

CERTIFICATION

Proctor Guide

**Instructions for Online
Assessment Administration**

sme

Table of Contents

Acknowledgement	3
Exam Administration	4
Proctor Responsibilities	4
The Day Before the Examination	5
The Day of the Examination	6
During the Examination	13
After the Examination	13
Assistance	13
Testing System Screenshots	15
Irregularity Report	18
Comment Sheet	19

Acknowledgement

This Proctor Guide contains instructions for exam administration. It is extremely important that all proctors follow the same procedures. You should become familiar with the instructions presented in this guide before administering the exam. In following these procedures, you will assure the validity of the exam results and greatly reduce the likelihood of confusion or error before, during, and after the exam.

When you have finished reading this guide and are familiar with the instructions provided, please acknowledge by signing below. Return this page to SME prior to the administration of the exam. You can email the form to certification@sme.org or fax it to 313.425.3404.

I have read the Proctor Guide, understand my role and responsibilities as a proctor, and agree to abide by the guidelines provided. I understand I must be present and remain in the exam room for the entire duration of administering the exam.

Proctor Signature

Date

Proctor Name (printed)

Examinee Name or Group Name

Email: _____

Daytime Phone: _____

Exam Administration

Proctor Responsibilities

- Be familiar with the administration procedures in this guide.
- Be present at all times during the administration of the exam.
- Communicate instructions for the exam session to participants.
- Inform participants that any unanswered questions will be scored as incorrect.
- Conduct the exam session in a quiet and efficient manner.
- Be aware of participants who may be experiencing problems with equipment, connectivity, or any other technical issue.
- Refrain from answering any questions related to the meaning or intent of the exam items.
- Document unusual conditions or situations that may affect a participant's score using the Irregularity Report at the end of this guide. All Irregularity Reports must be returned to SME after the exam.
- Notify SME in the event of technical or other administrative difficulties.
- Report any breach of security, no matter how small or insignificant, to SME.
- Be aware of the time elapsed for a test administration. This information is required by SME if a request is made to add time to an online test due to an interruption of the test administration.

Exam Participant Responsibilities

Exam procedures must be followed by all participants and enforced by the proctor. If a violation of the exam procedure occurs, the participant must cease testing and all of the participant's exam materials shall be collected by the proctor. The time and nature of the incident must be recorded on the Irregularity Report (located in the back of this guide) and returned to SME with the answer sheets.

The following behavior is prohibited by exam participants during administration:

- Looking at another participant's materials or answer sheet.
- Giving or receiving assistance from the proctor or another individual.
- With the exception of the device used to take the exam and the separate device used for eBooks (CMfgT and CMfgE only), notify participants that the use of iPhones®, smart phones, mobile devices, cellular phones, wrist watches with calculators, smart watches, devices that can record data, and similar technology is **not allowed during the session**.
- Copying, transmitting, or reproducing any portion of the exam in any manner whatsoever.
- Attempting to remove exam materials or notes/scrap paper taken during the exam from the exam site.
- Creating a disturbance or allowing a cell phone or alarm to sound in the exam room.
- Failing to follow the exam procedures as outlined by the proctor.
- Presenting or using inaccurate documents to identify oneself.

The Day before the Examination

The proctor will:

1. Review the Proctor Guide completely.
2. Verify that a user code and password has been received for all participants. Each participant must have a unique user code and password in order to access the online testing system.
3. Verify the number of sessions for administration (multiple-sessions, if applicable).
4. Inform SME if any special accommodations will be needed for any participant(s) during the exam administration.
5. Verify the URL address to access the online testing system (see next page) is working.

The Day of the Examination

The proctor will:

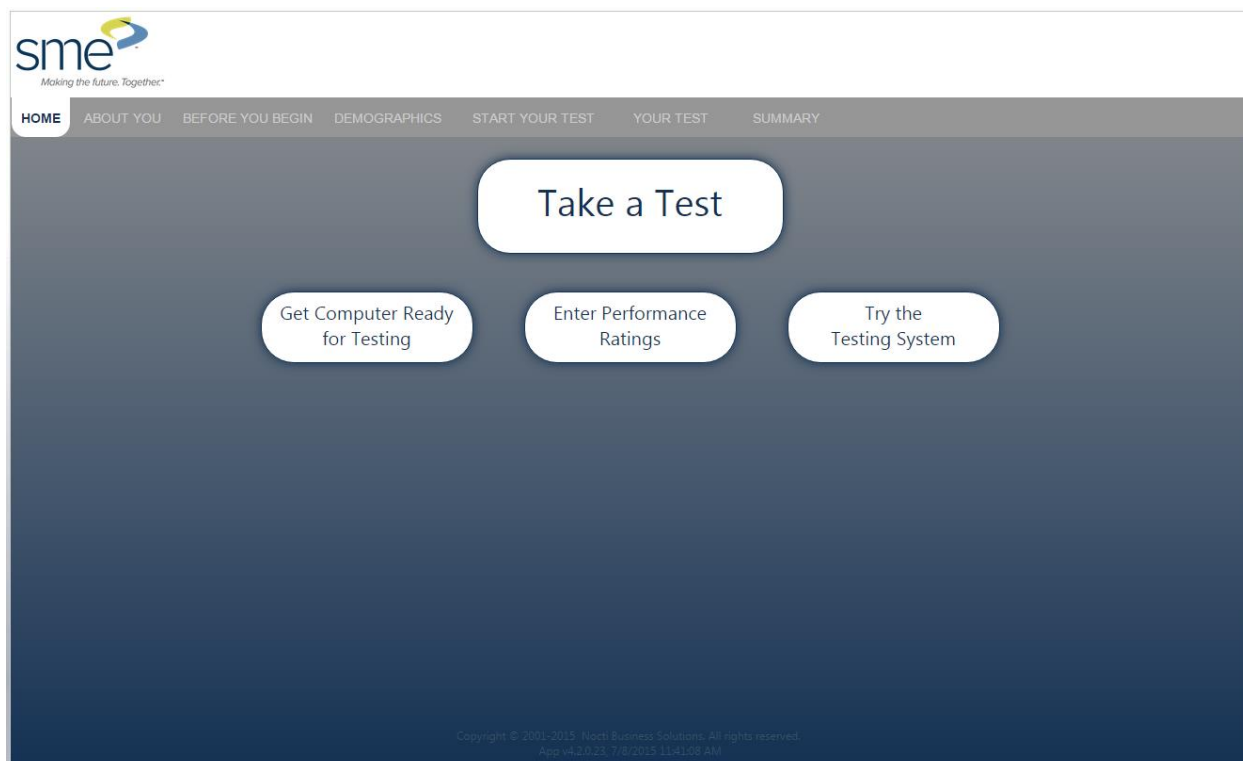
1. Verify that the workstations have calculators, scratch paper, and pencils as needed (when applicable).
2. Notify participants that the exam may be taken on a computer, iPad®, or other tablet device.
3. Inform participants that this exam is open book, open notes, and that a calculator is allowed. Sharing of books, notes, etc. is strictly forbidden.
4. **Technical exams (CMfgT and CMfgE) and Additive Manufacturing (AM) only:** eBooks can be used during the exam, however, the eBook **must be on a different device** than the device on which the participant is taking the exam.
5. The following calculators can be used for the exam:
 - Technical exams (CMfgT, CMfgE and AM): Any quiet, hand-held, non-broadcasting or receiving calculator may be used. All programmable memory **MUST** be cleared before and after the exam.
 - Lean Certification exams: A basic calculator can be used.
6. **Internet use is prohibited** for anything other than taking the exam (i.e. looking up information).
7. Access the online testing system at each workstation so that the testing homepage is displayed when participants arrive for the exam. If participants are using their own device, provide the appropriate exam URL to participants.
 - <http://testing.noctibusiness.com/sme> – Certified Manufacturing Technologist (CMfgT) and Certified Manufacturing Engineer (CMfgE)
 - <http://testing.noctibusiness.com/lean> – Lean Bronze, Lean Silver, and Lean Gold
 - <http://testing.noctibusiness.com/IEEE> – EET Outcome Assessment

- <http://testing.NoctiBusiness.com/SME-AM> - Additive Manufacturing
8. Provide each participant with their unique user code and password prior to the start of the exam (i.e., as they enter the room).
 9. Communicate the **Exam Instructions** by reading all the instructions highlighted in grey. All other instructions and screenshots are for your reference and should not be read aloud.
 10. Ensure participants are working independently by observing from the side and behind the workstations. Do **NOT** define terms for participants or otherwise guide them on anything related to the exam content.
 11. Be available to answer questions regarding navigation in the testing system.
 12. With the exception of the device used to take the exam and the separate device used for eBooks (CMfgT, CMfgE and AM only), notify participants that the use of iPhones®, smart phones, mobile devices, cellular phones, wrist watches with calculators, smart watches, devices that can record data, and similar technology is **not allowed during the session**.

SAY:

Good morning/afternoon. My name is [insert name] and I will be serving as the proctor for today's examination session. On behalf of SME, I want to welcome you and wish you success in your efforts. Please complete the examination to the best of your ability.

Your workstation should display the online testing system and you should see the "Take a Test" button.



Verify that all participants have the correct page displayed on their screen. The screen shot will vary based on the examination you are proctoring.

SAY:

Click on the “Take a Test” button located in the middle of your screen.

The screenshot shows the SME (Making the Future Together) application interface. At the top left is the SME logo with the tagline "Making the Future Together". A navigation bar contains the following links: HOME, ABOUT YOU, BEFORE YOU BEGIN, DEMOGRAPHICS, START YOUR TEST, YOUR TEST, and SUMMARY. The main content area features a "Login to Take a Test" modal window. This window includes four input fields: "User Code:", "Password:", "Your Last Name:", and "Retype Last Name:". Below these fields are two buttons: "Cancel" and "Login". At the bottom of the page, a small copyright notice reads: "Copyright © 2001-2015, North Business Solutions. All rights reserved. App v4.2.0.23, 7/8/2015 11:41:08 AM".

SAY:

When you entered the room, you were provided with a user code and password. Enter this information along with your **last name twice** in the appropriate fields. Make sure to enter the user code and password **exactly as you see it** on the information provided.

Verify that all participants have successfully logged in to the testing session.
Provide assistance as needed.

SAY:

The first page of your session should now be displayed on your screen. The exam title will be located in the middle of the screen on the right side in the “About Your Test” section. Please verify that the exam title is correct.

Type your first and last name and your unique participant ID in the fields provided on the left. When you are finished, click the “Next” button.

The screenshot shows the 'About You' and 'About Your Test' sections of the SME online testing system. The 'About You' section has input fields for First Name (JANE), Middle Initial, Last Name (SMITH), and Unique Participant ID (SME). The 'About Your Test' section displays the following information:

Test Title:	TTS Demonstration Test
Test Code:	9000
Test Type:	Practice
Classification:	Business and Industry
Test-to-Speech Activated (TTS):	No
Current Session:	1
Questions in This Session:	7
Time Allowed in this Session:	30 Minutes
Total Sessions:	1
Total Questions:	7
Total Time Allowed:	60 Minutes

The screenshot shows the 'Before You Begin' section of the SME online testing system. It displays a message: "Your computer was inspected to verify compatibility with the online testing system. No problems were detected. Press Next to continue." Below this message, there are three buttons: "Logout", "Try the Testing System", and "Next".

Verify that all participants are now on the Before You Begin webpage.

SAY:

Take a minute to review the features of the online system by clicking on the “Try the Testing System” button.

Participants are now viewing question one of the nine practice questions.

SAY:

The practice test contains nine practice exam questions. Read the sample questions and answer each of them. Only one answer may be selected for each item. You are able to move back and forth between questions using the “Previous” and “Next” buttons.

Note the “Mark This Question” box, which allows you to flag a question so that you may return to it at a later point in the examination session.

When you feel comfortable with the tools of the online testing system, click the “End” button.

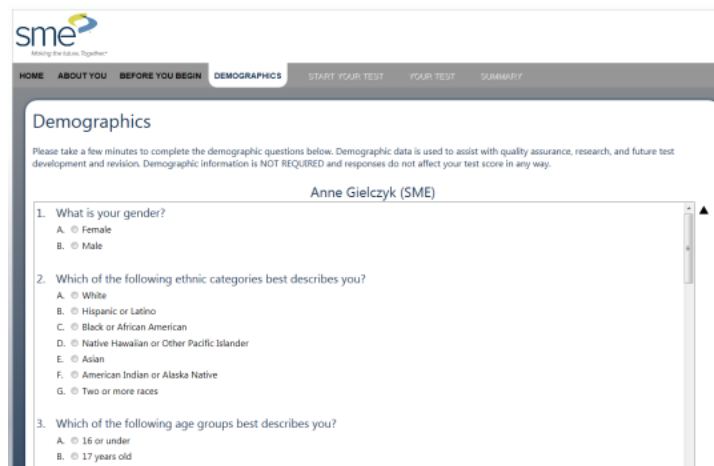
Verify that everyone has clicked “End” and is back on the “Before you Begin” webpage.

SAY:

Please click “Next.”

This page contains demographic questions. Demographic data is important and is always kept confidential. Please take a few minutes to complete the demographic questions listed. To continue through the questions, use the scroll bar on the right. When you are finished, click the “Next” button.

Do not begin the examination until you are instructed to do so.



Allow a few minutes for participants to complete the demographic questions and move to the next page.

SAY:

You should now see a “Begin Your Test Now?” screen. Read the instructions on the screen and let me know if you have any questions.

Once you begin the exam, you will notice a running clock at the top your screen. You will have [insert exam time from below] in which to complete the exam.

- Certified Manufacturing Engineer (CMfgE) = 240 minutes (4 hours)
- All other exams = 180 minutes (3 hours)

When you have completed all questions, a summary page will display showing the questions you have completed, marked, or left unanswered. You can return to a question by clicking the link on the question number or you may use the “Review Marked” or “Review Unanswered” links. These links will take you to the first marked or unanswered item and will let you proceed through these items until all have been viewed. **Any questions left unanswered will be scored as incorrect.**

When you are sure you are finished, click the “Score Your Test” button at the top of the summary page. Once you score your exam, you may not access it again. Your exam results will not be processed if you do not click the “Score Your Test” button. Once your exam has been scored, a screen will appear to let you know that you have completed your testing session.

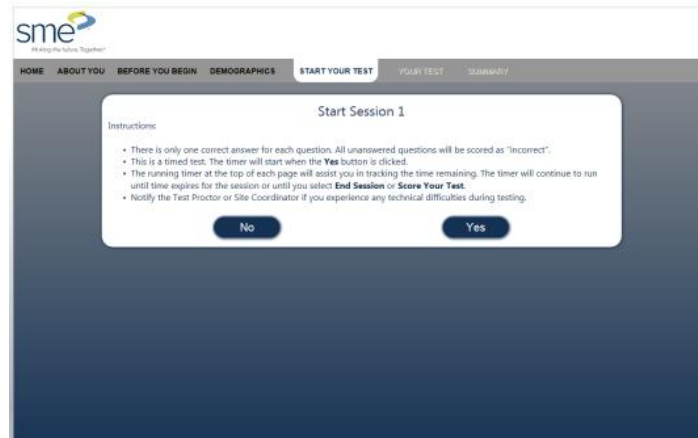
If you encounter any type of technical difficulty during the session, please raise your hand and I will assist you. I am only able to provide technical assistance and will not be able to answer any questions directly related to the exam content.

Sites will decide whether participants may leave the room after completing an exam or whether they should remain seated until the examination time is over.

SAY:

When you have completed your exam, [Insert site preference here]. Are there any questions regarding the instructions?

You may begin your exam by clicking the “Yes” button. Good luck.



During the Examination

During the examination, make sure that participants are working independently. You may NOT define terms or otherwise guide them on anything related to the examination content.

- Document unusual conditions or situations, which may affect participant scores using the Irregularity Report found on the last page of this guide. All Irregularity Reports must be returned to SME after the exam.
- Notify SME in the event of technical or other administration difficulties.

After the Examination

- Collect and dispose of all scratch paper.
- Make sure all programmable calculator memory is cleared.
- Report any breach of security to SME.
- Return the Irregularity Report and Comment Sheet to SME.

Assistance

Technical Assistance

Technical assistance for online testing is available by calling 800.278.8506, Monday through Friday, 8:00 a.m. - 5:00 p.m. Eastern Time.

Be aware of participants who may be experiencing problems with equipment, Internet connection, or any other technical difficulty. Monitor the lapse of time for the examination session. This information is required by our exam vendor if a request is made to add time due to an interruption of the examination administration.

If connection is lost during the administration session, follow the instructions below to resume testing.

1. Close the Internet browser and open a new browser.
2. Go to the testing URL.
3. Have the participant login using the original user code, password, and participant's last name.
4. After logging back into the test, the participant should be taken to the last unanswered question. If not, instruct the participant to go to the summary screen and click on the next available unanswered question.
5. Resume testing.

If the participant cannot resume testing by closing the browser:

1. Restart the participant's computer/iPad®/other device.
2. Follow steps two through five above.

If the participant is still experiencing technical difficulties and testing cannot resume after attempting both of these options, please contact technical support at the number provided above.

Testing System Screenshots

Below are screenshots of the online testing system. Notice the time remaining is at the top of each page. There are “Next” and “Previous” buttons in two locations for participants to navigate through the system. Participants can select “Mark This Question” to return to later for further review. Participants can visit the summary screen by clicking the “Summary” button at any time throughout the exam to view their progress.

Time Remaining: 00:28:23

me²
Making the future. Together.

HOME ABOUT YOU BEFORE YOU BEGIN DEMOGRAPHICS START YOUR TEST **YOUR TEST** SUMMARY

1. What is NOCTI's website address?

A. www.nocti.org
 B. www.nocti.edu
 C. www.testing.com
 D. www.natloccupcomptstg.org

Previous Next

Previous Next Summary

Mark This Question
You have marked 0 questions.

Tools:

- Expand Image
- Calculator

Questions Answered Total: 1 of 7
 Unanswered questions: 6
 Time Remaining: 95%
 Items Remaining: 86%

Test Title: TTS Demonstration Test
 Duty: Typical Items

The summary screen (shown below) is the only location from which participants can score their test utilizing the “Score Your Test” button.

A **red X** next to an item number in the summary section on the right indicates that no answer has been provided for that question. A **blue question mark** means that the item has been marked for further review. Participants can utilize the “Review Marked” or “Review Unanswered” buttons at the top right of the screen. Items can also be reviewed by clicking directly on the item number.

Summary Screenshot

The screenshot displays the 'Summary' screen of a test interface. At the top, a dark blue bar shows 'Time Remaining: 00:27:04'. Below this is the 'sme' logo with the tagline 'Making the future. Together.' and a navigation menu with options: HOME, ABOUT YOU, BEFORE YOU BEGIN, DEMOGRAPHICS, START YOUR TEST, YOUR TEST, and SUMMARY (which is currently selected).

The main content area is titled 'Summary' and includes the instruction: 'This page allows you to easily identify questions that were left unanswered or marked. Click a question number to review individual questions.' Below this, a legend indicates 'X = Unanswered' and '? = Marked'. A table shows the status of seven questions:

1	2	3 X ?	4	5 ?	6	7	
---	---	-------	---	-----	---	---	--

On the right side, there are three buttons: 'Review Marked', 'Review Unanswered', and 'Return to Test'. Below these is a summary box with the following data:

- Questions Answered Total: 6 of 7
- Unanswered questions: 1
- Marked questions: 2
- Time Remaining: 90% (with a progress bar)
- Items Remaining: 14% (with a progress bar)

At the bottom right, there is a prominent 'Score Your Test' button.

Once a participant has clicked the “Score Your Test” button, a box verifying that they want to score their test will appear.

The screenshot shows the SME test interface. At the top, a dark blue bar displays "Time Remaining: 00:26:06". Below this is the SME logo with the tagline "Making the Future Together". A navigation menu includes "HOME", "ABOUT YOU", "BEFORE YOU BEGIN", "DEMOGRAPHICS", "START YOUR TEST", "YOUR TEST", and "SUMMARY". The "SUMMARY" tab is active. The main content area is titled "Summary" and contains the text: "This page allows you to easily identify questions that were left unanswered or marked. Click a question number to review individual questions." Below this, a legend indicates "X = Unanswered" and "? = Marked". A table shows question numbers 1, 2, and 3, with question 3 marked with an "X" and a "?". To the right, a summary box shows: "Questions Answered Total: 6 of 7", "Unanswered questions: 1", "Marked questions: 2", and "Time Remaining: 90% (answered) / 14% (remaining)". Buttons for "Review Marked", "Review Unanswered", and "Return to Test" are visible. A confirmation dialog box is overlaid on the page, asking "Are you sure you want to score your test now?" and stating "By scoring your test, you will NOT be allowed to return to the test." with "Yes" and "No" buttons.

Irregularity Report

If you have any test administration irregularities to report, document them on this page and return this report to SME.

•Site Name: _____

•Proctor's Name: _____ Email: _____

•Site Code: _____ Date: _____

•Online Test Title: _____ Test Code: _____

•Irregularities:

•Additional Comments:

Comment Sheet

If you have any suggestions or comments to report, please include them here and return to SME. Make additional copies as needed. A separate comment sheet should be completed for each exam.

•Site Name: _____

•Proctor/Evaluator's Name: _____ Email: _____

•Site Code: _____ Date: _____

Test Title: _____ Test Code: _____