Administering TTCP Exams

Please refer to the "Test.Com Proctor Instructions" and "TTCP Testing Policies" that can be found at www.iowattcpinstructors.com   You will also find "Today's Proctor Validation Code" that you'll need to give to the students once they're into Test.Com.

1. Arrange classroom and determine how you will distribute the iPads/computers.

2. Assist students as they log into Test.Com
    -Some students will need to register as a new user
    -Some students will have forgotten their log-in and you'll need to look them up in Test.Com
    Note: if students attempt to log-in multiple times with the improper password they will be locked out of the system for 20 minutes.
    -You might want to ask the class to verify that their name appears on the upper left of Test.Com and that they're not logged in as someone else (sometimes the person who has used that iPad before didn't log out).

3. Assist students in finding the correct test to take once they're into Test.Com
    -They'll click on "Take a Test", select the correct folder and find their exam.

4. Once all students have found the correct test, and have verified they're logged in as themselves,
    a. Give them any testing protocol instructions (no cell-phones, etc.)
    b. Advise them of their retake options if they do not pass
    c. Give them the days "Proctor Validation Code" found at www.iowattcpinstructors.com

5. You must stay in the room while students are testing, be available for technology troubleshooting (if necessary) and assist students as they complete their test. Follow "TTCP Testing Policies".

6. At the end of the testing
    -Collect any worksheets that were used during the test (ie Aggregate Gradations, PCC Plant Reports)
    -ensure students have logged out of Test.Com, sanitize devices and return to their proper area (cart, storage cabinet, etc.)
    -please make sure all iPad/computer devices are plugged in and charging so they'll be ready for the next class.

7. If you're teaching for pay, don't forget to turn in a pay request and expense report (if applicable) to Kelli Bennett. You can find this at www.iowattcpinistructors.com