

# Skill Connect Assessments

## Proctoring Instructions

The following sections include instructions regarding Proctor responsibility and confidentiality during the testing session.

## Procedures for Maintaining Confidentiality

All proctors shall agree to this assurance of confidentiality statement. All proctors shall hold completely confidential the names of test candidates, all information or opinions collected, and any information about test candidates learned incidentally. Proctors shall exercise reasonable caution to prevent access by others to data in their possession.

## Pledge of Confidentiality

I hereby certify that I have carefully read and will comply fully with the confidentiality procedures described in this document. I will keep completely confidential all information arising from individual respondents to whom I gain access during test administration. I will not discuss, disclose, disseminate, nor provide access to test data or identifiers. I will devote my best efforts to ensure that there is compliance with the required procedures by test candidates whom I supervise. I give my personal pledge that I shall abide by this assurance of confidentiality, and my agreement in the following question indicates I have read and agree to comply with the Pledge of Confidentiality.

## Identifying Test Candidates

Each proctor should have a list of individuals who are to take the test and the ID of the computer each uses (preferably the computers should be numbered). Each test candidate must sign this list, by his/her name. If any individual's name on the list is not correct, ask the test candidate to print his/her name, then sign the sheet and show appropriate ID (such as a valid driver's license). If an individual's name is NOT on the list, then the proctor should send that individual to the program's instructor and request permission to admit the test candidate to the testing session. The test candidate will be tested only when permission is received from their instructor.

Test candidates cannot begin the assessment until a prescribed password has been entered to "unlock" the test. There are two options for unlocking the assessment:

1. Once the proctor has checked the identity of all potential test candidates, s/he can provide the students with the prescribed password and have them enter it themselves.
2. After the proctor has checked each student's ID, s/he should manually enter the prescribed password on each student's computer.

## Preventing Cheating & Assisting Test Candidates

During testing, the proctor should visually scan the room and move about the perimeter to check for test candidates who may be cheating. If a test candidate appears to be cheating, then the proctor should note which computer he/she is using on the sign in form by the test candidate's name. The proctor should not approach an individual test candidate unless he/she raises his/her hand for help. The only assistance proctors can give is information related to the administration of the test. For example, if a test candidate's pair of headphones or mouse is not working, the proctor should check the connections to the computer and then the settings for the device. If the proctor cannot solve the problem quickly, the test candidate should be allowed to change to another computer if one is available. If the student has started the Assessment and changes computers you will need to call SkillsUSA to allow a second attempt to the Assessment.

## Maintaining Order

If a test candidate becomes unruly in his/her behavior and is disturbing other test candidates taking the test, the proctor should approach the test candidate and quietly say, "Please stop [behavior]. You are disturbing others." If the test candidate continues misbehaving or resumes after a time, the proctor should say, "Please stop or you will have to leave the testing room." If the test candidate continues after this point, the proctor should send the test candidate to a designated place outside the testing room. Consequences for the misbehavior should be consistent with the school or organization's policies.