Proctor Instructions for ATCP

1. Arrange the testing schedule so that students who take the same test category test at the same time.
2. Plan a seating arrangement that is not conducive to conversation or visual cheating.
3. Make sure that you have your school code available before every testing period. Students will need this code when they register for the test.
4. Walk around the room during the online testing to be sure that students are not browsing the Internet while taking a test.
5. Do not allow students to bring any written materials, including Bibles, books, notebooks, or papers into the testing area. Students may bring blank scratch paper and a pencil for math and/or science tests. Watch for any possible cheating from pre-written materials that might be hidden in purses or other personal articles.
6. Calculators may be used for the following tests only (calculators may *not* be used for junior high or elementary tests):
   a. Senior High Sciences (Biology, Chemistry, and Physics)
   b. Senior High Math (Algebra/Geometry, Accounting, and Advanced Math)
   c. NOTE: The following will *not* be permitted:
      i. calculators with graphic or multi-line display capabilities
      ii. calculators which use paper tape or printers
      iii. smart phones
7. After a student clicks *Start Test*, he/she will have 90 minutes to complete the test.
8. Before beginning a test, each student must read the "cheating statement" and check the box, stating that he/she has read and understands the statement.
9. Please instruct any student taking the Senior High Spanish test *not to allow* any browser-suggested translations to English. Translating the page into English could be an unfair advantage and would be considered cheating.
10. Remind students that each test may include several sets of directions. Students must read directions carefully.
11. Students should use the *Previous* and *Next* buttons beneath each question to navigate through the test. In addition, they can click the number squares which show the questions that have been answered or skipped over. They should *not* use the back or forward buttons in the Internet browser.
12. While the program is designed for PC's or Mac's (desktop or laptop) in a computer lab, if a school can maintain secure testing procedures, students may test with iPads or Android tablets.

Questions
- Billing and/or technical questions: please contact High Ground Solutions at 888.988.5884 or email info@testpoint.net.

- Content questions: please contact the NCCSA State Office at 919.731.4844 or email academictesting@nccsa.org.