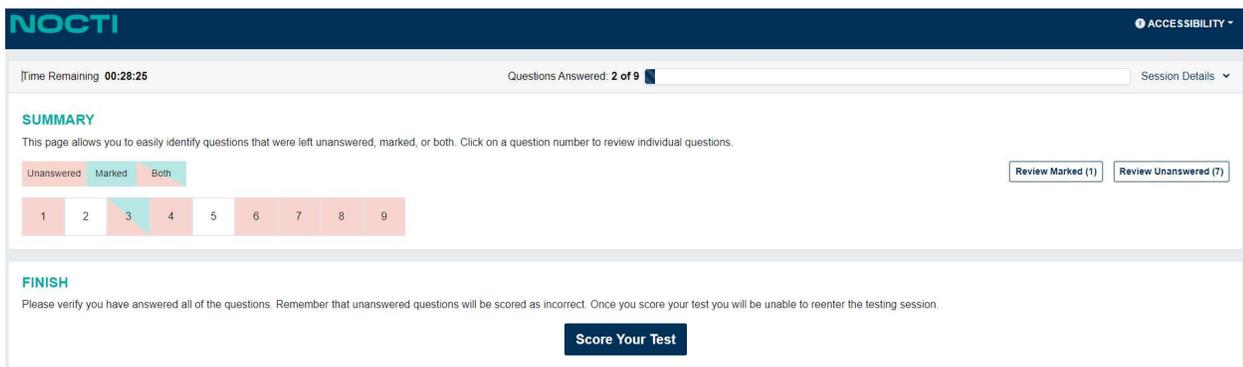
(The following screenshot is for your reference; the test taker will not see it until they start the test.)



SAY When you have completed the assessment, a **Summary** page will be displayed showing the questions that have been completed, marked, or left unanswered.

You can return to a question by clicking on the question number, or you may use the “Review Marked” or “Review unanswered” buttons on the right side of the **Summary** screen. These buttons will take you to the first marked or unanswered item and will let you proceed through these items until all have been viewed. You may click the “Return to Test” button to return to the last question answered.

Any questions left unanswered will be scored as incorrect.



SAY If you encounter any technical difficulty during the testing session, please raise your hand, and I will assist you. I can only provide technical assistance and will not answer questions directly related to the assessment content.

SAY If you have any questions before we begin, raise your hand now.

When you have completed your testing session, you *(insert site preference for early completion here)* _____.

Are there any questions regarding the instructions?

You may begin your test now. Good luck.

Click the “Start Test” button to start your test.

Comment Sheet

Knowledge-based Online Administration

Use this form to document discrepancies, suggestions, or comments, if applicable. Tear out this sheet, scan and email it to your SkillsUSA contact. Make additional copies if necessary. A separate comment sheet should be completed for each test title.

PLEASE PRINT CLEARLY

◆ Site Name: _____ ◆ Site Code: _____

◆ Site Coordinator's Name: _____

◆ Test Title: _____ ◆ Test Code: _____

◆ Test Date: _____

◆ Proctor/Evaluator's Name: _____

◆ Email Address: _____ ◆ Phone #: _____

◆ Comments for school district/testing site:

◆ Comments for NOCTI (*attach additional pages as needed*):

NOCTI assessments must be administered in a proctored environment, and proctor selection must adhere to the NOCTI Security Policy and test administration guidelines. Access to resources through the Internet, local network, mobile devices, or electronic storage media is strictly prohibited during test administration. Because modern HTML5 compliant browsers, such as Firefox, Chrome, and others supported by NOCTI's QuadNet™ Online Testing System allow access to multiple web sites, NOCTI recommends that testing sites explore network configuration options that will restrict access to the Internet and other areas of the local network where resources may be available during test administration. Appropriate network configuration, along with proctored administration, will ensure a secure and fair testing experience for all participants.

If NOCTI assessments are administered on a mobile device (e.g., Chromebook, tablet) that the test taker is able to remove from the testing site's premises, the site must clear the cache of each mobile device after each test session.

Mobile Devices	This site supports Chromebooks and most Android tablets and iPads manufactured since 2010, provided the browser specifications meet those defined below. Please use our online practice test at https://testing.nocti.org before planning large scale use of mobile devices.
Windows Systems	<p>Minimum Operating System and Hardware Requirements</p> <ul style="list-style-type: none"> ⇒ Windows 10 Version 2016 LTSC and above ⇒ 1024 x 768 minimum resolution is highly recommended <p>Internet Browsers Supported</p> <ul style="list-style-type: none"> ⇒ Firefox 97 or higher ⇒ Google Chrome 98 or higher ⇒ Microsoft Edge 98 or higher <p><i>Note: This website works best with Chrome or Firefox versions that support CSS3.</i></p>
Mac Systems	<p>Minimum Operating System and Hardware Requirements</p> <ul style="list-style-type: none"> ⇒ OS X version 10.14 or higher <p>Internet Browsers Supported</p> <ul style="list-style-type: none"> ⇒ Safari 14.0.3 or higher ⇒ Firefox 97 or higher ⇒ Microsoft Edge 98 or higher
Chromebook Systems	<p>Minimum Operating System and Hardware Requirements</p> <ul style="list-style-type: none"> ⇒ Recommended Chrome OS version 61 or higher <p>Internet Browsers Supported</p> <ul style="list-style-type: none"> ⇒ Google Chrome 98 or higher
Text-to-Speech	Sound device or speaker required for use.