UNIVERSITY OF
NEBRASKA
HIGH
SCHOOL

*Delivering Academic
Opportunities Worldwide
For Over 90 Years*

PROCTOR GUIDE

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 online learning platform. 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.

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

Non-Graded Assignments

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).

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.** To request this, please contact the UNHS principal at (866) 700-4747 or (402) 472-3388 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, they should be submitted to Customer Service (highschool@nebraska.edu).

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 online learning platform.*
- Administer tests to the student.
- Monitor the test-taking environment.
- Follow the UNHS guidelines for test proctoring (page 6). 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.

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 online learning platform, 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 THE UNHS ONLINE LEARNING PLATFORM

1. Go to highschool.nebraska.edu.

2. Click "*WayCool* **Login**" to access the online learning platform.
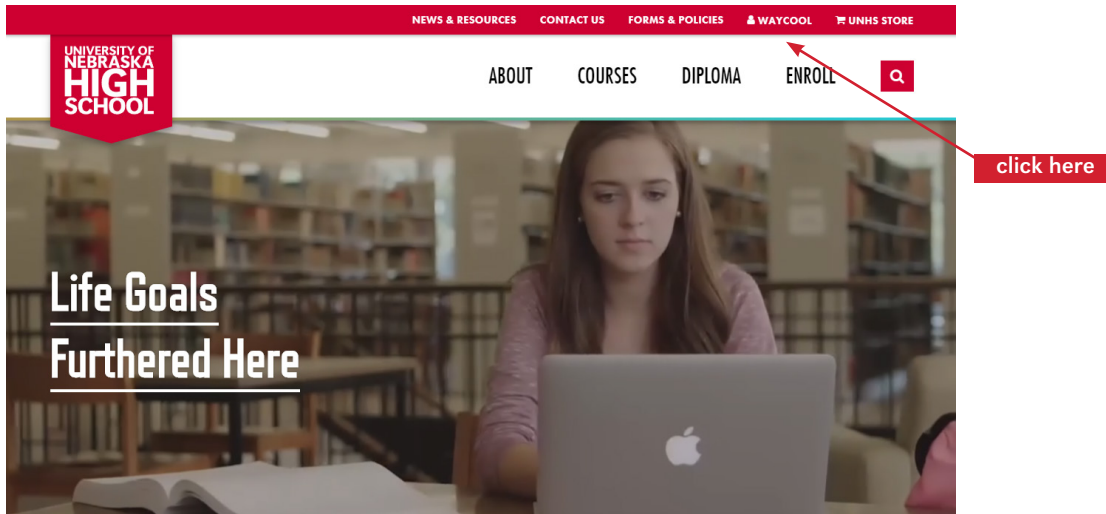
3. Enter your username and password *(both are case sensitive)*. This information should have been provided to you via an email from Customer Service. If you have not received this information or have questions, please contact Customer Service at (402) 472-3388 or highschool@nebraska.edu.
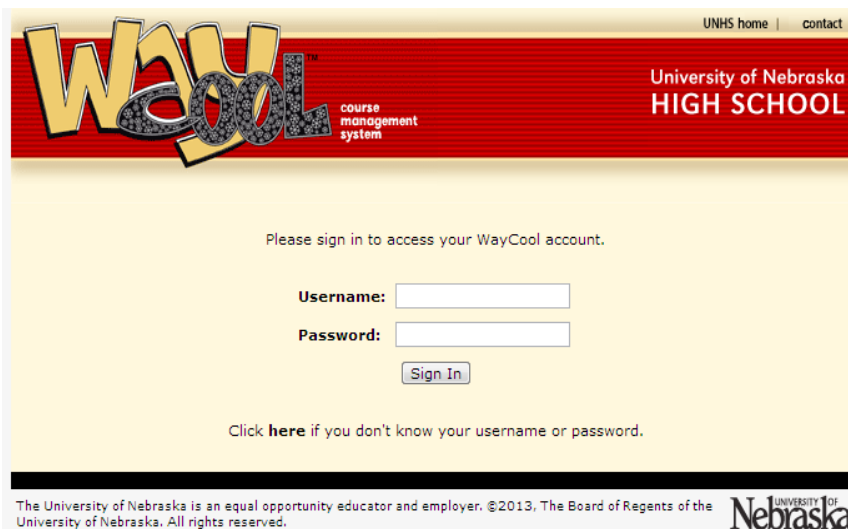
4. If you misplace or forget your username or password, use the password reset function. Click the word "**here**" in the sentence, "Click **here** if you don't know your username or password." Enter your email address and a new password will be sent to your email account. If you receive an error message, please contact Customer Service at (402) 472-3388 or highschool@nebraska.edu.

REPORTS

There are two reports available to proctors—the progress report and the activity report, which can be accessed via the proctor's *WayCool* home page.

The progress report provides a snapshot of each student's gradebook for each course. Click "**here**" in the sentence, "Click **here** to view the progress of all your students."

The activity report, as shown below, allows proctors to see when each student has accessed each course and what activity took place. You may set a specific time period in the "State Date" and "End Date" fields.

TEST PROCTORING

PROCTOR: To Administer Tests & Log Into the UNHS Online Learning Platform

1. Log in to *WayCool*.

2. To access a student's test, click "**View Courses"** for the appropriate student.

3. Click "**View Gradebook**" for the course you wish to access.

4. Click "**Get Test.**"

#	Description	Weight	Date Received	Date Graded	%	Grade
11	Teacher Connect Activity 1		06/12/2013	06/13/2013		✔
1	Unit 1 Evaluation	7%		07/02/2013	88	**B**
51	Progress Test 1	13%	06/12/2013	06/12/2013	100	**A+**
2	Unit 2 Evaluation	7%		07/01/2013	88	**B**
12	Teacher Connect Activity 2			07/01/2013		✔
3	Unit 3 Evaluation	7%		07/01/2013	88	**B**
13	Teacher Connect Activity 3			07/01/2013		✔
31	Project 1	13%	07/02/2013			Grade Pending
52	Progress Test 2	13%				**Get Test**
4	Unit 4 Evaluation	7%				
14	Teacher Connect Activity 4					
5	Unit 5 Evaluation	7%				
15	Teacher Connect Activity 5					
32	Project 2	13%	06/12/2013	06/13/2013	100	**A+**
59	Progress Test 3	13%				**Get Test**

click here →

Note: To view assignment comments click on grade.

THIS IS <u>NOT</u> AN OFFICIAL TRANSCRIPT
Final Grade: TBD
Earliest Course Completion Date: 07/17/2013
Course Expiration Date: 09/18/2013

5. Towards the bottom of the page is the **proctor code** for the test. 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. The proctor code will only use lower case letters, so a 0 is a zero, and a 1 is a one.

6. Click "**Get Test**" to print the test.

UNHS home | contact | sign out

WAY COOL

PROCTOR course management system

University of Nebraska
HIGH SCHOOL

WAY COOL | STUDENT COURSES | TESTS | GUIDE | HELP

Course ID: SCIH039055
Test ID: 59
Test Name: Progress Test 3

To administer this online test you will need a copy of the test and a proctor code for each student taking the test.

Below are the students who may take the test. The tests are individually created so the test will be different for each student. You will need to enter the proctor code that matches with each test for each student into the online test form before the test may be submitted.

If you have any questions please contact us.

click here →

Name	Student ID	Proctor Code	Download Test
Nomination, USDLA	A46321448	cfdfa8c486	Get Test

Print this page

Nebraska UNIVERSITY OF

8. Print the test and administer it to the student. Below is an example of a test.

University of Nebraska High School

Course Name: First Year Latin   Course ID: LATH001058   Submittal: 51

Student: Student Test-One   ID: J75224086

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.

_____ 1. Choose the correct English verb phrase for the Latin verb form: spectō.
   a. we watch
   b. you prepare
   c. I am watching
   d. I am
   e. we seize

_____ 2. Choose the correct English verb phrase for the Latin verb form: sum
   a. we watch
   b. you prepare
   c. I am watching
   d. I am
   e. we seize

_____ 3. Choose the proper Latin form for the English verb phrase: we are sailing.
   a. _navigant_
   b. _navigāmus_
   c. _navigās_

_____ 4. Choose the correct Latin translation of this English sentence.
   The poet of Spain praises the forests of Italy.
   a. _Hispāniae poēta silvam Italiae laudant._
   b. _Hispāniae poēta silvas Italiae laudat._
   c. _Hispāniae poētae silvās Ialiae laudant._

Student: Submitting Test Answers

1. Student logs in to his or her _WayCool_ account from highschool.nebraska.edu.

UNHS home | contact

University of Nebraska HIGH SCHOOL

WayCool course management system

Please sign in to access your WayCool account.

Username: [ ]
Password: [ ]
[Sign In]

Click **here** if you don't know your username or password.

2. From the home page, the student should find the appropriate course and click "**My Work.**"

3. The student should click "**Start**" for the test they wish to complete.

Status	#	Name	Date Received	Date Graded
Graded	1	Unit 1 Evaluation	04/27/2016	04/27/2016
Start	31	Project 1		

click here

4. The student should transfer their answers from their paper test to the online answer sheet.

5. When the student has finished transferring answers, the proctor should enter the proctor code at the bottom of the screen and click "**Submit.**" If you experience problems submitting the answers, verify the proctor code and ensure all questions contain an answer.

Enter proctor code and click Submit.

6. 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.

VIEWING STUDENT GRADES & TEST RESULTS

1. Once logged in, click "**View Courses**" for the appropriate student.

2. Click "**View Gradebook**" for the appropriate course.

3. Click the letter grade to view instructional feedback for a specific assignment.

Test-Five, Student
World Cultures 1: North and South America and Europe Grade List

#	Description	Weight	Date Received	Date Graded	%	Grade
11	Teacher Connect Activity 1		06/12/2013	06/13/2013		✔
1	Unit 1 Evaluation	7%		07/02/2013	88	B
51	Progress Test 1	13%	06/12/2013	06/12/2013	100	A+
2	Unit 2 Evaluation	7%		07/01/2013	88	B
12	Teacher Connect Activity 2			07/01/2013		✔
3	Unit 3 Evaluation	7%		07/01/2013	88	B
13	Teacher Connect Activity 3			07/01/2013		✔
31	Project 1	13%	07/02/2013			Grade Pending
52	Progress Test 2	13%				Get Test
4	Unit 4 Evaluation	7%				
14	Teacher Connect Activity 4					
5	Unit 5 Evaluation	7%				
15	Teacher Connect Activity 5					
32	Project 2	13%	06/12/2013	06/13/2013	100	A+
59	Progress Test 3	13%				Get Test

Note: To view assignment comments click on grade.

click here

4. To see the work the student submitted, click the word "**here**" in the sentence, "Click **here** to view your work." *(To protect the integrity of tests, only proctors have access to a student's submitted work. Students may be provided the results of their test only under the supervision of the proctor.)*

University of Nebraska High School
High School
Evaluation Report

Student: Test-Five, Student
Student ID: C31826341
Evaluation Date: June 12, 2013
Evaluation #:   51
Course: SSTH053057: World Cultures 1: North and South America and Europe

Click **here** to view your work.

Note: Course must be completed by September 18, 2013.

You have done an exceptional job on this progress test. By answering all of the questions correctly, you have demonstrated your mastery of the information and concepts presented in the first unit. Congratulations!

Follow any suggestions listed in this report and begin work on Unit 2.

If you have questions about this report or about this course, please contact Customer Service at (402) 472-3388, by email at highschool@nebraska.edu, or by mail at:

click here

DO'S, DON'TS AND TROUBLESHOOTING

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 *WayCool*. 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, "here."
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 *WayCool*.
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.

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