



Avant Credit By Exam Proctor Responsibilities



At the Beginning of Assessment

- ☐ Verify student IDs as you admit students into the test room
- ☐ Inform all students they have a 3 hour time limit for the test
- ☐ Assist test takers in accessing an assessment
- ☐ Assist test takers with logging in
- ☐ Students do not need to create a profile, this page will be pre-filled for students; any blank items can be left blank and the student should hit Submit and proceed
- ☐ Tell students to let you know when they have completed testing

During Assessment

- ☐ Remain in the test room for the duration of the entire test
- ☐ Actively monitor students by circulating around the test room
 - ☐ Do NOT use cell phones/electronic devices for personal reasons
 - ☐ Do NOT grade papers/create lesson plans
 - ☐ Do NOT read books/newspaper/magazines/etc
 - ☐ Do NOT engage in any other activity that will take attention away from monitoring the test
- ☐ Monitor the progress of all students
- ☐ Assist students in resuming the assessment (if needed)
- ☐ Provide reminder of the time remaining
 - ☐ Give hourly reminders: "You have 2 hours remaining, You have 1 hour remaining"
 - ☐ During last hour of testing give reminders more frequently, every 15 minutes
 - ☐ During last 15 minutes of testing give reminders every 5 minutes

Proctors CAN assist test takers with:

- ☐ logging in
- ☐ answering their profile questions
- ☐ selecting the writing input language
- ☐ proper use of their headsets
- ☐ computer issues
- ☐ resuming a test
- ☐ translation assistance of 'Situation' and 'Question' elements only

Proctors CANNOT assist test takers with:

- ☐ translating any of the authentic text or authentic audio
- ☐ translating any of the multiple choice answer options
- ☐ with anything that is related to the content of the test items.



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As Students Complete Testing

- ☐ On the Proctor dashboard review the student completed the test
 - ☐ Quickly see their reading and listening scores are there
 - ☐ Click the "SP" for writing – click on each response to ensure it is valid
 - ☐ Click on the "SP" for speaking – click on each response to ensure it is valid
 - ☐ *Did the student respond in the target language?*
 - ☐ *Did they respond with more than one or two words?*
 - ☐ *Is the recording quality sufficient to ensure they can be rated?*
- ☐ If necessary, call the Avant Support Team (888-713-7887) to have a section reset, then direct the student to re-do that section prior to leaving the testing location