



Instructions for Students Taking The Proficiency Profile Abbreviated Form C for Unproctored Online Administration

Step 1: Review the “General ETS/PP Procedures” section listed below. Print off a copy of these instructions to refer to while taking the assessment.

Please note: The ETS/PP is a timed assessment. If you do not complete the ETS/PP in the designated time, a message box will display and the assessment will automatically be scored. You will not have the opportunity to review your work. Make sure you monitor the time remaining by checking the timer in the upper right corner of the screen.

➤ **Step 2:** Go to the ETS/PP Student Login site: <http://proficiencyprofile.ets.org/>

Please note: Close all open applications except Internet Explorer before accessing the site. You will need to perform the Site Readiness Steps (**System Check and Download Browser**) which are outlined under System Requirements and Computer Setup below. If you are unable to resolve browser or system issues, please contact the St. Philip’s College **Office of Distance Learning (210-486-2239)** to make arrangements to take the test in one of their labs.

Step 3: Enter the Test Session Number

Fall 2018 Face-to-Face students: Enter Session Number **206673-149692983**

Fall 2018 Distance Learning students: Enter Session Number **206672-149692982**

If you are logging in for the first time, enter your Alamo Colleges student e-mail address on the Login screen. Click on the radio button next to “No, I have not logged in before” and then click **Submit**.

Step 4: Complete your personal profile. Review the “Completing the Personal Profile” section below for more details.

Please note: Type in your 9-digit Banner ID Number in the field labeled “ID Number”. You may look up your Banner ID number in ACES if you do not know it. <https://alamoaces.alamo.edu>

Step 5: Click “Start Online” after completing the personal profile section. You will then be given the opportunity to complete a tutorial and sample assessment to better familiarize yourself with the format of the test. Click “End” once you have completed the sample assessment. Click “OK” on the dialog box that appears to confirm that you are finished with the sample assessment. (Review the “Completing the Tutorial and Sample Assessment” section below for more details.)

Step 6: **Click “Next” to begin the ETS/PP.** (Review the “Starting the Actual Timed Assessment” section below for more details.)

Please note: Under no circumstances should the “Exit” button be used until you are ready to submit your assessment for scoring.

Step 7: Click “Exit” once you have completed the ETS/PP. You will be asked to complete a few questions regarding your experience taking the ETS/PP. These are optional and will not affect your score.

Step 8: Click on the link under the “Completed Tests” heading to view your scores. You will be given the option to print your scores for your own records and to provide to your instructor as verification that you have taken the exam.

Step 9: Click “Logout” to exit the administration window and conclude the assessment. You’re all done!

Good luck and thank you for participating in this assessment.

General ETS/PP Procedures

Please read through this entire instruction document before logging in and beginning the assessment.

The assessment is intended to be taken in one continuous assessment session without breaks. In addition, each student is required to complete a personal profile that may take an additional 10-15 minutes. Make sure that you are able to allocate the needed time during which you can work with as few interruptions as possible.

System Requirements and Computer Set-Up

In order to access the student interface, you will need a computer that meets the following requirements:

Requirement	Student
Operating System	Windows 98, XP, NT and 2000 <i>(not MAC compatible)</i>
Internet Browser	Internet Explorer 5.5 or higher
Internet Connection Speed	128k or Greater
Screen Resolution	1024 x 768

➤ Before you test, visit the Login Page at : <http://proficiencyprofile.ets.org/>

Run ETS Proficiency Profile System Check. This will determine if you can use your computer to optimally take the test without interruption or technical issues arising. Should you have any concerns about whether or not your system is compatible with the test, technical support is available Monday through Friday from 8:00am to 6:00pm EST by sending e-mail to ProficiencyProfileSupport@tests.com. You will typically receive a response within an hour during the above hours.

Before starting your assessment, it is important to close all applications except Internet Explorer. You will need to **Download Proficiency Profile Browser**. (1) Click on Download ETS/PP Browser, (2) Download ETS/PP Browser, (3) Click on "Run", (4) Click on Run again. You will then be asked to enter your Session number. The session number is provided on page 1 of these instructions and is highlighted. (If you choose to Save the ETS/PP browser it will become an icon on your desktop. You can click on the icon, click Run, and you will get to the screen where you input the Session number.)

The ETS/PP assessment is a "mouse-driven" experience. The computer keyboard is not required during the actual assessment. Therefore, it is advised that the keyboard be moved to the side once you have completed and submitted your personal profile. This will help to avoid pressing unauthorized keys that will unintentionally close your assessment session. **NOTE:** *The keyboard is required for logging into the assessment system and completing the personal profile.*

Preparing for the Assessment Session

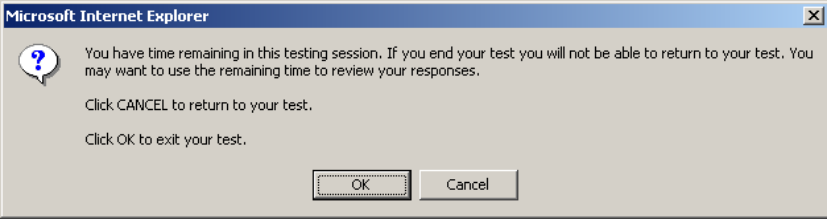
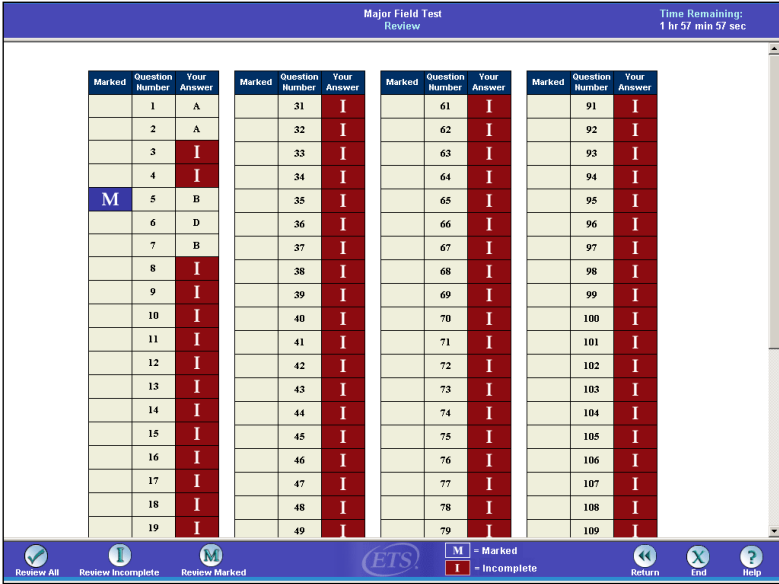
You should block out sufficient time to complete the ETS/PP assessment. An additional 10-15 minutes will be necessary to log-in and complete the personal profile questions.

While not required, you may want to have a scratch paper, pencils, and a non-graphing calculator available for use. As a reminder, other study aides are not permitted. Do not use the "Exit" button until you are ready to submit your assessment for scoring.

Using the ETS/PP System

Navigation - During assessment taking, the following assessment tools will be available:

- The time remaining on the assessment – top right corner of the screen
- The current question and the total number of questions – top left corner of the screen
- Navigation buttons (Exit, Mark, Review, Help, Back, Next) – bottom left and right corners of the screen

Name of Button	Action
Exit	<p>The Exit button will end the assessment and score it. Do not use this button until you are ready to end and score the assessment. If you click this button with time remaining, the following message will display:</p> 
Mark	<p>The Mark button will display “Marked” in the upper left hand side of the title bar for that question. It also displays an indicator in the Marked column for that question on the Review page to provide you with a visual indicator. You can “unmark” a question by clicking the Mark button again.</p>
Review	<p>The Review button provides you with a list of all the questions on the assessment and displays the status of each item (Marked, Incomplete, Answered). Click on a question number to return to that item on the assessment.</p> <p>An example of that screen is shown below.</p> 
Help	<p>The Help button will take you to the information contained in the Tutorial.</p>
Back	<p>The Back button will take you back one question.</p>
Next	<p>The Next button will move you forward one question.</p>

Skipping Questions - If you wish to skip a question, you can click on the **Next** button to continue to the next question. You will have the opportunity to answer the skipped question on the Review screen or you can click on the **Back** button during assessment taking to return to the question and indicate an answer. Scores are based on the number of questions answered correctly. There is no penalty for guessing. You should make an attempt to select an answer for every question.

FALL 2017

Changing a Response - If you wish to change a response to a question during the assessment session, you can change the response by clicking another radio button to indicate the new response.

Assessment Timing - ETS/PP is a timed examination. If you do not complete the assessment in the designated time, a message box will display and the assessment will automatically be scored. You will not have the opportunity to review your work. Make sure you monitor the time remaining by checking the timer in the upper right corner of the screen.

Completing the Personal Profile

After logging into ETS/PP, each student is required to complete a personal profile. Any required fields that are not completed will be highlighted in yellow. After you complete your personal profile, click on the **Submit** button.

The information you provide as part of your personal profile will be used to help the institution determine that you have completed the assessment. Additional demographic information you provide will be used for research purposes only.

As part of your personal profile, you will be asked to create a password to access the assessment. You can use any combination of letters and numbers in your password. Be sure to create a password that you will remember easily.

The ETS/PP assessment is a "mouse-driven" experience. The keyboard is not required during the actual assessment. Once you have completed and submitted your personal profile, move your keyboard to the side to avoid pressing unauthorized keys that will unintentionally close your assessment session.

Once you have completed your profile, a screen will display the title of the assessment you will be taking along with a link to click to start the assessment. Click **Start Online**. *The actual assessment will not start until you have seen the general assessment guidelines, followed by a Tutorial and a Sample Assessment which will help you to learn about taking the ETS/PP assessment. **Timing for the assessment will not begin until the actual assessment begins and the first assessment question is displayed.***

Make sure you read the general directions and information screens since these screens provide you with information about the assessment and what to do if you experience a problem. Once you read these screens and click on the **Next** button, the **Tutorial** screen will display.

Completing the Tutorial and Sample Assessment

The tutorial allows you to become familiar with the assessment interface. As part of the **Tutorial**, you will have the opportunity to practice using sample questions. The tutorial has a time limit of 20 minutes and is not scored.

Once you have read through the tutorial, click on the **Next** button and the first question for the Sample Assessment will display. When you click on the **Next** button after the last sample question, you will be taken to the Review screen. To exit the Sample Assessment, click on the **End** button. You will be asked if you really want to exit the sample assessment. Click **OK** to continue or **Cancel** to return to the review screen.

It is strongly recommended that you complete the sample assessment in order to make you comfortable with the online assessment experience.

Starting the Actual Timed Assessment

Once you exit the Sample Assessment, the next screen that will display is a title screen followed by a directions screen. *These directions are part of the ETS/PP assessment.* Once you have finished reading these directions, clicking on the **Next** button **will start the timing and the first assessment question will display**. You will see the time remaining in the upper right-hand corner of your screen.

You will now have [**40 minutes**] to complete the ETS/PP assessment. You must proceed to complete the entire assessment without break or interruption. You cannot stop the countdown clock once you have clicked **Next** in the step above and the actual assessment has begun.

Ending the Timed Assessment

During test taking, if you select **Exit** you will be provided with two (2) options.

- Return to the assessment - You may have time remaining and unanswered questions. If time is remaining, you are permitted to continue working. Click **Cancel** to continue working on your assessment.
- Exit – If you click **OK** to Exit, you will exit the assessment and the assessment will be scored. Once you do this, you will not be permitted to return to the assessment so make sure that you have finished your assessment before clicking OK to exit. **The Helpdesk will not be able to help you in re-starting your assessment once it has been exited and scored.**

Exit Evaluation Questions

Upon completion of the assessment, you will be directed to a few Exit Evaluation Questions.

The exit evaluation questions are optional and do not affect your score. However, we appreciate your taking the time to complete these questions as they help us improve the assessment experience.

Upon exiting the Exit Evaluation Questions, the **Thank You** screen will display. At this point the assessment session is complete and the browser may be closed.