

## **Proctor Script for Assessment Procedures**

The Proctor should follow the directions and must read the script in ***bold and italics*** exactly as provided in this section. Student instructions and information are in regular font.

Suggestions to Prepare for the Assessments in Advance	<ul style="list-style-type: none"><li>• Locate the assigned room for the assessment.</li><li>• Check computer lab set-up to ensure proper accommodations for the assessment period.</li><li>• Obtain the roster of students registered.</li><li>• Prepare individual student User ID cards/slips of paper containing a password.</li><li>• Use a sign-in and/or sign-out sheet.</li><li>• Have pencils and scratch paper available for distribution to students for use during the assessment. Collect all items at the end of the assessment.</li></ul>
INSTRUCTION:	Write the URL <a href="http://www10.ade.az.gov/CTEAassessment">www10.ade.az.gov/CTEAassessment</a> on the board before students enter. Check the suggestion list (above) for advance preparation to ensure optimal conditions for conducting the assessments.
<b><i>READ:</i></b>	<b><i>Welcome to your Career and Technical Education program assessment. Today you will be taking an online assessment that will measure the technical knowledge and skills you have attained in your program. The assessment is not timed, so you will have all the time you need to select correct answers. Most students will finish within two hours.</i></b>
INSTRUCTION:	(Pause) See that all students are settled at their computers before proceeding.
<b><i>READ:</i></b>	<b><i>We will now access the online assessment system at the Arizona Department of Education by using the website address provided: <a href="http://www10.ade.az.gov/CTEAassessment">www10.ade.az.gov/CTEAassessment</a>. Please type in the web address to access the system now.</i></b>
INSTRUCTION:	(Pause) Verify that all students have opened the assessment Website.

<b>READ:</b>	<b><i>Please read the Greetings and Overview.</i></b>
<b>INSTRUCTION:</b>	You may choose to read this to the students or they may silently read through it themselves. You may want to highlight main points such as the importance of the assessments to business and industry, and the official certificate and transcript they will receive from the Arizona Skill Standards Commission upon passing. Underscore the importance of each student doing their “personal best” as the results are important for Arizona and the nation.



State of Arizona  
 Department of Education  
 Office of John Huppenthal  
 Superintendent of Public Instruction

**Welcome to the Arizona Skill Standards Assessment System** designed to measure your knowledge and skills attained in Career and Technical Education (CTE) programs.

The Arizona Skill Standards Commission, which is comprised of top business and industry leaders throughout Arizona, will issue certificates and transcripts to students who take and pass their CTE Assessment.

Upon successful completion of this test, you will receive a certificate and a copy of your transcript, which document your skill attainment and may be used for prospective employers.

Congratulations on your achievements to date and good luck on the assessment.

John Huppenthal  
 Superintendent of Public Instruction

For Students | For Administrators

<b>READ:</b>	<b><i>You are now ready for the next step. Click on <u>For Students</u>.</i></b>
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<b>READ:</b>	<b><i>Read the Student Security Agreement screen which states the rules for proceeding with taking the assessment. You <u>must</u> click the “Agree” button in order to move on.</i></b>
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**Student Agreement**

I will NOT:

- copy this assessment.
- use additional information or materials.
- talk during the assessment or use electronic equipment.
- share content with others after the assessment.

I understand that:

- I can use the computer calculator and/or pencil/paper provided for computations.
- If I fail to comply with the assessment requirements, I face consequences, including the invalidation of my assessment results and/or district discipline.

Agree

<b>READ:</b>	<b><i>Are there any questions?</i></b>
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<b>INSTRUCTION:</b>	(Pause) Answer any questions.
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<b>INSTRUCTION:</b>	Distribute User ID cards. Each student will receive one User ID card with the password for one assessment. If a student is taking more than one assessment another Proctor will give him an additional User ID card with another password.
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<b>READ:</b>	<p><b><i>Your User ID card contains the information you will need in order to log on to take the CTE Assessment.</i></b></p> <p><b><i>Enter your SAIS ID in the top field. Enter your User ID in the bottom field. Click the “Log On” button.</i></b></p> <p><b><i>The log on User ID is your password and it is case sensitive. The SAIS ID and User ID letters/numbers must be keyed in the exact sequence presented. Do not click any additional buttons until I tell you to do so.</i></b></p> <p><b><i>Are there any questions?</i></b></p>
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<b>INSTRUCTION:</b>	(Pause) Answer any questions.
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<b>READ:</b>	<b>The CAPTCHA at the bottom of the screen ensures data security. Type the letters that the CAPTCHA is showing into the field provided. Please take the Sample Test now.</b>
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**INSTRUCTIONS FOR THE SAMPLE TEST – Page 1**

**READ:**

***The purpose of taking the Sample Test is to familiarize you with the options you may use when taking the actual assessment. The three questions on the Sample Test are very easy and the answers you give are not counted.***

**INSTRUCTION:**

All three sample questions are listed below:

Question

What are the three colors of the American flag?

- Red, white, and green
- Red, white, and blue
- Yellow, white, and black
- Yellow, white, and purple
- No Answer (skip this question)

Mark for review.

Save Answer

Question

Who was the first President of the United States?

- Benjamin Franklin
- Ronald Reagan
- George Washington
- Abraham Lincoln
- No Answer (skip this question)

Mark for review.

Save Answer

Question

What state is known as "The Grand Canyon State"?

- Arizona
- New Mexico
- Nevada
- Utah
- No Answer (skip this question)

Mark for review.

Save Answer

<b>INSTRUCTIONS FOR THE SAMPLE TEST – Page 2</b>	
<b>READ:</b>	<p><i>When answering these simple questions, you may want to try these options:</i></p> <ol style="list-style-type: none"> <li>1. <b><u>“SAVE ANSWER”</u></b> <i>Select the best answer by clicking on the button beside it – and then click on “Save Answer” to move on to the next question.</i></li> <li>2. <b><u>“NO ANSWER” (skip this question)</u></b> <i>If you do not know the correct answer immediately, you may want to click on the “NO ANSWER” (skip this question) then click on “SAVE ANSWER” to move to the next question.</i></li> <li>3. <b><u>“MARK FOR REVIEW”</u></b> <i>If you answer the question but are unsure and would like to review the question at the end of the assessment, click on “Mark for Review” and then “Save Answer” to move on.</i></li> </ol>
<b>INSTRUCTION:</b>	Wait three to five minutes for all students to complete Sample Test.
<b>READ:</b>	<p><i>Review next options on the test:</i></p> <ol style="list-style-type: none"> <li>1. <b><u>“SUMMARY” screen</u></b> <i>Click on the “VIEW QUESTIONS THAT WERE SKIPPED OR MARKED FOR REVIEW” button.</i></li> <li>2. <b><u>“REVIEW ASSESSMENT” screen</u></b> <i>Lists items you skipped or marked for review. You can then go back to these questions to change any answer and to select the best answer to that question.</i></li> <li>3. <b><u>“ANSWER” column</u></b> <i>Next to the question you will see (Skipped) click the EDIT button to be returned to the question to check it again.</i></li> <li>4. <b><u>“REVIEW” column</u></b> <i>Next to the question under the Review column, if it has a YES, click the EDIT button to be returned to the question to check it again.</i></li> <li>5. <b><u>“AFTER QUESTIONS HAVE BEEN COMPLETED”</u></b> <i>When all questions have been corrected click on the “RETURN TO SUMMARY” button.</i></li> </ol>
<b>INSTRUCTION:</b>	Pause to answer questions about the options for marking questions BEFORE the “Done with Sample Test” button is clicked.
<b>READ:</b>	<p><i>At the end of the Sample Test, you are asked to check a box and agree that you are ready to submit the assessment for evaluation.</i></p> <p><i>The final step is to click on the “Submit Test” button. Click on the “Submit Test” button now to see your results immediately.</i></p>
<b>READ:</b>	<i>Click on the “DONE WITH SAMPLE TEST” button and click “YES” to the pop-up window.</i>

INSTRUCTION:	(Pause) to allow students time to carry out the direction. If some students have already clicked the “Done with Sample Test” button, just have them wait until the others catch up.
<b>READ:</b>	<b><i>If you experienced software problems while taking the assessment, raise your hand and let me know now.</i></b>
INSTRUCTION:	(Pause) Answer any questions.
<b>READ:</b>	<b><i>Let’s talk about the actual assessment you will be taking. When you are finished with your CTE Program Assessment, you will view your assessment results immediately. Please remember <u>DO NOT CLOSE THE BROWSER.</u></i></b>
*INSTRUCTION:	*Only, if printers are available, <i>READ</i> the following: <i>The results may also be printed. If you would like to print a copy of your assessment results, please raise your hand and I’ll assist you with printing the results on each measurement criteria with your score. Please sit quietly as to not distract students who may still be completing the assessment.</i>
<b>READ:</b>	<b><i>You can send the results to your school email address or your personal email address. Your CTE teacher will <u>automatically receive your results.</u> Additional email addresses must be entered <u>one at a time.</u></i></b>
<b>READ:</b>	<b><i>Again, <u>do not close the browser window</u> (repeat) until I have assisted you. At the conclusion of your assessment, after closing the browser window, I will collect all paper, pencils, and User ID cards.</i></b>
<b>READ:</b>	<b><i>Are there any questions?</i></b>
INSTRUCTION:	(Pause) Answer any questions.
<b>READ:</b>	<b><i>When I tell you to begin, you will click the button that reads “Start CTE Program Assessment and Start My Assessment Time”. Make sure the correct assessment is listed <u>before</u> you click this button. If it is not the correct assessment, raise your hand and let me know immediately so you can be registered for the correct test. <u>Do not start the assessment if an incorrect assessment is listed for you.</u></i></b>
INSTRUCTION:	(Pause) Answer any questions the students may have and then continue with the script.
<b>READ:</b>	<b><i>After you click the “START” button, you will have ample time to complete the assessment. Are there any questions? You may now begin by clicking on the “Start CTE Program Assessment” button.</i></b>

INSTRUCTION:	<p>Monitor the computer lab during the assessment period. After students are finished with their assessments, assist them with printing their results. If there are no printers available, assist them with sending the results to an email address, <u>each to be entered one at a time</u>.</p> <p>As students complete their assessments, it is critical to remind them that they <u>must keep their browser open</u> or they will no longer be able to access their results for printing or sending by email.</p> <p>At the end of the assessment session, walk around the computer lab and check every monitor to ensure that all browser windows have been closed.</p> <p>Before students leave the computer lab, verify that all paper, pencils and User ID cards have been returned. Collect these and return to the District Coordinator.</p> <p>Report absent students to the District Coordinator.</p> <p>ADE CTE Technical Contact - Barbara Zalazinski at 602-542-3425</p>
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