



## Administrators – Assessments

### Assessment Guidelines

This assessment must be completed in one sitting. Questions for each section will be presented together.

The use of calculators, cell phones, and notes are prohibited. Scratch paper should be provided.

**Proctors must be present during the assessment and sign off on the results once completed.**

Accommodations for users with documented disabilities should be arranged as needed by the local organization, provided the accommodations do not include assistance in answering the questions or a change in the assessment.

Breaks should be permitted for emergencies only. If a break is necessary, the staff member must complete the concept area he or she is working on first and show where he or she has left off.

Each staff member should be allowed to leave upon completing the assessment. If he or she wants to wait for others, the staff member will wait quietly in the room or outside the room to make certain other staff members are not distracted.

Staff members should not have access to any coursework while they are taking an assessment. The proctor should monitor each screen to make sure staff members are not accessing other windows while taking an assessment.

The proctor may answer questions about accessing and using the assessment program only. There should be no talking among staff members during the assessment.



After you are finished answering all the questions for a section, press the **Submit** button to move on to the next section. Once you have completed the test, you will need to have your proctor check your scores to see if you passed or need to retake the assessment.

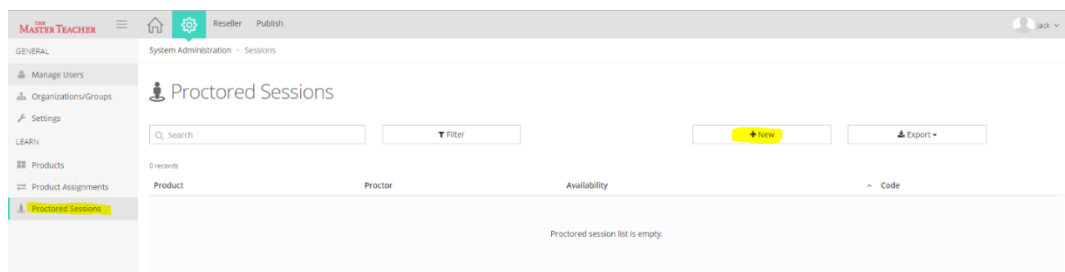
## Grading

Your final score for the entire assessment will be determined by the percentage of correct answers you've submitted from all the sections.

## Creating a Proctored Session

Users will be required to enter a code to access an assessment. To generate the code for the assessment, you will need to set up a proctored session. A proctored session can only be open for a maximum of 24 hours.

1. Click on the tools icon  in the top navigation pane.
2. Click on **Proctored Sessions** in the left navigation pane.
3. Click **New**  to create a new proctored session.



4. Fill out the form in the pop-up window including which assessment the participant(s) will take (product), the proctor's information (the proctor's name, job title, and email address are required fields), and when you want the assessment to be available. If you need the test to be open longer, you will need to set up multiple testing days.

## New Proctored Session ×

Product	Individual licenses testing <b>PARA Assessment 1 - Reading, Writing &amp; Math: Instructional Support</b> Paraeducator Online Training	
Proctor name*	<input type="text" value="Name"/>	
Job title*	<input type="text" value="Name"/>	
Proctor mobile	<input type="text" value="Mobile Phone Number"/>	
Proctor email*	<input type="text" value="Email Address"/>	
Available on	<input type="text" value="1/10/2022 12:00PM"/>	<input type="button" value="📅"/>
Expires on	<input type="text"/>	<input type="button" value="📅"/>
Entry code	<input type="text" value="Leave Blank For Randomized Code"/>	
Active?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/>	

- Once all the information is filled out, click **Save** and the session will be created. *Note: If a user tries to take an assessment outside the parameters of the session date and time, the user will not be allowed to proceed with the assessment.*
- If you are giving more than one assessment, repeat these steps to create a code for the second assessment. When you fill out the form, you can type in a code and use the same code as the first assessment if you wish, or let the system assign a random code.

7. If you are setting up the session for someone else to proctor and need to send the code, click the arrow icon on the right-hand side of the session and then click **Send Code**. It will email and text the code to the proctor if their information is filled in.



The screenshot shows a web interface titled "Proctored Sessions". At the top left is a search bar with the placeholder text "Search name". To the right of the search bar are three buttons: "Filter", "New", and "Export". Below the search bar, it says "Viewing 1 record". The main content is a table with the following data:

Product	Proctor	Availability	Code
<small>Individual license testing</small> <b>PARA Assessment 1 - Reading, Writing &amp; Math: Instructional Support</b> <small>Paraprofessor Online Training</small>	Sally Smith Principal smith@email.com	Began on Monday, January 10, 2022 @ 12:00pm and is available until Tuesday, January 11, 2022 @ 12:00pm	1234 

Once the user completes the assessment(s), the administrator can view the scores for the assessment(s) by accessing the reports. If the proctor is someone who does not have access to the reports, we can send the results with the **Acknowledgement Form** to the proctor once they contact us with the request. The proctor or administrator will be required to request the assessment results.



## ASSESSMENT RESULTS ACKNOWLEDGMENT FORM

<b>Name:</b>	Insert Paraeducator's Full Name Here
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PARAEDUCATOR ONLINE TRAINING ASSESSMENT:	PERCENT:	COMPLETED ON:
Assessment 1: Reading Writing, & Math – Instructional Support*		
Assessment 2: Reading, Writing, & Math – Knowledge & Application*		

<b>Administrator/Proctor:</b>	
I hereby certify that      Insert Paraeducator's Full Name Here: (check one)	
<input type="checkbox"/> Passes	<input type="checkbox"/> Does Not Pass
_____ Administrator/Proctor Signature	_____ Date
Insert Administrator/Proctor Name	Insert Administrator/Proctor Title
Insert School/Organization	Insert Administrator/Proctor Phone Number

<b>Paraeducator:</b>	
<i>By signing below, I acknowledge and accept my score.</i>	
_____ Paraeducator Signature	_____ Date

\*Disclaimer: The assessments provided in *ParaEducator Online Training* to test Title I paraeducators as outlined in the Every Student Succeeds Act Title 1, Part A, are intended to be administered in a proctored environment following a specific set of guidelines. If these guidelines are not

followed, we will not endorse the validity or reliability of their results for your use. Please email us at the following address if you have any questions: [support@masterteacher.com](mailto:support@masterteacher.com).

**Note:** *ParaEducator Online Training* is formerly known as *The ParaEducator Learning Network* and *ParaEducator PD Now!*