

<b>Checklist for Proctored TSIA2 Exams</b>		
<b>Remotely Proctored by a CBC Proctor – Documents Needed from the Examinee</b>		<b>What Proctor should do to prepare for the session</b>
Receipt showing full payment		Daily check Time Tap – When an appointment has been added – then they need to make sure that all information has been uploaded to the Share Point site – see information to the left.
Proof of <a href="#">TSIA Pre-Assessment Activity</a>		Review the documents to make sure that a CBC ID# for the examinee is listed – so that you can send the Teams invite and other information to the examinee.
<a href="#">Request for a Voucher Form</a>		The above should be done as soon as you see the appointment has been made. If items are missing – you should contact the examinee and have them complete whatever is missing. Look in testing e-mail to see if possibly some information was sent to <a href="mailto:CBCproctor@coastalbend.edu">CBCproctor@coastalbend.edu</a> and not uploaded to Share Point. If this is the case – then you'll upload information to Share Point.
Voucher Information emailed to student and <a href="mailto:cbcproctor@coastalbend.edu">cbcproctor@coastalbend.edu</a> after voucher created.		Update Time Tap with the Voucher Information and your Initials if the file is complete and everything has been submitted and uploaded.
<a href="#">Remote Proctoring Acknowledgement Form</a>		If there is time, a day to a week or so in advance of the scheduled appointment – contact the examinee to make sure that they've installed Microsoft Teams and do a trial run-through session – to make sure that everything works properly – including sharing of the screen.
		<b>Day of Exam:</b>
		Prepare the Proctor Chart (Sign-In Sheet)
		Send Teams message to examinee's CBC email and personal e-mail.

		Record examinee showing their Photo ID to the camera and showing their testing room, space, and paper to the camera – to make sure that all personal items are away from the testing area. This includes – cell phones,
		watches, electronics (anything that could possibly record or transmit)
		Actively monitor the examinee and make sure that you can see the examinee and their screen at all times during the session.
		Record examinee when you explain the results and when they show you that they are shredding the paper they used for scratch paper.
		E-mail the examinee a copy of their PDF Score Report.
		Update the Proctor Chart – with end time and any comments. If there were issues with technology during the exam – be specific and explain what happened and how long it took to resolve the situation.
		<b>After the exam session</b>
		Upload the Proctor Chart and score report to the examinee's Share Point file. The Proctor Chart – will also be uploaded to the Sign-In Sheet folder. Name file – Date, location, session time, and Proctor name – Example – 1-31-21-Beeville-8am.-JaneDoeProctored.pdf
		Then combine all of the examinee's pdf's together into 1 pdf and name it: Student's Last Name, First Name, Completion date, and Exam – Example: Doe, John 1-31-31TSIA2Math
		<b>The complete pdf file should include the following:</b> Score Report Proctor Chart/(s) Remote Proctoring Acknowledgement Form Voucher created information e-mail Proof of TSIA Pre-Assessment Activity Request for Voucher Form Receipt – showing payment

		<p>Then you'll uploaded the 1 complete PDF file to the appropriate A – G / H – J / K – M/ N – R/ S – Z – folder – based upon the examinee's last name.</p> <p>Make sure that you've uploaded the recordings (wav files) Start and end of exam session to the same folder.</p>
		<p>After you've verified that the 1 complete PDF file has been uploaded properly and isn't missing any data, then you can delete the student's folder under the "Edit folder" area.</p>
<b>Proctored IN Person at a CBC Test Center</b>		<b>What Proctor should do to prepare for the session</b>
Receipt showing full payment		<p>Follow the same steps as above, but make sure that the examinee has e-mailed their Photo ID to the <a href="mailto:cbcproctor@coastalbend.edu">cbcproctor@coastalbend.edu</a> e-mail address.</p>
Proof of <a href="#">TSIA Pre-Assessment Activity</a>		
<a href="#">Request for a Voucher Form</a>		<b>Day of Exam:</b>
Voucher Information emailed to student and <a href="mailto:cbcproctor@coastalbend.edu">cbcproctor@coastalbend.edu</a>		<p>Clean and sanitize the computer, workspace, mouse, keyboard, headphones, pencils, etc... where the examinee will be testing.</p> <p>Put 2 sheets of colored scratch paper and 2 sanitized pencils and ear plugs by the station.</p>
Student needs to e-mail a photo of their Picture ID to <a href="mailto:cbcproctor@coastalbend.edu">cbcproctor@coastalbend.edu</a>		<p>Restart the computer before the examinee arrives to make sure that there are not any background programs running – which could slow the process down.</p>
<a href="#">Remote Proctoring Acknowledgement Form</a>		
On the day of the exam		<p>Send the Teams invite to the examinee's CBC and personal e-mail.</p> <p>Prepare the Proctor Chart.</p>
		<p>Ask the examinee to state their full name and their date of birth – to verify identity. You'll make sure that it matches with the Photo ID that was e-mailed.</p>

		<p>Let the examinee know that all personal items will need to be left in the designated storage area. Remind them to turn off all electronics and if they have a watch – for them to take that off also and leave with their personal items. If they wear glasses – ask them to show you the inside of their glasses – to check for any technology.</p>
		<p>Show them how to pat themselves down – by doing it to yourself – while you are relaying the information above.</p> <p>Sometimes, they'll have their cell phone on their person and forget to leave it with their personal items – but by having them pat themselves down – it reminds them to take it off their person.</p>
		<p>Then direct the examinee to the computer that you've prepared for them and have them go to Chrome and enter the <a href="https://tsia2.accuplacer.org">TSIA2.accuplacer.org</a> site and then login to their CBC e-mail and join the Teams Meeting. Let them know that you will be asking for control to enter the password and will be monitoring the entire time.</p>
		<p>If you have problems getting control of the examinee's screen through Teams – then tell the examinee to enter their Voucher #, Name, DOB and then after they've done that and they get to the STOP sign area on the screen – you'll go to your Proctor computer and click on the Dashboard Menu, then click on Awaiting Approval – and Approve Request. This will then allow the examinee to start their exam. It may take a minute or so after you approve – for the examinee to be able to advance their screen.</p>
		<p>If the examinee clicks outside the browser – let them know that they will need to close their browser and then open a new browser and resubmit their voucher – then you'll Approve request again – to continue the exam.</p>
		<p>After the examinee has completed the exam – e-mail them a copy of their score report and explain the results to them.</p>

			Make sure that the examinee takes all of their personal items with them when they leave and they leave the scratch paper at the station where they tested – so that you can pick it up and shred it after they leave.
			<b>After the exam session</b>
			Do the same as for a remotely proctored exam – but you'll need to add the Photo ID to Share Point.
			to the items uploaded and combined into the 1 PDF file.
			Then clean and disinfect the workstation, keyboard, mouse, headphones, pencils, etc...
			Disinfect the door knobs and anything else the examinee may have touched while in the Test Center.