Student Worker Set Up Procedures

1. Make sure that there is plenty of paper for the day and that the printer ink is sufficient.
2. Ctrl+Alt+ Del to wake computers. User is ".\mos test"
3. Pull up cameras for testing rooms.
4. Create a new file for the day's test results (MM-DD-YY)

MICROSOFT Administration Procedures

1. Be sure you see the student's drivers license or TCU ID (must be a photo ID) can also look at the image on the check in page
2. You will be asked when signing a student in if you verified their id.
3. Have the students leave their cell phone with belongings outside the testing room.
CELL PHONES MAY NOT JUST BE TURNED OFF OR ON SILENT!! THEY ARE NOT ALLOWED IN THE TESTING ROOMS!No study materials, paper, pencils, pens, or any other books or documents are allowed in the testing areas. These items must be left in the main room. No food or drink in the labs.
4. If a break is absolutely necessary, they may not take their phone and testing time will not stop.
5. If possible, space students out every other computer.
6. Students should have already registered as a user when they arrive for testing. If not, the register button is on the login screen. They must remember their user name and password for future testing.
7. If a student forgets their username or password, then they can request it with their user name.
8. Tell the students they are being monitored by camera and to raise their hand when they have completed the test and we will help them print the test results – pass or fail.
9. Tests are 50 minutes unless they have extended time. Students with extended time must test 2 hours prior to the end of the day.
10. When you are ready, enter your password and user ID and let them begin.
11. Always retain results from tests: Certiport -> Organization Member-> Reports -> Exam Report Reprint -> find student name
12. Write student ID numbers and if a prep class was taken on the Exam Score Report that we keep – students may have a copy of their results if requested.
13. If a student does not pass refer them to Tanya for further instructions.
14. Give Score reports to Tanya to enter Pass/Fail and grades.

Student Worker Closing Procedures

1. Make sure all students have been entered in ImageNow/Perceptive Content.
2. Make sure Tanya has all exam score reports.
3. Sanitize computer stations and restock ear plugs.
4. Restart computers, push in chairs, turn off lights.
5. Close the main door to the lab.
6. Clock out and verify time.