

DLG AnswerWrite Proctor Instructions

The screenshot displays the AnswerWrite Proctors login page. At the top, there is a black header with the text 'AnswerWrite Proctors' and a 'Welcome!' message. The main content area is a dark grey rounded rectangle titled 'Proctor Login'. It contains the instruction 'Please enter the User Name and password you were given'. There are two input fields: the first contains 'jsmith@demo.com' and the second is masked with dots. Below the fields is a 'Proctor Agreement' section with the text 'This is a sample Electronic Proctor Agreement.' and two buttons: a green 'I Agree' button and a red 'I DO NOT Agree' button.

1. Log on to the Proctor site using the Proctor link, Username and Password that was sent to you by your System Administrator (The Username will be your email address unless otherwise noted by the System Administrator)
2. If your System Administrator setup an Electronic Proctor Agreement, it will appear when you log on for the first time. If you do not see a Proctor Agreement, you will logon and start printing your Student Testing Tickets and Student Roster.

-If you do see an Electronic Proctor Agreement, read the Proctor Agreement.

-If you click on "**I Agree**" you will proceed to the Proctor Site.

-If you click on "**I DO NOT Agree**" you will not be able to access the Proctor Site. Please contact the System Administrator or the State Advisor to inform them of your decision not to proctor.

- Home
- Student Instructions
- Student Roster
- Student Tickets
- Move Away Report
- Agreement
- FAQ
- Log Out

Search

First Name

Last Name

Participant ID

Test Status

(Leave blank for all)

NOTE: Times are Eastern Time

Navigation:

Home Tab: Student search

Student Instructions: Instructions for proctoring on test day

Student Roster: Print Student Testing Roster in PDF or .CSV format

Student Tickets: Print Student Testing Tickets in PDF or .CSV

Move Away Report: This report will list any students that have been reset due to a Move Away

Agreement: Electronic Proctor Agreement

FAQ: a list of Frequently Asked Questions

Log Out: Logs out of the system

Home Tab

Home	Search
Student Instructions	First Name <input type="text"/>
Student Roster	Last Name <input type="text"/>
Student Tickets	Participant ID <input type="text"/>
Move Away Report	Test Status <input type="text" value="All"/>
Agreement	<input type="button" value="Search"/> (Leave blank for all)
FAQ	NOTE: Times are Eastern Time
Log Out	

1. Search for an individual student by the **First Name**, **Last Name** or **Participant ID**
2. To see a list of all students and their current testing status, click on the **“Search”** button and leave all text fields blank

ID	Student/School	State	Last Login Date/Time	Test	Status	Testing Ticket
5	Alicia Adams DEMO Sr. High School	FL	9/11/2022 6:37:49 PM	Team Captain Test	Submitted - Moved Away	Print
4	David Baker DEMO Sr. High School	FL		Proctor/Advisor Demo Day Exam	Not Started	Print
6	Carmen Davis DEMO Sr. High School	FL		Culinary Exam	Not Started	Print
7	Fred Jones DEMO Sr. High School	FL	8/26/2022 10:39:26 AM	Demo Exam	Started	Print

3. To print a student's testing ticket from this screen, click on the **“Print”** link to the far right

A link to a PDF of the ticket will appear:

Right-click the link below and select Save Target As (or Save Link As) to save the file to your hard drive:
[TestingTickets-DEMO Sr. High School-David_Baker.PDF](#)

4. Click on that link to open the test ticket for the student in PDF:

Student Testing Ticket

DEMO Sr. High School (FL)
Baker, David

Student Login Credentials

Participant ID: 4 Password: test
URL: <https://.registernychapter.com/aw/Login.aspx?id=117>

I understand that sharing or getting unauthorized help during the test is considered cheating. I understand that if I share or receive said help during this test, it will disqualify my test score:

Signature: _____

5. If you see a PW link next to the student name, you have the ability to reset their password
 - a. Click on the “PW” link located beside the Student's name
 - b. Write the new password on the back of the Student Testing Ticket
 - c. Click on the “Back to List” link
 - d. Once the Student has completed the online test, have them sign and return the testing ticket
 - e. Mark the Student Roster for the Student that has returned the testing ticket to you and put the reason that the student needed an additional password in the comments column on the Student Roster

Student Instructions

This page lists instructions for the day of testing:

Home	Testing Day – IMPORTANT INFORMATION
Student Instructions	1. IMPORTANT: If a student logs into the online testing system using a student testing ticket with a random password and logs back out before taking the exam, the student MUST be reissued a new password to log back in to the system take their exam.
Student Roster	◦ HOW TO PREVENT A STUDENT FROM LOGGING IN BEFORE YOU INSTRUCT THE STUDENT TO LOGIN TO TAKE THEIR EXAM AND CAUSING YOU (THE PROCTOR) TO HAVE TO REISSUE A PASSWORD: <ul style="list-style-type: none">• Do NOT hand out student testing tickets until all your instructions have been given and you are ready for the student to start taking their exam
Student Tickets	2. IMPORTANT: As a proctor, if you must reissue a password to a student, do the following: <ul style="list-style-type: none">◦ Locate the student name in the student list displayed on the screen◦ Click on the PW link located on the left-hand side of the student name◦ Write the new password on the back of the Student Testing Ticket and the student should be able to logon with their same username and the new password and take their exam.
Move Away Report	3. IMPORTANT: If a Student Submits their exam by clicking on the Submit button OR a Student Moves Away from their exam, YOU MUST contact the System Admin (State Adviser/District Adviser), to release the exam back to the Student. Only the System Admin has the authorization to release the exam back to the student. PROCTOR NOR DLG DOES NOT HAVE THE ABILITY OR AUTHORIZATION TO RELEASE AN EXAM BACK TO A STUDENT SO THE PROCTOR MUST CONTACT THE SYSTEM ADMIN (STATE ADVISER, DISTRICT ADVISER)
Agreement	4. IMPORTANT: If the MOVE AWAY feature is turned on by the System Admin, this feature WILL SUBMIT the student's exam automatically if they move away from the exam in the current browser window. The Student should NEVER leave their testing window unless it is an emergency. If it is an emergency, the student would close the testing window by clicking on the "X" in the upper right-hand corner of the browser window. Once the student is able to return to finish the exam, the proctor will need to issue a new password for the student to log back in to the online testing system to finish their exam.
FAQ	
Log Out	

Student Roster

Home	Print Student Testing Roster
Student Instructions	Format: <input checked="" type="radio"/> PDF
Student Roster	<input type="radio"/> CSV
Student Tickets	Print Student Testing Roster: <input type="text" value="Select ..."/>
Move Away Report	<input type="text" value="Select ..."/>
Agreement	<input type="text" value="All Students"/>
FAQ	<input type="text" value="Students Not Started Yet"/>
Log Out	Back To List

This selection gives the option of printing your students to PDF or CSV.

1. Select **"All Students"** or **"Students Not Started Yet"**
2. Select **"All Tests"** or an individual test name from the second drop-down menu
3. Click on the **"Print"** button

Home	Print Student Testing Roster
Student Instructions	Format: <input checked="" type="radio"/> PDF
Student Roster	<input type="radio"/> CSV
Student Tickets	Print Student Testing Roster: <input type="text" value="All Students"/>
Move Away Report	<input type="text" value="All Tests"/>
Agreement	<input type="text" value="Select ..."/>
FAQ	<input type="text" value="All Tests"/>
Log Out	<input type="text" value="Culinary Exam"/>
	<input type="text" value="Demo Exam"/>
	<input type="text" value="Proctor/Advisor Demo Day Exam"/>
	<input type="text" value="Team Captain Test"/>
	<input type="button" value="Print"/>
	Back To List

Student Roster continued

Print Student Testing Roster:

Right-click the link below and select Save Target As (or Save Link As) to save the file to your hard drive:
[TestingRoster-DEMO Sr. High School-All Tests.PDF](#)

- Click on the link provided to open the Roster
Student Testing Roster

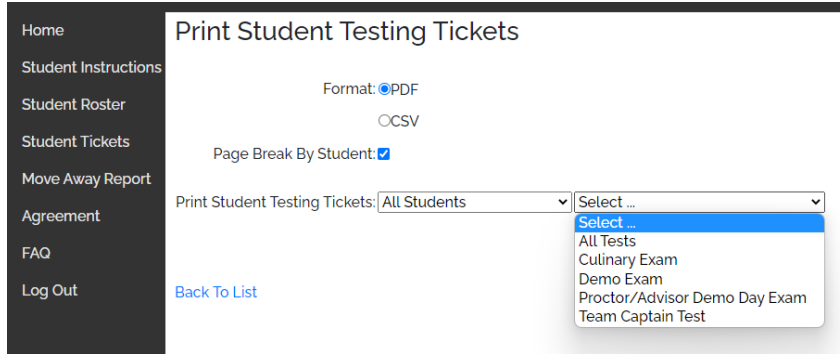
Participant ID	Last Name	First Name	State	School	Tkt Given	Tkt Returned	Comments
5	Adams	Alicia	FL	DEMO Sr. High School	[]	[]	_____
4	Baker	David	FL	DEMO Sr. High School	[]	[]	_____
6	Davis	Carmen	FL	DEMO Sr. High School	[]	[]	_____
7	Jones	Fred	FL	DEMO Sr. High School	[]	[]	_____
3	Lopez	Anna	FL	DEMO Sr. High School	[]	[]	_____
2	Smith	Mark	FL	DEMO Sr. High School	[]	[]	_____
12345	Student	Test	FL	DEMO Sr. High School	[]	[]	_____
1	White	Sarah	FL	DEMO Sr. High School	[]	[]	_____

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This is the same report, but in .CSV format:

	A	B	C	D	E	F
1	State	School	FirstName	LastName	ParticipantID	
2	FL	DEMO Sr.	Alicia	Adams	5	
3	FL	DEMO Sr.	David	Baker	4	
4	FL	DEMO Sr.	Carmen	Davis	6	
5	FL	DEMO Sr.	Fred	Jones	7	
6	FL	DEMO Sr.	Anna	Lopez	3	
7	FL	DEMO Sr.	Mark	Smith	2	
8	FL	DEMO Sr.	Test	Student	12345	
9	FL	DEMO Sr.	Sarah	White	1	
10						

Student Tickets



1. Select your options of **“All Students”** or **“Students Not Started Yet”**
2. Select **“All Tests”** or an individual test name from the drop-down menu
3. Click on the **“Print”** button

The student testing tickets include the School Name, Student Name, Participant ID, Password, and the URL needed for testing

Student Testing Ticket

DEMO Sr. High School (FL)
Baker, David

Student Login Credentials

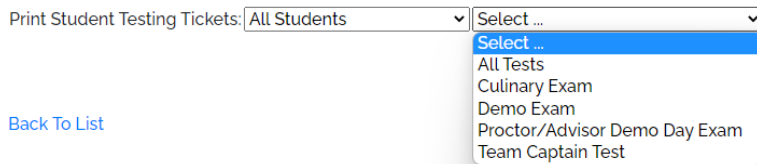
Participant ID: 4 **Password:** test
URL: <https://qa.registtermychapter.com/aw/Login.aspx?id=117>

I understand that sharing or getting unauthorized help during the test is considered cheating. I understand that if I share or receive said help during this test, it will disqualify my test score:

Signature: _____

Format: PDF

CSV



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State	School	FirstName	LastName	EEmail	Participan	Password	URL					
2	FL	DEMO Sr.	Alicia	Adams		5	test	https://qa.registtermychapter.com/aw/Login.aspx?id=117					
3	FL	DEMO Sr.	David	Baker		4	test	https://qa.registtermychapter.com/aw/Login.aspx?id=117					
4	FL	DEMO Sr.	Carmen	Davis		6	test	https://qa.registtermychapter.com/aw/Login.aspx?id=117					
5	FL	DEMO Sr.	Fred	Jones		7	test	https://qa.registtermychapter.com/aw/Login.aspx?id=117					
6	FL	DEMO Sr.	Anna	Lopez		3	test	https://qa.registtermychapter.com/aw/Login.aspx?id=117					
7	FL	DEMO Sr.	Mark	Smith		2	test	https://qa.registtermychapter.com/aw/Login.aspx?id=117					
8	FL	DEMO Sr.	Test	Student		12345	test	https://qa.registtermychapter.com/aw/Login.aspx?id=117					
9	FL	DEMO Sr.	Sarah	White		1	test	https://qa.registtermychapter.com/aw/Login.aspx?id=117					
10													

Move Away Report

Home

Student Instructions

Student Roster

Student Tickets

Move Away Report

Agreement

FAQ

Log Out

Moved Away Test Resets

Tests:

Student:

There are no resets with the given search criteria.

[Back To List](#)

This page shows any students that have been reset

Agreement

This page will show text that has been entered by the System Administrator for you to agree to as a proctor

FAQ

Frequently Asked Questions

Log Out

Log out of the AnswerWrite system