
2018 Academic Decathlon

Online Essay Proctor Responsibilities and Test Directions

This document describes the responsibilities of the Academic Decathlon Online Essay Proctor and provides specific test directions to be followed during the Essay Test. ***Please review this information prior to the administration of the Essay Test.***

Decathletes will complete the Essay Test online using USAD's online essay system.

Essay Test Date:	Tuesday, December 5, 2017 (All decathletes must complete the Essay Test on this date. All decathletes at a school must test at the same time.)
Time:	All schools MUST start their essays between 7:00 a.m. – 4:00 p.m.
Location:	Each Coach will determine the testing location (e.g., computer lab). No one other than decathletes and the proctor can be in the testing room during the Essay Test.
Important:	Computers MUST be running Internet Explorer or Google Chrome (Firefox, Safari, and other browsers are not supported)

Essay Practice:	Tuesday, November 28 th – Friday, December 1 st
Times:	Any time during this window
Location:	We strongly recommend completing the practice essay on the same computers the team will use for the Essay Test.
Note:	The system will display generic prompts not related to this year's theme.

Some Basics About the Online Essay System

- There is no spell check.
- The system does not allow decathletes to cut and paste.
- Decathletes can scroll through their essay and add or delete text.
- The system automatically saves what has been written every minute. Decathletes are encouraged to hit the save button on occasion.
- There is a green bar displayed at all times if the system is running properly. If there is a red bar or no bar, the decathlete should log off and log back in or try a different computer.
- Decathletes are given 50 minutes to write their essay. The system tracks and displays the testing time and will log the decathlete out when 50 minutes has passed.
- USAD runs a report at the end of the day. Any odd activity (e.g., the number of times a decathlete logs off, the number of attempts to cut and paste) is flagged and will be investigated by NBRAD.

Before the Test Begins

- Book a computer room to administer the Essay Test.
 - The **only accepted browsers** are Internet Explorer & Google Chrome. Other browsers are not allowed, including but not limited to: Firefox and Safari.
 - We strongly recommend that your team complete the practice essay test on the same computers you will use for the Essay Test.
- All students must complete the essay practice test between Tuesday, November 28th and Friday, December 1st.
- Before decathletes arrive, make sure the required number of computers are on and have access to the Internet. It is also recommended to have a few extra computers on in case there is a problem with a computer.
 - Proctors may want to open the web browser on each computer and go to the login page at <https://usad.enlyght.com/Login.asp>.
 - Only one student is allowed per computer station.
- Make sure you have scratch paper and pens or pencils for the decathletes. Put two pieces of scratch paper and a pen or pencil at each computer station.
 - This paper will need to be picked up by you after the competition. The paper should not leave the room with the student. No other materials (phones, iPods, backpacks, etc.) are allowed at computer stations.
- Make sure that no one besides you and the decathletes will be in the room during the Essay Test. You will need the room to yourselves for just over an hour.

Administering the Online Essay Test

As the decathletes arrive, ask them to store their belongings (e.g., jackets, backpacks) in a designated area in the room away from where they will be testing. Ask them to turn **off their cell phones**.

Take roll and check their photo ID. You will be provided a list of decathletes who are authorized to test. It will include each decathlete's name and a username and password. You will also receive a sheet of usernames and passwords that you can cut so you can hand the username and password to each decathlete. If all decathletes on the list are present, you may begin after taking roll and passing out usernames and passwords. If not, you may wait a short time until all decathletes are present.

When you are ready to begin, make sure no one else besides the decathletes are in the room then administer the Essay Test as follows. Read the **bold** text below aloud to decathletes.

Good afternoon - I am [your name], and I will be your proctor for the online Essay Test.

If you have not already done so, please be sure that your cell phones are turned off and are put away. Everything should be off of your computer station/desk except a pen or a pencil and two sheets of scratch paper.

If you need to use the restroom while you are testing, raise your hand. Only one person may go at a time, and all of your test materials must be left in the room. You will not get to makeup the testing time that you miss.

The Essay Test has three essay prompts. You will select one to write on.

Write a well-organized essay in which you clearly respond to the question or direction that is presented in the prompt. Be sure to follow the accepted rules of Standard English sentence structure, usage, spelling, and punctuation, and use appropriate diction and style.

You will write your essay online on the computer. There is no spell check, and you will not be able to cut and paste. You will be able to scroll through your essay and add or delete text.

You will have 50 minutes to write your essay. While taking the test, a white bar at the top of your browser will display the number of characters typed in the top center and your time remaining in the top right hand corner. The system will save your work every minute on the 30-second mark. You will see the bar turn green when it saves. In addition, you are encouraged to hit the save button on occasion.

When 5 minutes are remaining the bar at the top of your browser will turn yellow. When you have one minute left the bar will turn red. The system will log you out when 50 minutes has passed.

If you experience any problems, raise your hand and I will assist you. [Proctor: See the Online Essay Support section at the end of this document for instructions]

Allow yourself time to proofread your essay. For the essay topic you choose, state your individual thesis or position clearly. Use specific information and examples from your studies to support your position. Provide a final paragraph to conclude or close your essay.

You can use scratch paper provided at your computer station to make notes, plan your essay, or prepare a draft of your essay. Writing a draft is advisable but not required. I will need to collect the scratch paper before anyone leaves. This Paper should not leave the room. Be aware that your time is running when you are writing on the paper. Be sure to touch a key on the keyboard every 5–10 minutes, so you will not be logged off. The system will log you out after 15 minutes of no activity.

You may NOT use dictionaries, notes, or any other resource or study materials.

If you finish your essay before the testing time is up, please sit quietly until the rest of your teammates are finished.

Are there any questions? [Answer any questions.]

Step 1: [If you have not already set all computers to the login web page read the following.] **Type the following web address in your browser address bar:** <https://usad.enlyght.com/Login.asp> [you may want to write this on a white board]

Step 2: Under the Academic Decathlon section look for the pen icon with the word “Regional” under it. Select this icon.

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Step 3: You should now all have displayed on your computer the USAD Online Essay login page. You will need your username and password to log in. Does anybody not know username or password? [If any decathlete does not remember his or her ID or password, provide it to the decathlete. It is included on your list.

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• Login
• More Information

Username:

Password:

Forgot your password?
 1. Enter your username into the Username field above.
 2. Click the Email Me button.
 3. Your password will be emailed to you.

Step 4: [Skip this step if all of your students have previously logged into the USAD system during the online practice] **Please read the Advanced Testing Engine User Service Agreement, Select the “I Agree” box, enter your name, e-mail, and title “student”. Click on Accept when you are done.** [Please note: If students have previously logged into the system it remembers them and will not ask them to enter this information again]

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Advanced Testing Engine User Service Agreement

I understand that this is an official test of the United States Academic Decathlon and I hereby affirm that I have prepared and will perform on this test in a manner consistent with the highest standards of honesty and integrity.

I (Subscriber) am requesting access to the Enlyght Software Advanced Testing Engine (the "Service") which is exclusively owned and provided to Subscriber by Mikkalson Corporation ("Enlyght Software"). The Service is provided to Subscriber under the terms and conditions set forth in these User Terms and Conditions of Use ("User Agreement") and the Master Terms and Conditions of Use ("Agreement") signed by your sponsoring organization.

I Agree:

Name:

E-Mail:

Title: Example: Student/Coach/Judge

Step 5: A "Student Menu" page will appear. Select the "Test/Challenge" link. The "Activate Test" page will appear.

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- Main Menu
- Test/Challenge**
- Logout

Student Menu

- [Test/Challenge](#) - Start a test or challenge
- [Logout](#) - Exit Testing System

Step 6: You will not be able to begin until you input an Activation Key code that I will give you shortly. [Don't give them the Activation Key until you have read through ALL of the instructions] Once you do and select "Activate," the test begins and the 50 minute timer will start. I am going to read the Helpful Hints for Creating a Successful Online Essay – Please ignore the Helpful Hints for Taking an Online Objective Test section.

Activate Test

Activation Key:

Activate

Logout

Before activating the test, please read the Helpful Hints that correspond to the type of test you are taking, Essay or Objective.

Helpful Hints for Creating a Successful Online Essay

- **Important!! Avoid using the Back, Forward or Refresh buttons.** Doing so could cause you to **lose all or part of your essay.**
- **Restart Instructions if you experience problems.** (Note: You do not lose essay time if you have to restart.)
 - If your essay is on the page, click Save. Otherwise continue to the next step.
 - Click the **X** to close your browser.
 - Open your browser.
 - Log in again.
 - Enter the Activation Key.
 - Continue with your essay.
- A green bar at the top indicates the program is automatically saving your essay.
 - If it **stays green for more than 1 minute**, follow the **restart instructions** listed above.
- **Press the Save button** every 2 – 5 minutes even though the program is saving.
- When saving, if you **continually** receive a **Save Failed message**, follow the **restart instructions** listed above.
 - If you **still receive the Save Failed message, try another computer.**
- The upper left corner of the screen shows the number of characters that have been written to the server.
 - This will update each time the essay is saved.
- A countdown timer is located in the upper right corner of the screen.
 - A yellow bar will display indicating 5 minutes are left until the essay expires.
 - A red bar will display indicating 1 minute is left until the essay expires.

Helpful Hints for Taking an Online Objective Test

**Do Not Read the
Helpful Hints for Taking an Online Objective Test
section**

Please emphasize
this!

Once you enter the Activation Key and select “Activate”, you will see three essay prompts on the screen and the remaining testing time will be displayed.

(0) 4 Minutes 41 Seconds

Select 1. If you could discover one thing to help mankind, what would it be and what would be its impact on the world?

Select 2. "Advertising is the greatest art form of the twentieth century." —Marshall McLuhan
Describe one recent advertisement that you believe reflects a great art form.

Select 3. The Amazon Basin has been described as the "lungs of the earth."
Where do you think the "heart of the earth" is? Explain why.

SAMPLE

Reminders
Select one of the prompts for your essay. Type a well-organized essay in which you clearly respond to the question or direction that is presented in the prompt. Be sure to follow the accepted rules of standard English sentence structure, usage, spelling, and punctuation, and to use appropriate diction and style. Allow yourself time to proofread your essay. For the essay topic you choose, state your individual thesis or position clearly. Use specific information and examples from your studies to support your position. Provide a final paragraph to conclude or close your essay.

Once you select your prompt a screen will appear with your prompt at the top along with your character count and remaining time. A place to type will be displayed and the three possible prompts will remain at the bottom. If you start to type and want to change your prompt you can do so at any time.

(266) 1 Minutes 26 Seconds

Selected Topic: 1. If you could discover one thing to help mankind, what would it be and what would be its impact on the world?

Save

would discover an anti-gravity devise that people could use to transport heavy objects. It would be able to of doing would be able to

password? [If any decathlete does not remember his or her ID or password, provide it to the decathlete. It is included on your]

SAMPLE

Save

Select 1. If you could discover one thing to help mankind, what would it be and what would be its impact on the world?

Select 2. "Advertising is the greatest art form of the twentieth century." —Marshall McLuhan
Describe one recent advertisement that you believe reflects a great art form.

Select 3. The Amazon Basin has been described as the "lungs of the earth."
Where do you think the "heart of the earth" is? Explain why.

Are there any questions? [Answer any questions.]

Is everybody ready? Enter the following Activation Key code: _____ [The Key Code is located at the bottom of your student list]

When time is up or all students have finished, read the **bold** text below aloud to decathletes.

I will now collect your scratch paper. Please do not leave until all scratch paper is collected.

Collect the scratch paper. Make sure that you get scratch paper from every decathlete. Once you've verified that all of the scratch paper has been collected, dismiss the decathletes. Please shred the scratch paper since it contains the essay prompts which are secure USAD testing materials.

Either instruct students on how to shut down their computers or dismiss them and shut them down for them.

Monitoring Decathletes During Testing

While decathletes are writing their essay, keep your eyes on them. Please do not read or otherwise occupy yourself. Regularly get up and walk around the room to make sure that proper test-taking is occurring. Remember: You are the authority figure in the testing room.

No material except the scratch paper, and pens or pencils are allowed on decathletes' desks. (Other items should be placed in a designated area in the room)

If a decathlete needs to use the restroom, allow the decathlete to go. **Only one** decathlete may go at a time, and all of the decathlete's test materials must be left in the room. The decathlete will not get to makeup the testing time that he or she misses.

Decathletes are not allowed to have any food or beverage in the testing room except bottled water with a cap and no label (if allowed by your computer lab).

If a decathlete is clearly cheating or behaving inappropriately in some other way please complete the Irregularity Report (See page 9).

Online Essay Support

Restart Instructions if you experience problems:

1. If your essay is displayed on the page, click save. Otherwise continue to the next step.
2. Click the X to close your browser window.
3. Reopen your browser
4. Login again
5. Enter the Activation Key Code
6. If your essay is present, continue writing your Essay.

Please be aware that your time continues if you have difficulties and need to login using another computer.

If you need additional support please call:

- | | |
|---------------|--|
| 1) Solano COE | (707) 646-7602 – Rebecca Floyd, or (707) 646-7603 – Ken Scarberry |
| 2) Norsoft | (507) 388-4748 – Ask for Joyce and identify yourself as a USAD school. |
| 3) USAD | (714) 585-1259 – Ask for Daniel Grigsby |

Please do not leave a message on #2 or #3 phones as messages will not be returned. Please hang up and continue to call until someone answers.

**Online Essay Test
Irregularity Form**

School _____ Student Name _____

Irregularity Details:

Action taken:

**Please email this form to
Rebecca Floyd at rfloyd@solanocoe.net**