

Assessment Instructions for Student/Examinee Testing

Steps to Administer the Assessment to Students/Examinees

1. Enroll Students/Examinees into the test system first. Once enrolled the student may proceed with taking the test. See the instructions for enrollment in step #3 on the [Testing Instructions](#) page of this Website. An administrator/Instructor may enroll the student(s) prior to test taking or the student may self enroll a few minutes prior to testing.
2. Click "[Take the Assessment Now/Enroll Students](#)" on the [Home Page](#) of this website or browse to <http://www.skillconnect.org> when ready to administer the test.
3. Once on the LearnMate / SkillsUSA test system (You should see **LearnMate & SkillsUSA** on the top blue banner); each student/examinee types in the **Username** and **Password** that was created in the enrollment process. (Type in the boxes under "If you have been provided with a username and password or have created one of your own")
4. Click the **Login button**.
5. Click on the **course name**.
6. **Assign a form** to each student. For each assessment, there are multiple form versions of the assessment. You may assign form A or B to each student. Alternating the forms between the students so that each student has a different form than the student seated next to him/her helps reduce the potential of cheating. Form A & B has different questions that test to the same competencies. Questions will appear in random order each time the test is accessed.
7. **Click on the assigned form**. The student will be prompted for a password to unlock the form. The proctor and assessment coordinator was emailed the passwords. If the email was not received, check the schools SPAM box for an email from SkillsUSA Orders or contact SkillsUSA.
8. **Type in the password**. Provide the student with the appropriate password (each form has its own unique password). Passwords are case sensitive and are in lower case characters. Unique passwords are assigned to each instructor's course. Ensure you use the appropriate passwords assigned to each instructor's course.

Directions to be communicated to the Student/Examinee

Each test question will provide instructions on how to answer the question. If at any time the student is unsure of what button to click or how to use the testing system click the Instructions button for an interactive demo. The student may move forward or backwards to change answers prior to submitting the test for final score.

- To move forward or skip a question: Click the button “Next Question” or the number of the question.
- To go back to previous questions: Click the “Previous Question” button or the number of the question.
- To end the test and submit for a score: Click “Submit and end test” button. Only click once all questions have been answered. Once that button is clicked the test will end and a score will be given. The student will not be permitted to go back to change answers.

Important information to communicate to the student/examinee:

- Only click the “Submit and end test” button after you have completed all of the questions. Clicking the button will end your test session and a final score/grade will be given. You will not be permitted to go back and change answers once the Submit and end test button is clicked.
- Do your best to answer every question based on what you know as any unanswered questions will be marked incorrect.

Re-Testing / Pre & Post Testing

Testing your students at the beginning of the course curriculum (Pre-test) and again at the end (Post-test) is permitted by purchasing a second test per student for the post testing. You may place an order for both pre & post testing at the same time or place the post test order when you are ready.

Re-testing a student who did not pass the first time is also permitted by purchasing a second test for that student.

Re-test options:

I want my students re-test, pre & post test scores to appear on the same grade report where the pre & post test scores are averaged together into a final score for that student.

1. Enroll the student/examinee for pre testing. Record the username & password and keep on hand for post testing.
2. Pre-test: Assign form A for the pre-test. Student completes pre-test.
3. Post-test: Student logs-on using the same username created for the pre-test.
4. Assign form B for the post-test. Student completes the post-test.

I want my students re-test, pre & post test scores to appear on the same grade report where both the pre & post tests are given a separate final score.

1. Enroll the student/examinee. Record the username & password for pre-testing.
2. Pre-test: Assign form A for the pre-test. Student completes pre-test.
3. Post-test: Using the same enrollment key assigned for the pre-test, enroll the student a 2nd time using a different user name. Record the username & password for post-testing.
4. Assign form B for the post-test or form A if the student has already taken form B. Student completes the post-test.