

*It's how you know they know.*

# A Quick Start Guide to Administering Tests in Network-Based Testing Centers

Computer Adaptive Technologies provides several models for administering tests in monitored testing sessions. This document provides a quick start to the procedures used to administer tests in network-based testing centers. Network-based centers rely on a LAN (local area network) to connect the administrator and testing workstations. They use *CATSiteManager™* software to manage testing center operations and testing workstations without Internet connections.

Beginning with Release 8.3 of the *CATSoftware System™*, network-based testing centers use *CATSiteManager* on the administrator's workstation in the reception area and *CATAdministrator™* on the testing workstations. If your testing center employs this model, this is your guide to quickly learning to use the software to administer tests. Follow instructions, in order, to administer a test already scheduled for your center. Your *CATGlobal Operations and Procedures* guide (or program-specific operations guide) provides additional details about checking test takers in and out, administering tests, and other functions.

## Start *CATSiteManager* on the administrator workstation

Before testing begins, start *CATSiteManager* on the administrator workstation and log in as a test administrator. You must first log in to your LAN with a network username that provides access to the CAT testing folder. You will also need access to the printer used for score reports.

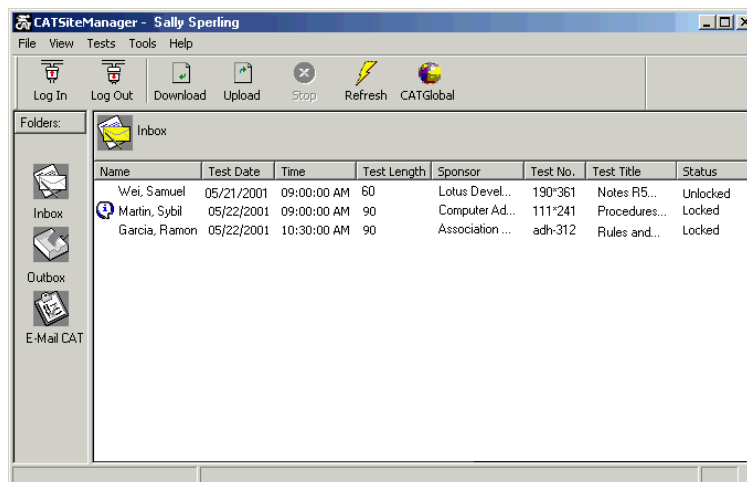
### ► To start *CATSiteManager* and log in as administrator:

- 1 From the Windows **Start** menu, choose **Programs, Computer Adaptive Technologies**, and then **CATSiteManager**.

*CATSiteManager* starts, displaying the User Identification box in its main window.

- 2 Enter your CAT ID in the **User ID** box and your password in the **Password** box, then click **OK**.


*CATSiteManager* connects to the Internet and verifies your ID and center setup. It then displays the Inbox view, showing any tests scheduled. (Click the **Inbox** button any time to see this view.)



The Inbox lists test appointments for which information (and often the test) has been downloaded to your center. Each row is one appointment. It lists the test taker's name, the date and time the test should start, and the test length in minutes. It also shows who sponsors the test, the test number and its title, and the appointment status. Only tests not yet started or not yet completed appear in the Inbox. Status for a test in the Inbox may be Locked, Unlocked, or In Progress. A test that is Locked must be Unlocked before the test taker can start it. Tests appear in the Outbox after test takers exit them, typically after completing them.

Leave CATSiteManager running and remain logged in all day. This allows it to make automatic connections to download tests and upload test results. If you believe you should have an appointment but don't see it listed, click the **Download** button to connect immediately and collect any tests available.

## View any special test instructions

 is the Instructions symbol. If it precedes the test taker's name in the Inbox, special instructions for administering the test have been provided. (See the second name in the illustration.) Read the instructions, at the beginning of the day if possible, so you will be prepared to administer the test correctly.

### ► To view special instructions for an entry containing :

Click the test taker's name, open the **Tests** menu, and choose **Instructions**.

Alternatively, right-click the test taker's name and choose **Instructions** on the shortcut menu. When you have read the instructions, click **OK** to dismiss the dialog box.

## Perform check-in procedures when test takers arrive

Greet test takers and complete the standard check-in procedures you have been asked to perform when they arrive. Your CATGlobal or program-specific operations and procedures guide can provide details. Early and late arrivals may require special attention if they exceed the time limits set for the program. Test sponsors can specify how long before and how long after the scheduled appointment their tests may be started.

In most cases, check-in procedures include the following steps:

- provide any written guidelines for test takers
- ask the test taker to complete logbook entries for check-in
- request appropriate IDs (two official signature IDs, one with a photograph, for CATGlobal centers) and use them and the test taker's logbook signature to verify the test taker's identity
- provide a card for recording the test taker's CAT ID and password, for use in the testing room
- label and issue scratch paper, if it is allowed for the test, and a pen or pencil
- provide any other materials specifically required for the test
- store the test taker's belongings in a secure storage area

## Unlock the test for the test taker's current appointment

Before you go to the testing room and seat the test taker, you must unlock the test to make it available for the test taker. (Keep the test locked until the test taker is ready to begin, to keep it in its most secure state.) Most tests can be unlocked and started up to 4 hours before and 2 hours after the appointment is scheduled to begin; however, this can vary by program and test. If a test taker is scheduled for two tests in a row, unlock only the test for the current appointment.

### ► To unlock a test for a test taker:

Click the test taker's name, open the **Tests** menu, and choose **Unlock**.

Alternatively, right-click the test taker's name and choose **Unlock** on the shortcut menu. The Status should change from Locked to Unlocked. You can then seat the test taker at a testing workstation.

If you have a long list of tests and cannot find the test taker's name, you can search for it. Open the **Tests** menu and choose **Search**. Enter part or all of the test taker's name in the Name box or the test ID number in the Test Number box, then click **Find**.

If the appointment does not appear in your list or if the test taker just made the appointment, click **Download** to download the test to your center. You can also view your appointment schedule on the CATGlobal.com Web site to see if the test is listed. Call CATGlobal Customer Support if you need further assistance.

## Start CATAdministrator on the testing workstation

Before seating a test taker at a testing workstation, start CATAdministrator on the workstation if it is not already running. You may wish to start CATAdministrator on all testing workstations before testing begins for the day. Before starting CATAdministrator, you must log in to your LAN with the testing username (CATUSER or another username that provides access to the CAT testing folder).

### ► To start CATAdministrator on a testing workstation:

Open the **Start** menu and choose **Programs, Computer Adaptive Technologies**, then **CATAdministrator**.

Test Date	Test Title	Test Number	Status

CATAdministrator starts, displaying this box at its center. It is now ready for test takers to log in and begin testing. CATAdministrator focuses entirely on test takers and the functions of logging in and taking tests. No administrator functions are present, and your test administrator ID and password are not accepted for login on the testing workstations.

Test takers will return to this page after exiting their tests. Leave CATAdministrator running and on this page throughout the day, so it will be ready for the next test taker.

## Help test takers log in and begin testing

When test takers are seated comfortably, help them log in and begin their tests. Instruct test takers to enter their CAT ID in the User ID box and password in the Password box, then click **OK**. If the ID and password are accepted, the test taker's name appears in the title bar and the test you just unlocked should appear in the list. (If not, suggest that the test taker try again, typing slowly and carefully.) The entry should list the date and time the test should start, the test title and number, and a status of Unlocked.

Test Date	Test Title	Test Number	Status
06/04/2001 15:00	Demo Battery		Unlocked

Ask the test taker to click on the unlocked test entry and then click **Start** to start the test. The test taker can take the online tutorial, if the test provides one, and follow the prompts to complete the test. Indicate how the test taker should contact you when finished with the test or if any questions about the testing software arise.

## Monitor every testing session continuously


After leaving the test taker, monitor the testing session continuously in case any questions arise and to ensure that no cheating or other anomalies occur during the testing session. Watch and listen carefully. Be ready to respond to situations as indicated in your CATGlobal or program-specific operations guide.

When summoned at the end of the test, make sure the test taker has exited the test and help collect all materials issued for use during the test. (The CATAdministrator login page should reappear after the test taker exits the test by completing it or clicking **Quit**.) Then escort the test taker to the reception area.

## Print and provide score reports

Not all tests are scored upon completion or provide printed reports when they end. (This is up to the test sponsor.) Unless you know a test does not provide one, try printing a score report for tests just finished. After the test taker ends the test, its status changes to Completed in CATSiteManager. Completed tests appear in the Outbox view, which you can see by clicking **Outbox**. (If the test taker just finished the test and it is still listed in the Inbox as In Progress, click **Refresh** to update your views.)

### ► To print the score report for a test:

- 1 In the Outbox view, click the test taker's name, open the **Tests** menu, and choose **Print Score Report**.  
Or right-click the test taker's name and choose **Print Score Report** on the shortcut menu. If the selected test does not provide a score report, a prompt will indicate that. If it does, a new window displays a preview of the score report.
- 2 Click the **Printer** symbol () in the new window, confirm the printer selection and click **Print**.  
The system default printer will be used automatically, or you can select a different printer. Inspect the printed score report and verify that it is complete and printed well. Every test taker deserves a good, clean score report. If you need to replace the toner cartridge or correct another printer problem, do so and then repeat steps 1 and 2 to print another copy.

When you have a good, clean copy, exchange it for all scratch paper and other materials issued for use during the test. Verify that you have received all materials before providing the score report.

## Perform check-out procedures

After exchanging the score report for any test materials issued, help test takers check out, following directions in your CATGlobal or program-specific operations guide. In most cases, check-out procedures include:

- asking test takers to complete departure information in the logbook
- helping collect all personal belongings
- thanking test takers and offering to assist them with future testing needs

As long as your testing center has been set up to connect with the Internet for automatic transfers, the results for testing sessions should be automatically uploaded to the CATGlobal server for distribution to the test sponsor. If you exit or log out of CATSiteManager, you will be prompted to upload any results not yet sent. Please confirm the upload, especially if you are leaving for the day, to ensure that test sponsors receive all results promptly.

You can also manually upload results for a test, if desired. Simply right-click an entry with the status Awaiting Transmission in the Outbox, then choose **Upload Results**. If you have a number of tests with results awaiting transmission, you can click the **Upload** button.

### Contact Us

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