

Guidelines for the Proctor of an Online Provincial Achievement Test June 2008

For technical support, contact:

Brian Schroter
Manager, Online and IT Services
Learner Assessment
Alberta Education
310-0000 (toll free)
(780) 427-4332
Brian.Schroter@gov.ab.ca

For all other inquiries, contact:

Dan Karas
Coordinator, Online Assessment
Learner Assessment
Alberta Education
310-0000 (toll free)
(780) 427-0370
Dan.Karas@gov.ab.ca

This document should be used in conjunction with the *Achievement Test Rules*, which may be found in the *Provincial Achievement Testing Program General Information Bulletin*. If you need a copy of this document, it can be located at the link <http://education.alberta.ca/admin/testing/achievement/achievementbulletin.aspx>. For specific information regarding security of test materials, including rules about copying and perusing, please refer to the *General Information Bulletin*.

To invigilate an online test, follow the rules contained within the document mentioned above and follow the guidelines below.

Before The Test:

- check that the application has been installed and is functioning correctly
- try a practice test to become familiar with the application
- inspect the area around each workstation to ensure that there is sufficient space for allowable materials (scrap paper, readings booklet, calculator)
- allow students to **complete at least one practice test** so that they become familiar with the application. It is not necessary for the students to complete the practice test in the subject area that they will writing, because the purpose is to allow students to gain facility with the application, not to review subject content
- **ensure that paper versions** of the Provincial Achievement Test being written are available in case a student does not, or is unable to, take the online version
- ensure that the paper copies of the **reading booklets** for English Language Arts – 9 Part B and Francais/French Language Arts Partie B are available. **STUDENTS MUST HAVE THESE TO WRITE THE TESTS** because reading passages are not available online
- prepare a list of student names and their respective Alberta Student Numbers

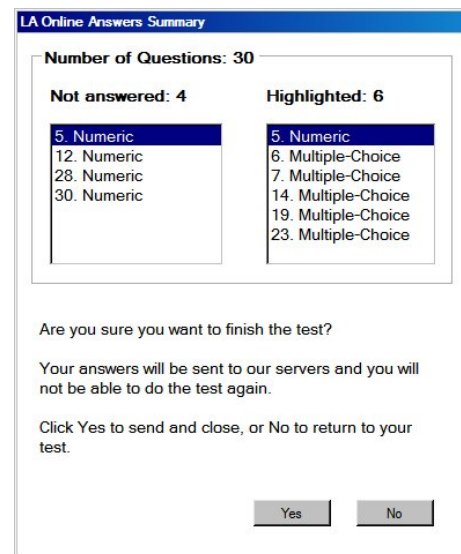
Starting the Test:

- have students log on to their workstation, or have a guest-user desktop loaded for them
- launch the LA Online application
- walk students through the Start Screen, so that the students
 - select the correct exam type, “Achievement Test”,
 - choose the subject of the test that is to be administered,
 - complete the personal information (first name, last name, ASN, and birth date), and
 - click “Load Exam”
- for ELA – 9 Part B, K&E ELA – 9 Part B, and Francais/FLA – 9 Partie B, **HAND OUT THE READINGS BOOKLETS**
- for Math – 9, ensure that students have the permitted materials (scientific calculator and ruler), scrap paper, and access to manipulatives (if necessary)

- for Science – 9, ensure that students have a calculator and scrap paper
- present the instructions for answering the test
- once all students are ready, have the students enter the start code
- instruct the students to click the Start button

During the Test:

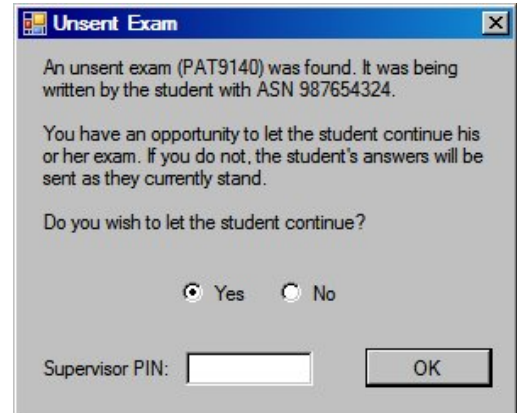
- maintain adequate supervision at all times during the test
- move around the testing room
- prevent students from entering or leaving the room without consent
- encourage students to keep their eyes on their own test
- restrict students' sight lines to other students' computers
- remind students to check the time occasionally
- when students finish, instruct them to submit the test using the function under the file menu
 - students may review the highlighted or missed questions (see figure at right)
 - click “Yes” to end the test



- **if a student runs out of time** (due to an accommodation or an interruption), a window will pop up (shown at right) and the supervisor can either:
 - “Get More Time” for the student by following the instructions in the window and entering the supervisor code, or
 - disallow extra time and “Finish Exam”

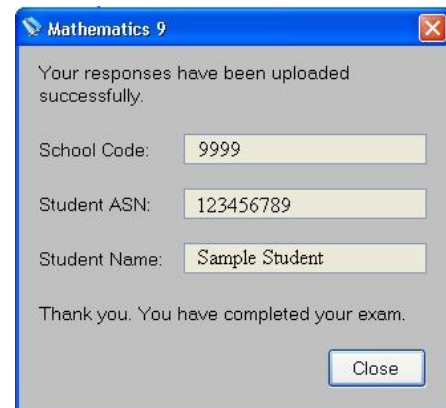


- **if a student's test is interrupted due to technical failure:**
 - Restart the computer
 - A window should open (shown at right) prompting for the supervisor's code to allow the student back into the test
 - If this is taking too long, and it is early in the test, allow the student to write the paper version of the test **COMPLETELY**



After the Test:

- ensure that the window pops up verifying that the data was received by Alberta Education
- close the message window
- close the Start Screen
- log off of the workstation (if necessary)



If you have any technical problems that you can't resolve, please call Brian Schroter at (780) 427-4332