

Guidelines for TestNav Proctors

A proctor is an adult at the remote location (that is, with the student taking the test) who supervises the student during the test. This document provides some general guidance to help you prepare ahead of time so that the testing session will be as successful as possible for the student.

The purpose of testing is for the student to show what they can do on their own and also to see what they need to learn. Please do not help the student answer the questions. For example, if you think that the student could answer better if the question were asked differently, or if they were given a hint, DO NOT try to help in this way. Part of what makes testing valuable is that it is done in the same way for all students. If the student asks if they were right or wrong, it is acceptable to say things like “Nice work!” or “You worked hard on that!”.

Required equipment

- A computer or tablet (such as iPad) that meets TestNav System Requirements.
 - See download.testnav.com
 - Screen size of 8 inch or greater
 - Refer to the attached Quick Step Guide or video provided by the teacher to learn how to download and install TestNav on a personal computer/device.
- A reliable internet connection

Prepare the technology

- Make sure the student’s computer is charged or is plugged into an outlet.
- Connect the student’s device to the internet.
- Open the TestNav application or app. Run an app check to make sure that TestNav is ready.

Prepare the space

- Find an area where the student can sit comfortably with their computer/device in front of them and see the screen clearly.
- Choose a location without distracting sights and sounds (such as TVs or loud conversations).
- Make sure that the lighting does not create a glare on the computer screen.

Prepare the student

- Make sure the student is well rested, has eaten, and gone to the bathroom before the test.
- Encourage the student to do their best work.

- Explain to the student that you will be supervising the test. Tell them that you cannot give them answers or clues. Tell them that you cannot give additional instructions.

Supervision during testing

- Make sure that the student is seated comfortably in front of the computer/tablet.
- Provide login details provided by the teacher to the student if necessary. Most students will know how to log in and proceed. See the guides provided later in this document.

1. Login to TestNav
2. Select aimswebPlus (if TestNav is newly installed)
3. Click Start on the test that has been unlocked by the teacher.
4. Make sure to know how to play audio. The student may use headphones to help them hear better.
5. Only select accommodations that the teacher allows.

- **During the testing process, follow these guidelines:**

DO:

- Monitor the student throughout the test.
 - Make sure the student pays attention continues to take the tests. Some tests are timed and they need to continually keep working.
 - Only use the accommodations allowed.
 - Scratch paper is only allowed on the Math Concepts and Applications test.
 - After each test section is over, tell the teacher anything you thing they should know.
 - If the test ends early or becomes locked inform the teacher to unlock/resume the test.

DON'T:

- Restate directions to the student. The only directions should come from the TestNav application.
- Provide answers or clues to the answers. Clues can include pointing to an answer, covering up wrong answers, giving reminders, or looking directly at the item.
- Give indication to the student whether their response is correct or incorrect (ex. nods, sounds, smiles).

Other considerations

Please do not copy test materials (for example, take screenshots, capture video, or take pictures). These materials are copyright protected and are to be used for testing purposes by a trained professional only.

Step-by-Step Math Directions for Proctors

After you have reviewed through the guidelines follow these steps with the student.

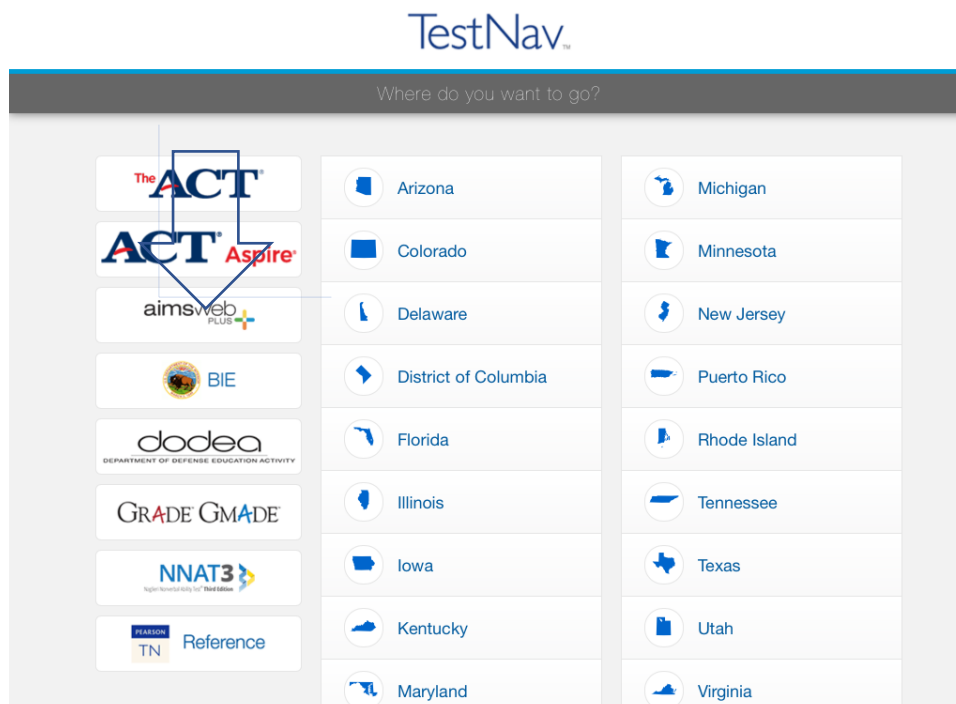
1. Read to the student:

Today you'll be taking a math test on the computer. You'll need to wear your headphones to hear the test directions. When there are words that can be read to you, you'll see a play button on the right side of the screen. Just click on the play button if you want to hear the words.

There are several parts to today's math test—make sure to keep working until the test is complete. Follow all the test directions, answer every question, and do your own work.

If you have any questions during the test, please stay seated and raise your hand—I will come over to you. Remember: Do your best! Put on your headphones now and we'll begin.

2. Open TestNav on the student computer. If you do not see the login screen as in #3 do the following: Select Choose a Different Customer at the upper-right menu, select aimswebPlus from the list (as seen here).



3. Log into TestNav using the username and password provided by the teacher. Your school may use Google, Clever, or Classlink for login.

aimsweb PLUS

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Welcome!
Sign In to aimswebPlus using TestNav or select from the options below.

TestNav

username

password

SIGN IN

or

Sign in with Google

Sign in with Clever

Sign in with ClassLink

District Sign In
Select your District

4. Press Start on the math test.
5. Complete the test(s). Students may use scratch paper on the Concepts and Applications test.
4. Report back to the teacher when the test is complete.

If you need further information, please ask the student's teacher or test examiner for help.

Step-by-Step Reading Directions for Proctors

After you have reviewed through the guidelines follow these steps with the student.

1. Read to the student:

Today you'll be taking a reading test on the computer. You'll need to wear your headphones to hear the test directions. When there are words that can be read to you, you'll see a play button on the right side of the screen. Just click on the play button if you want to hear the words.

There are several parts to today's reading test—make sure to keep working until the test is complete. Follow all the test directions, answer every question, and do your own work.

If you have any questions during the test, please stay seated and raise your hand—I will come over to you. Remember: Do your best! Put on your headphones now and we'll begin.

2. Open TestNav on the student computer. If you do not see the login screen as in #3 do the following: Select Choose a Different Customer at the upper-right menu, select aimswebPlus from the list (as seen here).



3. Log into TestNav using the username and password provided by the teacher.

aimsweb PLUS

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Welcome!
Sign In to aimswebPlus using TestNav or select from the options below.

TestNav

username

password

SIGN IN

or

Sign in with Google

Sign in with Clever

Sign in with ClassLink

District Sign In

Select your District

4. Press Start on the reading test.
5. Complete the test(s). Report back to the teacher when the test is complete.

If you need further information, please ask the student's teacher or test examiner for help.