ARK

The First Comprehensive Assessment of Catholic Religious Education

TEACHER & PROCTOR GUIDE

This document contains:

Key Terms

Before Testing Day

Your Dashboard

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.
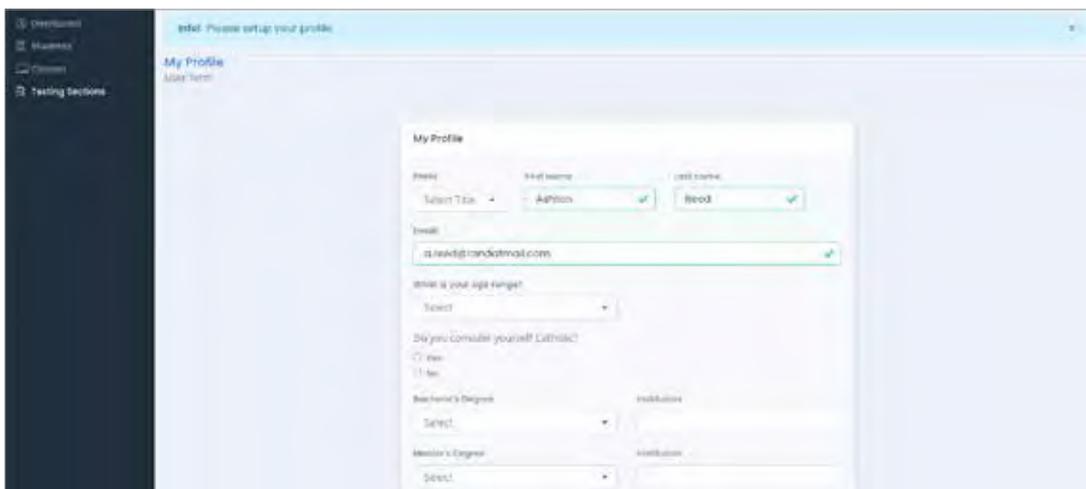

Navigate to **Test.ARKTest.org** to log in with your system-generated credentials.

Before Testing Day

1 Navigate to **ARKTest.org** and select **Login**. Your Center Administrator has created your account, and you should have an email from **no-reply@arktest.org** with your login credentials. Select **"Forgot Password?"** at the login screen to generate a new temporary password.
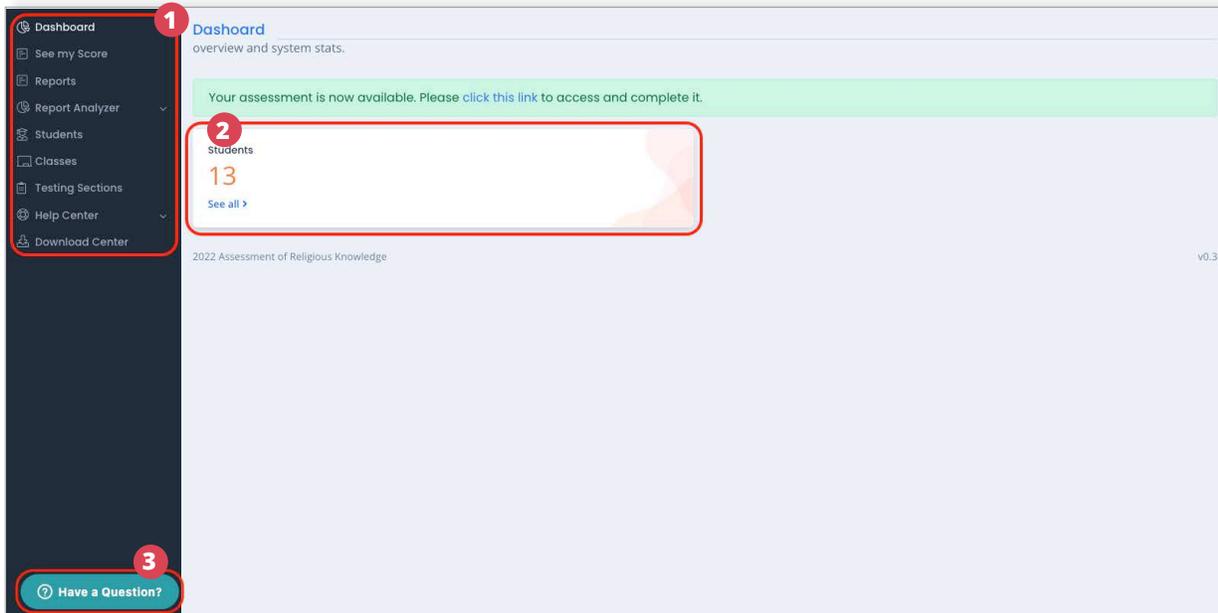

2 When you first log in, you will be prompted to complete your profile. Please complete all fields and then click **"Save"** when done.

Your Dashboard

After completing your profile and on subsequent logins, you will see your Dashboard.

Your Dashboard will provide you with:

1   Navigation to the important functions in the tool.

2   **An overview** of the data in the tool.

3   **The "chat" button,** which will open a live chat window with the ARK team ready to help you address any questions or concerns while you are in the tool. You can also email us at **help@arktest.org** if your question is not urgent. The help desk is staffed 8AM to 5PM Eastern Time, M–F *(times subject to change)*.
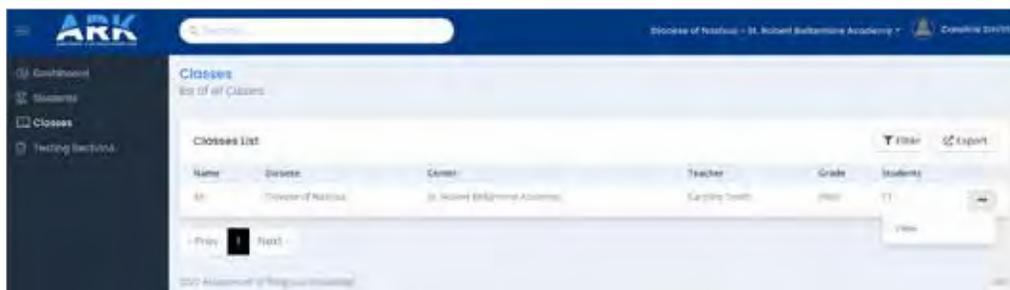
You have several key functions to perform to get ready for Test Day.

1   Confirm that your Class and/or Testing Section data is correct and complete.

2   Remove or add Students to Testing Sections in preparation for Testing Day. This can include same-day removal of absent Students.

3   Generate Login Credentials for Students in your Testing Section(s).

1 Confirm Your Class and Testing Section Data

Your Center Administrator will have loaded Student data into the tool and created Classes for you. They also may have created Testing Sections. Please verify this information.
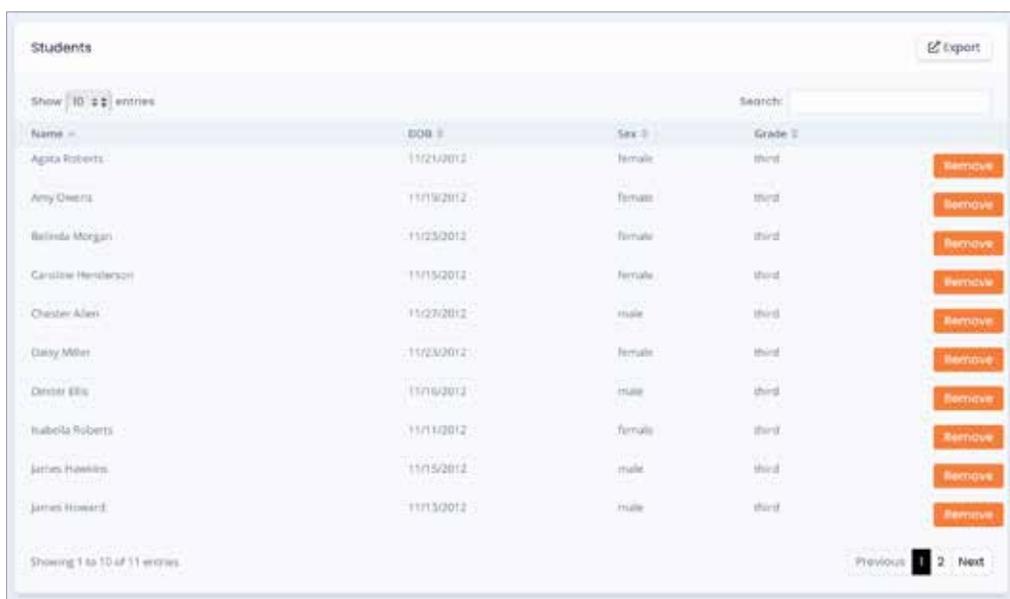
1   Select **"Classes"** from the navigation menu.

2   Click on the [...] button at the end of the Class list you will check.

3   Select **"View."**

4   Select **"Students"** at the top of the screen.

5   Review the Students list to confirm that all Students are included. If needed under **"Testing Sections"** you may **"Remove"** Students improperly assigned to your Testing Section, or as needed for absences. Please note that removing a Student from the Testing Section places them in the Unassigned group to be added to another Testing Section.
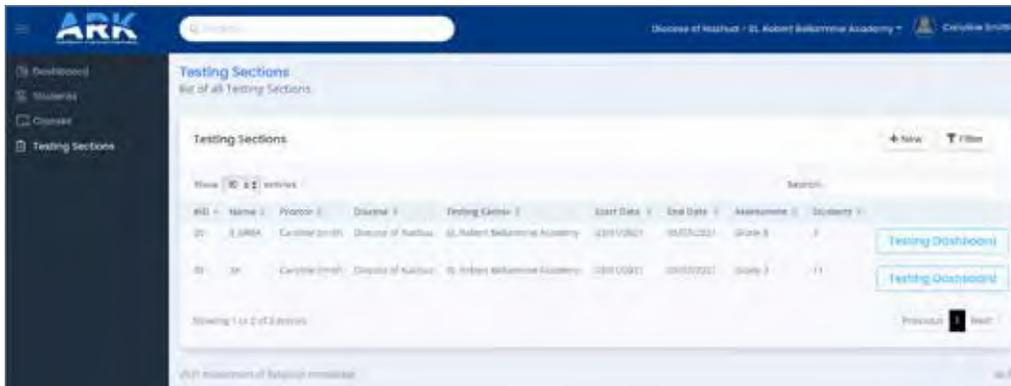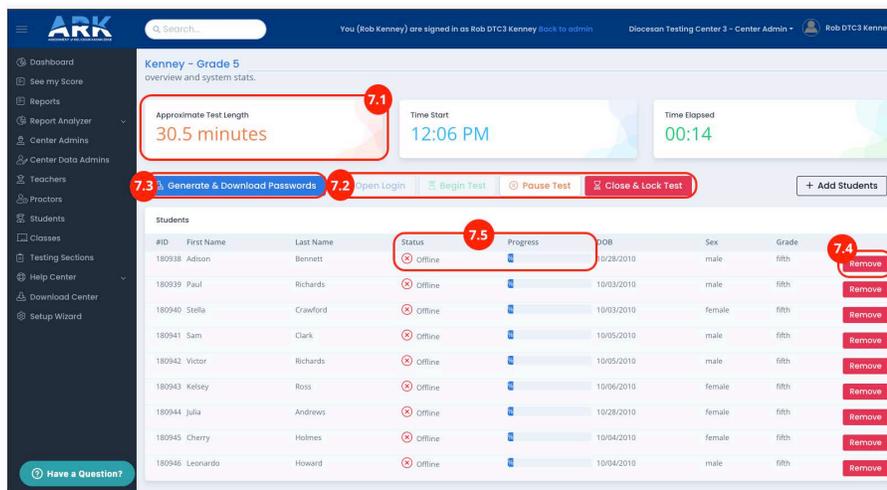

NOTE: Contact your Center Administrator about any Student missing from your list.

2 Testing Section Administration

1   Select **"Testing Sections"** from your Dashboard navigation menu.

2   Confirm that the Testing Sections you see are what you expect.

3   Select **"Testing Dashboard"** to view the details of each Section you will administer.

4   Confirm the Section name and the Student list. You may need to scroll across multiple screens, so be sure to check the entire list.

5   Use **"Remove"** for any Student listed who you know will not be taking the Test in that Section.

6   Use **"+ Add student"** to include Students who are missing and in the same grade.

7   The Testing Dashboard contains many useful features:

7.1 <u>ARK is not a timed test</u>. The time is given as an approximate for planning purposes only.

7.2 The controls for **Open Login**, **Begin Test**, **Pause Test**, and **Close & Lock Test**.

NOTE: Pausing the Test stops all answer entry for all Students in the Testing Section. Students will continue the test from their last answered question when resumed.

Testing Section Administration *(continued)*

7.2.1 **Open Login** Enables Students to log in to the Test and prepare to begin. A Student will be denied system access if they attempt to log in before you press this button.

7.2.2 **Begin Test** Activates the Test for all logged-in Students in the Testing Section. This also sets the **Time Start** and begins the **Time Elapsed** tile. This timer is for your reference only and will **NOT** impact access to the Test or scores.

7.2.3 **Pause Test** Allows the Proctor to pause Students' ability to answer questions. All current responses are stored for individual Students until the Test is resumed.

7.2.4 **Resume Test** Will display after the **Pause Test** button is pressed. All data entry is suspended until the Proctor clicks this button.

7.3 The ability for the Proctor to **Generate and Download Passwords** for all Students listed in the Testing Section.

7.4 The ability to **Remove** a Student from a section — up until and even during the Test.

NOTE: Removing a Student during the Test will wipe out any questions they've answered, and they will be able to start again once assigned to a new Testing Section.

7.5 Student **Status** and **Progress** are automatically updated as Students log in, start the Test, and proceed through taking the Test.

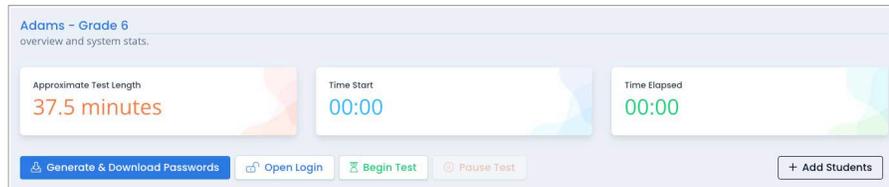## 3 Preparing Student Login Credentials

Suggestions for logging Students in:

- Proctors can export the data from the Testing Section by clicking **"Generate and Download Passwords."**

- Center Admins and Center Data Admins can export the data for all Testing Sections and distribute to Proctors.

- Distribute IDs and Passwords on slips of paper to **older Students**.

- Have extra staff available to help **younger Students** with IDs and Passwords.

- In classes with assigned Seats, or for younger Students, you may **"Open Login"** in advance of testing and log in these Students.

Proctor Guide — Testing Day

1 Administering the Test

1 Navigate to your Testing Dashboard for the Testing Section you are about to administer.

2 Click **"Generate and Download Passwords"** to generate the Username for each Student and the common Testing Section Password

3 Print this file and prepare each Student's unique login credentials in a manner suiting the age of your Students (see suggestions on **page 7**).

4 Click **"Open Login."**

5 Have Students navigate to **test.arktest.org** and log in with their unique credentials. You, or other adults, might need to enter these ahead of time for younger Students.

6 Have Students confirm their Name and Date of Birth on their individual holding screen.

7 Confirm that all Students appear as **"Online"** in the **Status** field of your Dashboard.

8 Select **"Begin Test"** when ready to start for all Students.

9 During the Test you will see Students' progress indicated in the Dashboard.

10 Once all Students have completed the Test, or you have provided the amount of time you wish to allot to the Section, click **"Close & Lock Test,"** and all responses will be saved.

> **NOTE: "Close & Lock Test"** locks the Testing Section and submits all responses for analysis. No changes can be made to Student lists or Student answers.

2 Pausing and Resuming the Testing Section

- In an emergency, such as a fire drill or sudden Student illness, you can **"Pause Test"** to temporarily stop all Student submissions. You may then **"Resume Test"** when ready to begin again for all Students.

- If a Student needs to be excused from the Testing Section, you may **"Remove"** them at any time until they have completed the Test. This deletes the Student's responses, and they will need to be assigned to a new Testing Section and start over.

Notes on the Student Experience

1. All ARK tests are Multiple Choice. There is only one best answer for each question.

2. The Test is in two parts. **Part 1** tests knowledge, and **Part 2** tests Belief & Behavior. Belief & Behavior question responses are anonymous and will not be tied to the 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. At the conclusion of **Part 2**, Students receive a congratulatory message and can exit the testing window.

Proctor Script

- Before beginning, click **"Open Login"** for the Testing Section at **test.arktest.org**.
- Student computers should be at the Student Login screen: **test.arktest.org**.

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 a computer/tablet.

After logging in, you will be asked to confirm your Name and Date of Birth. Please click 'Proceed to Test' on this page, or raise your hand if the information is wrong."

Pause for Students to log in and confirm their information.

Proctor Script *(continued)*

"Students, please type in the Student ID you are given. **(Omit for any Testing Section where you have already entered the credentials.)**

You will reach a waiting screen. Please be patient, and I will start the Test once all Students are ready.

Once you begin, you will see one question at a time. Please choose the best answer from the choices given. You cannot go back and change your answers.

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 our principal 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 saint of test-takers, pray for us! You may now click 'Begin the Test.' "

ONCE ALL STUDENTS ARE CONFIRMED

and their **Status** shows as **ONLINE**, select **"Begin Test."**

ONCE ALL STUDENTS SHOW 100% PROGRESS,

select **"Close & Lock Test"** to end all responses and submit the Testing Section.

NOTE: Students can use the native Accessibility features of their device to have questions and answers read to them. Here are instructions for a few suggestions for common devices
Chromebook: https://partnerdash.google.com/apps/simulator/chromebook#turn-on-select-to-speak?l=en
iOS: https://support.apple.com/guide/ipad/spoken-content-ipad9a247097/ipados
MAC: https://support.apple.com/guide/mac-help/have-your-mac-speak-text-thats-on-the-screen-mh27448/mac
PC: https://support.microsoft.com/en-us/windows/hear-text-read-aloud-with-narrator-040f16c1-4632-b64e-110a-da4a0ac56917

ARK

Login at Test.ARKTest.org

Call us
(888) 985-1324

Email us
help@arktest.org