

# Written Assessment Proctor Instructions

1. Receive from the Contest Manager your instructions on setting up your monitoring videoconference, and your attendance roster, which should include participants, their ID numbers, and passwords.
2. Begin your videoconference fifteen minutes before start time. Mute participants on entry if possible.
3. (Mathematics only) Ask students to hold up their calculators for calculator check.
4. Five minutes prior to the exam start time, take an initial head count.
5. Note any absent students.
6. Two minutes prior to start time, note any absent students, then read:
  - a. Welcome students! In a few minutes you're going to log in and take your exam. Please mute your mics if they aren't already. (wait 10 seconds).
  - b. If you have technical issues or an emergency, wave your hand to get the attention of your proctor and use the chat feature to describe the help you need. If you can't get your proctor's attention this way, unmute yourself and speak up. You may not use any electronic device except the one you are using to test with. You may not access any sort of search function or search engine. You may not visit any websites other than the login site and the testing site. You may not communicate with anyone except your proctor. If you ignore these rules, your exam will be disqualified.
  - c. Listen closely: right now, make sure you have this information ready:
    - i. Your Region number – it is \_\_\_\_\_
    - ii. Your three-digit ID number
    - iii. Your password for this examYou do not need your coach email; your coach will receive results via email. Is there anyone who doesn't have that information?
  - d. I am going to lead you through the login process. In your browser, go to [www.kaac.com](http://www.kaac.com). (wait 10-15 seconds) Anyone not there?
  - e. Click "Student Testing Login" in the Quick Links. (5 seconds) Enter your password and log in.
  - f. Is there anyone who doesn't see their name and their exam name? (If there is, tell them to wait; proceed with the rest, then contact the Contest Manager and alert them) Click the link with your name and exam.
  - g. Has everyone logged in successfully? You should be seeing a landing page with a Governor's Cup logo.
  - h. Where it says "Region number," put \_\_\_\_\_ right now.**
    - i. The timer will start once you complete this introductory section.
    - j. Instructions for taking your exam will be on your screen. A red countdown timer is at the top of each page to tell you how much time you have remaining.
    - k. You are now free to enter your information and begin the exam.

Start your timing device and give a **"watch your red countdown bar" warning** at these times:

- HS Math: 50 minutes
- All other Middle and High School exams: 40 minutes
- Elementary exams: 25 minutes