

Proctor's Script - CBE 24-25

The Proctor's Script must be read to students WORD FOR WORD. The **Proctor's** Script is printed in bold type preceded by the word "SAY". You may repeat the directions as many times as needed. The material in italicized print is information meant for the proctor and should not be read aloud to students.

IMPORTANT

- All students must have had prior practice
- Prior to the scheduled exam date, make certain that all student have taken the practice exam.
- Before the recording part of the exam, verify all students have a working headsets with a microphone. (The headsets used for TELPAS testing are recommended.)
- All students taking the exam will have to record a verbal response and type a written response.
- Verify a test taker's identity by checking a photo ID (if the test taker is unknown to the Proctor)
- Ensure test takers are familiar with Rules for Taking an Avant Test (Refer to Slide Two - This video can be shared with Test Takers).
- Inform test takers how much time is allowed for this assessment session.

SAY:

Today you will be taking the _____ Credit By Exam. You will be taking the exam online and you will have three hours to complete the exam. While testing no other applications or programs can be open on your computers. Attempting to access other programs or information outside of the exam platform will cause your score to be voided.

SAY:

Portions of the exam will require you to listen and respond to recorded prompts, this will require the use of headsets with a microphone which should be connected to your computer at this time. If you do not have headsets with a microphone in front of you, please raise your hand at this time.

(Assist and students without the required equipment)

SAY:

Make certain there are no programs or applications open on your computer. You will have three hours to complete this assessment. The exam consist of four sections:

- Reading
- Writing
- Listening
- Speaking

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It is important for you to do your very best. On the recording be certain to speak in a clear strong voice so that your recording can be understood by those who will be grading your exam.

SAY:

At this time we will begin the log-in procedures.

- Verify no applications or programs are currently open on your computer.
- Select the desktop icon and open Google Chrome.
- Next, you will access the assessment platform by entering avantassessment.com into the menu bar.
- Once the screen appears you will select "Login" from the menu at the top of the screen.
- You will now enter the "TestCode" exactly as it is written
- After entering the TestCode you will enter the Password" exactly as written and select Log In.
- Both the Test Code and Password are case sensitive. Be careful to type them in exactly as provided.

Test Code: _____
Password: _____

SAY:

Before we begin, let's go over some helpful information for taking this test.

1. Listen carefully to all the directions and follow them exactly. Not following directions can negatively impact your score.
2. It is important to be quiet so you and others will be able to hear/read the directions.
3. On each of the exam questions, select the one answer you think is best.
4. You will have up to three hours to complete this examination.
5. If you finish working early, you can check back over your answers, but **YOU MUST REMAIN QUIET WHILE OTHERS ARE WORKING.**
6. I cannot answer questions about the exam questions, but if you have a question about directions, raise your hand and wait for me to come to you.
7. This exam requires you to record a verbal response and a written response.
8. The recorded response must be clear and loud enough for the person grading it to hear it. When recording, speak clearly and with enough volume so the graders will be able to hear your response. Listen to your recording before submitting the final response.

Are there any questions?

Answer all questions. When your students are ready, continue.

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SAY:

You will take the exam by yourself. I cannot help you answer any of the exam questions, I will only be able to help you with questions about the directions. Be sure to mark only one answer on your computer-graded answer sheet for each question. If you do not know the answer to a question, choose the answer you think might be correct. You will have three hours to complete the exam. The recorded verbal response, the multiple-choice questions, and the written compositions must be completed in the three-hour time frame. Stop when you come to the last question of the exam. You may check your answers after you have finished. Stay in your seat and raise your hand when you have finished looking over your work. I will come to your desk to collect any extra testing material. Please sit quietly so you do not disturb others who are working. Do not talk to one another while others are still taking the test. Are there any questions?

Answer all questions. When your students are ready, continue.

SAY: If there are no more questions, enter your school ID number into the box labeled “Login Name” and select next.

If there are no more questions you may begin testing and your three hours of testing time begins now.

If a student asks a question about the written or recorded prompt, the proctor may **SAY, “I can’t explain it to you; just respond to the prompt in the best way you can.”**

During testing

You can use the Proctor/Teacher Login to track the test takers’ progress throughout the test.

- *Remain in the testing area throughout testing.*
- *Circulate among the test takers.*
- *Monitor the progress of test taking.*
- *Assist test takers in resuming the assessment (if needed).*
- *Provide occasional reminders of the time remaining.*
- *Breaks can be taken in-between sections.*
- *Make sure that support materials are NOT used.*
- *Protect the integrity and validity of the assessment*

Concluding Exam Administration

Before the student leaves the exam room, make sure the student has a recorded response. If you notice a student's did not record a response **SAY, "Remember to record a response before submitting your exam.**

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Students may leave the room after they have finished. Some students may finish an exam earlier than others. After exam materials have been collected, students may be allowed to leave the testing room depending upon campus protocol.