

## ***Obtaining/Distributing Participant ID's and Passwords***

**Note: This applies to Site Administrators and Proctors only!**

1. Click on [Download Student Logons \(via sFTP system\)](#)
2. Enter the Username and Password provided to you in the Roster Uploaded email
3. Tick the box next to the filename provided in the Roster Uploaded email
4. Click Download File
5. Open the file to view the Student Usernames and Passwords
6. On test day, distribute the testing information to the students
7. Each student should go to <http://www.careertechtesting.com> and click on the Testing link
8. Click on Online Testing System Access to enter in the username and password provided for the student.
9. After the initial information about the assessment comes up on the screen, the student needs to click the Start Action button to begin the test.
10. Make sure the student completes the registration data fields at the end of the assessment. This information will connect the result to the student and provide the information needed to create certificates.

### ***Test Instructions***

All assessments contain multiple choice test items and are not timed. Once the test is displayed on the monitor, all items will be visible and must be completed during a single test session. If the window is not maximized to fill the entire screen, maximize it by clicking on the icon immediately to the left of the “X” in the upper right corner of the window. **Avoid clicking the “X” in the upper right corner. If the test window is closed, you can resume the test by logging back into the system. However, this must be done immediately and cannot be completed on a different day.**

Each question has one and only one correct answer. Use the **left** mouse button to mark the selected response, making sure the response has a dark circle within the button by the response. Items that do not have the darker circle are considered unanswered and you will not be able to Submit the test until all items are answered. Note that you can choose only one answer – if you mark another response, the dark circle disappears from the previous response. **Remember: Use the left mouse button to mark your response** – clicking on the right mouse button will close the testing window.

Use the scroll bar on the right side of your screen to navigate through the test items. As you scroll thru test, **avoid clicking on the “X” in the upper right corner and closing the test window.**