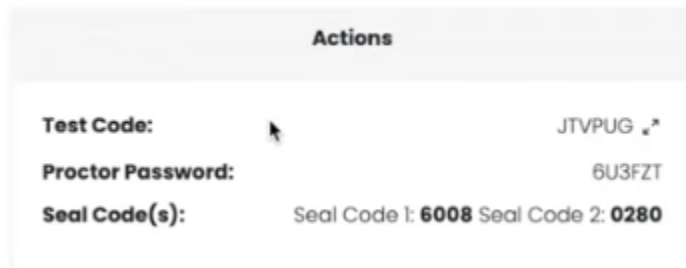# Proctor Packet

Contents

- Proctor Logon Card [provided by the principal]
- Student StateID's or Student Login Cards [provided by the principal]
- Questions & Answers
- Pre-task list
- Post-task list
- Scripts

Questions & Answers

- ❖ **VTCap Training slides:**
- ❖ **Can the teacher use a cell phone?** *The use of cellphones or any electronic devices during a testing session is strictly prohibited in the room.*
- ❖ **What if a student finishes early?** They may sit quietly and read a book or other non-disruptive activity that does not require an electronic device or computer.
- ❖ **What if a student needs more time?** Time and space will need to be provided to the student to finish the test.   The test needs to be completed within 5 days. If the student will be working with a different proctor, the principal will need to manually move the student to the new Proctor Group.
- ❖ **What if you lose your test codes or seal codes?** Your Principal has access to that information and will need to provide it to you.
- ❖ **Where can we shred scrap paper?** If you don't know where the secure shred location is in your school please give the scrap paper to your principal to dispose of properly.
- ❖ **What if a student doesn't have the TestNav app on their Chromebook?** If the student doesn't have TestNav or other technology issues please email support-tech@millriverschools.org (Provide your school, class, and the student name having the issue.)
- ❖ **How to check the version of a Chromebook:** At the login screen press Alt-v

Pre-task list

1. Remove or cover any visual aids that could be used by students during the test.
2. Log into https://vt.adamexam.com/ using the Proctor Logon Card provided to you by your principal
3. When asked enter a Proctor Group Name: (example: *Behrendt Gr5 Math*)
4. **Discard the Proctor Logon Card**, unless you need to create a new Proctor Group for the same test (example: Behrendt Gr5 Math Group 2).
5. Once logged in save the information in the **"Actions menu"**. This will be your new Proctor Logon Test Code, & Student Test Code, as well as the seal codes that students will need to resume the test on session 2 or 3.

Actions	
Test Code:	JTVPUG ↗
Proctor Password:	6U3FZT
Seal Code(s):	Seal Code 1: **6008** Seal Code 2: **0280**

6. Share the test code with students. You can present the Proctor screen on the board if you would like.
7. Provide students with: Student Login Tickets, sharpened pencils with erasers, scratch paper, and headphones if needed.
8. When starting Session 2, proctors will need to "reseat" all students before starting the session.

Post-task list

1. Collect all scratch paper and then securely shred following testing.
2. Collect student login cards
3. Save information from Actions menu to re-enter test for session 2

Script

You are not allowed to have a cell phone or other electronic device during testing. If you have a cell phone or an electronic device in your possession, turn it off. If a cell phone or other electronic device is discovered during testing, it will be confiscated and reported to the principal.
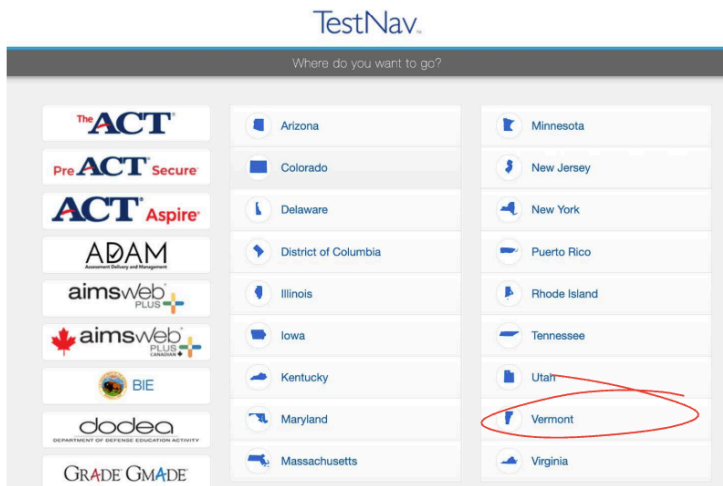
[Proctors may collect phones as per your classroom procedure]

Log-off or restart your Chromebook so that you are at the login screen. *[wait for everyone to get there]*
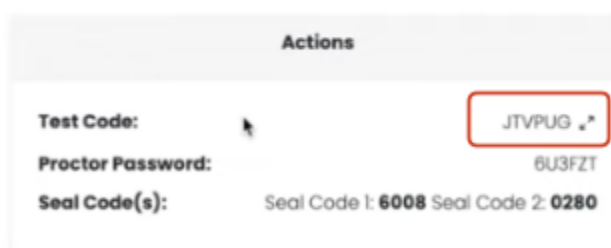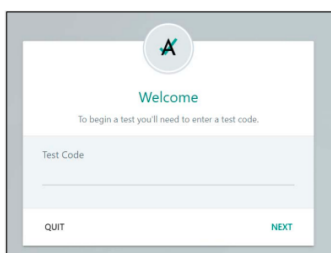
Click the "Apps" menu and select TestNav
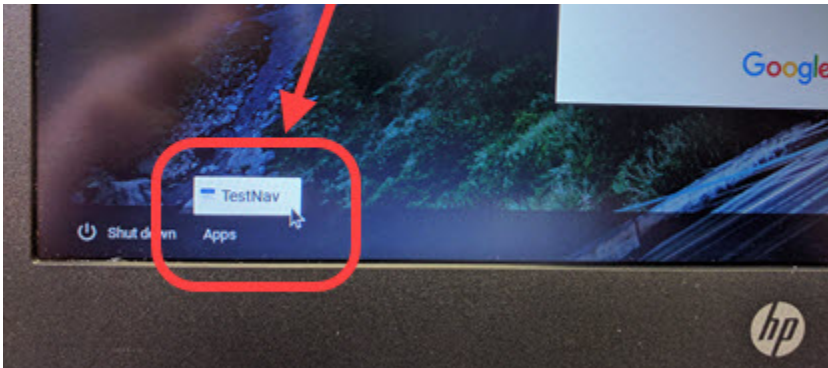
On the TestNave home screen, click the Vermont Link, You should see the Welcome page. *[wait for everyone to get there, and help those who need assistance]*

Carefully type in the Test Code (from the actions menu in the proctor dashboard). **Click next => Carefully type in the identifier number from your test card. Click Next**

Click Next => Confirm that the Test is the test you are taking today and that your name is in the You filed. Click next

Please wait quietly till everyone is logged in, and I will start the session.

[You will need to Approve Session from the proctors dashboard for students to start testing]

[if Session 1] **You may now click the start button to begin the assessment.**
[if Session 2+] **Enter the Seal Code** *(from the Action menu of the proctor dashboard)* **then click the start button to begin the assessment.**
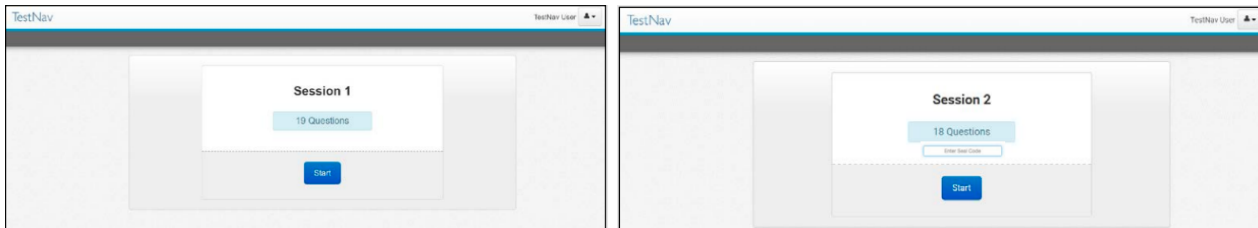
Read the Welcome message with the students *(This will be different depending on the test subject and session)*
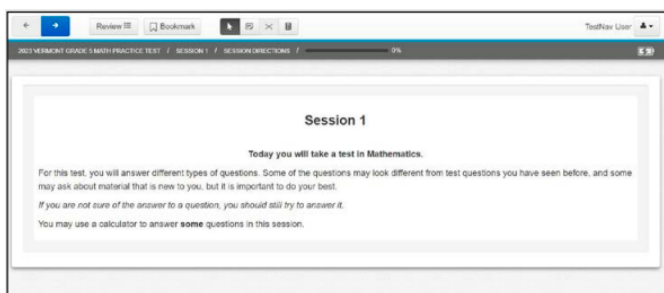
You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to the question, do the best you can.   Once you come to the last question in the Test Session you will see the End of Session review screen. Click Submit to submit your test.

 =>
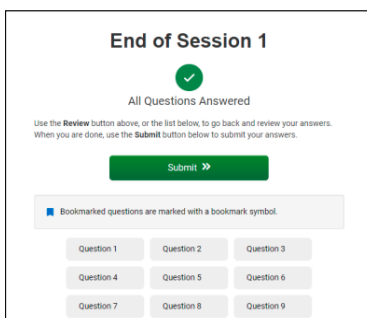
You may begin.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.