

YSC 2025 – Online Testing Instructions

Article 1 – Complete the IT Coordinator Form

What is it?

The IT Coordinator will complete a form and be the contact person that will receive the login credentials for all the teams. The IT Coordinator will distribute the login credentials to the proctors. The IT Coordinator is the only way to receive your login credentials for accessing the exam for the teams/proctors.

1. Complete the IT Coordinator form at the following link
[<https://forms.gle/qXrn2ufPZ1y4pcHG9>] for your parish.
2. **Only 1 IT Coordinator per parish.**
3. After IT Coordinator registration, the committee will send a confirmation to make sure all churches are accounted for.
4. The IT Coordinator will receive the login credentials for the number of teams per parish.
 - a. Example, if your parish has 2 Junior High Teams, 2 High School Teams, and 2 College. This means your IT Coordinator will receive 6 login credentials and you will need a total of 6 proctors for your parish.

Article 2 – Who is a proctor?

A proctor cannot be a servant of the team (coach).

A proctor cannot be a parent or servant who has their children on the team.

Article 3 – What is the role of the proctor?

The role of the proctor is a commitment to the following:

1. Receive the login credentials for the test from your IT Coordinator (not the YSC Committee)

2. Make sure your whole team is with you at least 10-15 minutes before the exam starting time.
3. Select your exam from this page: <https://www.ysc-keraza.org/ysc/exam>
 - a. Enter your Access Code
4. Share your screen with the team.
5. Read the instructions of the exam.
6. Once you start the test, the timer starts.
7. As the proctor, you will enter the team's answers into ClassMarker.
8. When finished, click Finish and confirm, then logout of ClassMarker
9. Communicate with the committee should you have any issues.
 - a. Contact via WhatsApp Chat Group
 - b. Contact via email (info@ysc-keraza.org)

Article 4 – What To Expect The Day of

- 1.** You will have 60 minutes to complete the exam.
- 2.** Exam is open-notes, open-book

Article 5 – Further Clarifications...(before you ask in WhatsApp)

TO SUMMARIZE:

The role of the IT contact coordinator is strictly the following:

1. Select proctor(s) to administer the exam(s) for each team and ensure the proctor(s) are adequately trained on the exam.

The IT coordinator's role is laid out above.

The proctor is in charge of all things related to exam administration.

The coach is in charge of practice and review with a specific team level.

Can the servants or coaches join the test and be present in the room?

No. Only the proctor (as defined by the parameters in the document) and the students are to be in the meeting.

Real World Example

The high school coach for a particular church **cannot** proctor the high school exam for that church. They can proctor the exam for college or junior high, but not high school. The proctor does not have to be a coach from another age level. They just cannot be the coach for the age level of the group to whom the exam is being administered.

Joe coaches high school at Church ABC.

Joe cannot proctor the high school exam at Church ABC.

Joe CAN proctor the college or junior high at Church ABC

Because Joe coaches high school, he cannot proctor high school from his church.

Article 7 – Last Remarks

We would expect all teams, coaches, and proctors to follow the same ethics as if they were present in person. Let's not forget we are called to be servants.

During a normal competition, the coaches aren't able to be at the testing tables with their kids while the kids are testing, and therefore cannot see the questions nor review afterwards (short of their kids telling them what was in the exam). We expect the same procedure during this year's YSC.

Let us keep the spirit of Christ and encourage joy and fellowship during the competition this year.