



## Proctor Guide for Online Assessments

### Role of the Proctor

The proctor/instructor is the user who

- Instructs student users regarding test procedures
- Monitors progress of the student users during the assessment
- Resolves problems during the assessment
- Ensures all users complete the assessment
- Closes the assessment for grading once **all** students have completed the assessment
- After materials are purchased, an email is sent to the purchaser with instructions for registering a proctor and students. **The proctor registration email should be forwarded to the proctor who will be assigned for each class assessment.**
- Only one proctor can be registered per assessment class. If additional proctors are needed, please contact support at [help@nceaifg.com](mailto:help@nceaifg.com).
- Prior to giving the assessment, ensure that the proctor has a copy of the email containing the proctor and the unique student class code. *Students cannot be registered to take the assessment without this information.*



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## Proctor Registration

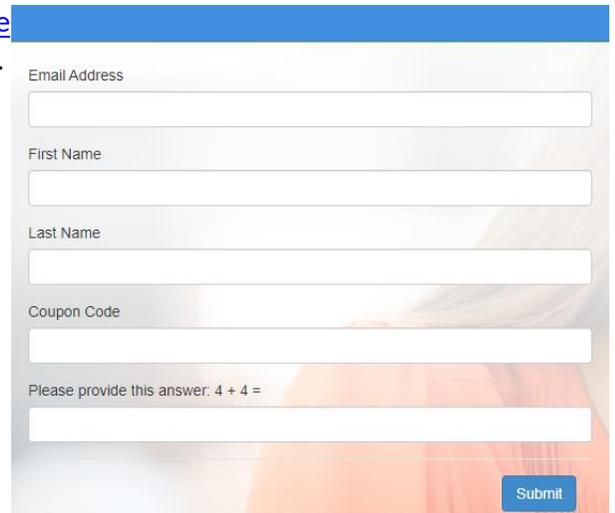
To access the Proctor Registration page, follow the link <https://learn.ncearise.org/home.aspx?pagename=registerrole>. This can also be found in the top portion of the welcome email.

On this page, enter your:

- Email address
- Proctor first name
- Proctor last name
- Coupon code provided in the email instructions. Each assessment class will have a unique code.
- Complete the basic math problem and click <Submit>.

The proctor will receive a welcome email with login information (username and password).

When the Proctor user logs into the system, they will see the <Proctor Now> button on the dashboard.



The screenshot shows a registration form with the following fields: Email Address, First Name, Last Name, Coupon Code, and a math problem: "Please provide this answer: 4 + 4 =". A blue "Submit" button is located at the bottom right of the form.

## Student Registration

Each student will follow this link to register for their assessment:  
[www.ncearise.org/acreonline](http://www.ncearise.org/acreonline)

Students should only register **one** time to take the assessment using the initial code provided. They will enter:

- First Name
- Last Name
- Class code (*Your class code is located in the initial email sent to the purchaser.*)
- The answer to the simple math problem, which verifies their account.

The student then clicks "Submit" and should wait until the Dashboard is displayed. Load times may be delayed, especially if you have all students testing simultaneously. Student users **must not** register more than one time to avoid duplicate accounts.

The student user will be logged into the system and assigned to the assessment class. To start, they will locate their Survey under the My Courses widget and click it to begin.

At any time during the registration or assessment process, if the student user encounters any issues, they should stop and notify the proctor immediately.

**Proctors should not use the student class code to view the assessment as this will create a duplicate user and skew the test results.**

# Proctor Screen

From the Proctor's screen, the proctor can view student progress, help students re-enter an assessment class, and close the assessment for grading.

Class List > IFG: ACRE - Level 1 8/1/2019 138919

Class Name IFG: ACRE - Level 1 8/1/2019 138919  
Assessment Name IFG: ACRE - Level 1  
Total Seats 6  
Seats Remaining 0

Search

First Name	Last Name	Username	Progress	Login Code
Student1	Test	451840@36.aaa	<input type="text"/> 0%	<a href="#">Generate</a>
Student18Feb	test	451675@36.aaa	<input type="text"/> 100%	<a href="#">Generate</a>
Student2	Test	451872@36.aaa	<input type="text"/> 0%	<a href="#">Generate</a>
Student3	Test	451878@36.aaa	<input type="text"/> 0%	<a href="#">Generate</a>
Student4	Test	451885@36.aaa	<input type="text"/> 0%	<a href="#">Generate</a>
Student5	Test	451890@36.aaa	<input type="text"/> 50%	<a href="#">Generate</a>

## Student Progress.

Each proctor will be able to monitor the progress of the students as they complete the assessment parts. The following statuses will be shown. The screen will automatically refresh every 60 seconds.

- When they complete the first section of the assessment, the progress will be 50%
- When they complete both sections of the assessment, the progress will be 100%
- Otherwise, the progress will be 0%

## Assist Students

When the student logs into the system, they are placed in an assessment session. During the session, the student will complete the two-part assessment. Both parts must be done in one session.

- **If a student user loses their session or inadvertently logs out of the system during the assessment, they should notify the proctor immediately.**

- Proctors can click Generate (in green to the right of the user's name) to provide students a new class code if they are inadvertently logged out. The student will be returned to the beginning of the part of the assessment where they were working.
- Students should definitely not do any of the following actions while actively taking the assessment.
  - Close the assessment tab
  - Close the web browser
  - Open a new tab for any reason during the assessment
  - Visit other applications on the system
  - Close the lid of a Chromebook or laptop
  - Power off the computer

**Doing any of these actions may cause the student to be logged out of the session and the assessment will not be scored. The student will have to retake the assessment.**

### ***Close for Grading***

Once **every** student has completed the assessment whether that is in one day or across several days to accommodate absent students, the class should be closed for grading & reporting. This action completes the proctor's duties for this assessment class.

When a class is closed for grading

- Ensure that **every** student has completed the assessment – including absent students.
- Click the <Close for Grading> button to trigger the system to score the assessments and generate reports.
- If the class is closed before all students have completed the assessment, contact support for assistance.

### ***Reports***

When the scoring is complete, reports will automatically generate. These reports will be available to users with the Manager role who have been established as the Reporting Point of Contact. The proctor will not have access to the reports unless they have been designated as the Reporting Point of Contact.

- Students with 0% progress will not be added to assessment score reports.
- Students with multiple assessment attempts will be merged into one account.
- Schools/parishes will not be charged for additional seats when students require multiple logins.

For questions or issues, please contact support at [help@nceaifg.com](mailto:help@nceaifg.com).