

Career Essentials: Assessments**PROCTOR AGREEMENT and POLICIES**

Proctor 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 shall hold completely confidential the names of test candidates, all information or opinions collected, and any information about test candidates learned incidentally. I will not discuss, disclose, disseminate, nor provide access to test data or identifiers. I shall exercise reasonable caution to prevent access by others to data in their possession. 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 have read and agree to comply with the Pledge of Confidentiality.

Preventing Cheating & Assisting Test Candidates - During testing, the proctor is responsible for ensuring that there is no cheating of any kind, including giving or receiving help, using books, notes, internet, etc. 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 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 may need to call The SkillsUSA Career Essentials Support Desk to allow a second attempt to the Assessment.

Maintaining Order – If the candidate becomes unruly in his/her behavior and is disturbing other test candidates taking the test, the proctor should approach the candidate and advise he/she stop, or you will have to leave the testing area. Consequences for the misbehavior should be consistent with the school or organizations policies.

Testing Environment – The Career Essentials: Assessments may be offered on any computer that meets the minimum technical and security requirements. The computer must be in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee.

Proctors – A proctor can be an administrator, or another professional within the school/organization system. The proctor can be an instructor but should not be an instructor in the same area of study as the assessment area. A student cannot proctor the assessment. The proctor is a volunteer position. **Your school/organization is responsible for ensuring compliance with state education privacy laws when selecting a proctor.** Proctor credentials (email and password) must be entered at the time of testing on each student's testing device.

Accommodations - Accommodations are available for students with special needs. Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations for their special needs provided that those accommodations do not compromise assessment integrity. Accommodations should align with those specified within a respective student's IEP. A reader is permitted if the reader is not an instructor in the assessment area being administered. Computer programs such as Reader Client are permitted. The assessments are not timed. Students may take as long as the school permits to complete the assessment.

Reassessments - Students who are unsuccessful in achieving a passing score, or those who wish to improve their score are permitted to purchase a second assessment. Testing a student at the beginning of a course curriculum and again at the end is permitted by purchasing both a pre-assessment and a standard post-assessment. SkillsUSA recommends you check with your Department of Education before purchasing a second assessment to verify that retesting the same student is permitted in your state.

Administrator Level Access – A unique password access to the assessment platform for accessing grade reports and monitoring their progress will be provided. The Assessment Coordinator will have access and may request other individuals receive administrator or teacher rights. They may not share their access information with students and must always take reasonable precautions to safeguard their password.

Cancellation of Scores – SkillsUSA reserves the right to cancel any assessment score and/or bar participation in the Career Essentials Assessment program if SkillsUSA or its partners has reason to question the validity of a test score due to misconduct at the testing session, or if test attempts by one student are more than normal student testing or prior access to questions by instructors or any action that may compromise test validity.

Good and Reasonable Effort – SkillsUSA considers each school participating in the Career Essentials: Assessments to be an active partner in the assessment delivery process. As such, SkillsUSA expects all school staff involved in the assessment process to exercise good and reasonable effort to maintain the integrity of the assessments.