

## **WISE FINANCIAL LITERACY CERTIFICATION TEST—PROCTORING GUIDELINES**

**Wise recommends that the Certification Test be proctored by someone other than the students' classroom instructor. The Test MUST be administered by an independent proctor in states/districts where this is required.**

### **Preparation of the Test Room**

The room should be well lighted, well ventilated, and quiet. Please make preparations before the testing period to keep noise and other distractions to a minimum. We recommend placing a "Do Not Disturb" sign on the door. Desks should be cleared of all books, papers, and other materials. Cover or remove all charts or posters pertinent to the subject being tested and erase all board work. If possible, seating students in alternate rows or alternate seats is recommended. Each student should be clearly visible to the proctor at all times.

### **Calculators and Scratch/Scrap Paper**

The use of calculators or any other equipment is prohibited when taking the Financial Literacy Certification Test, except where permitted by law. The test proctor may provide one sheet of blank scratch paper (lined, or un-lined) for students to use during testing. The sheet of scratch paper must be collected before the student leaves the room and shredded by the proctor. In addition, students with visual impairments may also use braille or raised line paper.

### **Testing Students with Disabilities**

Students with disabilities must receive the testing accommodations specified in their Individualized Educational Program (IEP) or Section 504 Accommodation Plans when they take the test. These students with special needs may use certain recording or playback devices only if this accommodation is specifically required as a provision of the student's IEP or Section 504 Accommodation Plan. Students who need the Test to be read to them may use the Text-to-Speech Audio feature on the Certification Test or may have, **upon request**, access to our online or paper based fixed form Certification Test.

### **Testing Limited English Proficiency Students**

Schools may provide the following accommodations:

- 1) **Time Extension.** Schools may extend the test time for LEP students. Principals may use any reasonable extensions, such as "time and a half" (the required testing time plus one-half of that amount of time).
- 2) **Separate Location.** Schools are encouraged to provide optimum testing environments for LEP students. They may administer the test to LEP students individually or in small groups in a separate location.
- 3) **Bilingual Dictionaries and/or Glossaries:** ELLs may use bilingual glossaries when taking the Test.
  - a. The bilingual dictionaries and glossaries may provide only direct one to one translations of words. Bilingual dictionaries and/or glossaries that provide definitions or explanations are NOT permitted.

**Student Use of Electronic or Communication Devices is NOT permitted.** Neither calculators (EXCEPT WHERE PERMITTED BY LAW) nor any other electronic equipment are required for the Certification Test and are prohibited. The test of any student seen using an electronic or communication device should be voided.

### **Cheating**

Cheating includes the use of unfair means to pass a test, such as giving aid to or obtaining aid from another person. A student should be considered as having cheated only when there is evidence that the student attempted to either obtain or give aid. If a student violates one of the prescribed policies for taking tests, but did not attempt to either obtain or give aid and if, in the judgment of the Proctor, a student has been found guilty of cheating or of attempting to cheat during the Test; the Proctor is authorized to cancel the student's test (please notify wise to cancel a student's test). Students **MUST NOT** access any other computer application or webpage while taking the test.

### **Time Regulations**

#### **A: Survey**

Prior to taking the Test, students are asked to complete a 16 question survey. The survey is NOT timed, but should take no more than 10 minutes to complete. If the survey can't be completed on the same day as the Certification Test, **we recommend that schools administer the survey on one day and the Certification Test the next day the class meets. PLEASE NOTE: AFTER STUDENTS COMPLETE THE SURVEY THEY ARE AUTOMATICALLY LOGGED OUT AND NEED TO LOG BACK IN AS RETURNING USERS**

**TO COMPLETE THE CERTIFICATION TEST. YOU WILL NEED TO APPROVE THEM BOTH TIMES THEY LOGIN.**

### **B: Certification Test**

Proctors should allow 10 minutes for the students to log into the test and to provide proctoring instructions. **Proctors must then TIME the Test.** Students are given 5 minutes to view and read the online tutorial at the start of the Test and UP to 50 minutes (one minute per question) for them to complete the Test. Students who finish the tutorial in UNDER 5 minutes can apply the extra time to completing the Test.

**PLEASE NOTE:** to accommodate students with extra time allowances, the timer clock on our online test is **NOT TURNED ON.** Therefore, it is the responsibility of the proctor to keep time. Proctors should wait until ALL students have logged into the Test and then click “APPROVE ALL” to make sure that all students start at the SAME TIME. Proctors should set the stop watch for 55 minutes (to allow for up to 5 minutes for the tutorial and up to 50 minutes for the Test.

**Students are NOT permitted to start the actual Certification Test on one day and complete it the next day, unless there are unforeseen circumstances such as a fire drill.**

### **Instructions on the day of the Test**

1. **Checking for Unauthorized Materials:** Students must leave ANY books or materials in the front or rear of the test room.
2. **Obtaining Information from Other Students:** Do not permit students to obtain information from other students or from any other computer application in any way during the test. If, in the opinion of the proctor, such an attempt has occurred, warn the students that any further attempts will result in the termination of their tests. If necessary, move the student to another location. If these steps fail to end attempts to obtain information, terminate the student’s test.
3. **Use of Communication Devices is NOT permitted.** Any student observed to be using any communications devices while taking the Test must be directed to turn it off and put the device away immediately. Tests should be voided for any student using any electronic or technology device.
4. **Aid to Students:** No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment on the answer paper of a student while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of questions, proctors should advise students to use their own best judgment.
5. **Temporary Absence from Test Room:** Please do NOT permit any student under any circumstance to leave the test room before the official end of the Test (unless accompanied by a designated hall proctor or other staff member). Once the Test has begun, no student is to be admitted or readmitted to the test room except in the case of an emergency evacuation.
6. **Emergency Evacuation of a School Building:** Evacuation of a school building during the test may occur. Students are to be kept under supervision during the emergency. Then, if work can be resumed, extend the time for the Test so that the students will be allowed their full test time.

### **Re-Takes**

Students who fail the Test on their first attempt may re-take it UP to **TWO ADDITIONAL TIMES PER SEMESTER.** Schools must contact wlse to schedule a re-take session.