



### **CPNRE Classroom Assessment Guidelines for Educators**

#### **Preparing for the Exam**

The Classroom Assessment is most useful when taken under test-like conditions.

- Confirm availability of an exam room (i.e. school computer lab) and the required number of computers with Internet connections.
- Print any emails sent to you that contain usernames and passwords for candidates registered to write the exam. Only registered candidates have an assigned username and password, and these are used to access the online testing system. Do not allow unauthorized readers to see any candidate's username or password. Usernames and passwords are to be distributed **at test time only**. Students are not to be given their usernames/passwords and instructed to take the test at home.
- Prepare a seating chart. Please attempt to seat candidates in random or alphabetical order. If possible, do not allow friends to sit next to each other.

#### **Before Candidates Arrive**

- Ensure that the room is set up appropriately and that there are enough computers and chairs for the number of registered candidates. Efforts should be made to ensure that students cannot see any other monitors (proper spacing, etc).
- Locate and have handy the list of candidates, candidate usernames and passwords, and your seating chart.
- Turn on the computers and go to **testing website, [www.asitest.ca](http://www.asitest.ca). Click on the Classroom Assessment tab which will bring you to the login page.**

#### **When Candidates Arrive**

- Ask each candidate to sign an attendance sheet indicating date and time where requested.
- Ask candidates to turn off and store out of sight their pagers, cellular phones and personal entertainment devices. Ask them to store electronic devices, calculators, purses, bags, coats and other personal belongings in a designated area.
- Use your seating chart to direct candidates to appropriate seats. Ensure that sufficient space is given between candidates to prevent copying and to respect privacy.



- Advise candidates that they are not to begin using the computers until you instruct them to do so, and that you'll give them the required information once all candidates arrive.
- Hand out usernames and passwords to each candidate. Instruct candidates to verify that they have their own username and password in front of them, and to wait until all instructions are given before logging in.
- Inform candidates that they will have 2.5 hours to complete the test. Any notes or textbooks are not permitted during the test.

### During the Exam

- Remain in the room at all times.
- Move quietly around the room during the exam **to ensure that candidates are not printing, copy/pasting or saving screen captures of questions.**
- Maintain a quiet, distraction-free environment.
- If appropriate, use any other applicable exam policies from your school (e.g., restroom breaks).
- Inform candidates when 30 and 15 minutes remain for the test.
- At the end of the 2.5 hours inform the candidates that the time allotted for the test has expired and that their answers must be submitted.

### Following the Exam

- Have candidates print out their results profile and turn them in.
- Have each candidate sign out on the attendance sheet, indicating the departure time.
- Sign the attendance sheet to acknowledge that the candidate has completed the testing session.
- Return all computer stations and the exam room to its original state.