

Proctoring CIL Tests

Before you can effectively proctor a CIL tests, it is important that you know what to expect from each test as well as what software programs students are allowed to use while taking that test. This document hopefully serves this purpose. We know that because some of the CIL tests are changing, it is a good time to review the CIL proctoring rules and implement the changes.

These proctoring rules are required for all CIL proctors as well as all BIS 1400 off campus instructors:

CIL Proctoring Instructions

1. Proctors/Instructors will use iNetTest to administer CIL exams. The CIL exams are taken via a computer. The following system requirements must be met on the computer where the tests will be administered:
 - ❑ Pentium 3 or higher – at least 800 mghz
 - ❑ 128 meg ram
 - ❑ Screen resolution – 800x600 or higher (higher is better)
 - ❑ Constant, fast Internet connection with no Firewall
 - ❑ Microsoft Windows 2000 or XP (No ME)
 - ❑ Microsoft Word or Corel WordPerfect
 - ❑ Microsoft Excel or Corel Quattro Pro
 - ❑ Microsoft PowerPoint or Corel Presentations
 - ❑ Internet Explorer 6.0 or higher OR Netscape 7.0 or higher
2. After each test the proctor/instructor is responsible for submitting completed test materials to the CIL lab for grading by the end of the working day. Mail printouts/disks to 0310 Old Main Hill, Logan, UT 84322.
3. CIL Lab personnel will grade all tests. Students can expect test results to be posted to the CIL Database the end of the next working day of receipt of the tests.
4. Students will receive feedback as to whether they passed or failed the test within one working day of us getting the tests. This message will be sent to their USU Student Computer Account.
5. Proctors/Instructors can handle retakes however they wish, but all CIL tests must be proctored.
6. All tests must be unlocked and taken using the iNetTest testing system and must be proctored. BIS 1400 instructors can unlock their own tests. CIL Proctors must call the CIL lab during working hours and ask

that the test be unlocked. The CIL lab can be reached by calling 435-797-2405 between 8:00am and 8:00pm Monday-Thursday and 8:00am-6:00pm on Friday. (All times are MST.) You may also email the CIL lab at cildir@cc.usu.edu a day in advance of having the test unlocked to save a phone call. (Keep in mind that the time a test is to be unlocked must be during the listed hours, and that it will only be unlocked for 15 minutes.) The consultant will need to know the student's username and which test to unlock (for the Document Processing, Electronic Presentations, and Spreadsheets tests, please specify which application the student would like to take each test in). Only one test maybe unlocked at a time.

7. The address for iNetTest (the CIL testing software) is <http://ciltest.usu.edu/iNetTest/start.jsp>.

Information Specific to each Test:

Operating Systems Test

This is a multiple choice, true/false, multiple answer test and graded by the system. **STUDENTS ARE NOT TO MULTITASK DURING THIS TEST.** Please be sure that NO web pages are accessed and no papers are at the student's desk while this test is being taken. This test is immediately graded when the student is finished so no additional procedures are necessary.

Ethics Test

This is a multiple choice, true/false, multiple answer test and graded by the system. **STUDENTS ARE NOT TO MULTITASK DURING THIS TEST.** Please be sure that NO web pages are accessed and no papers are at the student's desk while this test is being taken. This test is immediately graded when the student is finished so no additional procedures are necessary.

Information Resources Test

This test requires a lot of multitasking. Students will access the WWW and the USU Library. They will also receive and send an email attachment. Students will need to print their answer sheets when they are finished. Be sure the student's name is on all pages. Send the printouts to CIL, 0310 Old Main Hill, Logan, UT, 84322. Be sure all unneeded files are deleted from the system. – including temporary Internet files. Do not let students handle their tests.

Document Processing

There is no multitasking during this test. The Document Processing test requires students to use CIL Testing test CD. They should be found in the CIL testing binder sent to you or your site. Students should only use Word or WordPerfect, My Computer, Paint and Notepad for this test. Students will print out their results. Please be sure the student's name is on all pages and

send these printouts. Send printouts to 0310 Old Main Hill, Logan, UT, 84322. Be sure all unneeded files are deleted from the system. Do not let students handle their tests.

Electronic Presentations

There is a bit of multitasking during this test. The Electronic Presentations test requires students to use the CIL Testing CD. They should be found in the CIL testing binder sent to you or your site. Students should only use PowerPoint or Presentations, My Computer, Paint, and Notepad for this test. Students will have to download a graphic from the WWW to insert into their presentation, thus a web browser may be open for a minute or two. Students will print out their results. Please be sure the student's name is on all pages and send these printouts to 0310 Old Main Hill, Logan, UT, 84322. Be sure all unneeded files are deleted from the system. Do not let students handle their tests.

Spreadsheet

There is no multitasking during this test. Students should not be in any other programs. Students will print out their results. Please be sure the student's name is on all pages and send these printouts to CIL, 0310 Old Main Hill, Logan, UT, 84322. Be sure all unneeded files are deleted from the system. Do not let students handle their tests.