



The First Comprehensive
Assessment of Catholic
Religious Education

PAPER TEST PROCTOR GUIDE

This document contains:

Key Terms

Proctor Guide—Testing Day

Proctor Script

ARK Key Terms

■ Students

Students are Catholic school or parish students in grades 2–12 who will take the ARK test.

■ Teachers

Teachers are all faculty in the school or parish whom you wish to participate in the ARK test. These are religion teachers but also any teacher who will take the Teacher Assessment. A Teacher may also be a Proctor. For Teachers to view Student Results, they must be assigned as a Teacher for the Class.

■ Classes

A Class section is a group of Students taught by the same Teacher at the same time, who may or may not take the ARK test together. Class information is used by ARK for reporting information to you and your teachers on how students performed by class.

■ Testing Sections

Testing sections are groups of same-grade-level Students who will test at the same time, with a Proctor. Since ARK is designed to be taken in religion/theology classes, please define the Testing Sections by the Religion Teacher and Religion Class. If you wish students to take the test in other groupings (for example, all 10th-grade classes at once with a single Proctor), you can adjust the testing sections from your Dashboard.

■ Proctors

Proctors are school/parish staff who will administer the ARK test to Students in a Testing Section, but who do not have access to the results for the Classes they proctor. However, a Class Teacher can be a Proctor. If you wish to designate another person as Proctor for any Testing Section, you can adjust this easily from your Dashboard.



Navigate to Test.ARKTest.org to log in with your system-generated credentials.

Proctor Guide—Testing Day

NOTE: Please also see the **Proctor Script**, included in this document.

1 Administering the Test

- 1 Collect the packet of tests from your site administrator

NOTE: Each test is INDIVIDUALLY NAMED. Please ensure the student gets their proper test. Blank tests have been provided in case a student without a named test is present. Please write the student's name and date of birth if you use a blank test.

- 2 Read the first three lines on the Proctor Script on the next page
- 3 Distribute each Test to the respective Student. For Grades 6 and up, ensure each student receives a Test Booklet and their named Answer Key.
- 4 Read the remainder of the Proctor Script
- 5 Begin the Test.

NOTE: The questions and answers on the paper tests are **NOT** randomized. This will make it easier to read questions to students who need extra help. You will need to observe Students to prevent cheating.

- 6 Once all Students have completed the Test, **collect ALL Test Materials** and return them to your site administrator.

Notes on the Student Experience

- 1 All ARK tests are Multiple Choice and True/False. There is only one best answer for each question.
- 2 The Test is in two parts. **Part 1** tests knowledge, and **Part 2** tests affinity. Affinity question responses are anonymous and will not be tied to each individual test-taker. There is a section break to alert the Students to the completion of **Part 1** and the start of **Part 2**.
- 3 Students must use a No. 2 pencil to complete the test.
- 4 Students should completely fill the bubble of the answer they choose as shown here:
Correct: ● **Incorrect:** ✓ ✗ ○
- 5 If a Student needs to change their answer, have them make a large "X" through the Incorrect response.
- 6 At the conclusion of **Part 2**, The test is complete.

(continued on next page)

Proctor Script

Suggested Test Day instructions:

"Welcome! Good morning/afternoon!

We are going to take the Assessment of Religious Knowledge today. You will have the chance to answer questions about the Catholic faith.

We will take this test on paper.

Do Not open your tests until I instruct you to do so.

Please confirm your Name, Parish or School, Teacher, and Grade on the front page and write your name in the space provided if it is correct. Raise your hand if the information is wrong."

Pause for Students to confirm their information.

Once you begin, you will see the questions on each page. Please choose the best answer from the choices given. You should not go back and change your answers. But if you do, make a clear "X" through the incorrect choice.

Completely fill the bubble of the choice you believe is the correct answer.

Once you finish the Test questions in Part 1, you will begin a series of anonymous questions in Part 2. Your answers to these will be anonymous and are to help us better understand our community's beliefs and practices. These questions will not affect your score on the ARK Test.

Are there any questions?"

Pause for any questions Students may have.

"St. Joseph of Cupertino, patron of test-takers, pray for us!

You may now Begin the Test."



Login at Test.ARKTest.org

Call us
(888) 985-1324

Email us
help@arktest.org