ADMINISTERING AN EXAM AS A PROCTOR

AEST

CHECKLIST

- ☐ Check my proctor account
- ☐ Schedule exam
- ☐ Complete accommodations request if needed
- ☐ Add funds to my account
- ☐ Print registration codes
- ☐ Reserve room/lab
- ☐ Remind students

TECHNICAL SUPPORT

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PRIOR TO TEST DAY

1. LOG IN TO CERTIFY.AG
2. SELECT YOUR SCHOOL

Your Schools: *(Click each school to schedule an exam or increase your Account Balance)*

School	Account Balance	Your Role
ALTHA PUBLIC SCHOOL	$0.00	Proctor

To log a student into an exam, please enter that student's Registration Code into the field below, and then click "Prepare Exam."

Registration Code [   ]

3. CLICK MORE FOR THE APPROPRIATE SCHEDULED EXAM

ALTHA PUBLIC SCHOOL   Account Balance: $0.00

25793 N MAIN STREET ALTHA, FL 32421

Schedule a new Exam now   Add funds to school balance

Exam	Location	Date & Time	# Registrations	Total Cost	More Options
Agritechnology Certification Exam 3.0	ALTHA PUBLIC SCHOOL	2/25/15 8:00 AM	2	$170.00	more
Agritechnology Certification Exam 3.0	ALTHA PUBLIC SCHOOL	2/25/15 5:00 AM	1	$85.00	more

4. PRINT REGISTRATION CODES

Registrant	Registration Code	Status	Score	Cert #	More Options
[registrant name]	2817	Open	(not yet finished)		
[registrant name]	2818	Open	(not yet finished)		

ON TEST DAY

1. LOG IN TO CERTIFY.AG ON EACH COMPUTER
2. ENTER A REGISTRATION CODE FOR EACH STUDENT

Your Schools: *(Click each school to schedule an exam or increase your Account Balance)*

School	Account Balance	Your Role
ALTHA PUBLIC SCHOOL	$0.00	Proctor

To log a student into an exam, please enter that student's Registration Code into the field below, and then click "Prepare Exam."

Registration Code [   ]

Prepare Exam.

3. HAVE STUDENT ENTER PERSONAL INFORMATION

Students will enter their own personal information, including information to create an AEST profile. Have students stop after entering their information, before starting the exam. If students have an Student AEST account (beginning April 1, 2018), they can log in here.

Today's Exam: Agritechnology Certification Exam 3.0   [registrant name] *[12578] (Code: 12587)*

Exam Length: 120min - Time Left: | Questions Answered: 0 out of 100 | < prev Current Question: 0 / 100 next >

Have you already created a Student Account Login? If so, please enter your credentials on the left. Otherwise, click the "Create new Student Account" button on the right.

Student User Name [   ]

Password [   ]

Login to Student Account

Even if you have taken an exam before, if you did not create a username and password at that time, please select this option.

Create new Student Account now

4. READ TESTING GUIDELINES

1. You will have 120 minutes to answer 100 questions if you are taking a Specialist exam or 50 questions if you are taking an Associate exam. After 120 minutes have expired, the system will end your exam and score it as is.
2. You are able to skip a question and return to it later.
3. You are able to change your answers to questions.
4. If your computer goes down, notify the proctor immediately to have the exam restored.
5. Upon completion of the exam, you will be notified immediately of your score.
6. When your exam is complete, please sit quietly or exit the room.
7. The proctors will not discuss the exam with you.
8. Please be sure you have nothing on the desk except paper, pencil and an FCAT type calculator.
9. If you have any electronic device – phone, tablet, etc. – you will be asked to leave the room and forfeit your exam fee.
10. The exam questions are randomly selected and no two exams in this room are identical.
11. If you must leave the room for any reason, you will have to be escorted in order to continue your exam upon return. Time will continue to count down while you are away. There is no way to stop and restart the exam.
12. Are there any questions? When all questions have been answered hit enter to begin the exam.

5. STUDENTS MAY BEGIN EXAM

While students are testing, it is the proctor's responsibility to enforce the testing guidelines and insure that there is not talking and that electronic devices or additional resources are used.

The exam is scored immediately when the student clicks submit, and scores are available for you to view under "More Options." (this is the same screen that registration codes were found.)

OTHER INFORMATION

VIEWING STUDENT AEST ACCOUNTS

Exam Proctors and Teachers can now view a listing of students under a given school via the "View students at this school" link once a school is selected.

AEST - Test School

Account Balance: $770.00

5600 SW 34th Street Gainesville, FL 32608

Schedule a new Exam now | View students at this school | Add funds to school balance

Student ID	Student Name	DOB	Username	Email	Actions	
12561	Barry Bensen	1/1/1950	n/a	graham.peel@ffbic.com	Auto Login	Password Reset
12562	Bart Simpson	1/1/1950	n/a	graham.peel@ffbic.com	Auto Login	Password Reset
12575	IT Test Kid	1/1/1950	n/a	graham.peel@ffbic.com	Auto Login	Password Reset

If the "Password Reset" link is clicked, that student will receive an email with a link to reset their password as needed.

If "Auto Login" is clicked by a Proctor, it will allow the Proctor to enter a registration code for this student, and the student themselves will not have to enter their Student Account credentials. This feature should be used in case a student is unable to recover their password and the Proctor needs to get the student into the exam system immediately.