

PROCTOR INSTRUCTIONS FOR MONITORING THE TSA

The Proctor's role is essential to ensure that students sign in to take the test, understand what they are supposed to do, and remain on task to complete and submit their TSA. The Proctor should read the instructions below prior to the day of testing to know their responsibilities during the testing period.

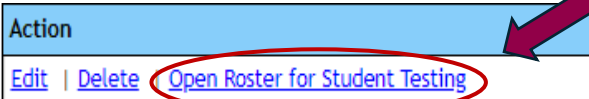
Note: It is recommended that the Proctor has access to the roster in the TSA system in order to monitor time remaining for each student taking the test, to add time, and clear security if needed. The Proctor (or Assessment Coordinator or Teacher) must open the roster when testing starts and close the Roster when testing is over to prevent students from reentering the test outside the testing period.

Proctor reviews the testing details.

- Date, time, room/lab location, and the computer setup.
- Emergency contact for questions about the student roster(s), adjusting the assessment time, IT support, and ADE/CTE support.
- Information about accommodations for special population students.
- Access to the roster to manage students' time, etc. **Note:** Assessment items are randomized so that the same questions do not appear on the computer screens at the same time.
- Sign-in/sign-out sheet for students who enter and leave the room.
- Cards/slips of paper containing student IDs and passwords for logging into the assessment. All assessment items are randomized so that the same questions do not appear on the computer screens at the same time.
- Pencils and scratch paper for students to use for calculations during the assessment. Computer calculators (standard only; no scientific or graphing) may also be used. Pencils and paper should be collected after testing, as well as assessment login information.
- Access to the **How to Take the Assessment**, a PowerPoint presentation about how to answer questions and submit the test, and the **Student Technical Skills Assessment Guide**, a 2-page handout to be distributed to students showing a sample assessment item and the Summary Screen showing how to mark the items, submit the test, and get the assessment results.
- Student access to the assessments: <https://ctetechnicalskillsassessments.azed.gov/student>

Right before students enter the computer lab, the Proctor (or Assessment Coordinator or Teacher):

- Opens the specific roster for the group that is testing by clicking on the action link labeled "Open Roster for Student Testing."



Caution: Only click once to open the roster and once to close the roster. A double click will automatically open and close the roster all at the same time and students will not be able to test. If it says "Open Roster for Student Testing" it means the roster is currently closed and vice versa.

As students enter the computer lab, the Proctor:

- Tells them where to place their personal belongings including cell phones, smart watches, flash drives, and other electronic devices and have them sign in.
- Distributes the student ID and password to each student for one assessment only. If students are taking more than one assessment, they will receive a different password when that assessment is given.
- Asks students to take their places at the computers.
- Writes the assessment URL on the board: <https://ctetechnicalskillsassessments.azed.gov/student>.

Once students are seated, the Proctor says:

- “Welcome to the CTE Technical Skills Assessments. Today, you will be taking an online assessment to see what you have learned in your CTE program. If you pass the assessment, you will receive a congratulatory letter, certificate, and transcript approved by Arizona’s business and industry representatives. Let’s take a few minutes to review the mechanics of answering the assessment items.”

The Proctor should show the **How to Take the Assessment** PowerPoint slides and follow the dialogue on the next two pages or provide students with copies of the **Student Technical Skills Assessment Guide** and review the instructions on this 2-page handout. Both the PowerPoint and the handout help students understand how to answer the questions and how to submit the test at the conclusion of testing. In some situations, the teacher may have already familiarized the students with the assessment testing process.

Sample Item

What are the three colors of the American flag?

Red, white, and green

Red, white, and blue

Yellow, white, and black

Yellow, white, and purple

☒ No Answer(Skip This Question)

☐ Mark for review.

Save Answer

Pause Test

There are three ways to answer an item.

No Answer--Skip this Question.

Click both – Answer and Mark for review.

Click the Correct Answer.

Click the SAVE ANSWER button and advance to the next item.

There will be plenty of time to answer all the questions. After the last item has been answered, a Summary Screen will display. This will give you the opportunity to answer all Skipped or Marked for Review questions.

Example Summary Screen

1 skipped

1 marked for review

Review Assessment

In this example, there is one skipped item and one marked for review. Click the “Review” button to display the item. Change or keep your answer then click the “Save Answer” button. Repeat for each skipped or “Yes” in red under the Review column as shown in image to the right.

Example of Summary Screen, Continued

You have 1 question(s) you did not answer.

You have 1 question(s) marked for review.

Return to Summary

Question	Answer	Review	
Question 1	mop	No	☒ Review
Question 2	Clean	No	☒ Review

Questions not answered are shown as zero. Click on the “Return to Summary” button.

Example Final Summary Screen

Summary

0 skipped

0 marked for review

Review Assessment

☐ I have completed my assessment and want to submit it for final grading.

Submit Assessment

Click in the box and click the “Submit Assessment” button to end the test as shown.

Proctor says to students:

- “When you submit your assessment, you will see your score and know if you passed the assessment. You can send your test results to your school and/or your personal email address. Your CTE teacher will automatically get the test results. When the assessment is over, I will collect all paper, pencils, and Student IDs and Passwords. Remember, do not close the browser without my help or until I tell you to.”

Following the review of how to answer the assessment items and how to submit the assessment, the proctor says to students:

- “It’s now time to start the test. You can access the online assessment by keying in this website URL address in your browser: <https://ctetechnicalskillsassessments.azed.gov/student>.”

The proctor should verify that all students have opened the assessment website and that they review the Student Test Agreement with the students.

Note: All students must complete this agreement before beginning their assessment.

Proctor reads the Student Test Agreement screen which states the rules for taking the assessment and tells students they must click the “I Agree” button to move on.

Student Test Agreement

During this Technical Standards Assessment, I will NOT:

- Copy this assessment.
- Use additional information or materials.
- Use any electronic device, including this computer, to look up information.
- Use Artificial Intelligence (AI) during the assessment.
- Talk during the assessment or use personal electronic equipment, including cell phones, smartwatches, smartglasses, tablets, headphones, etc.
- Discuss or share test content with others before, during, or after the assessment.
- Participate in any form of cheating.

Statement of Understanding

- I can use the standard computer calculator, a pencil, and paper provided for computations.
- If I fail to comply with the assessment requirements, I face consequences, including the invalidation of my assessment results and/or district discipline.

I Agree

Proctor tells students to log into the test and enter their Student ID, Password, Birthdate, and Last Name, and click the green “Login” button.

Login for the Test

Please enter below information to login. After login, you will have an option to start the test.

Student ID:*	
Password:*	
Birth Date:*	mm/dd/yyyy
Last Name:*	
Login Clear	

Proctor asks students to verify their name and the right assessment. If there is a problem with the student/assessment match, the student will not be able to take the assessment at this time. Contact your Assessment Coordinator about the issue. If the names and assessments are correct, students may begin the test by clicking the green “Yes” button.

Student Name and Test Confirmation

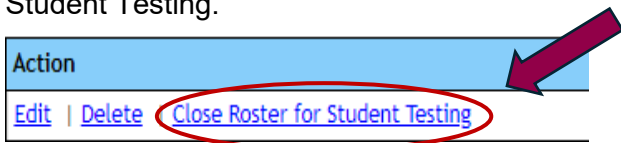
**Are you sure you want to continue as:
Sanchez, Ariana Rosa for the Assessment Test:
SURGICAL TECHNICIAN?**

Yes

No

When the testing session ends, the Proctor (or Assessment Coordinator or Teacher):

- Collects paper, pencils, and student ID and password cards/slips.
- Checks that all browsers are closed.
- Report absent students to the Assessment Coordinator/Teacher.
- Closes the roster for the group that was testing by clicking on the action link labeled “Close Roster for Student Testing.”



- Manually closes the roster page on the computer.

Message to the Proctor:

You must actively monitor the computer lab during the entire testing session. Remote monitoring software should not be used in place of circulating the room and observing students while they are testing. Best practices for monitoring include:

- Walking around the room.
- Observing students' behavior to ensure they are adhering to the Student Test Agreement.
- Assisting students with any technical issues.
- Having students use a sign-in/sign-out sheet for those who must enter or leave the room.
- Communicating with the Assessment Coordinator if issues arise.
- Following the instructions of this guide and the CTE Staff Security and Testing Protocol Agreement.

As students submit their assessments, it is critical to remind them to keep their browsers open. When they are finished with their assessments, assist them with printing their results. If printers are not available, assist them with sending the results to their email address.

**Arizona Department of Education
Career and Technical Education
Technical Skills Assessments Helpline:**

Call: 602-542-5452

Email: CTEAssessmentHelp@azed.gov

Proctor Notes:

The CTE Technical Skills Assessment is in accordance with the Ariz. Rev. Stat. § 15-391 (4) undertaken by the Arizona Department of Education, Career and Technical Education Unit.

Solutions to Common Issues That May Occur During Testing

For more solutions to common issues, please read *TSA Troubleshooting Guide*

What if the student starts the assessment and it's the wrong one? They must wait for the Assessment Coordinator to change the registration to reflect the correct assessment. After the student's registration information is corrected, they can log on to the test site and take the assessment using the same log on information received previously. However, if the student answers several assessment questions before realizing that it's the wrong assessment, they must close the browser and wait for the Assessment Coordinator to reregister them. This requires the Assessment Coordinator to complete a Change Request to delete the student's assessment and then reregister the student for the right assessment to generate a new password the student can use to log into the correct assessment.

What if there is a fire alarm and students must leave the computer lab? To interrupt the test for a fire alarm, for illness, etc., direct students to use the "Pause Test" button on the testing screen so they can reenter the test. If the "Pause Test" button is not used and students exit the browser, the system will automatically pause after one (1) hour. When students return to the assessment and log back into the test, a "Resume Test" button on the testing screen will allow them to finish the test where they left off. The Assessment Coordinator or the Teacher/Proctor may need to add additional time to the student's assessment or clear security.

What if there is insufficient time left on the test for students to finish the test? Can more time be added? If students need additional time to take the test, more time can be added by the Assessment Coordinator or the Teacher/Proctor following these steps.

1. From the Roster page, click on the Roster Name.
 - a. For a Single Student: At the far right of the row with the student's information, click on "Add Time". It will display the Add Time to Individual Student screen.
 - b. For a Group of Students: At the top of the screen, click on the "Add Time to All Students" action link. It will display the Add Time to Entire Roster screen.
2. Key in the number of minutes to be added (ex: 120 = 2 hours; the system allows students a maximum of 360 minutes to take the assessment. If more time is needed and the system will not allow more time to be added, please contact the TSA Helpline or email address).
3. Click on the "Add Time" button.
4. Refresh your browser page to update the time left.

What if the student gets an error message that says, "This test is open in another browser"? Within each roster, there is a "Clear Security" function. This will appear if a student opens another tab in the web browser while taking the assessment. The student will be automatically logged out when attempting to resume testing and cannot log back in to the assessment until the Proctor clears the security. Before doing so, investigative measures such as viewing browser history can be used to identify student attempts to look up information pertaining to the assessment. This could indicate the student is not complying with the Student Test Agreement, and a Change Request to Delete Assessment should be submitted, as well as any other disciplinary measures taken as the school sees fit. If there is nothing to indicate a student has purposely attempted to cheat on their assessment, the Proctor can override this by following these instructions:

1. From the Roster page, click on the Roster Name.
2. For a single student: At the far right of the row with the student's information, click on Clear Security. The student will be redirected to log into the assessment again.
3. For a group of students: At the top of the screen, click on "Clear Security For All Students". This is helpful if a group of students resume their assessment on another day.

What if a student is caught cheating? Have the student pause their test. Document the occurrence, that is, what was the student doing, such as opening another browser, looking up answers to questions on a cell phone, using AI applications, or asking questions of other students. What day and time did the incident occur? Ask the student to leave the room. Report the incident to the Assessment Coordinator and Teacher, who should interview the student. If the incident is confirmed as cheating, the student should be subjected to your district's disciplinary policy. Please report the incident with details to the TSA Helpline at 602-542-5452 or email CTEAassessmenthelp@azed.gov. Submit a Change Request to "Delete Assessment" for the student. The student cannot retest during the same testing period.