



ISTC BASIC PLUS TESTING PROCEDURE

1. Testing

- A. Once student has completed classroom portion of the Basic Orientation Plus® program, the Training Technician (TT) shall scan each routing slip and process each student out of the classroom. If the student's picture is not in PicViewer – the student is not allowed to test. The student should report back to Customer Service for proper identification verification and to have his/her photo taken. Students should remain in the classroom until the TT has processed each student.
- B. The TT shall pick up all notes and/or any paper that the students may have prior to escorting them to the CBT Lab
- C. The Training Technician shall escort the entire class to the appropriate CBT Lab (Rm 216 or trailer for Nederland only) for the Basic Orientation Plus test.
- D. The Training Technician shall assist in verification of identification of students, start-up of testing and continued observation of testing.
 - 1. 100% Identification check shall be completed (using approved identification outlined in ISTC's Policies and Procedures) before signing the student on to the Basic Orientation Plus™ Test
 - 2. The Instructor shall monitor the class throughout the testing observing the following:
 - a. Slowness
 - b. Wandering Eyes
 - c. Cheat Sheets
 - d. Cell phone use
- E. The Training Technician shall remain in the computer lab until all students have completed their Basic Orientation Plus™ test.
- F. The Training Technician shall not read questions for the student or assist the students with answers in any manner. TT may only explain testing procedures or the meaning of an occasional word.
- G. If Cheating Is Suspected (No Singling Out)
 - a. Remove student from classroom
 - b. Explain to the student that they are in violation of the policy
- H. If student fails the test (this will be identified by the students monitor screen indicating he has failed – the student will not be able to continue when this screen appears).
 - a. Explain to student that he has failed the test and the process for re-taking the class.
 - b. Notify a CBT Lab Monitor who will escort the student to customer service for proper check-out.

2. Completion of Class

- A. Once ALL students have completed their test;
 - 1. Take all fail test routing slips to customer service for check out procedures
 - 2. Make sure all classroom equipment is turned off and secure