

Proctor Orientation

Office of Education and Instructional Support

June 8, 2017



Agenda

- Proctor Guides/Protocol
- Overview of ExamSoft
- Troubleshooting Tips/Scenarios
- Conclusion/Questions

Proctor Guidelines/Protocol

- Student Expectations
 - Backpacks to the front of the room
 - One seat in between each students
 - They should only have materials allowed during the exam
 - ie. pen/pencil, non-programmable calculator, water, small snack, etc...
- Class Room Instructions
 - Varies per class/exam
 - Exam Guideline projected in front of the room
 - Before, During and After Exam Instructions

Step by Step Proctor Guidelines

Before Exam

- Project Exam Guidelines and Rules
- Have students put away items before time of exam
- Paper Exams- hand it out before exam time. Instruct them to keep it face down
- Reiterate duration of the exam (ie. 110 mins, not full 120 mins)

During Exam

- Start the exam on time:
 - Note start time
 - Some students may walk in late
- ExamSoft- Give password
- Some students may run into technical problems
 - Troubleshoot away from other students
 - Handle it as quiet as possible
 - If it's not solved within 5 mins, give paper copy (note start time)
- Walk around during the exam. Keep alert
 - Keep minimal conversation between proctors
 - Don't answer any questions about exam content
- Bathroom Breaks
 - One at a time. No bathroom breaks after certain point
- Give 10 minute warning, then 2 minute warning. Calm but authoritative manner.

Step by Step Proctor Guidelines (cont)

End of Exam

- Call End time
 - Note the time
- Paper Exams- Collect all paper exam + Scratch papers
- ExamSoft- Check Green Screens before student exits room

Overview of ExamSoft

- Assessment Tool
- Used to: Create, Administer, and Analyze exams
- Types of Exams
 - Secure
 - Non-secure
- Types of Question
 - True / False
 - Multiple Choice
 - Essay
 - Fill In The Blank

Overview of ExamSoft

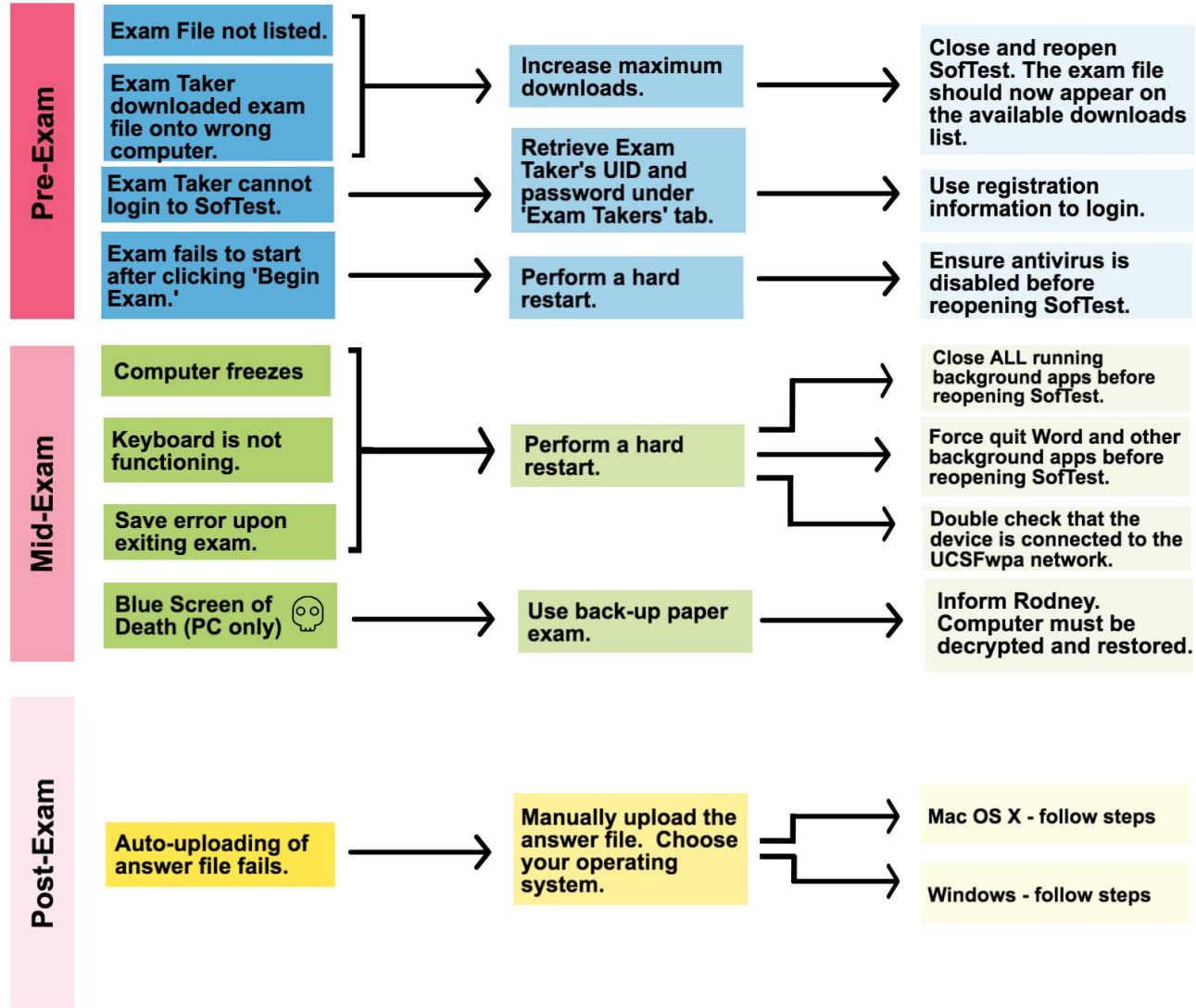
- Workflow
 - Enter Questions
 - Create Assessment
 - Post
 - Administer Assessment
 - Grade Essays
 - Score Exam and Post Results
 - Analyze
- Features
 - Instant
 - No hand grading
 - Categorizing Questions
 - Analyzing class and student performance (longitudinal and latitudinal)



ExamSoft Troubleshooting Flowchart



Most Common
Technical
Issues



Outliers? Document and record!

Scenarios

- Role-playing activity



Scenario 1

Exam Attachment 1

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Foundation Comprehensive Practice Exam

Instructions: The exam must be saved and completed by Friday, March 20th at 5:00pm when access to the exam will end. Read the introductory material in this document and then answer the questions. You should print a hard copy of the case study for use during the exam, but it is also available electronically in this document. The online exam will auto-save your work every 60 seconds. Even so, you might feel better clicking "Save" every now and then. To remove the navigation panel on the right, click on the 4 dots in the left of the panel and drag it all the way to the right.

6 Sections		Points per question
Macro Practice	(SSB 605)	15 points
Policy	(SSB 581 & 582)	20 points
Research	(SSB 590)	15 points
Diversity and Oppression	(SSB 570)	15 points
Assessment and Intervention	(SSB 605, 571, 572)	35 points

CASE STUDY

You are a social worker for a community social service agency that assists families and individuals of all ages in a Northeast DC community. Currently serving nearly 30,000 people, the agency provides a full-range of services for community residents, including

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Scenario 2

ATTENTION!

YOUR ANSWER FILE(S) DID NOT UPLOAD

What to expect between now and exam

- CLE Announcement to Students
- Proctor Email Instructions
- In-room slide
- Proctor Observation 6/12 at 9am

Before the Exam

- Please remain quiet, bring all personal items to the front of the room.
- Silence your phone and leave in your backpack.
- You are allowed a pen, laptop/iPad, charger and privacy screen.
- All other electronic devices should be turned off and stored with your other items.
- You may keep a drink and small snack at your desk.
- No sitting in the back row.
- Leave at least one open seat between you and neighbor.
- Prepare your computer by affixing your privacy screen and restarting the system.
- Close all open programs and background programs (e.g. Box, Dropbox, iCloud, Spotify, Junos, MicroSoft Office).
- Disable your antivirus. And silence any notifications.
- Open SofTest and navigate to the “Take an Exam” login screen.

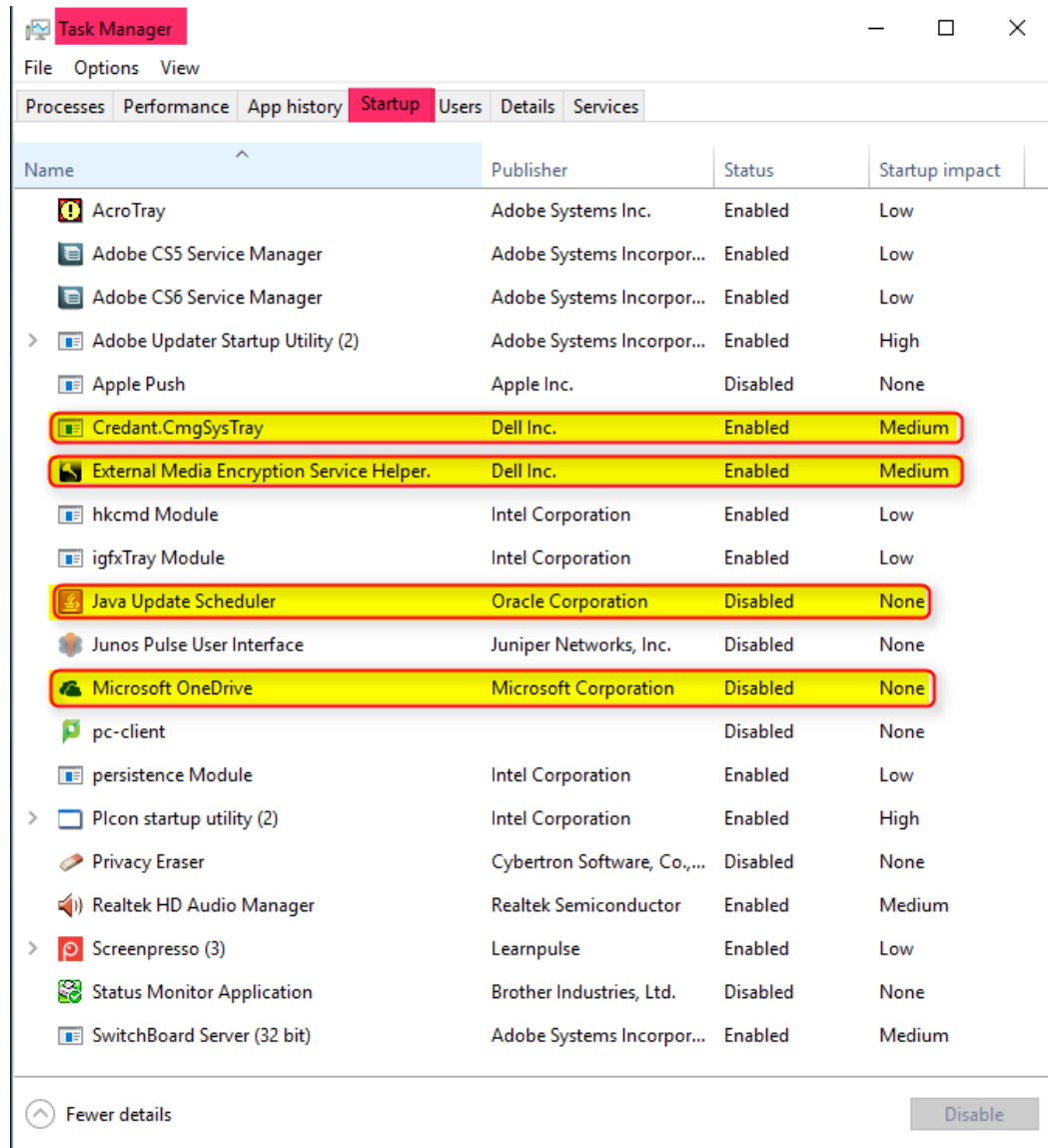
During the Exam

- You will be provided with scratch paper, please write your name on it.
- If you have any technical issues, please quietly alert a proctor.
- You are not allowed to ask the proctors any questions regarding exam content.
- For ambiguities or other problems with a question, answer it the best you can and explain your reasoning on the “ambiguities” page, on the back of your scratch paper.
- If you need to use the restroom, sign-out with a proctor. There are no restroom breaks 15 minutes before the exam ends.

After Completing the Exam

- You are required to show the green checkmark screen to the proctor.
- Submit all paper materials to a proctor, please ensure your name is printed on the top of the first sheet.
- Be respectful of those still completing the exam; leave the exam room quietly and do not loiter outside.

TURN OFF
BOX SYNC,
SPOTIFY,
ITUNES,
ENCRYPTION,
ANTI-VIRUS,
AND ALL
RUNNING PROGRAMS
BEFORE STARTING
EXAMSOFT



Password: XXXXX

Questions?