

As a proctor for the University of Nebraska High School, you play a vital role in the success of your student(s). By using the tools provided by UNHS, you can monitor your student's progress and review his or her UNHS grades and teacher feedback.

Beyond these duties, you also administer closed-book Progress Tests to students taking UNHS courses. Tests can be downloaded from the UNHS learning management system, Theorem. It is important that you protect the security and integrity of these tests.

Descriptions of UNHS tools and test-taking procedures are detailed throughout this document.

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ABOUT UNIVERSITY OF NEBRASKA HIGH SCHOOL COURSES

UNHS courses are self-contained and structured for the independent learner. The course content is the “voice of the teacher” in that it:

- Guides students through the learning process
- Explains complex concepts
- Highlights major topics
- Adds important perspectives
- Provides students with many opportunities to check their mastery of the material

ASSIGNMENTS

Non-Graded Assignments

Teacher Connect Activities: Your course may contain Teacher Connect Activities. These activities provide you with an opportunity to exchange information with your teacher about course content, ask questions, get in-depth explanations to specific questions, prepare for Projects, Evaluations, and Progress Tests, and delve more deeply into topics of interest. The Teacher Connect Activities are not graded, but satisfactory completion and submission of the activities are required in order to receive credit for your course. **Note:** For a selection of NCAA-approved courses, Teacher Connect Activities are counted as graded components that will be factored into a student’s overall grade.

Self-check tests and other activities, such as skill builders and practice exercises, give students the opportunity to evaluate their mastery of the content and prepare for graded assignments.

Laboratory activities, thought questions, discussion questions and journal activities enhance students’ writing, problem solving, and critical thinking abilities. Through these assignments, students synthesize and apply information they have learned.

Inquiry activities, multimedia activities, and career connections activities help students take the next step beyond the classroom to explore current issues. They engage the student with video, audio and other interactive components, and encourage students to connect the content to their lives.

Graded Assessments

Open-book Unit Evaluations contain objective questions with immediate feedback, which is a key component for successful learning. Using the same format as Progress Tests, open-book evaluations help students evaluate their preparedness for tests. Students may use any of their course materials or notes when completing the evaluations, and they are encouraged to use a print copy of the evaluation and look up all of the answers before they submit them.

Projects provide opportunities for students to make connections and formulate relationships between core concepts. Projects give students creative avenues for enhancing their writing, presentation, research, application, and evaluation skills, which are important 21st century competencies. Students may use any course materials, notes, or other reference materials when completing their Projects.

Progress Tests are aligned with state and national standards and include comparison, content analysis, problem solving, and critical thinking questions using a range of lower-order and higher-order questioning techniques (aligned with Bloom’s Revised Taxonomy of Educational Objectives). Progress Tests include objective-style questions with immediate feedback. Students are required to be proctored and may **NOT** use any course materials or notes when taking Progress Tests (unless noted on the test given).

WHAT DOES A PROCTOR DO?

A proctor is someone in the student’s **local area** who is expected to:

- Access and download tests from the UNHS learning management system, Theorem.
- Administer tests to the student.
- Monitor the test-taking environment.
- Follow the UNHS guidelines for test proctoring. The student may not preview the test prior to taking it. We recommend the proctor keep a hard copy file of the completed test, which can be destroyed after the course is completed.
- Provide the student an opportunity to view the test results. This report is not to be given to the student to keep, but may be reviewed by the student under the proctor’s supervision.

SELECTING A PROCTOR

Who Can Be a Proctor? (examples)

- Current or retired educator from any level
 - Includes teachers, classroom aides, administrators, counselors
- Librarians
 - Cities, schools, universities, community colleges
- Clergy
 - Church officials
- Community civic leaders
 - Local community service agency officials, police, security officers
- Education officers
 - Board of Education officers
 - Testing centers, professional tutors
- Superior commissioned officers
 - Generals, commanders
- Embassy consulate officials
 - State, city, county, government officials

Who Cannot Be a Proctor?

- Parents should not serve as proctors unless approved by UNHS administration, and then only in **extraordinary circumstances**. If you feel your circumstance is extraordinary (such as school closings or other situations due to COVID-19), you will need to secure approval from UNHS administration. To request this, please contact the UNHS principal at (402) 472-4338 or highschool@nebraska.edu.
- Coaches of NCAA students should not proctor their athletes as this could jeopardize a student's NCAA status.

Gaining Proctor Approval

Once a student has selected a proctor, he or she should gain the appropriate approval. Proctor approval is required before the student can take the first proctored test in a course.

- UNHS diploma students who did not identify a proctor at the time of course registration should complete the Proctor Information form.
- Students transferring UNHS credits to another school should complete the Local School Approval form.

Both of these forms can be found at highschool.nebraska.edu/forms. Upon completion, submit forms to Customer Service (highschool@nebraska.edu).

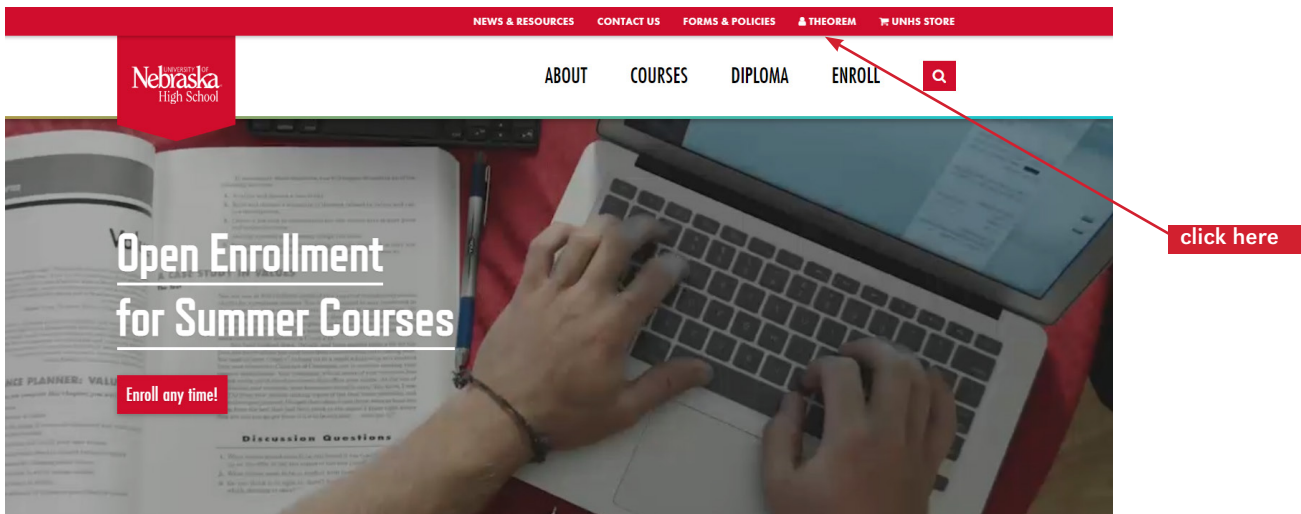
Can a proctor be relieved of his/her responsibilities?

Yes. Persons granted proctor approval but found to have compromised their responsibilities (i.e. sharing the test or test questions with the student ahead of time, providing others with their user passwords, etc.), may lose their opportunity to serve as a proctor and will be notified of this action by UNHS officials.

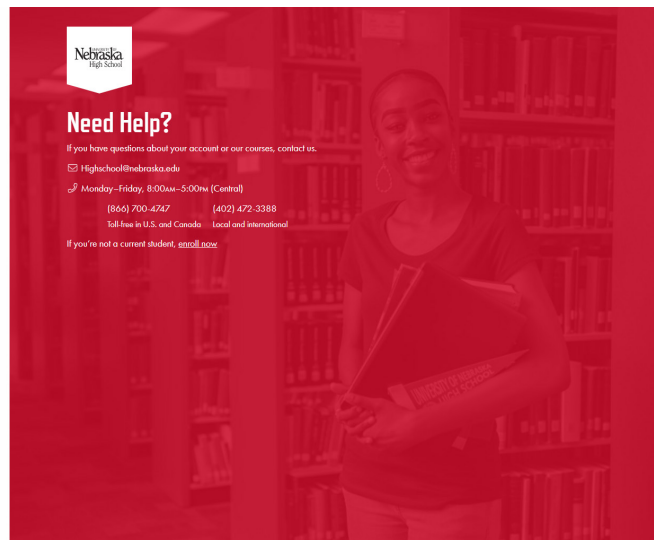
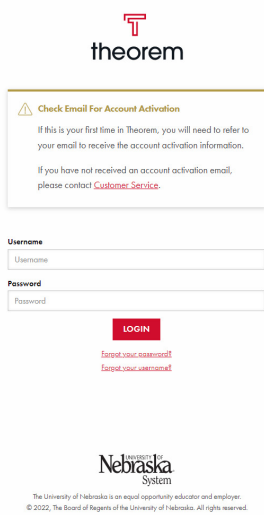
**If the proctor will be unable to download tests from the learning management system, the student should select Mail Processing and pay the \$35 mail processing fee at the time of enrollment. By selecting this option, tests are mailed to the proctor and scan cards, lesson wrappers, and addressed envelopes are mailed to the student.*

ACCESSING THEOREM

1. Go to highschool.nebraska.edu.
2. Click **THEOREM Login**



3. Enter your username and password (*both are case sensitive*). This information should have been provided to you via an email from Customer Service. If you have not received this information or have questions, please contact Customer Service at (402) 472-3388 or highschool@nebraska.edu.



4. If you misplace or forget your username and/or password use the password reset function. Click the words, “**Forgot your password?**” or “**Forgot your username?**” Enter your email address associated with your account, and instructions on how to reset your password or your username will be sent to your email. If you receive an error message, please contact Customer Service at (402) 472-3388 or highschool@nebraska.edu.

GENERATING TESTS

There are two ways to generate Progress Tests for students:

Generating a Progress Test Through MY STUDENTS list

1. On your Dashboard locate the MY STUDENTS list and click the name of the student you need to generate a Progress Test for. **Note:** This will open the student's profile page.

MY STUDENTS

Search

1 Result | Show: 10 | 1 of 1

STUDENT NAME	EMAIL
SMITH, JOHN UNHS ID: D96421844	student@nebraskahighschool.com

1 Result | Show: 10 | 1 of 1

(A red arrow points from the 'click here' box to the student name 'SMITH, JOHN')

2. In the student's COURSE HISTORY, click the name of the course for which you will generate a test. **Note:** This will open the student's Course Gradebook page.

Course History

By clicking on the Course Name below, you will be accessing the student's Course Gradebook.

Search

1 Result | Show: 10 | 1 of 1

COURSE	START DATE	EXPIRATION DATE	COMPLETION DATE	GRADE
SECOND YEAR FRENCH ● COURSE ID: FREH002061	May 06, 2022	May 06, 2023	-	A+ (100%)

1 Result | Show: 10 | 1 of 1

(A red arrow points from the 'click here' box to the course name 'SECOND YEAR FRENCH')

3. Scroll down to find the ASSIGNMENTS section on the student gradebook page.

Assignments [View Grading Scale](#)

ASSIGNMENT NAME	WEIGHT	DATE SUBMITTED	GRADE	DATE GRADED
SELF-CHECK: COURSE INTRODUCTION	0%	Jul 08, 2022	A+ (100%)	Jul 08, 2022
TEACHER CONNECT 1	1%	May 10, 2022	A+ (100%)	Jul 08, 2022
UNIT 1 EVALUATION	5%	-	-	-
TEACHER CONNECT 2	1%	-	-	-
UNIT 2 EVALUATION	5%	-	-	-
TEACHER CONNECT 3	1%	-	-	-
PROGRESS TEST 1	10%	-	-	-

(A red arrow points from the 'click here' box to the assignment name 'PROGRESS TEST 1')

- Click on the Progress Test that you will need to generate.
- Scroll to the bottom of the assignment page and click the GENERATE TEST button. You will receive confirmation once complete.

GENERATE TEST

- Scroll down to the TEST AND CODE section of the page.
- Click DOWNLOAD to download the PDF of the generated Progress Test.

TEST AND CODE

Test: Progress Test 1

Date Generated: Jul 11, 2022

Proctor Code: juqvavtp76

Expiration Date: JUL 12, 2022 14:00

[Download](#)

click here

- Copy the code, and make note of the expiration date. This code is different for each test and will expire within 24 hours. Carefully write down or print the proctor code as you will need to enter it exactly to submit the student's answers. Proctor codes may not be shared with students. **Note:** The proctor code will only use lower case letters, so a 0 is a zero, and a 1 is a one.
- Print the test and administer it to the student. Below is an example of a test:

UNIVERSITY OF
Nebraska
High School


theorem

Course Name: Second Year French

Course ID: FREH002061

Student: John Smith

Student ID: D96421844

Generated Date: July 11, 2022

Test Version: R Test

Progress Test 1

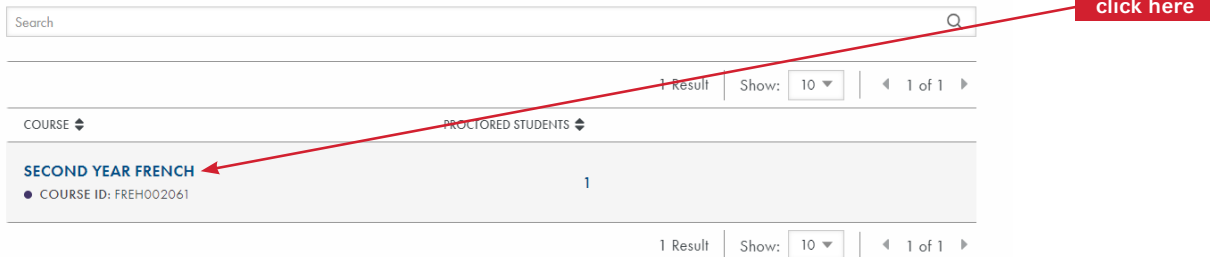
Although the progress test is similar in style to the unit evaluations, the progress test is a **closed-book, proctored** test. **You may not have access to notes or any of the course materials while you are taking the test.** It is important that you do your own work. Select the response that **best** completes the statement or answers the question.

- If proctoring for more than one student, use the right-hand navigation to select the student's name, enter their gradebook and repeat the process.

Generating a Progress Test for students through COURSES tab.

1. Navigate to the COURSES tab and then click on MY COURSES.
2. This shows a list of all of your courses, and the number of proctored students for that course.
3. Click on the course name.

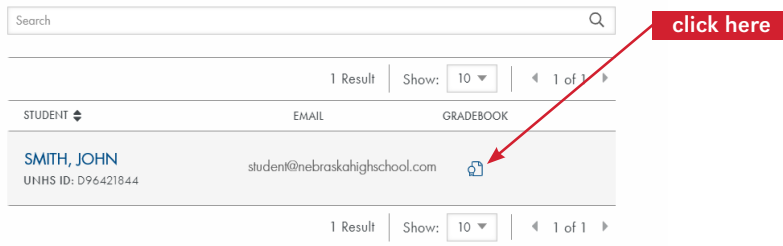
My Courses



4. Here you can view a list of all the course students you proctor.
5. Next to the student's name, under ACTIONS select the student gradebook icon.

Course Students

The students assigned to you in this course.



6. Locate the ASSIGNMENTS section on the student gradebook page.
7. The remaining steps are the same as steps 4-10 in [Generating a Progress Test Through MY STUDENTS on page 5.](#)

Getting a New Code

1. On your Dashboard under MY STUDENTS, click the name of the student you need to generate a Progress Test for. **Note:** this will open the student's profile page.
2. Under COURSE HISTORY, click the name of the course for which you wish to generate the test. **Note:** This will open the student's Course Gradebook page.
3. Locate the ASSIGNMENTS section on the student gradebook page.
4. Click on the name of the Progress Test that you need to generate. **Note:** This will open the assignment page.
5. Scroll to the bottom of the page. If the code is grayed out, it is expired. You can also see the date that it expired below the code.

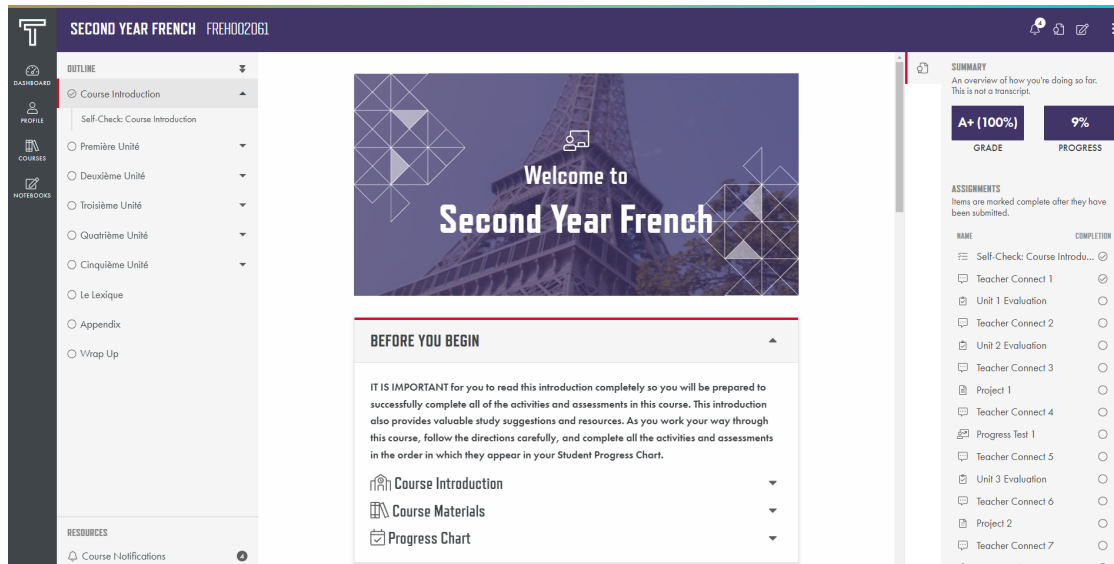


6. Click GET NEW PROCTOR CODE to generate a new code.
7. You will receive a confirmation signal. Scroll to the TEST AND CODE section again to find the new code.

STUDENT: SUBMITTING TEST ANSWERS

Once the student has physically circled all of their answers on the actual printed test, proceed with the following steps:

1. Student logs in to their Theorem account from highschool.nebraska.edu.
2. The student should navigate to the course page.



3. The student should click on the Progress Test they wish to complete. (Example: Progress Test 1)
4. The student should transfer their answers from their paper test to the online answer sheet.

Assignment Progress Test 1

Tenth Grade English 1: Intermediate Language Arts (ENGH 035 060)

Instructions

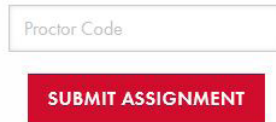
This Progress Test covers the course materials that were assigned in Units 1 and 2. Although the progress test is similar in style to the unit evaluations, the progress test is a closed-book, proctored test. **You may not have access to notes or any of the course materials while you are taking the test.** It is important that you do your own work. Select the response that best completes the statement or answers the question.

1. A. B. C. D.
2. A. B. C.
3. A. B. C. D.
4. A. B. C. D.
5. A. B.
6. A. B.

<

- When the student has finished transferring answers onto the online answer sheet, the proctor should enter the proctor code at the bottom of the screen and click **SUBMIT ASSIGNMENT**. **Note:** If you experience problems submitting the answers, verify the proctor code and ensure all questions contain an answer.

Carefully review your answers on this progress test and make any corrections you feel are necessary. When you are satisfied that you have answered the questions to the best of your ability, transfer your answers to the online test submission page in the presence of your proctor.



Proctor Code

SUBMIT ASSIGNMENT

- Results of the test are immediate (refer to instructions on the following page to obtain results). We recommend the proctor retain the original test (the test is always a paper document). **The test should never be given to the student to keep.**

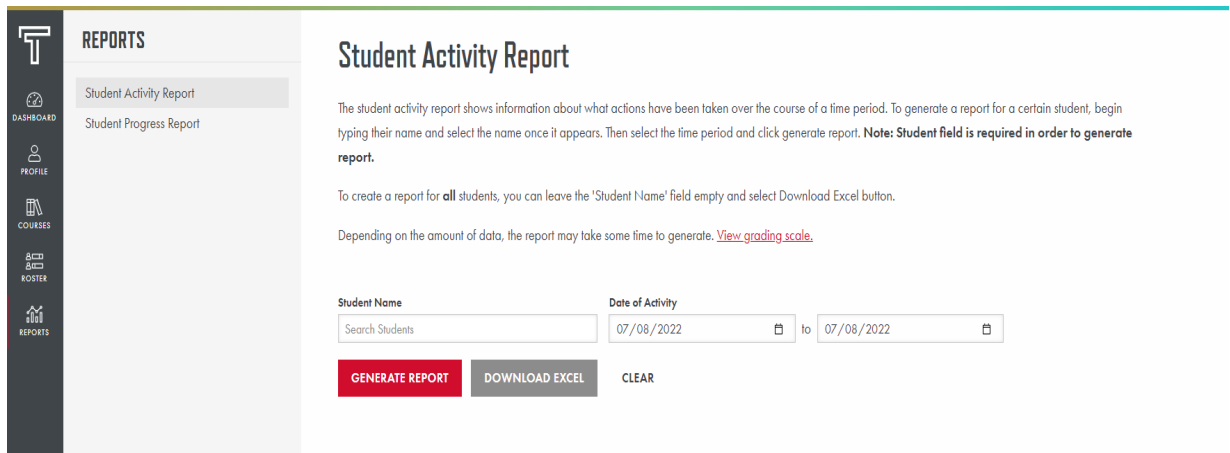
GENERATING REPORTS

There are two reports available to proctors—the **Student Activity Report** and the **Student Progress Report**, which can be accessed via the Theorem left-hand navigation menu by clicking on REPORTS.

Student Activity Report

The Student Activity Report shows information about what actions have been taken over the course of a time period.

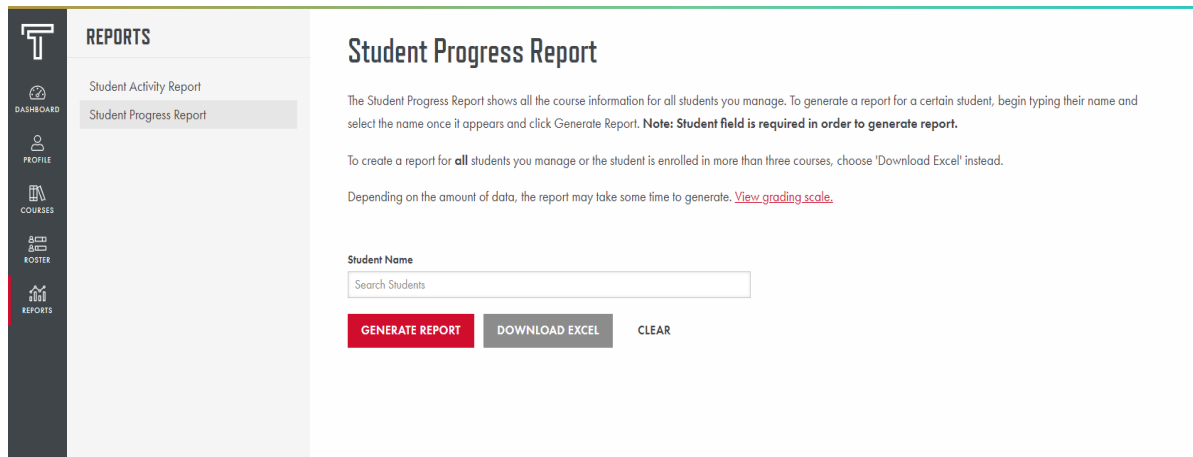
1. To generate a report for all students, leave the student field blank, then select the time period and click GENERATE REPORT.
2. To generate a report for a certain student, begin typing their name and select the name once it appears. Then select the time period and click GENERATE REPORT.



Student Progress Report

The Student Progress Report shows all the course information for all students you manage.

1. To generate a report for all students, leave the student field blank and click GENERATE REPORT.
2. To generate a report for a certain student, begin typing their name and select the name once it appears and click GENERATE REPORT.



Note: Depending on the amount of data, reports may take some time to generate.

To edit report criteria and generate a new report, you can click EDIT REPORT on the generated report page.

DO'S & DON'TS

Do's

- Do have students complete tests in one sitting, uninterrupted.
- Do have students double check their answers before the answers are submitted for grading. For mail processing, double check scan cards before they are mailed to ensure each question is answered.
- Do keep original tests and other materials until a grade has been issued for the course.
- Do contact UNHS for any irregularities: technical difficulties; the student got sick during the test; the student was cheating; etc. There are make-up/alternative tests, but these are only used in certain situations and with the approval of UNHS instructional service staff.
- Do carefully copy or print the proctor code to avoid mistakes when entering the code to submit test answers.

Don'ts

- Don't preview the test with the student. If there is a question about a specific test question or answer, have the student complete the test then appeal the question by submitting their concerns to unhsteach@nebraska.edu.
- Don't allow the student online while answering test questions. Students should only log in upon completion of the test to transfer the answers for grading.
- Don't give students, parents, or tutors the tests, security codes or your login information.
- Don't let students keep the completed test.
- Don't allow books, notes, or other materials during the test, unless specifically noted on the test.
- Don't interchange scan cards. The bar code at the top will enter the answers for the student associated with that course, no matter what you write on the card.

TROUBLESHOOTING

Problem: I did not receive my username and password.

Solution: Your username and password are sent to the email address you provided. Check your email including your trash or junk file. You should also add "@nebraska.edu" to your safe list for email to ensure you receive all emails from UNHS.

Problem: I did not receive the tests.

Solution: Unless your student selected mail processing, you will download tests from Theorem. If your student selected mail processing, tests will be mailed to you (proctor).

Problem: My proctor code doesn't work.

Solution: The proctor code is time sensitive, so make sure you are within the 24 hour window. You may have entered the wrong characters. We only use lower case letters in the proctor code, so a 0 is a zero. Verify the code. To receive a new code, follow the same steps used to initially access the code.

Problem: I can't download the test; nothing happens when I click, DOWNLOAD.

Solution: Make sure Adobe Acrobat is correctly loaded on the computer you are using to access the test. To download the latest version of Adobe Acrobat, visit <https://get.adobe.com/reader>.

Problem: I can't log in to Theorem.

Solution: There may be a pop-up blocker or ad blocker in place.

- Disable the pop-up blocker or ad blocker through your virus software (if using) or via your Internet browser's tool bar.
- Set your Internet browser to accept cookies from *.nebraska.edu.
- Make sure JavaScript is enabled.

Problem: The student believes a question is wrong on the test, what should I do?

Solution: Have the student answer as best they can and submit the test for grading. You can then report it to UNHS for review. Please include the student's name, ID number, course name, test number, question number and what the student feels is wrong with the question when you report it.