



Proctor Guide

Overview

This guide contains detailed information on the REC Foundation’s online tool for Proctors to administer the REC Foundation’s Industry Certifications.

These are the topics covered in this document.

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• Exam Rules	• Proctor Admin Page
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When ordering certification voucher codes, please allow five (5) working days from the time our office receives your purchase order, check, or credit card to receive the certifications voucher codes. An invoice may be requested in advance of ordering. Use the invoice number to refer to payments. Credit cards may be phoned in with your invoice number. POs may be emailed to accounting@roboticseducation.org or faxed to (214) 481-6335.

All Proctors must be confirmed with the REC Foundation’s Industry Certifications Proctor/Non-disclosure Agreement prior to receiving the exam codes.

Exam Rules

The exam and any ensuing certifications will be invalidated by the Proctor through the REC Foundation for any infraction during examination sessions.

Supervising the Students during the Examination Sessions

The REC Foundation recommends two proctors be present during administration of the certifications. The instructor of the students being tested is NOT to be one of the Proctors. It is expected that all local schools’ district and state rules regarding standardized testing in each area be adhered to.

The exam will be invalidated for any infraction during examination sessions.

- No backpacks, purses, copies of the test, study guides, textbooks, or notes that contain the content of the test questions or answers are allowed within in proximity of students during the certifications examination.
- No electronic devices. This includes any device brought in as student property, school-issued for student use with cameras, cell phones, tablets, iPads, laptops, flash drives, Google Glasses or similar screen glasses, or any type of storage devices are permitted. Students’ personal, or school-issued laptops, may NOT be used as a designated certification exam station.
- Proctors are required to ensure the security of the examination environment before, during, and after the exam.

- Proctors are required to provide a quiet, well-lighted area free from noise and distraction within supervisory distance of the Proctor.
- Only Proctor-provided paper/pencils/pens and calculators are permitted. Used paper, pens/pencils, and calculators will be picked up by the Proctor at the end of each exam after all students are completed.
- The REC Foundation Certification can only be proctored by a REC Foundation authorized Testing Center, which require a designated testing lab or classroom with stationary computer stations. Removable student or school-issued student laptops cannot be used as an exam station. The REC Foundation Certification can only be administered ONLY by approved Proctors who have signed the REC Foundation's Proctor/Non-Disclosure Agreement.
- Proctors verify/monitor the time limits of the certification exam in progress. Each exam also has an individual timer.
- The examination will be terminated if there is improper conduct on the part of the candidate or any evidence that the examination process has been violated. Confiscation of exam materials and immediate notification of the REC Foundation is mandatory in the event of an exam termination.
- No other websites, search engines, electronic dictionaries, or any similar programs or apps may be open or used in any way in the testing site's designated certifications exam station during testing.
- No screenshots or photos of any page of a testing screen is permitted to be taken or saved in any circumstance.
- Treat all certification materials, including related hardware and software, as confidential and keep all materials secure.
- Remain within a reasonable distance of the student(s) throughout each certification in order to monitor each computer screen.

Calculators, blank scratch paper, and pencils must be Proctor provided. All scratch sheets, calculators, and pencils will be accounted for by the Proctor after testing.

Proctor and Non-Disclosure Agreement

All Proctors are required to sign the REC Foundation Proctor Agreement and adhere to their local and state laws. Most regions require two Proctors, if they are teachers, or one designated Proctor in a designated testing center or designated testing staff. This ensures the security and validity of the examination. Teachers must not proctor their own students or program, however they are required to complete this document relative to the non-disclosure aspect. If you have additional Proctors that need to sign the Proctor/Non-disclosure agreement, please have them contact the REC Foundation's Certification Administrator at (903) 401-8010 or email certifications@roboticseducation.org.

Proctor Registration

Every Proctor site is unique and has its own URL for students. This allows the Proctor full management of their student accounts within the online certification system.

Register as a Proctor

This link is for Proctor registration and set up. Students should under no circumstance get this link. <https://answerkey.net/recf/?f=regrecfproctor>

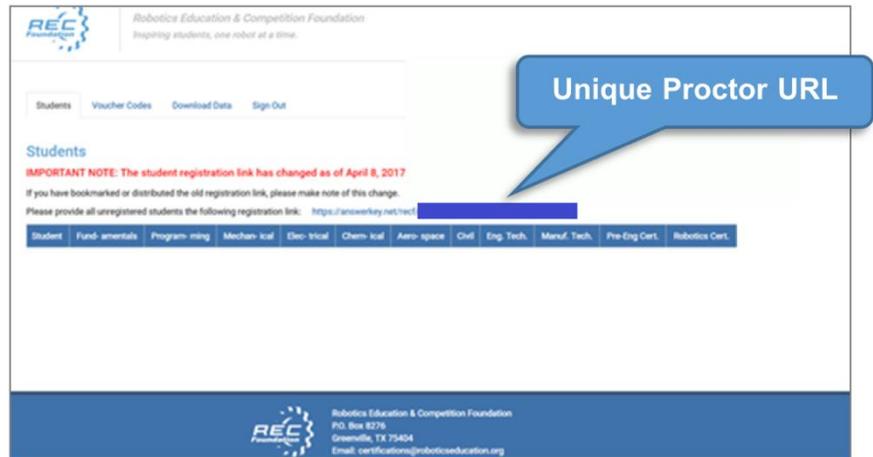
On this page, create a password and enter your school's name and state.

1. Select the “**Create New Proctor Account**” button to create the Proctor account.
2. Click to sign in as a Proctor—not as a Student. Log in to your Proctor account by entering your password when prompted. This will open the Proctor Admin page.

Proctor Admin Page

This page contains a unique URL for each Proctor. This is the URL that will be used to register all the students for a specific Proctor.

All registered students and their scores will be displayed as well as their overall progress in the certification. Each student is assigned a unique Authentication Code that identifies them, and it will be printed on all certifications earned.



Student Registration

Proctors can either register their students or have the students self-register using the Proctor's unique URL. It is recommended that the Proctor create a student account for training and practice purposes.

Registering a student:

1. Go to the Proctor's URL - Please provide all unregistered students your registration link: <https://answerkey.net/recf/?f=regstudents&pid=XXXXXXXXX>
2. Enter the following information:
 - a. First and Last Name
 - b. School
 - c. State
 - d. Email Address
3. Create a password for the account (save the password someplace safe)
4. Select “**Create Student Account**”
5. Enter password and login to certification system
6. The online certification system requires a voucher code, provided by the Proctor, to start the exam. This allows students the flexibility of accessing their accounts online while protecting the integrity of the certification.

A screenshot of the "REC Student Registration Form". The form is titled "REC Student Registration Form" and includes instructions: "To register for a new Student account, please fill out the form below. Fields marked with an asterisk * are required." The form fields are: "First Name" (with asterisk), "Last Name" (with asterisk), "School Name" (with asterisk), "State" (with asterisk), "Your Email Address" (with asterisk), "Create a Password" (with asterisk), and "Repeat Password" (with asterisk). There are input boxes for each field. At the bottom, there is a "Create Student Account" button and a link: "Already have a student account? Go here to sign in."A screenshot of the "Voucher Code Verification" page. The page has a blue header with the text "Voucher Code Verification". Below the header, there is a message: "This exam will be credited to Matt Conroy. If this is not you, please [click here](#) to log in using your own credentials." Below this, there is a section titled "Enter an unused voucher code to start a new exam:" with an input box labeled "Enter Voucher Code". At the bottom, there is a "Continue" button.

Certification Overview

The REC Foundation Industrial Certification is made up of nine modules. The Fundamentals of Engineering is the first module that student will take. It has approximately 100 questions and a time limit of 90 minutes.

Note: IEP extended codes of 50% and 100% are available on request when purchasing with documentation.

Student must pass Fundamentals of Engineering before moving on to the other eight modules:

- Aerospace
- Chemical
- Civil
- Electrical
- Engineering Technology
- Manufacturing Technology
- Mechanical
- Programming

These eight modules each have approximately 25 questions and a time limit of 30 minutes. IEP extended codes of 50% and 100% are available on request when purchasing with documentation.

The Pre-Engineering Certification requires the student to pass the Fundamentals of Engineering module and two additional modules with a minimum combined rubric score of 70 points. To pass the Fundamental of Engineering module as well as the Mechanical, Electrical, and Programming modules, students need a minimum combined rubric score of 80 points.

Administering the Certification

The REC Foundation recommends two proctors be present during administration of the certifications. The instructor of the students being tested is NOT to be one of the Proctors. It is expected that all local schools, district and state rules regarding standardized testing in each area is adhered to.

The exam and any ensuing certifications will be invalidated by the Proctor through the REC Foundation for any infraction during examination sessions. Proctors are required to notify the REC Foundation immediately by making a note in the help section within the certification and/or calling REC Foundation's Certification Administrator at (903) 401-8010 with detailed information.

[Click here](#) for Exam Rules.

Process Overview

Instruct the student to log in to the REC Foundation Certifications site using the URL provided by the Proctor (<https://answerkey.net/recf/?=XXXXXXXXXX>) by reading **the rules and instructions from the Student Instructions document** to them.

Prior to test day students should enter their personal information and create usernames and passwords per school rules and procedures (instructors should have a copy of this info to share with proctors) and complete the practice exam within the online environment. The design of the practice certification is not diagnostic for material preparations, but rather, in line with understanding the style of questions and the testing environment, consequently the scores are not saved for the practice exam.

Follow these steps to begin the exam:

1. Verify the student is ready to start the certification.
2. Prompt the students to click on the **“Start Exam”** button FOLLOWING the reading of the **“Student Instructions”** sheet.
3. The Proctor will be prompted to enter the Certification Voucher Code. Enter each code for the student or provide the student with their name and code on a single sheet with no other student names and voucher codes. A sheet with multiple names and codes may cause transposition of numbers or entering an incorrect code or double entry of the same codes, all of which will create an error message.
Note: Type in the voucher code rather than copying and pasting. A space before or after the code is viewed as a character, invalidating the code. Most errors happen for this reason, so be careful.
4. The welcome screen will appear and when the student is ready to begin, they will select the **“Begin Test”** button at the bottom of the screen.
5. Students will navigate the test with the **“Submit”** and **“Back”** buttons at the bottom of each page. There is also a progress bar at the top left of the screen and a timer in the bottom left of the screen.
6. Students may use Proctor-provided paper, pencil, and calculators provided the Proctor picks up all paper, used and unused, at the end of the exam. When all students are finished, instruct them to return all used and unused materials.

After the student completes the test, their score (by percentage) will be shown as well as how many rubric points they earned towards their certification.

Once the student passes the Fundamentals of Engineering module, the student will gain access to the other eight modules.

Note: A unique Certification Voucher Code **is required** for each module of the certification.

Student Resources

Students can access their accounts online. They have the following resources available to them:

- Track their certification progress.
- Check their “Missed Content” to help prepare if needed to retake a module exam if failed, or retake to improve their score.
- Print, download, or email certifications earned.
- Edit their profile which includes a tool to reset their password.

This is an example of what the student can view:

REC Foundation
Robotics Education & Competition Foundation
Inspiring students, one robot at a time.

Exams Sign Out

Welcome, Anna [redacted]!

In this area you will earn certifications by participating in the exams below. To become familiar with the system, we encourage you to start with the practice exam. The practice exam results are not recorded, and will have no influence toward your certification. You do not need a voucher code to take the practice exam.

When ready, you will start with the Fundamentals of Engineering exam. This is a timed 101-question exam and requires a minimum score of 70% to pass. Once you pass the Fundamentals of Engineering exam you will be free to participate in the focused modules.

Exam Name	Date Taken	% Score	Pre-Engineering Points	Robotics Points
Fundamentals of Engineering	November 1st, 2016	80%	55	55
Programming	February 8th, 2017	88%	10	10
Mechanical	December 12th, 2016	88%	10	10
Electrical	December 12th, 2016	78%	5	5
Engineering Technology	February 17th, 2017	85%	10	
Total Points Earned:			90	80

Certifications Earned: **Congratulations, Anna [redacted]** you earned the **Pre-Engineering & Robotics Certifications** with emphases in Programming, Mechanical, Electrical, and Engineering Technology.

PRE-ENGINEERING CERTIFICATE

ROBOTICS CERTIFICATE

The Proctor Admin page allows the Proctor to manage and track their students. The following resources are available:

1. List students in the organization within a date range.
2. Login to individual student accounts.
3. Track overall progress of each student (including the specific “missed content” to prepare students for retakes).
4. Search and track used voucher codes.
5. Download individual module scores within a date range.
6. Download a PDF of certifications earned within a date range at that site.

This is an example of what the Proctor can view:

REC Foundation
Robotics Education & Competition Foundation
Inspiring students, one robot at a time.

Students Voucher Codes Download Data Sign Out

Students

IMPORTANT NOTE: The student registration link has changed as of April 8, 2017.

If you have bookmarked or distributed the old registration link, please make note of this change.

Please provide all unregistered students the following registration link: [https://answerkey.net/rec/?f=regstudents&pid=\[redacted\]](https://answerkey.net/rec/?f=regstudents&pid=[redacted])

Student	Fundamentals	Programming	Mechanical	Electrical	Chemical	Aerospace	Civil	Eng. Tech.	Manuf. Tech.	Pre-Eng Cert.	Robotics Cert.
[redacted]	55	0	5	0						60	60
[redacted]	55	5	5	5						70	70
[redacted]	55	10	10	5						80	80
[redacted]	0									0	0
[redacted]	60	5	5	10						80	80
[redacted]	0									0	0
[redacted]	55	15	10	5						85	85

District Roll Up Feature and Missed Content Report

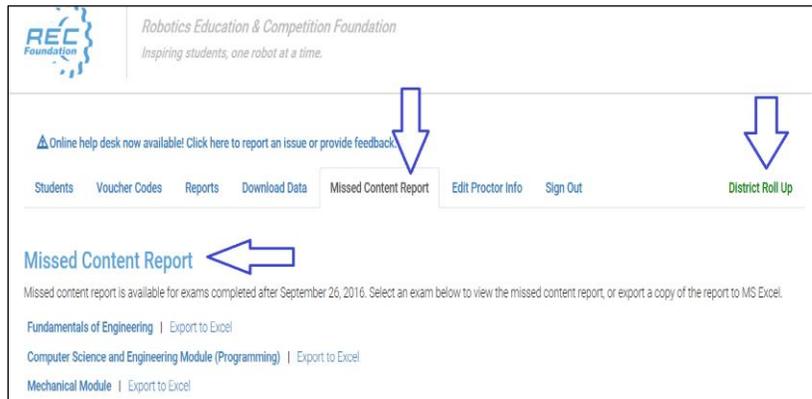
If a school's staff responsibilities or if the staff itself changes, proctor accounts and certifications data can be managed and maintained by the school's or district's staff via the "District Rollup" feature.

Please review and follow the steps below.

Go to <https://answerkey.net/recf/>

1. Click "**I am a Proctor**" and add your user ID or email and Password.

2. From here you can manage all aspects of your information for missed content by students to improve scores or tweak curricula, collect and send test results and lists of students who have earned certifications. To edit the Proctor information first click "**Edit Proctor Info**" to be sure all required



information is entered correctly. A district/school management feature links district/school admin email to the proctor account, providing access to proctor info/reports allowing them to manage all proctors' info and data in their area.

3. In the "**Edit Proctor Info**" tab, complete all fields for name and school information PLUS the District Email Address. This email MUST be the same email this staff person uses for their proctor account to be able to then see and access all accounts and student data and access the reports by exam or completed certifications.
4. District or school admin staff login **to their** proctor account and click "**District Roll Up.**"
5. This page displays all accounts for the district/school admin where the proctor information has added the district/school contact email. ALL accounts where the district admin email has been added will be displayed on the district admin's proctor page as below.
6. The district admin can click "**Log In**" for each Proctor and then follow the download data instructions (below) for each school or proctors they are managing.
7. From the Proctor login (either by the proctor or District/School Admin) using the "download data" feature, open and download the CSV file (follow below).

