Baylor TIP
Talent Identification Program

IAR Administration Manual

Test Coordinators
Part 1

Proctors and Monitors
Part 3

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www.myKnowsys.com

IAR Online Exam Administration Manual

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Contact Us

Contact Information

For questions about:

♦ Baylor TIP

♦ Student eligibility for accommodations

**Baylor Center for Gifted Education
and Talent Development**

One Bear Place #97282
Waco, Texas 76798-7282

254-710-2171

baylortip@baylor.edu

For questions about:

♦ The Exam

♦ Procedures for testing students who need accommodations

Knowsys Educational Services LLC

PO Box 885
Ganado, Texas 77962

512-961-8522

info@myknowsys.com

Testing with Accommodations

The Accommodations Coordinator helps students apply for accommodations with Baylor TIP. The Accommodations Coordinator also works with the Test Coordinator to order the appropriate materials, to determine the testing rooms and staff needed to administer the accommodated tests, and to administer accommodated testing.

See "Part 2: Student Accommodations" on page 23 for complete information on testing students with accommodations.

Baylor TIP Research

Baylor will conduct research on data collected from assessments conducted as part of the Baylor TIP program. The results of Baylor's research may produce publishable materials. Baylor researchers engaged in this project shall be permitted by the users of the TIP Assessments (the IAR and/or IAR 8/9) to report the methods and results of their research by means of presentations at symposia and at national or regional professional meetings, by publishing in journals, theses or dissertations, or by other means of their own choosing.

Indicator of Academic Readiness
IAR
Administration Manual

www.myknowsys.com

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Part 1: Test Coordinators

Please read all four parts of this Test Administration Manual carefully before Test Day so that all students will have the same testing experience and the same opportunity to perform their best.

Part 1: Test Coordinators

Part 1 (pp. 4–22) provides detailed instructions to organize and administer the exam, including the following checklists:

♦ Four Weeks Before the Test (page 8)
♦ Two Weeks Before the Test (page 13)
♦ One Week Before the Test (page 14)
♦ On Test Day - Before the Students Arrive (page 17)
♦ On Test Day - As the Students Arrive (page 18)
♦ On Test Day - During the Testing (page 20)
♦ After the Testing (page 21)

Part 2: Accommodations

Part 2 (pp. 23–25) provides information on how to organize and administer tests for students who have requested and received approval for specific accommodations.

Part 3: Proctors and Monitors

Part 3 (pp. 27–35) provides the directions the Proctors and Monitors need to administer the test correctly.

♦ Test Policies (starts on page 27)
  • Test Security
  • Prohibited Aids
  • Proctor Responsibilities
  • Seating Policies
  • Calculator Policies
  • Photo ID Requirements
♦ Prepare to Test (starts on page 31)
  • Prepare the Testing Room
  • Verify the Testing Materials
  • Admit Students to the Testing Room
  • Collect Students' Personal Belongings
  • Administer the Test
  • Time the Test
  • Keep the Testing Room Secure
  • Prevent Cheating
  • Monitor Breaks
  • Complete the Proctor Summary Form
♦ Manage Issues and Irregularities (starts on page 33)

Part 4: Script

Part 4 (pp. 35-39) contains the Script to be used during testing.

General Information

1. Health and Safety Requirements: Schools and testing centers should adhere to either the school district's requirements or the Baylor University requirements relative to health and safety, including Covid-19.

2. Score reports will be available online and can be downloaded in PDF format. Login information will be provided.

3. Each district or school will select a Test Date and administer the test on that date.

4. Administrative Forms for the test should be returned via email within 3 business days after the test administration.

5. Late return of Administrative Forms will cause a delay in processing and/or a hold on test results.

Test Sections and Timing

Survey: Before the test begins, the students will take a Survey that has 43 questions.

The exam includes the Survey, the walkthrough, the 4 test sections, and the break(s), all of which are timed automatically from the point that the Survey starts.

The time for the standard, non-accommodated testing, is below:

Survey:	**12 minutes**
Reading/Writing 1:	**30 minutes**
Reading/Writing 2:	**30 minutes**
Break:	10 minutes
Math/Science 1:	**30 minutes**
Math/Science 2:	**30 minutes**
Total Time:	**2 hours 22 minutes**

For timing on tests with accommodations, see the chart "Summary of Timing and Breaks for the Test" on page 6.

Please note that all accommodated tests are set on their own timers, which means that the students will be able to end a section and submit their answers when they are finished, rather than having to wait for the full amount of the allotted time. Students who receive accommodations may be tested together, but they will not have breaks at the same time or finish the test at the same time because they have the ability to end a section early and move on to the next section. As a result, an accommodated student may finish the test before the other students using the standard timing.

Staff Roles & Responsibilities

The main testing staff is described below. You may require additional support staff depending on the needs of your students.

To participate on the test administration team, individuals must:
• Speak English fluently.
• Be high school graduates.
• Be at least 18 years old.

All testing staff must be courteous, professional, non-discriminatory, and fair at all times. **All testing staff must sign the Staff Agreement before being allowed to participate in the administration of the exam.**

Test Coordinator

The Test Coordinator is responsible for the following:
• scheduling the test and ensuring the student Admission Tickets and login information are received.
• reading this Test Administration Manual at least 4 weeks before Test Day.
• overseeing the test site and staff.
• being present at the school to supervise the testing.
• submitting the scanned Administrative Forms to Knowsys via email within 3 business days after the test is administered.

Accommodations Coordinator

The Accommodations Coordinator helps students apply for accommodations with Baylor TIP. The Accommodations Coordinator also works with the Test Coordinator to order the appropriate materials, to determine the testing rooms and staff needed to administer the accommodated tests, and to administer accommodated testing.

Proctors

Proctors should be current or retired teachers, counselors, administrators, or other educators familiar with test administration. Proctors must not work for a test preparation company or be related to or share the same household with anyone being tested.

A test Proctor is responsible for the following:
• conducting a secure, valid administration of the test.
• being accountable for all activity that takes place in the testing room.
• accounting for all test materials in the testing room.
• monitoring students during the test and breaks.

Hall and Room Monitors

Monitors may be members of the school's staff or other adults who have been trained to help the Test Coordinator and the Proctors.

Hall and Room Monitors assist the Test Coordinator and the Proctors during the administration of the exam, including setting up the testing area, monitoring testing, and monitoring the hallways during the test and breaks.

Summary of Timing and Breaks for the Test

2023 IAR and IAR 8/9 Exams

Timing Type	Type 1 Standard Time	Type 2 50% Extended Time (Entire Test)	Type 3 50% Extended Time (Math Test)	Type 4 & Type 8 (Oral) 100% Extended Time (Entire Test)	Type 5 100% Extended Time (Math Test)	Type 6 Extra Breaks	Type 7 25% Less Time
Survey	12 minutes	18 minutes	12 minutes	24 minutes	12 minutes	12 minutes	12 minutes
Reading/ Writing 1	30 minutes	45 minutes	30 minutes	60 minutes	30 minutes	30 minutes	23 minutes
Break	- None -	5 minutes	- None -	5 minutes	- None -	5 minutes	- None -
Reading/ Writing 2	30 minutes	45 minutes	30 minutes	60 minutes	30 minutes	30 minutes	23 minutes
Break	10 minutes	10 minutes	10 minutes	10 minutes	10 minutes	10 minutes	10 minutes
Math/ Science 1	30 minutes	45 minutes	45 minutes	60 minutes	60 minutes	30 minutes	23 minutes
Break	- None -	5 minutes	5 minutes	5 minutes	5 minutes	5 minutes	- None -
Math/ Science 2	30 minutes	45 minutes	45 minutes	60 minutes	60 minutes	30 minutes	23 minutes
Total Time	2 hours 22 minutes	3 hours 38 minutes	2 hours 57 minutes	4 hours 44 minutes	3 hours 27 minutes	2 hours 32 minutes	1 hour 54 minutes

Materials and Shipments - What and When

Test Coordinator Packet - Shipped after the Purchase Order is Received	
Material	**Description**
Test Administration Manual (= this book)	• Part 1 - Includes detailed instructions for the Test Coordinator to organize and administer the test • Part 2 - Includes information on providing tests with approved accommodations • Part 3 - Includes detailed instructions for Proctors and Monitors to use during the administration of the test • Part 4 - Includes the Script for Proctors to use during the administration of the test
Testing Staff Agreement	• The Agreement that must be signed by all members of the testing staff before the administration of the exam • Must be scanned and submitted along with the Coordinator Summary Form after testing
Proctor Summary Form and Seating Chart	• Form used by each Proctor to indicate: ♦ The number of students testing ♦ Any corrections to student names ♦ Any irregularities that occur during testing ♦ Seating Chart of students in each testing room
Coordinator Summary Form	• Form used by the Test Coordinator to indicate the number of students testing and other test data

Materials Available at Knowsys Administrator Dashboard (admin.myknowsystest.com)	
Material	**Description**
Test Administration Materials	• PDF of this entire Test Administration Manual
Reports	• Administrator Summary Report of all students in district and/or school • Individual Student Reports for all students tested and scored

Test Coordinator's Checklists

Four Weeks Before the Test Date	
Done	**Activity**
	1. Read through this Test Administration Manual.
	2. Create a Master Student List with the names of all students testing.
	3. Schedule the test date <u>at least 3 weeks</u> before the test administration date.
	4. Make Key Decisions about Elements of the Exam Administration.
	5. Get **go.myknowsystest.com & admin.myknowsystest.com** whitelisted by the appropriate Technology people.
	6. Connect with Knowsys via WhatsApp
	7. Select the testing rooms.
	8. Enlist Proctors, Room Monitors, and Hall Monitors.
	9. Create Room Rosters for each testing room.
	10. Arrange to minimize distractions or disruptions on the testing day (e.g., no fire drills or other disruptive events).

1. Prepare Yourself

- Read this entire manual.
- Distribute Test Administration Manuals to Proctors for their review. Instruct the Proctors to read Parts 3 and 4.
- Begin to complete the tasks in this Test Coordinator's Checklist.

2. Create a Master Student List

- The Master Student List is a list of all students who will be testing.
- Use a spreadsheet program such as Excel or Google Sheets to create the Master Student List.
- Use the Master Student List to determine the total number of students testing and, based on that, the number of testing rooms, Proctors, Room Monitors, and Hall Monitors you will need (see #6 and #7 below).
- Use the Master Student List to create individual room rosters for the Proctors to use during the test administration and to inform students of their room assignments.
- Add the room and Proctor information to the Master Student List.

Sample Master Student List

#	P = Present A = Absent I = ID problem	Last Name	First Name	Middle Initial	ID number	Testing Room	Proctor Assigned	Approved Accomodation
1	P	Adams	Julie		123456	201	A. Brown	--
2	P	Brown	Frank	M	123457	201	A. Brown	--
3	A	Chuck	Nancy	S	123458	202	S. Smith	--
4	P	Daniels	Fancy		123459	202	S. Smith	--
5	P	Edgars	Justin	A	132401	201	A. Brown	--
6	I	Franklin	Alice		154019	202	S. Smith	--
7	P	Graham	Bob		165901	201	A. Brown	Colored overlay
8								

3. Schedule the Test Date

- Contact Baylor TIP to schedule the test date (see page 1 for contact details).
- Send the Purchase Order (PO) to baylortip@baylor.edu.
- Schedule the test at least 3 weeks before the selected test administration date. Late registrants can take the online exam individually.

4. Make Key Decisions about Elements of the Exam Administration

- Admission Tickets
  - ♦ Baylor TIP will send you the student Admission Tickets and the information on the Admission Tickets (the student names and Baylor TIP ID numbers).
  - ♦ Students will need this information in order to log in to the test on Test Day.
  - ♦ Decide who will be responsible for having this information available - you or the individual students. You can email the information to the students and instruct them to print their Admission Tickets and bring them to the test OR you can print out the Admission Tickets and distribute them to the students when they check in the morning of the test.

- The Test Link
  - ♦ Decide how you will get the students to the test landing page (go.myknowsystest.com) at the same time and with as little potential for error as possible. One option is to have the students log in to the district's remote learning platform so that the proctor can post or upload a link to the test landing page at the appropriate time (as noted in the Script).

- Testing Supplies
  - ♦ Pencils: will you supply the pencils or will you tell students to bring pencils and then have extras available?
  - ♦ Scratch Paper: you will need to distribute 2 blank sheets of paper per student and have extra available.
  - ♦ Calculators: no handheld calculators are necessary. Any section of the test that allows the use of a calculator will include an onscreen calculator. Students are not allowed to use any other calculator.

5. Verify Knowsys is Whitelisted - 2 websites

- The students will log into **go.myknowsystest.com**.
- The proctors will log into **admin.myknowsystest.com.**
- These websites must be whitelisted by your IT department so that they can be used on Test Day.

6. Connect with Knowsys via WhatsApp

- Download WhatsApp and set up your account, if you do not already have one.
- Add Knowsys as a contact.
- The Knowsys main contact is Dr. Sheila Griffith.
- The number is +33 078-678-3339. **Note that the country code is +33 (France) not +01 (USA).**
- Send a message to Dr. Griffith to establish the connection and confirm the date/time the test is scheduled.

7. Select the Testing Rooms

• Estimate the number of rooms needed based on the room and seating requirements (see below).
• Identify which rooms will be used based on the room and seating requirements (see below).

Testing Room Requirements

Testing rooms must meet these requirements:

• Rooms must be located away from noisy areas and distracting activities.
• Rooms should be near restrooms.
• Rooms must have:
    ♦ A working clock, visible to all students.
    ♦ Proper lighting.
    ♦ Proper ventilation.
    ♦ Proper seating that follows the seating requirements given below.
    ♦ No materials related to test content on display (any such materials must be removed or covered).

Testing Room Recommendations

• Rooms should be located in the same section of the school for students testing at the same time. When rooms are close together, each hall monitor can cover up to 5 rooms.
• Do not use science rooms, computer labs, or rooms with specialized equipment. These rooms tend to lack adequate desk space (see Seating Requirements below) and may be uncomfortable for students.

Seating Requirements

The following are seating requirements for all testing rooms:

• Chairs must have backs.
• Seats must face the same direction.
• Chairs must be placed directly behind those in the preceding row.
• Each student must be separated by a minimum of 3 feet from right to left (measured from the center of the desk).
• Staff must have unimpeded access to every student's desk.
• At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that is at least 6 feet long.
• If increased distances are mandated as a health and safety precaution, adhere to those mandates.
• Large, smooth writing surfaces, preferably desks or tables, must be provided.
• Tablet-arm chairs must have a minimum writing surface of 12×15 inches (30×38 centimeters).

The following seating arrangements are not allowed:

• Do not use round tables, study carrels, lapboards, language laboratory booths, and/or tables with opaque partitions or dividers.
• Do not make seat assignments that follow any expected patterns or defined order.
• If students are tested in their homerooms, make sure students are seated at random and not in their usual seats.
• Never allow students to select their own seats. All seating must be assigned and randomized.

Please see the next page for 3 seating options.

Option 1: Level Seating - Individual Desks
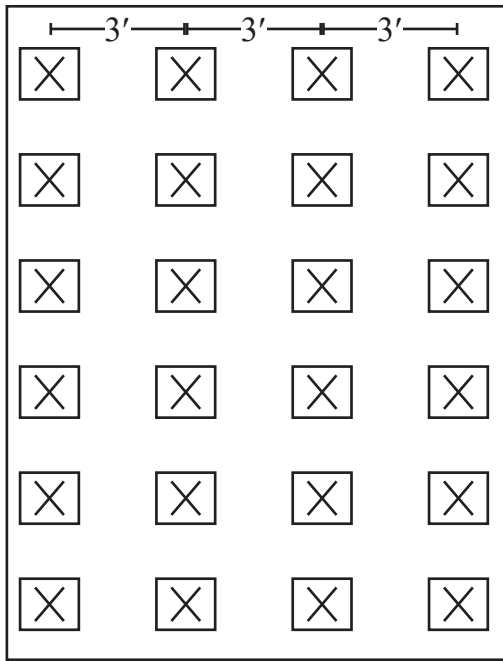
Option 2: Elevated Seating - Individual Desks
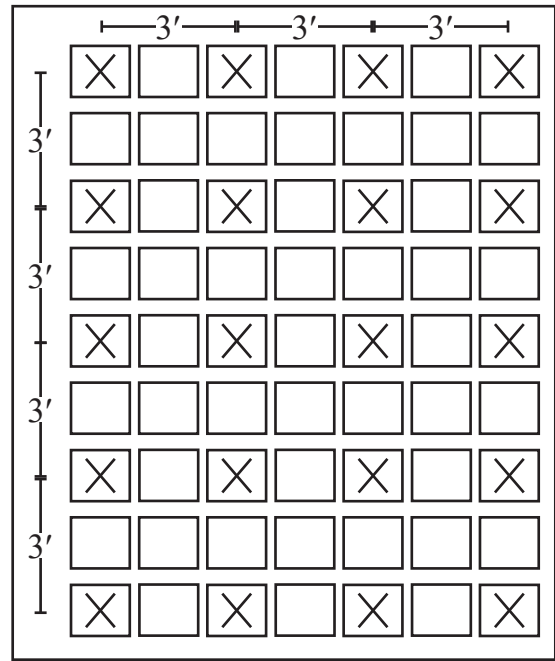
Option 3: Level Seating - Tables
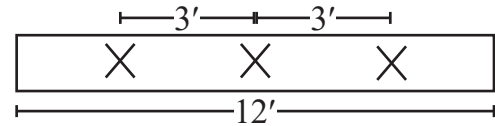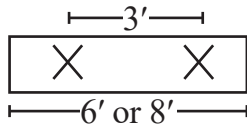
8. Enlist Proctors, Room Monitors, and Hall Monitors

Avoid Conflicts of Interest

When selecting Proctors and Monitors, be sure to avoid conflicts of interest:

- Proctors must not work for a test preparation company.
- Proctors must not administer the test to anyone with whom they share a household or to whom they are related.

Proctors

Proctors should be current or retired teachers, counselors, administrators, or other educators familiar with test administration. There must be 1 Proctor per testing room.

A test Proctor is responsible for the following:
- conducting a secure, valid administration of the test.
- being accountable for all activity that takes place in the testing room.
- accounting for all test materials in the testing room.
- monitoring students during the test and breaks.

Room Monitors

Number of Students In Testing Room	Number of Room Monitors Needed
1–34	0
35–50	1
51 or more	2+ (1 monitor for each additional 50 students)

Room Monitors assist the Test Coordinator and the Proctors during the administration of the exam, including setting up the testing area, monitoring testing and breaks, and monitoring the hallways during testing and breaks. Room Monitors may help with seating students and distributing and collecting test materials.

Hall Monitors

Number of Testing Rooms	Number of Hall Monitors Needed
1–5	1
6–10	2
11 or more	3+ (1 monitor for each additional 5 rooms)

There must be at least 1 Hall Monitor to supervise students during scheduled and unscheduled breaks. The number of Hall Monitors required depends on the number of testing rooms used.

9. Create Room Rosters

• Divide your students into testing rooms based on room capacity.
• Create individual Room Rosters.
• Continue to update your Master Student List and Room Rosters as the Test Date approaches.

10. Minimize Disruptions

• Arrange to minimize distractions and disruptions on testing day.
• Make sure no fire drills or other disruptive events are scheduled.
• Make sure bells and announcements are silenced during testing.
• Post signs stating that only test takers and testing staff are permitted in the testing area on Test Day.

Two Weeks Before the Test Date	
Done	**Activity**
	1. Update Student Testing Data. ♦ Master Student List ♦ Room Rosters
	2. Plan the Test Day schedule.
	3. Plan the student check-in procedures.

1. Update Student Testing Data

- Update the Master Student List, as needed.
- Update the Room Rosters, as needed.

2. Plan the Test Day Schedule

- All testing must be completed at one time.
- The total testing time including the survey and the break varies, depending on the whether an accommodation is approved. Please see the chart "Summary of Timing and Breaks for the Test" on page 6.
- The Pre-Test Administration takes approximately 10-12 minutes.
- The Survey and Walkthrough take a maximum of 14 minutes (timed individually for each student).
- Dismissal takes approximately 3 minutes.

3. Plan Student Check-In

- Select either a central check-in or an individual room check-in.
- If there is a central check-in, designate a waiting area where students will assemble.
- Post signs indicating when students should arrive, where they should go on Test Day, and what they should bring with them:
    - ♦ A printout of their Admission Ticket (unless the school is providing this on Test Day)
    - ♦ Two pencils with erasers
    - ♦ An acceptable photo ID
    - ♦ Snacks and drinks
- Organize staff to meet the students and direct them to their pre-assigned rooms.

Done	Activity
One Week Before the Test Date	
	1. Update Student Testing Data. ♦ Master Student List ♦ Room Rosters
	2. Post Testing Room Assignment lists.
	3. Prepare testing staff.
	4. Plan for breaks.
	5. Review facility preparation with the custodial staff.
	6. Prepare Testing Room Packets for Proctors.
	7. Verify **go.myknowsystest.com & admin.myknowsystest.com** are whitelisted.
	8. Connect with Knowsys via WhatsApp
	9. Check the Knowsys Technical Specifications for testing

1. Update Student Testing Data

•   Update the Master Student List, as needed.
•   Update the Room Rosters, as needed.

2. Post Room Assignment Lists

•   Several days before the test, post the Room Assignment lists prominently.
•   The Room Assignment lists should include only student names and assigned room numbers.
•   Do not include any personal student data on the Room Assignment lists.

3. Prepare Testing Staff

•   Schedule and conduct a staff training session.
    ♦ Announce staff assignments.
    ♦ Distribute Test Administration Manuals and inform staff that they should:
        • Read Parts 3 and 4 (pp. 27-398) before Test Day.
        • Bring the manual with them to use on Test Day.
    ♦ Review the script from Part 4 that the Proctors will be using on Test Day.
    ♦ Review the procedures and timing of the test and breaks.
    ♦ Review the roles of Proctors, Room Monitors, and Hall Monitors.
    ♦ Announce when and where Proctors, Room Monitors, and Hall Monitors should report on Test Day.
    ♦ Review the contents of the Testing Room Packets Proctors will receive (see #6).
    ♦ Answer questions.

4. Plan for Breaks

•   During scheduled testing breaks, students may have snacks and drinks.
•   Designate one or more areas for this purpose.
•   Do not allow students to do any of the following during breaks in testing:
    ♦ Access or use a phone or any other prohibited device (See "2. Prohibited Aids and Devices" on page 27)
    ♦ Access or use any books or notes
    ♦ Talk in the hallways
    ♦ Leave the building
    ♦ Go to their lockers

5. Review Setup with Custodial Staff

- Contact the custodial staff about the facility needs.
- Arrange for the building and individual testing rooms to be unlocked prior to student arrival.

6. Prepare Testing Room Packets for Proctors

- Organize and sort all the materials each Proctor will need.
- The Testing Room Packet should include the following documents and items in the order listed below:
    - ♦ Top Page: Proctor Summary Form and Seating Chart
        - Before giving the packet to the Proctor, complete the following: Room #, Date, and Proctor's Name.
    - ♦ Next: Room Roster
    - ♦ Scratch paper (blank copy paper, minimum 3 sheets per students)
    - ♦ Pencils (either extras or 2 per student, if the school is providing them for testing)

7. Verify Knowsys is Whitelisted - 2 websites

- The <u>students</u> will log into **go.myknowsystest.com**.

- The <u>proctors</u> will log into **admin.myknowsystest.com.**

- These websites <u>must be whitelisted</u> by your IT department so that they can be used on Test Day.

8. Connect with Knowsys via WhatsApp

- Download WhatsApp and set up your account, if you do not already have one.

- Add Knowsys as a contact.

- The Knowsys main contact is Dr. Sheila Griffith.

- The number is +33 078-678-3339. **Note that the country code is +33 (France) not +01 (USA).**

- Send a message to Dr. Griffith to establish the connection and confirm the date/time the test is scheduled.

9. Check the Knowsys Technical Specifications for Testing

- See the next page.

Technical Requirements for Online
IAR and IAR 8/9 Testing

Approved Devices include:
- Mac or Windows laptop or desktop
- Have 1 extra computer available for every 12 students testing in case technical issues
- iPad (works for student testing but not for Admin login)
- School-managed Chromebook
- Minimum recommended screen resolution is 1024 x 768 in 16-bit color.

Internet Connection & Settings:
- A reliable and stable internet connection with a speed of 3 Mbps upload and download is needed.
- An updated version of Google Chrome (50+) is recommended. The newest versions of Safari and Firefox can also be used.
- Do not use Microsoft Edge.
- Pop-up blockers must be either off or disabled.
- Students should have devices with fully-charged batteries and access to power to keep their devices charged throughout the tests. The maximum standard testing time is 2 hours and 25 minutes including sign-in, survey, break, and testing. Students testing with accommodations will likely be testing for longer times (up to 100% extra time).
- All programs other than the internet browser should be closed (not just minimized).
- Cookies should be enabled in the browser settings.
- Please disable Ghostery, uBlock, or any similar third party extensions or strict browser settings that would block the user's session from being captured

The Testing URLs:
- Add these 3 URLs to allow internet traffic to and from Knowsys during the testing:
    - go.myknowsystest.com (student login)
    - admin.myknowsystest.com (admin login)
    - www.myknowsys.com (for tech support)
- Set these URLs at the root level using a wildcard.

Technical Support During Testing:
- Contact Knowsys via the WhatsApp app. Please have all proctors download this app to their smart phone. WhatsApp allows you to take and send photos, voice messages, and text messages. Let the representative know your name, district, school, and the issue. Take a photo or video of any issues that arise and send to +33 07 86 78 33 39.

- If scheduled with Knowsys in advance, Knowsys will have representatives available during the scheduled testing window.

- FullStory is embedded in the testing website to record each user's testing session. Disable any software or extensions that would prevent the session from being captured (including Ghostery, uBlock, or any similar third party extensions or strict browser settings). Knowsys uses FullStory to troubleshoot a test taker's session in real time.

Done	Activity
On Test Day - Before the Students Arrive	
	1. Post any revised Testing Room Assignments.
	2. Distribute Testing Room Packets to Proctors.
	3. Prepare Testing Rooms.
	4. Verify **go.myknowsystest.com & admin.myknowsystest.com** are whitelisted.
	5. Connect with Knowsys via WhatsApp

1. Post Revised Testing Room Assignments (if any)

2. Distribute Testing Room Packets to Proctors

- The Testing Room Packet should include the following documents and items in the order listed below:
    - ♦ Top Page: Proctor Summary Form and Seating Chart
        - • Before giving the packet to the Proctor, complete the following: Room #, Date, and Proctor's Name.
    - ♦ Next: Room Roster
    - ♦ Scratch paper (blank copy paper, minimum 3 sheets per students)
    - ♦ Pencils (either extras or 2 per student, if the school is providing them for testing)

3. Prepare Testing Rooms

- Cover or remove any content displayed in the classroom.
- Make sure each testing room has:
    - ♦ Scratch paper (blank copy paper, minimum 3 sheets per students)
    - ♦ A pencil sharpener
    - ♦ A supply of pencils
    - ♦ Supplies for collecting or storing personal items, if your school is providing them (for details, see "4. Collect Students' Personal Belongings" on page 31)

4. Verify Knowsys is Whitelisted - 3 websites

- The students will log into **go.myknowsystest.com**.

- The proctors will log into **admin.myknowsystest.com.**

- These websites must be whitelisted by your IT department so that they can be used on Test Day.

5. Connect With Knowsys via WhatsApp

- The number is +33 078-678-3339. **Note that the country code is +33 (France) not +01 (USA).**

On Test Day - As the Students Arrive	
Done	**Activity**
	Connect with Knowsys via WhatsApp so you are ready in case you need support. The number is +33 078-678-3339. **Note that the country code is +33 (France) not +01 (USA).**
	Admit students to Testing Rooms, distributing or verifying Admission Tickets and checking off each student on your Master Student List as the students check in.

Admit Students to Testing Rooms

- Admission Tickets
  - ♦ Distribute Admission Tickets to each student upon check in, if the school is providing the Admission Tickets
  - ♦ If the students are expected the bring their own printed Admission Ticket, verify the student has the Ticket. If not, give the student a piece of paper with the Admission Ticket information on it (the student's name and Baylor TIP ID number).

- If using a Central Check-In Process:
  - ♦ Check IDs for any student you do not recognize (see page 29 for Photo ID Requirements).
  - ♦ On the Master Student List, put a "P" (for present) beside the name of each student who checks in.
  - ♦ After check-in closes, put an "A" (for absent) for any student who is absent.
  - ♦ If a student cannot be admitted because they did not have a valid photo ID, mark "I" (for ID problem, not admitted) beside the student's name.
  - ♦ If you change the student's room assignment, provide the student with a signed note to give to the Proctor of the new room.

- If using a Classroom Check-In Process:
  - ♦ Have Proctors use the Room Roster to check students in, marking "P" (present), "A" (absent), or "I" (ID problem, not admitted).
  - ♦ Check IDs for any student you do not recognize (see page 29 for Photo ID Requirements).
  - ♦ A change to the student's room assignment should be written and signed by the Test Coordinator and presented to the Proctor upon check in.
  - ♦ The name of any student not on the Room Roster who provides the signed note from the Test Coordinator should be added to the Room Roster.

- Late Arrivals:
  - ♦ <u>Do not admit</u> a student to a testing room once the timed portion of the test has begun (see note in the Script).
  - ♦ Students who arrive after testing has begun cannot test. Mark them as "A" (for absent).
  - ♦ Direct late students to request a make-up exam, which must be completed online within 2 weeks following the original Test Date.

Notes on Late Registrants, Online Exams, and Make-Up Exams

- Only students who have pre-registered and who have their Baylor TIP ID number issued by Baylor can test in this administration. This information is included on the Admission Ticket and will be needed for logging in.
- Students who register late will be able to take an exam online at a later time.
- There is **no** standby, in-person testing.
- Additionally, if a student gets sick or arrives after the timed test has started, direct the student to request a makeup exam within 2 weeks of the original Test Date. The makeup exam will be administered <u>online</u>.

Done	Activity
On Test Day - Once Students are in the Testing Room	

Done	Activity
	1. Use your proctor login credentials to log into admin.myknowsystest.com.
	2. Select "Activate Group Test" on the left-hand menu.
	3. Select the Test Type (IAR or IAR 8/9) you are administering and then the actual test name/number.
	4. Put a check mark in the box to the left on the row of each student in your testing room. ♦ Under "Activate Group Test" there is a counter that tells you how many students you have selected. ♦ Make sure the number selected matches the number of students in your testing room.
	5. After you have selected all the students in your testing room, click the blue "Activate" button on the top right. ♦ This step activates the students' tests so that they can see the test when they log into go.myknowsystest.com. ♦ If they log in before you click "activate," they will not see the assigned test. In this case, have them refresh their screens after you click "activate." Then they should see the assigned test.
	6. Once the students are activated, click on "Dashboard" in the left-hand menu at admin.myknowsystest.com to monitor the students' testing progress.

On Test Day - During Testing	
Done	**Activity**
	1. Maintain a secure testing environment throughout the test administration.
	2. Manage any complaints or issues.
	3. Record any complaints or issues.

1. Maintain a Secure Testing Environment

- Oversee the test site and staff.
- Be present at the school to supervise the testing.

2. Manage any Complaints or Issues

- Many common complaints can be addressed with careful planning and execution of the test administration.
- Common complaints include:
  - ♦ Delayed check-in and testing
  - ♦ Issues with the testing staff: rudeness, disorganization, inattentiveness, etc.
  - ♦ Lack of visible clocks
  - ♦ Noises and other distractions
  - ♦ Cheating
  - ♦ Inappropriate physical conditions such as overcrowding, lack of writing space, inadequate lighting, or extreme temperatures
- Issues that might arise include:
  - ♦ Unauthorized visitors: only testing students and testing staff are allowed in the testing area, no exceptions.
  - ♦ Misconduct (see "Manage Issues and Irregularities" on page 33)
    - Students referred to the Test Coordinator for misconduct should be dismissed.
    - Do not send such a student back to the testing room.
    - Explain the reason for their dismissal and then write up a complete description of the incident and the actions taken. Proctors should write up incidents on the Proctor Summary Form. Coordinators should use the Coordinator Summary Form.
    - Students who are dismissed for misconduct are not allowed to retake the exam within the current school year.
  - ♦ Security breaches
    - If someone suspects that a phone or other electronic device has been used to record and/or transmit test content: 1) explain to the student that the phone will be returned to them once the investigation is complete, 2) confiscate the device, 3) inspect the device for test-related content (document via photos and screenshots and then delete such content, if any), 4) return the device and dismiss the student, and 5) record the action taken on the Coordinator Summary Form.

3. Record Complaints or Issues

- All issues and complaints should be reported, even if resolved immediately.
- If an issue or complaint is specific to a single testing room, report it on the Proctor Summary Form.
- If an issue or complaint is not limited to a single testing room, report it on the Coordinator Summary Form.

Done	Activity
	1. Collect all testing materials from the Proctors.
	2. Complete the Coordinator Summary Form.
	3. Return the Administrative Forms to Knowsys via email.
	4. Destroy the used scratch paper.
	5. Store materials for your records for 6 months.
	6. Receive score reports.

After the Testing (table header)

1. Collect All Testing Materials from Proctors

- Collect all the materials distributed to the Proctors in the Testing Room Packets.
    - ♦ Test Administration Manual
    - ♦ Completed Proctor Summary Form and Seating Chart
    - ♦ Annotated Room Roster
- Double-check each testing room to ensure that nothing has been left behind by staff or students.
- Release Proctors when all materials and forms for their rooms have been turned in and accounted for.

2. Complete the Coordinator Summary Form

- Fill in every blank on the Coordinator Summary Form. Write legibly.
- Indicate the number of students tested.

Coordinator Summary Form

Online Exam: ☐ IAR   ☐ IAR 8/9   **Date:** _____

School Name: _____ District: _____ State: _____

Test Coordinator's Name: _____ Phone: _____

Email: _____

Number of Testing Rooms (= # of Proctor Summary Forms being returned): _____

Total Number of Students Testing (= Total # of Tests to be scored): _____

Were there any irregularities reported on the Proctor Summary Forms? _____

   ♦ If "YES," how many Proctor Summary Forms contain irregularities? _____

   ♦ If "YES," put any/all Proctor Summary Forms with irregularities before those with no irregularities.

How to Submit Your Administrative Forms:

1. **Collect and Scan the Administrative Forms:**
   - ♦ Create a single stack of the following forms:
     - • This completed Coordinator Summary Form
     - • The completed Testing Staff Agreement
     - • All the Proctor Summary Forms (PSF) (with any irregularities/issues on top)
   - ♦ Make sure all pages are face up in the same direction.
   - ♦ Scan the stack into a single PDF file.
   - ♦ Label the file **SISD Forms** (for "Sample ISD Forms"). **Note:** Replace "Sample" with your district name.

2. Email the file to info@myknowsys.com.

3. Submit the scanned file within 3 school days of the test administration.

Record Irregularities, Issues, and/or Complaints

Use the back side of this sheet (and extra sheets, if necessary) to record any general issues or incidents that happened and that are not recorded on an individual Proctor Summary Form. See page 19 and 33-31 for a detailed list.

3. Return the Administrative Forms via Email

- Follow the directions on the Coordinator Summary Form.
- Scan the Coordinator Summary Form, the Testing Staff Agreement, and the Proctor Summary Forms into a single file and email to info@myknowsys.com.

4. Destroy the Used Scratch Paper

Destroy all used scratch paper securely (for example, by shredding) because it contains test content.

5. Store Materials for Your Records for 6 Months

Store the following items for future reference:
- ♦ Master Student List
- ♦ Room Rosters (annotated)
- ♦ Proctor Summary Forms and Seating Charts (completed)

5. Receive Score Reports

Score reports will be available for students as well as for school and/or district administrators, where applicable.

Part 2: Student Accommodations

If you are testing students who have accommodations approved by Baylor TIP, read this section thoroughly before Test Day. See "General Guidelines for Accommodated Testing" on page 24-25 for more details.

Available Accommodations

There are different test/timing scenarios, depending on the type of accommodation approved.

Option 1: Standard Time

Option 2: 50% Extended Time (time and a half) on the Entire Test

Option 3: 50% Extended Time (time and a half) on the Math Test(s) Only

Option 4: 100% Extended Time (double time) on the Entire Test

Option 5: 100% Extended Time (double time) on the Math Test(s) Only

Option 6: Extra breaks

Option 8: Oral Accommodation with 100% Extended Time (double time) on the Entire Test

Please note that all accommodated tests are set on their own timers, which means that the students will be able to end a section and submit their answers when they are finished, rather than having to wait for the full amount of the allotted time. Students who receive accommodations may be tested together, but they will not have breaks at the same time or finish the test at the same time because they have the ability to end a section early and move on to the next section. As a result, an accommodated student may finish the test before the other students using the standard timing.

General Guidelines for Accommodated Testing

1. Documentation Guidelines for Accommodations

If a student already has a valid, current Individualized Education Program (IEP) or Section 504 Plan (504 Plan) for the accommodation(s) requested on this exam, submit a copy of the IEP or 504 Plan along with the request.

If a student does not have a valid, current IEP or Section 504 Plan, additional documentation must be submitted along with the request for accommodation(s). Contact Baylor TIP at **baylortip@baylor.edu** for more information.

Please note that the Accommodations Coordinator must have documented consent from each student's parent or guardian to share information and request accommodations for students under the age of 18. Many districts incorporate this consent into the student's IEP, 504, or other school documentation. If no documented consent exists, have the parent or guardian sign a consent form and keep that consent document in the student's permanent file.

2. Pre-Approval of Accommodations and for Temporary Conditions

All requests for accommodations and support must be made and approved before Test Day.

Any accommodation requires pre-approval from Baylor TIP. Providing accommodations without pre-authorization or approval will result in the student's scores being canceled. Only students on the Approved Accommodations List should be provided with accommodations, and only the approved accommodations should be provided.

All students, including those who receive testing accommodations and support, must follow the standard testing procedures, requirements, and regulations for the exam.

3. Review of Approvals for Accommodations and Support

After the Accommodations Coordinator requests approval for accommodations, he or she should verify that the requests have been approved. All approvals will be kept up to date on the Approved Accommodations List. The Accommodations Coordinator should verify the following:

♦ The accommodations approved match the student's accommodation needs and will be used by the student on Test Day.
♦ The student information associated with the accommodation is correct.

If a student previously approved for accommodations is no longer at your school, the Accommodations Coordinator should request that the student be removed from the Approved Accommodations List.

4. Accommodations in a Standard Testing Room

The following accommodations can be met in a standard testing room:

♦ Wheelchair access
♦ Preferential seating
♦ Permission for food, drink, or medication
♦ Sign Language interpreter for oral instructions
♦ Printed copy of verbal instructions

5. Accommodations in a Non-Standard Testing Room

Some accommodations require a separate room and Proctor and cannot be provided in the standard testing room:

♦ Students with non-standard timing and/or breaks may be seated together in the same room.
♦ Please note that all accommodated tests are set on their own timers, which means that the students will be able to end a section and submit their answers when they are finished, rather than having to wait for the full amount of the allotted time. Students who receive accommodations may be tested together, but they will not have breaks at the same time or finish the test at the same time because they have the ability to end a section early and move on to the next section. As a result, an accommodated student may finish the test before the other students using the standard timing.
♦ Students whose accommodation is testing in a small group setting may be tested together, if there are no other accommodations that require separate rooms.
♦ Students who require one-to-one testing must be tested in separate rooms.
♦ Students whose accommodation requires the use of any aid not used at the same time in the standard testing room must be tested in a separate room.

6. Support Staff Potentially Required for Accommodated Testing

The Accommodations Coordinator should organize support staff for students approved for accommodations that require support staff. To participate on the testing administration team, individuals must speak English fluently, be high school graduates, and be at least 18 years old. Additionally, anyone who serves as a Proctor must not work for a test preparation company or be related to or share the same household with anyone being tested. All testing staff must be courteous, professional, non-discriminatory, and fair at all times.

All testing staff must sign the Testing Staff Agreement before being allowed to participate in the administration of the exam.

Some accommodations require the following support staff:

♦ Scribe
♦ Sign Language interpreter (to interpret the oral test directions)
♦ Other support staff (e.g., aide, nurse)

7. Administering Extra Breaks as Accommodations on Test Day

Students may be approved for extra breaks. Breaks are added after each section of testing.

Students with extra breaks must follow the rules that apply to standard breaks (see the Script for the rules associated with the breaks).

8. Administering Extended Time Accommodations on Test Day

Students may be approved for extended time—either 50% or 100% additional time—on either the entire test or on the math sections only. Students with an approved accommodation for reading receive the accommodation on the entire test, including the survey before the test itself.

Part 3: Proctors & Monitors

Test Policies

1. Test Security

- Prepare Testing Rooms. Remove or cover up any instructional material including maps and charts.
- Have students turn off all alarms and power off all electronic devices. Note: some alarms will sound even when the device is powered off.
  - ♦ A phone or other device that makes noise during the testing is grounds for score cancellation.
  - ♦ If a device makes a sound while in the <u>Proctor's possession or while stored away from the student's desk</u>: 1) power off the phone, and 2) warn the student that a second disturbance will result in dismissal and score cancellation.
- Have a plan to collect and store electronic devices (depending on school policy) as students enter the testing room.
  - ♦ Either collect and store student devices in individual bags
  - ♦ <u>OR</u> have students put devices in their own bags and then deposit their bags in a location visible to the Proctor.
- While Administering the Test:
  - ♦ Follow the script provided in Part 4 <u>exactly</u>.
  - ♦ Give students sufficient opportunities to ask procedural questions while you are reading the directions during the Pre-Test Administration.
  - ♦ Stay focused on testing at all times. Do not participate in activities unrelated to testing, including talking, texting, reading, grading papers, using a computer, using a cell phone, etc.
  - ♦ Be sure that at least one staff member is in the testing room at all times.
  - ♦ Never leave the students unattended.
  - ♦ Monitor students during scheduled and unscheduled breaks.
  - ♦ Do not allow students to access calculators, phones, other electronic devices, books, or other prohibited aids during testing or breaks.

2. Prohibited Aids and Devices

- **Prohibited aids include:**
  - ♦ Mobile phones
  - ♦ Smartwatches
  - ♦ Fitness trackers
  - ♦ Other wearable technology
  - ♦ Audio players or recorders
  - ♦ Computers, tablets, laptops, notebooks, etc. other than the device assigned for taking the test online
  - ♦ Wireless earbuds or headphones
  - ♦ Any personal computing device other than the device assigned for taking the test online
  - ♦ Timers
  - ♦ Cameras or other photographic equipment
  - ♦ Pens, highlighters, mechanical pencils, or colored pencils
  - ♦ Books or reference materials
  - ♦ Compasses, rulers, protractors, scissors, etc.
  - ♦ Paper of any kind, except for the 2 sheets of scratch paper provided by the Proctor

- ♦ Earplugs
- ♦ Calculators: Any section of the test that allows the use of a calculator will include an onscreen calculator. <u>No other calculator may be used.</u>
- ♦ Weapons or firearms
- Once the warning in the Script has been read, if a prohibited device is seen in a student's possession, the Proctor should:
  - ♦ notify the Test Coordinator
  - ♦ confiscate the device
  - ♦ inspect the device for test-related content (document via photos and screenshots and then delete such content, if any)
  - ♦ return the device and dismiss the student
  - ♦ record the action taken on the Proctor Summary Form.

3. Proctor Responsibilities

- Read the script provided.
- Answer all student questions about testing procedure while reading the directions in Pre-Test Administration.
- Do not answer any questions about test content.
- Monitor students at all times, including during scheduled and unscheduled breaks.
  - ♦ Walk around the room during the Pre-Test Administration and during the testing.
  - ♦ Verify students are working alone and not sharing their work with others.
  - ♦ Focus only on the test. Do not grade papers, read, use a computer, mobile phone, or other electronic device, or participate in any activity not directly related to the test administration.
- Scheduled Breaks
  - ♦ Any scheduled break is built into the timing of the test.
  - ♦ During the break(s), students may go to the restroom and/or to the designated area(s) to eat their snacks.
  - ♦ Students may <u>not</u> go to their lockers or access any prohibited aids or devices.
- Unscheduled Breaks
  - ♦ Only one student at a time may take an unscheduled break.
  - ♦ The Hall Monitor should supervise the student when the student is outside of the classroom.
  - ♦ The testing clock does not stop for unscheduled breaks.
  - ♦ Students should select "Pause" onscreen (top left in a black box) so the unscheduled break screen will appear on the screen (for test security and privacy).

4. Seating Policies

- Follow the seating guidelines for type and spacing of seats (see page 10-11).
- Develop a seating chart in advance.
  - ♦ Assign seats at random, in an unpredictable order.
  - ♦ Do not allow students to select their own seats.
  - ♦ After the Survey is finished and the first section has started, record the students' names on the Seating Chart located on the back of the Proctor Summary Form.
  - ♦ Test Coordinator: Retain seating charts for at least 6 months.

5. Calculator Policies

- An online calculator is provided for any section where the calculator is permitted.
- Students <u>cannot</u> use any other calculator during the test, only the provided online calculator.

6. Photo ID Requirements

If you do not <u>personally</u> know a student, you must confirm their identity with a valid photo ID. Lists of acceptable and unacceptable forms of identification are below.

Acceptable Forms of Identification:

- Must be valid and unexpired, include a photo, and have been issued by the government or by the student's school
- Must be an original, physical, printed document—not a photocopy or an electronic copy
- Must include the student's full, legal name
- Must include a photo that clearly looks like the student
- Must be in good condition with clear, legible English text and a clear, discernible photo

Examples of Acceptable IDs:

- A government-issued driver's license or non-driver ID card
- A school-issued student ID card
- A government-issued passport or U.S. Global Entry ID card
- A government-issued military or national ID card

Unacceptable Forms of Identification:

- Any document that does meet the requirements above
- Any document that is worn, damaged, scuffed, or torn
- Any electronic document
- Any document that appears to have been altered or tampered with
- Any document that includes a statement such as "not valid for identification purposes"

Examples of Unacceptable IDs:

- Birth certificate
- Social Security card
- Employee ID
- Credit card
- Debit card
- Any temporary ID card

Prepare to Test

1. Prepare the Testing Room
♦ Verify that the testing room meets the room and seating requirements detailed on pages 10–11.
♦ Cover or remove any instructional material such as maps or charts.
♦ Verify the clock works.

2. Verify the Testing Materials You Received in the Testing Room Packet
♦ A Room Roster of students assigned to your room
♦ A Proctor Summary Form and Seating Chart
♦ A supply of pencils
♦ A supply of scratch paper (blank copy paper)
♦ Admission Tickets, if the Admission Tickets are being supplied by the school

3. Admit Students to the Testing Room
♦ Admit students one at a time.
♦ Either distribute their Admission Ticket or verify they brought a printed Admission Ticket with them.
♦ Assign seats randomly or based on the pre-determined seating chart. Never allow students to select their own seats.
♦ Write a "P" (for "Present") next to the name of each student as he or she checks in.
♦ If you do not personally know the student, ask them for identification. See page 29 for Photo ID Requirements.
♦ Write an "A" (for "Absent") next to the name of each student who does not check in before testing starts.
♦ Do not admit any late arrivals after you have started the timer for Section 1 (English).

4. Collect Students' Personal Belongings
♦ Ask students to remove their Admission Ticket, pencils, drinks, snacks, and photo ID from their bag and take those items with them to their seats.
♦ Then, either collect and store student devices in individual bags
♦ OR have students put devices in their own bags and then deposit their bags in a location designated by the Proctor and visible to the Proctor.
♦ Once all testing is complete, dismiss the students row by row, allowing them to retrieve their bags on the way out.
♦ Before returning a device, advise students to check the name on the device to verify it belongs to them.
♦ Give any personal items left in the testing room to the Test Coordinator.

Activate the Students' Tests

5. Activate the Students' Tests
♦ Use your proctor login credentials to log into admin.myknowsystest.com.
♦ Select "Activate Group Test" on the left-hand menu.
♦ Select the Test Type (IAR or IAR 8/9) you are administering and then actual test name/number.
♦ Put a check mark in the box to the left on the row of each student in your testing room.
♦ After you have selected all the students in your testing room, click the blue "Activate" button on the top right. This step activates the students' tests so that they can see the test when they log into go.myknowsystest.com. If they log in before you click "activate," they will not see the assigned test. In this case, have them refresh their screens after click "activate." Then they should see the assigned test.
♦ One the students are activated, click on "Dashboard" in the left-hand menu to monitor students' progress.

6. Administer the Test
♦ Read the script exactly as it is written in Part 4.
♦ Note that the timing is automatic once the Survey starts.
♦ Maintain security in the testing room.
♦ Record any test irregularities on the Proctor Summary Form (see #9 on page 32 for more details).
♦ Complete the Seating Chart located on the back of the Proctor Summary Form after the students begin work on Section 1.

7. Keep the Testing Room Secure
♦ Remain vigilant at all times, including during breaks.
♦ Do not engage in any activities unrelated to testing, including talking, texting, reading, grading papers, using a computer, using a cell phone, etc.
♦ Always have at least one staff member in the testing room at all times.
♦ Do not let students use prohibited items during testing or breaks (see "2. Prohibited Aids and Devices" on page 27).
♦ Do not allow cell phones to be removed from the room.

8. Prevent Cheating
♦ Ensure there is adequate spacing between students during testing (see page 101).
♦ Watch for cheating using phones or other prohibited items, cheat sheets, notes written on paper, skin, clothing, shoes, socks, etc.
♦ Watch for roaming eyes.
♦ If any cheating occurs, record the details on the Proctor Summary Form.

9. Monitor Breaks
♦ Students must be monitored during scheduled and unscheduled breaks.
♦ During breaks, students cannot discuss the test, use a calculator, or use any other prohibited aids.
♦ Do not allow students to access their personal belongings or go to their lockers until the test is over.
♦ For scheduled breaks:
   • Allow students to remove any drinks or snacks from under their desks to consume in designated areas.
   • Allow students to go to the restroom. Note: a Hall Monitor must be present outside the testing room.
♦ For unscheduled breaks:
   • Remind the student that no extra time will be allowed for unscheduled breaks.
   • Allow only one student at a time to leave the testing room.

10. Complete the Proctor Summary Form
♦ Record the number of students testing.
♦ Record any corrections to students' names as printed on their Admission Tickets.
♦ Record any irregularities that occur during testing, including:
   • Security incidents
   • Misconduct
   • Other incidents or disturbances
   • Student complaints
   • Individual irregularities (such as illness)

Manage Issues and Irregularities

<u>Any</u> Issue or Irregularity that occurs should be recorded on the Proctor Summary Form.

1. Cheating
- ♦ In the case of any instance of cheating, notify the Test Coordinator and <u>dismiss</u> the student after investigating and documenting the incident.
- ♦ Inform the student that the incident will be written up and their scores will be canceled.
- ♦ Do not allow the student to resume the test.
- ♦ If physical evidence is involved (an electronic device, images of the test, cheat sheets, etc), collect the evidence.
  - Take a photo of any applicable smartphone screens, etc.
  - Ensure any test content is deleted before returning the device to the student.
  - Keep any physical evidence, like cheat sheets or printed images.
- ♦ Examples of cheating include, but are not limited to, the following:
  - Giving or receiving help of any kind on the test
  - Attempting to take photos of test content
  - Using an answer key or a cheat sheet of any kind
  - Using a phone or other prohibited item during the test OR during the break(s) (see list on page 27)
  - Going to a locker or leaving the building during the test OR during the break(s)
  - Attempting to take the test for someone else

2. Student has a Prohibited Device (see list on page 27)
- ♦ If the student is seen with a prohibited device, whether or not they are "using" the device, the student should be dismissed <u>immediately</u>.
- ♦ Inform the student that the incident will be written up and their scores will be canceled.
- ♦ If test content is found on the device, collect the evidence.
  - Take a photo of any applicable smartphone screens, etc.
  - Ensure any test content is deleted before returning the device to the student.

3. Noise or Disturbance Caused by a Prohibited Device (see list on page 27)
- ♦ If the device is in the <u>student's possession</u> when the noise or disturbance occurs, see #2 above.
- ♦ If the device is in the student's bag and stored in the location indicated by the Proctor:
  - The Proctor should oversee the student while the student turns off the device and returns it to the student's bag.
  - The Proctor should warn the student who owns the device that any additional disturbance will result in immediate dismissal and the cancellation of the student's scores.

4. Disruptive Behavior
- ♦ If a student exhibits disruptive behavior, notify the Test Coordinator and dismiss the student.
- ♦ Do not allow the student to return to testing.

5. External Disruptions, Disturbances, or other Distractions
- ♦ If some outside disturbance interrupts the testing and it is not possible to continue testing:
  - Make a note of where the testing stopped (which section).
  - Contact Knowsys at info@myknowsys.com or 512-961-8522 as soon as possible, and within 1 business day of the Test Date, to inform Knowsys of the situation and get guidance for re-testing the students.

6. Student Illness
 ♦ If a student is ill but wants to continue with the exam:
   • The student can leave the testing room to go on an unscheduled bathroom break.
   • The student should select "Pause" onscreen (top left in a black box) so the unscheduled break screen will appear on the screen (for test security and privacy).
   • Remind the student that no extra time will be allowed for unscheduled breaks.
 ♦ If a student is ill and does not want to continue with the exam:
   • Tell the student to request a make-up exam to be taken online within 2 weeks of the original Test Date.

7. Student Leaves the Test Early
 ♦ If a student wants to leave the test early for any reason other than illness, let the student know that the test data will be submitted for scoring, even if it is incomplete.
 ♦ The student should select "End Test" on the top right to submit their answers as of that point and end the test administration.

Part 4: Script for Online Testing

The Script

The script is designed to: 1) make test administration easy, and 2) ensure a uniform and fair testing experience for all students.

You will need to **be ready to distribute the link** for the test site (**go.MyKnowsysTest.com**—capitals are just to make it easier to read) to the students at one time so that everyone can click on the link to log in at the same time. You may do this by having all the students sign in to Zoom or whatever online learning platform you customarily use.

The script for standard and accommodated testing times is the same. Once the students start the Survey, the test will follow the designated timing. See the chart "Summary of Timing and Breaks for the Test" on page 6 for information on timing, breaks, etc., for standard timing and tests with accommodations.

Please note that all accommodated tests are set on their own timers, which means that the students will be able to end a section and submit their answers when they are finished, rather than having to wait for the full amount of the allotted time. Students who receive accommodations may be tested together, but they will not have breaks at the same time or finish the test at the same time because they have the ability to end a section early and move on to the next section. As a result, an accommodated student may finish the test before the other students using the standard timing.

When administering the test, read the script aloud exactly as written. Only read the text in **bold font**.

PRE-TEST ADMINISTRATION

When you are ready to begin, SAY:

Welcome to the administration of the Indicator of Academic Readiness exam.

Before we begin the test, I'm going to read some instructions. Please listen carefully and raise your hand if you have any questions.

Each of you should have a copy of your Admission Ticket with you at your desk.

At this time, you must disable all alarms and power off any phone or other electronic device in your possession. Place the item or items in your bag or backpack.

Any electronic device that is not turned off or put away may be collected and its contents inspected. If you are seen with an electronic device <u>or</u> your device makes a noise or creates a disturbance while in your possession, you will be dismissed from the test and your scores will be canceled.

The items you may keep with you at your desk are your Admission Ticket, your pencils, and any drink or snack you brought with you. <u>You cannot use your own calculator.</u> An onscreen calculator will be available for any section on which you may use a calculator.

Everything else should be placed in your bag or backpack, closed up, and placed _____ (example: at the front of the classroom).

From this point on, any student seen with any electronic device will be dismissed from the test and your scores will be canceled.

Walk around the room and verify the students have only the allowed items (Admission Ticket, pencils, and any drinks or snacks).

SAY:

During the test, you may make notes on the scratch paper that will be provided now.

Distribute 2 sheets of blank copy paper to each student. Then SAY:

If at any time you need additional scratch paper, please raise your hand. You may only have 2 sheets of scratch paper in your possession, so if you need additional paper, we will exchange one used sheet for one blank sheet of scratch paper. Is this clear to everyone? *Pause and allow students time to ask any procedural questions.*

SAY:

If you do not have a pencil, please raise your hand.

Distribute two pencils to any student who needs them.

SAY:

Please check your name on your Admission Ticket. If the name on the Ticket is not yours or it is not correct, please raise your hand.

If a student's name is misspelled, record the correct spelling of the student's name on the Proctor Summary Form that you will turn in to the Test Coordinator.

SAY:

I will now give you an overview of what to expect. After you log in, I will read the test directions. The next screen will contain 3 Statements you have to agree to. After that, there will be a short, timed survey and then a walkthrough of how the exam works. After that, the test itself will start. When the time for a section ends, your answers will be submitted automatically and the test will advance to the next portion.

You should mark an answer to every question, even if you have to guess. There is <u>no penalty</u> for missing a question.

Now listen carefully. This is particularly important. If you click off the test screen to another window, your test will end. You will no longer be a part of this program.

Are there any questions about what to expect? *Pause and allow time for students to ask questions.*

Send out or post the link to the test login page now.

SAY:

Please click on the link I _____ (some possible completions: sent you, posted, etc., depending on your distribution method)**. This link will take you to the test page for you to log in at go.myknowsystest.com. Use the information on your Admission Ticket to log in. Your Username is your Baylor TIP ID number. Please type that number in carefully and accurately. The password is on your Admission Ticket. Please type it carefully and accurately into the space for the password.**

Walk around the room and verify that everyone has logged in and can see their Dashboard.

Once everyone is ready, <u>SAY</u>:

Please click on the blue button next to the test name that says "START EXAM." Once you do that, you will see a screen that says "Indicator of Academic Readiness." Stay on that screen.

Walk around the room and verify that all the students are on the test landing page. This is the spot where you will read the directions below aloud and, once you are finished and have answered any student questions, the students will click Start Pre-Test.

<u>SAY</u>:

The exam is about to start. Any breaks are scheduled into the test and are on a timer. If you need to take an unscheduled break, please raise your hand. Only one student at a time may take an unscheduled break. When we get to the break, please follow these rules:

- ♦ **Select "Pause" onscreen (top left in a black box) so the unscheduled break screen will appear on your screen.**
- ♦ **Do not discuss the test questions with anyone or use any kind of electronic device.**
- ♦ **If you leave the room, go only to the designated snack area, the hallway, or the restroom.**
- ♦ **Do not talk in the hallway.**

<u>SAY</u>:

Please click the blue "Start Pre-Test" button. You should now see a screen with the heading Certifications. <u>Please maximize your screen.</u> Leave your screen maximized throughout the rest of the test.

Walk around and verify that all students have a maximized screen. This will ensure that a student cannot accidentally click out of the exam and end their exam.

You must agree to these statements. If you hit "RETURN" instead of "I AGREE," you will be returned to the Dashboard and have to start over.

Let's read these Certification Statements together. Please follow along with me as I read them aloud. The first Certification Statement says, "I agree not to share the contents of this test with anyone through any means. I will not share the contents of this test orally, in writing, on the internet, or through any other means or media. I understand that sharing the test content may result in the cancellation of my scores and other sanctions." Please click the circle next to "I AGREE."

<u>SAY</u>:

The second Certification Statement says, "I agree to follow the rules and policies of the test. I certify that I will NOT cheat." The list below contains examples of cheating. Please click the circle next to "I AGREE."

<u>SAY</u>:

The third Certification Statement says, "I agree that I will not have in my possession or attempt to use any of the following prohibited items." The list includes all electronic devices as well as

- ♦ **Books or reference materials**
- ♦ **Compass, ruler, protractor, scissors, etc."**

Please click the circle next to "I AGREE."

> ### **Do not admit any students who arrive from this point forward.**
> ### **Send any late arrivals to the Test Coordinator.**

We will start with a short survey with 43 statements that ask you about yourself. Be honest. There are no right or wrong answers. There is a timer on the top of the screen. You should have plenty of time to complete every question without rushing. Question 1 has its own set of answers, numbered 1 through 7. The remaining 42 statements all have the same 5 answer options.

After you finish the survey, you will go through a short presentation on how to navigate the exam. You will read through the presentation silently on your own. If you have any questions on how to navigate the exam, please ask them **before** you start your exam.

After the survey starts, you will each be on your own timer. You can finish the survey questions and the walkthrough on how to navigate the exam at your own pace and start the actual exam when you are ready. Once the timer for the test starts, it cannot be stopped. At the end of the test, remain seated even if you finish the final section early.

During the test, your test is on a set timer of 30 minutes per session, unless you are testing under an accommodation. That means that you have a full 30 minutes for each section. If you finish the section early, you should check your work in that section. You cannot move forward at your own pace.

DO NOT SELECT the orange "End Test and Exit" button unless you are incapable of continuing the test due to, for example, serious illness. If you select the orange "End Test and Exit" button, your entire test will END. Your answers will be submitted, your test will be scored, and you will be dismissed from testing. You will not be allowed to finish the test. So do NOT select the orange "End Test and Exit" button unless you cannot continue the test.

Once the timer for each section reaches zero, your answers for that section will be submitted automatically. After the final section concludes, I will collect your scratch paper before I dismiss you.

Are there any questions before we begin? *Pause and allow time for students to ask any procedural questions.*

Once all questions are answered, <u>SAY:</u>

Please click the green "Submit" button at the bottom of the screen.

Good luck!

Throughout the testing, walk around the room to verify that each student is working alone and not showing their work to others.

<center>DISMISSAL</center>

Once all the tests are finished, <u>SAY:</u>

Congratulations! The test is finished. I will now collect your scratch paper.

Walk around the room and collect the <u>two sheets</u> of scratch paper from each student.

Once you have collected the scratch paper, <u>SAY:</u>

Your _____ (for example, Test Coordinator, GT teacher, etc.) **will let you know how you can access your results.**

Remember that you are not allowed to discuss or share the test content in any way. Anyone who violates the security policies related to the test will have their scores canceled and will not be able to take another of these tests in the future. In addition, you will be subject to the school's policies on cheating.

Please stay seated until I dismiss your row. When your row is called, you may gather your belongings and leave. Please do not talk in the hallways as other students may still be working. Thank you for your hard work and cooperation today.

<u>WRAP UP</u>

Verify the following before you leave the testing room:

♦ The Proctor Summary Form contains the following information:
• Total number of students testing
• Any corrections to student names
• Any irregularities that occurred during testing

♦ The Seating Chart located on the back of the Proctor Summary Form is complete.

♦ Any items left behind are collected to give to the Test Coordinator.

♦ The Testing Room Packet materials are ready to be returned to the Test Coordinator:
• The completed Proctor Summary Form and Seating Chart
• The annotated Room Roster
• The used and unused scratch paper
• Any other materials provided to you by the Test Coordinator

"What If" Scenarios

Scenario 1:

During the testing, the student clicks away from the testing screen and gets the message "To resume your test, click "OK" below." Instruct the student to 1) click "OK" to resume the test and 2) maximize their screen. From this point, watch the student more closely to make sure they are not trying to navigate away from the test.

Scenario 2:

During the testing, if a student is accidentally kicked out of the test because of a computer issue, simply have them log back in at go.myknowsystest.com. The test should resume at the same place and time it was when the testing was interrupted.

Scenario 3:

A student clicks the orange "End Test and Exit" button and then clicks "YES" to the question that asks, "Do you really want to end your test now?" Then, the student is surprised that the test has ended and they cannot continue, but they want to continue. If this happens, please contact Knowsys tech support and request that the test be reset for that particular student.

In that situation, the following will happen: 1) Knowsys will save the student's score report to enter the answers by hand manually after the exam has finished, 2) Knowsys will reset the student's test back to zero, as if the student had never taken the test (per the student's request), 3) Knowsys will notify you that the student should "refresh" the screen and then log in again, 4) the student will have to skip through the beginning videos and information, and 5) the student will be set on an "individual" timer instead of a group timer.

Once the student starts the test and is in section 1, the student can select "Review Responses" and then click "Submit" to end the section and submit the blank answers. This will allow the student to progress immediately to section 2. The student will be on an individual timer at that point, which will allow the student to finish the remaining sections early, as if the student were a student with accommodations.

Please note: someone on the Knowsys team will have to manually enter the answers saved on the score report (step 1 above) later, after the test has ended.

Scenario 4:

Some other situation arises, and you need help.

Contact Knowsys on WhatsApp. The number is +33 078-678-3339. Note that the country code is +33 (France) and not +01 (the US).

Let the Knowsys representative know the situation.

If you cannot reach us by WhatsApp, please email info@myknowsys.com or call 512-961-8522.

IAR Testing Staff Agreement

All testing staff, including the Test Coordinator, the Accommodations Coordinator, the Proctors, the Hall Monitors, and any Room Monitors, must sign this agreement <u>before</u> the administration of the exam on the Test Date.

By signing this Testing Staff Agreement, each member of the testing staff agrees to the following:

• I speak English fluently, am a high school graduate, and am at least 18 years old.

• I will conduct myself in a courteous, professional, non-discriminatory, and fair manner at all times with all students and with other members of the testing staff.

• I am not employed part- or full-time by a test preparation company (if I am a Proctor).

• I will not be administering the test to anyone in my same household or family, including my parents, grandparents, children, grandchildren, siblings, or spouse (if I am a Proctor).

• I understand that the Exam and all its related content are the intellectual property of Knowsys Educational Services and protected by copyright law. Only students have the right to log into the test and view its content.

• I understand that it is illegal and unethical to copy, reproduce, remove, or share the contents of the Exam.

• I agree not to share the contents of the Exam with anyone through any means. I will not share the contents of this test orally, in writing, on the internet, or through any other means or media.

• I will not provide any assistance or coaching to students taking the Exam apart from answering procedural questions during the Pre-Test Administration, if I am the Proctor.

• I will not do anything unethical or illegal while serving as a testing staff member.

Test Coordinator: This completed Agreement must be scanned and submitted along with the Coordinator Summary Form and the other test data for processing (see complete directions on the Coordinator Summary Form).

Role	Printed Name	Signature	Date
Test Coordinator			
Accommodations Coordinator			
☐ Proctor ☐ Monitor			
☐ Proctor ☐ Monitor			
☐ Proctor ☐ Monitor			
☐ Proctor ☐ Monitor			
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IAR Testing Staff Agreement

Role	Printed Name	Signature	Date
☐ Proctor ☐ Monitor			
☐ Proctor ☐ Monitor			
☐ Proctor ☐ Monitor			
☐ Proctor ☐ Monitor			
☐ Proctor ☐ Monitor			
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Test Coordinator: This completed Agreement must be scanned and submitted along with the Coordinator Summary Form and the other test data for processing (see complete directions on the Coordinator Summary Form).

Coordinator Summary Form

Online Exam: ☐ IAR   ☐ IAR 8/9   **Date:** _____

School Name: _____ District: _____ State: _____

Test Coordinator's Name: _____ Phone: _____

Email: _____

Number of Testing Rooms (= # of Proctor Summary Forms being returned): _____

Total Number of Students Testing (= Total # of Tests to be scored): _____

Were there any irregularities reported on the Proctor Summary Forms? _____

♦ If "YES," how many Proctor Summary Forms contain irregularities? _____

♦ If "YES," put any/all Proctor Summary Forms with irregularities before those with no irregularities.

How to Submit Your Administrative Forms:

1. **Collect and Scan the Administrative Forms:**
   ♦ Create a single stack of the following forms:
     • This completed Coordinator Summary Form
     • The completed Testing Staff Agreement
     • All the Proctor Summary Forms (PSF) (with any irregularities/issues on top)
   ♦ Make sure all pages are face up in the same direction.
   ♦ Scan the stack into a single PDF file.
   ♦ Label the file **SISD Forms** (for "Sample ISD Forms"). **Note:** Replace "Sample" with your district name.

2. Email the file to info@myknowsys.com.

3. Submit the scanned file within 3 school days of the test administration.

Record Irregularities, Issues, and/or Complaints

Use the back side of this sheet (and extra sheets, if necessary) to record any general issues or incidents that happened and that are not recorded on an individual Proctor Summary Form. See page 20 and page 33-34 for a detailed list.

Proctor Summary Form

Online Exam ☐ IAR   ☐ IAR 8/9   **Date** _____

Room # _____   **Number of Students Testing:** _____

Proctor's Name: _____

In the lined area below, clearly indicate:

1) any corrections that need to be made to students' names as recorded on the Admission Tickets.

2) any issues or irregularities (see "Manage Issues and Irregularities" on page 33) that occurred during testing, including:

- Security incidents
- Misconduct
- Mistiming

- Other incidents or disturbances
- Student complaints
- Individual irregularities (such as illness)

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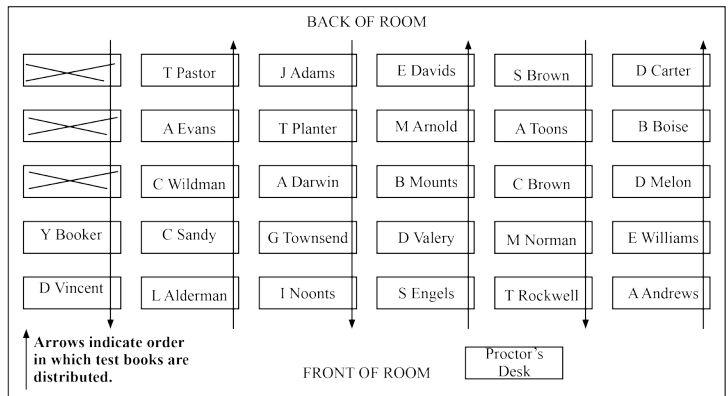_____

Student Seating Chart

Room # _____ **Date** _____

Proctor's Name: _____ Number of Students Testing: _____

Type of Seating Chart: Single chart _____ <u>OR</u> Part _____ of _____ Parts (in a large testing room)

Notes:

- For large rooms, use multiple charts to document the different areas of the room. Be sure to indicate where the borders are and how the charts fit together.
- Mark the position of the Proctor's Desk, if it is not at the front of the room.
- Use a large X to mark out any unused seats or unused sections of the room.
- For each occupied seat, write the student's first initial and last name.
- Draw in arrows to indicate the order in which the Test Books were distributed.
- If a student is moved to another seat after the original seating chart is made, indicate the change on the Seating Chart below and record the movement and the reason for it on the Proctor Summary Form (the other side of this sheet).

Sample Seating Chart:

BACK OF ROOM

	T Pastor	J Adams	E Davids	S Brown	D Carter
	A Evans	T Planter	M Arnold	A Toons	B Boise
	C Wildman	A Darwin	B Mounts	C Brown	D Melon
Y Booker	C Sandy	G Townsend	D Valery	M Norman	E Williams
D Vincent	L Alderman	I Noonts	S Engels	T Rockwell	A Andrews

Arrows indicate order in which test books are distributed.

FRONT OF ROOM

Proctor's Desk

BACK OF ROOM

[seating grid: 6 columns × 5 rows of empty boxes]

Use arrows to indicate the order in which Test Books are distributed.

Proctor's Desk

FRONT OF ROOM

IAR & IAR 8/9 Exam Timing

	Section 1	Section 2	Section 3	Section 4	Total Time With Breaks)
	Reading/ Writing 1	Reading/ Writing 2	Math/ Science 1	Math/ Science 2	
IAR (0-1000)	30 min 25 questions	30 min 25 questions 10 min break	30 min 30 questions	30 min 30 questions	2 hours 10 minutes 110 questions
IAR 8/9 (0-800)	30 min 25 questions	30 min 25 questions 10 min break	30 min 30 questions	30 min 30 questions	2 hours 10 minutes 110 questions