

# 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. Three minutes prior to start time, make a final head count. Note any absent students.
6. Two minutes prior to start time, welcome students and read the following:
  - a. Welcome students! In a few minutes you're going to log in and take your first exam. Please mute your mics at this time if they aren't already and listen closely.
  - b. Right now, make sure you have the following information ready:
    - i. Your District number – it is \_\_\_\_\_
    - ii. Your three-digit ID number
    - iii. Your password for this exam

Is there anyone that doesn't have that information?

- c. I am going to lead you through the login process. Instructions for taking your exam will be on your screen after you login.
- d. A red bar that serves as a countdown timer is displayed at the top of each page. Keep an eye on your timer.
- e. Your coach will receive an email with your score and your answers.
- f. Let's begin. In your browser, go to [www.kaac.com](http://www.kaac.com). (wait 10-15 seconds)  
Anyone not there?
- g. Click "Student Testing Login" in the Quick Links. (5 seconds)
- h. Please enter your password and login.
- i. Is there anyone who doesn't see their name and their exam name? (If there is, proceed with the rest, then text the Contest Manager and alert them to the problem)
- j. Click the link with your name.
- k. Has everyone logged in successfully? You should be seeing a page with a Governor's Cup logo.
- l. Where it says "District number," put \_\_\_\_\_ right now.**
- m. The timer will start once you complete this introductory section.
- n. 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: 55 minutes
- All other Middle and High School exams: 45 minutes
- Elementary exams: 30 minutes