

Proctor Instructions for Academic Testing

AACCS National Competition

NOTE—A short informational training video is available for test coordinators (proctors) on the AACCS website; under the Competition tab, choose “Proctor Training Video” and use your school log-in to view.

1. Testing must be completed **at the school**. Testing must **be supervised by a proctor** who is present during the **entire testing period**.
2. Plan a seating arrangement that is not conducive to conversation or visual cheating.
3. Make sure that you have the AACCS National Test Code available before every testing period. Students will need this code when they register for the test.
4. Walk around the room during the online testing to be sure that students are not browsing the Internet while taking a test.
5. Do not allow students to bring any written materials, including Bibles, books, notebooks, or papers into the testing area. Students may bring blank scratch paper and a pencil for math and/or science tests. Watch for any possible cheating from pre-written materials that might be hidden in purses or other personal articles. No Bibles, reference materials, notes or study guides will be allowed during testing.
6. **Please note** the AACCS calculator use policy, which may vary from your state competition policy.
 - a. In categories requiring math computation (except for Algebra/Geometry and Advanced Math), non-programmable scientific calculators will be permitted.
 - i. The following will not be permitted: (1) calculators with graphing capabilities (except for Algebra/Geometry and Advanced Math), (2) calculators which use paper tape or printers, (3) hand-held computers, pocket organizers, or laptop computers, and (4) programmable calculators.
 - ii. Any necessary tables or charts will be provided.
 - b. Graphing calculators are permitted for **Algebra/Geometry and Advanced Math**.
7. After a student clicks *Start Test*, he/she will have 75 minutes to complete the test. (Tie-breaker tests are limited to 20 minutes.)
8. Before beginning a test, each student must read the “honesty agreement” and check the box, stating that he/she has read and understands the statement.
9. Please instruct any student taking the **Spanish test** *not to allow* any browser-suggested translations to English. Translating the page into English could be an unfair advantage and would be considered cheating.
10. Remind students that each test may include several sets of directions. Students must read directions carefully.
11. Students should use the *Previous* and *Next* buttons beneath each question to navigate through the test. In addition, they can click the number squares which show the questions that have been answered or skipped over. They should **not** use the back or forward buttons in the Internet browser.
12. While the program is designed for PC’s or Mac’s (desktop or laptop) in a computer lab, if a school can maintain secure testing procedures, students may test with iPads or Android tablets.