



# Managing a Proctor-Led Test Session

## Getting Started

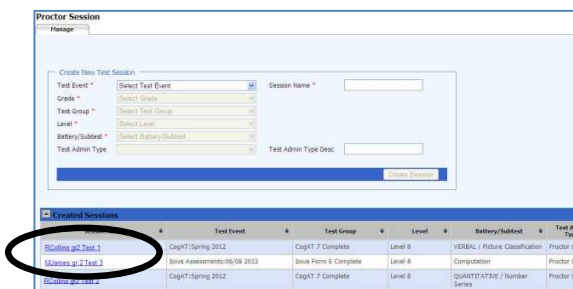
- Log in to <http://www.riversidedatamanager.com>
- If logging in as a teacher or administrator:
  - Log in with your admin ID/password
  - Click the **Application Switcher** ( )
  - Select **Assessments**
  - To the right of the name of the **Test Event** for which you want to proctor a session, click on the **blue** icon ("Proctor an Online Test Session for this Event")



- If logging in as a Proctor:
  - Log in with your proctor ID/password

## Starting a Test Session

- From the list of sessions, click on the name of the session that you want to open



## Managing a Proctor-Led Session

- As students log in for this session, their names will appear in the **Waiting for Approval** area

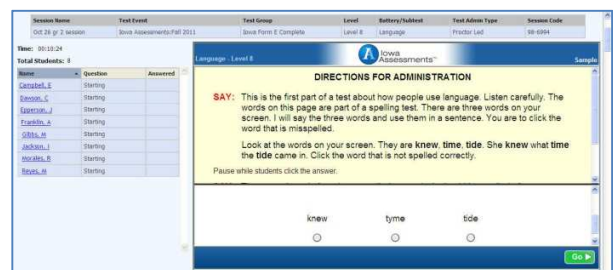


- Once all students have logged in, select **Approve All** or you can approve students individually as they log in
- Once students have been approved for testing, select the **Proctor Led** tab to access the proctor directions and information for this session

## Proctor Session



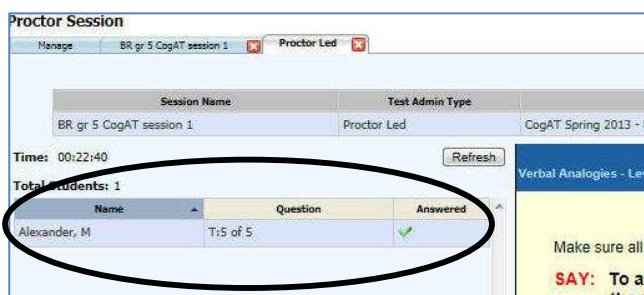
- For proctor led sessions, directions/script for the proctor will be in the top half of the screen; the lower pane displays what students see on their screen



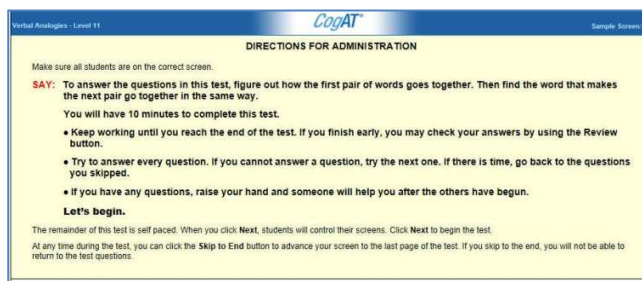
- Proctors should read verbatim the text preceded by **SAY** to students



- Proctors should follow the instructions not preceded by **SAY** (but do not read them out loud to students)
- Student progress/status in the test will be on the left side of the screen
  - The question the students are working on appears in the **Question** column of the **Student** area on the left
  - When the student answers the current question, a green check mark (✓) appears in the **Answered** column of the **Student** area on the left

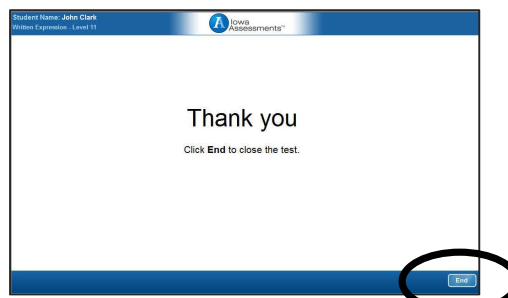


- For some subtests, the proctor will read directions/ give instructions through the sample items and then release the students to work independently, at their own pace, through a timed subtest.

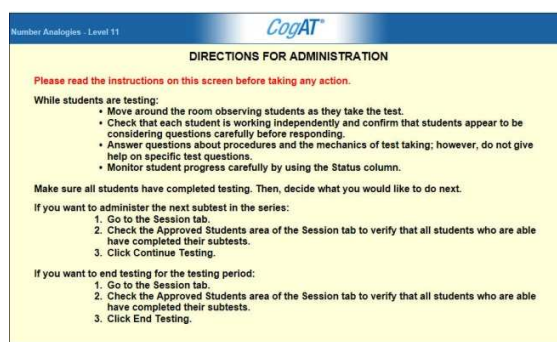


- For some subtests, the proctor will read directions/give instructions through the sample items as well as through every test question in the subtest.
- When all students complete the subtest, the proctor will determine whether the group will continue to the next subtest or if testing will end.

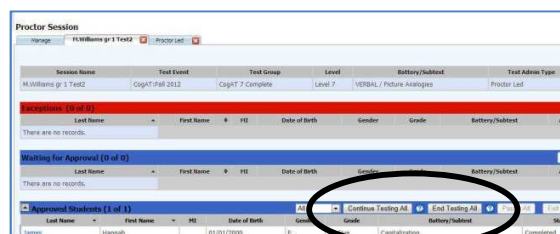
**Note:** Students must end their subtest by selecting the **End** button.



Once students have ended the subtest, they will be returned to the drawing screen where they will wait for further instructions.



- The proctor will select the session tab (the tab with the name of the session) and select to **Continue Testing All** (which will automatically advance students to the next subtest in sequence) or **End Testing All**.



- If the Proctor selects to **Continue Testing All**, the students will move to the next subtest in sequence. Once the next subtest is completed, the proctor can again continue to the next subtest or end testing. This process continues until the proctor selects to ends testing. To end testing, the proctor will select **End Testing All**.
- If additional subtests need to be taken the next day, a new test session will need to be created so that students can continue testing through additional subtests.