

AUACOM PROCTOR TRAINING PROGRAM

Mrs. Nadine Spring, Examination Center Assistant

Agenda

Time	Activity
9:00 to 9:10 a.m.	Introduction and overview
9:10 to 9:35 a.m.	PreTest
9:35 to 10:15 a.m.	Preparing the examination room
10:15 to 10:25 a.m.	Tea/Restroom break
10:25 to 11:15 a.m.	Role-play: Common scenarios encountered during testing.
11:15 to 11:25 a.m.	Closing the examination session
11:25 to 11:55 a.m.	PostTest - final assessment (qualifying score 11/16 and above)
11:55 to 12 p.m.	Learner satisfaction survey

Program Goals and Objectives

Instructional Goals	Instructional Objectives
Goal #1: Prepare the examination room for test administration.	Objective #1: Demonstrate the steps taken to prepare the examination room for test administration. Objective #2: Demonstrate the process of downloading an examination in SofTest®.
Goal #2: Screen examinees at the doorway for identity proof and possession of prohibited items	Objective #3: Demonstrate the process of screening the examinee at the doorway.

Program Goals and Objectives

Instructional Goals	Instructional Objectives
<p>Goal #3: Monitor test administration, identify, address and file incident reports.</p>	<p>Objective #4: Recall examination policies related to malpractice. Objective #5: Recall examination policies related to examinees on breaks. Objective #6 :Recall examination policies related to examinee illness during test administration. Objective #7: Recall examination policies related to filing of incident reports for reasons other than malpractice.</p>
<p>Goal #4: Close the examination session</p>	<p>Objective #8: Demonstrate the steps taken to close the examination session.</p>

PreTest

- ▶ Go to coursesites.com and login to the Coursesites LMS
- ▶ Click on the AUACOM Proctor training course to open the same
- ▶ Click on the PreTest menu item (2 minutes)
- ▶ Click on the PreTest item in the content area

Setting up the room - Downloading an examination in SofTest®

- ▶ Turn to checklist 1 and page 1 of your manual.
- ▶ Username **exam**
- ▶ Password **1234**

How to download an exam in SofTest®

- ▶ Turn to checklist 2 and remain on page 1 of your manual.
- ▶ Keep your video transcript paper ready by your side before you open the video, “How to download an exam in SofTest”.

Setting up the room - Verify the examinees identity on screen against the roster

- ▶ Turn to checklist 3 and remain on page 1 of your manual.

Break - ten minutes

Doorway Check

- ▶ Turn to checklist 3 and remain on page 1 of your manual.
- ▶ Refer to the job-aid titled Doorway Check

Malpractice

- ▶ Turn to checklist 4 and page 2 of your manuals

Breaks

- ▶ The instructor will ask the trainees to turn to checklist 6 and remain on page 2 of their manuals.

Illness

- ▶ Turn to checklist 7 and remain on page 2 of their manuals.

Incidents other than malpractice (frozen computer)

- ▶ Turn to checklist 8 and remain on page 2 of your manual.

Close Exam

- ▶ Turn to checklist 8 and remain on page 2 of your manual.

PostTest and Survey

- ▶ Return all your course materials to the instructor.
- ▶ Login to the Coursesites LMS.
- ▶ Open the AUACOM Proctor training course.
- ▶ Click on the item PostTest and wait for the password.
- ▶ Don't forget to turn in the survey after your assessment.