

Skill Connect Assessment Proctor checklist

As the Proctor, you will not need to access to the test system to proctor the assessments. A username 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 who has access to this information.

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.

You can test students on different days/times as long as they are tested by July 31st.

□ **Read the following documents prior to testing:**

(Click on the link below to select the documents from a list or click on the name below to launch the document)

Website: http://www.workforcereadysystem.org/technical_support.shtml

- [Proctor Agreement](#)
 - [Proctor Student Oral Instructions](#)
 - [Testing Policies for SkillsUSA](#)
- **Ensure the hardware & software is “test ready”:** Refer to the [“Skill Connect Assessment Getting Started Guide”](#) at: http://www.workforcereadysystem.org/technical_support.shtml starting on page # 3 for additional information on computer requirements.
- Operating system
 - PC: Windows XP, Vista, Win 7 (Internet Explorer V 8)
 - Macintosh: Mac OS X (Tiger, Leopard or Snow Leopard)
 - Broadband Internet access (DSL/Cable/T1)
 - 1 GHz processor
 - 512 MB RAM
 - Flash (version 9 or higher)
 - Sound card (or onboard sound)
 - Video card (or onboard video) capable of a minimum of 800x600 resolution with 24-bit color. (For optimum display, we recommend a Video card capable of 1024x768 resolution with 32 bit color, and that the system be configured to these settings.)
 - 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.
 - Assessments Audio-Radio Production, Television Video Production & Computer Maintenance require sound. Please ensure a sound card is installed. Text-to-Speech is not required unless the student needs narration under an IEP.

- To Verify System Requirements - Access the login page to the assessments (URL: <http://www.skillconnect.org>). 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](#)” for instructions.
- **Enroll students into the system:** Each student MUST enroll into the system to have access to the test. You may enroll the students ahead of time or the students may enroll themselves a few minutes prior to taking the test. (See the e-mail instructions previously sent to you for enrollment instructions.)
 - Please coordinate with the instructor to enroll the students into the test system.
 - Verify you have received an e-mail from “SkillsUSA Orders” that contains an enrollment key that is necessary to enroll the students. Contact us if you have not. (See support numbers below).
 - 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 for any reason contact the Skill Connect Support Team for assistance, as another student will not be able to enroll & take the test. (See support numbers below.)
 - During enrollment, verify the student has typed their name correctly in the section titled “ More Details”. The information typed in this section will transfer exactly how it appears on certificates & reports.
- **Test Taking:** To ensure the tests are taken in a proctored environment the assessments are password protected.
 - Verify you have received an e-mail from “SkillsUSA Orders” that contains the passwords necessary to unlock the tests. Contact us if you have not. (See support numbers below.)
 - During testing, the system will allow the student “1” attempt to take the test. If one of your students legitimately launched an assessment and ended the test by mistake before finishing please contact our Skill Connect Support team for assistance. (See support numbers below.)
- **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](#)” on our website: http://www.workforcereadysystem.org/technical_support.shtml
 - 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.