

Skill Connect Assessment Proctor checklist

Proctor- As the Proctor, you will not need to access the system to proctor the assessments. A sign-on has not been created for you. Due to confidentiality reasons, if you need access to the assessment grades, reports or certificates, you will need to work with the Instructor.

Instructor- The Instructor has been provided a sign-on & password to access the system. The Instructor has the authority & capability to preview the assessment they are assigned to, and will have the capability to access student grades, reports & certificates.

Review the following documents prior to test day:

- [Proctor Student Oral Instructions](#)
- [Proctor Agreement](#)
- [Testing Policies for SkillsUSA](#)
- [Skill Connect Assessment Getting Started Guide](#) (Technical Support information)

Ensure the hardware is “test ready”. The instructor was advised to make sure that all computers to be used for the assessment are "test ready" prior to test day. Please follow-up with the instructor to ensure the requirements listed below were checked & met.

- Refer to the [“Skill Connect Assessment Getting Started Guide”](#) starting on page # 3 for minimum computer requirements, required plug-ins, supported browsers & internet requirements.
- Verify System Requirements - Access the login page to the assessments. Then click “Utility Check”. This page will enable you to check whether all required plug-ins are available on each computer to be used. Refer to page #8 in the [“Skill Connect Assessment Getting Started Guide”](#).
- Text-to-speech (TTS) narration is available for students with IEP’s. TTS should be configured ahead of time on the computers of the students who need it. TTS is properly installed if a speaker icon appears before the text in the assessments. Refer to the document [“Skill Connect Assessment Getting Started Guide”](#) page #10 for details.

Enroll students into the system. The Students will self-enroll to the assessment system. The Instructor was provided an enrollment key that enables the student to create a log-on and password. If they are not yet enrolled, you can enroll them prior to testing using the instructions sent to you in a previous email.

Assign a form (A,B,C, D) to each student for testing.

Student One-time Testing

- For each assessment, you will receive four versions of the assessment - Form A, B, C, and D. Each student should have a different form than the student seated next to him. This is necessary for the security of the test items and to reduce the potential for cheating.
- All assessments are password protected to ensure that they are taken in a proctored environment. You will need to "**unlock**" the assessment for each student on his/her computer once his/her identity has been confirmed. To unlock the assessment see the instructions sent to you in a previous email.

Student Pre- & Post-Testing

If you plan to administer a pre & post-test for the same student, please follow these special instructions:

- For each assessment, you will receive four versions of the test. **Forms A & B should be used for the pre-test. Forms C & D should be used for the post-test.** Every student should have a different form than the student seated next to him or her. Alternating the forms between the students and from pre & post-testing is necessary for security of the test items and to reduce the potential for cheating.
- The same student enrollment/user ID should be used for both pre & post-testing so that the reports can be easily compared.
- All assessments are password protected to ensure that they are taken in a proctored environment. You will need to "**unlock**" the assessment for each student on his/her computer once his/her identity has been confirmed. To unlock the assessment see the instructions sent to you in a previous email.

Contact SkillsUSA using one of the contact methods listed below to advise of pre & post-testing. This is necessary to ensure you have the appropriate number of licenses for pre & post-testing.

IMPORTANT INFORMATION:

- Once the student enrolls & creates a log-on a purchased license is considered used and will decrement from the total purchased. If a student or Instructor enrolls twice in error contact the Skill Connect Support Team for assistance, as another student may not be able to enroll. (See support numbers below.)
- During enrollment, verify the student has typed their name correctly in the enrollment section titled " More Details". The information typed in this section will transfer exactly how it appears on certificates & reports.
- If one of your students legitimately launched an assessment by mistake and needs an additional attempt added to either the pre or post-test, please contact our Skill Connect Support team for assistance. (See support numbers below.)
- The assessment should last approximately 1 to 1 ½ hours.
- Assessment licenses expire on July 31st. Assessments will need to be administered prior to this date.

Support -If at any time you have questions regarding the assessment process or need assistance on test day; the following venues are available to you:

- See the "[Skill Connect Assessment Getting Started Guide](#)" PDF document
- Email Skill Connect Support at skillconnect@skillsusa.org <<mailto:skillconnect@skillsusa.org>>
- Call (703) 777-8810 and ask for a Skill Connect Assessment Team member.