i•DAT ®

International Diagnostic & Admissions Test

Guide for Exam Proctors

The Introduction

Thank you for agreeing to proctor the IDAT test. Your job today is quite easy. The test will be administered through the computer, and your job is simply to supervise the room and students, and make sure that all test conditions are adhered to.

As the exam proctor it is your duty to take care of the student during the test and ensure that all test conditions are being met. Please carefully read the student test conditions which are attached.

There are many do's and don'ts for students in the test guidelines. As the proctor it is your responsibility to be aware of these rules and enforce them as required.

It is your job to carefully review the student's identification and make sure that every detail is accurate. If there are any inaccurate details or inconsistencies, please halt testing and have the student or the school contact IDAT to reschedule.

Please carefully review the student's photo identification, and make sure you are confident that the ID and the person taking the test match up. If you have any questions or worries that they may not be the same person, please halt testing and have the student or the school contact IDAT.

A proctor should supervise the test, but does not need to actively watch what students are doing at the computer. The test is partially videoed and IDAT takes care of in-test identity security. However, from time to time, you may want to ensure that students are still working at the task.

If you have any doubts about students following rules or the integrity of the test, you must report to IDAT immediately and the student will have results nulled and voided.

Scheduling

All test proctors will be contacted ahead of the test to ensure that timing and availability of correct equipment are possible for the test date.

At that time, the proctor may receive details of the student taking the test, as well as their test codes for login and verification details.

Test Centre Rules

• Personal belongings are not allowed in the test room. This includes, but is not limited to the following:

- Cell/mobile phones, smart watches, tablets or other electronic devices

- Books or notes

• The test centre will provide test takers with a locker or a separate room for their personal items but is not responsible for lost, stolen or misplaced personal items. The test takers will not be allowed access to their locker again until they have finished their test and signed out unless it is necessary. For example, to take medication at a specific time.

• Test taker must remain in their assigned seat and not cause a disturbance to other candidates.

• Test taker must not request, offer, or accept assistance of any kind from other test takers or test centre staff.

• Test taker must not access study guides, notes, or any other learning materials at any time during the test, including during breaks.

• Test taker must not take the test for someone else, or allow anyone else to take the test on their behalf.

• Test taker must not interfere with the computer in any way.

• Test taker must not copy down any of the test questions or answers from the test centre, and they may not, for any reason, share the test questions or answers with others.

• Test takers are also not permitted to leave the building during breaks; however, they are permitted to use the restrooms located within the building.

Instructions for Proctoring Stage 1 Tests

Due to the age of Stage 1 test takers, test proctors may provide additional explanations to make sure Stage 1 candidates understand the test rules, test environments and system operations:

• You may demonstrate on how to select answers under multiple-choice questions to the test taker – just for the first question ONLY. The proctor may read aloud the first question and its options, but CAN NOT select or show students which answer to select.

• The proctor may show the student where to type their answers for the FIRST WRITING TASK ONLY. They cannot prompt the student on what to type.

• The proctor may demonstrate on how to proceed the interview section during the test. Show the student how to listen to questions again and instruct them how to record their answers into the microphone. You may also indicate when they are finished speaking, all prompts are allowed for the FIRST QUESTION ONLY.

• Remind the student of timing if they are running out of time and encourage them to hurry up.

• The proctor can stay in the room if they are silent and remain in a position that is visible to the 360 camera (for 360 tests). They can only speak and help with the test according to the guidelines here.

• The role of the proctor is to comfort but not give answers or suggest answers to the student.

• At the beginning of any new section, the proctor may approach the screen and help the student read the instructions. The proctor can only speak in English and can only read exactly what is on the screen. If the child is confused, they can (in English) tell them it is okay and that they are sorry but they can only help them in English and with what is on the screen. They cannot use another language even if the child expects it. It is better to prepare children, so they know that they will only be allowed to work in English for this test.

• The student may write their answers on a piece of paper for the writing. The proctor can read the first question in English (as they can with other sections), and then the child can write it onto paper. That paper is to be given to the proctor (in a test center), or put in front of the screen for 10 seconds still by the proctor in the last 20 seconds of the writing test.

On the Test Day

1. Open the test system via Google Chrome web browser. Check the system and headset are working properly.

2. Read the following information to the test taker:

ANNOUNCEMENT BEFORE TEST

• The test has 4 sections: English, Mathematics, Global Knowledge, and Character. Mathematics / Global Knowledge / Character are multiple-choice only. English part also includes writing and interview. You are encouraged to write as much as possible, but please be aware of the time remaining.

• The remaining time will be shown on the screen. Once you complete the sections, you may jump to the next part.

• You should get the headset ready before the interview part. The questions will be asked by an animation character, you should press the button on the screen when you are ready to answer, and your answer will be recorded. Click submit when you finish speaking. The question can be repeated in 3 different ways, the question will be asked more slowly and easier to understand. Please also bear in mind that scores are affected by how many times you require the question to be stated before you reply.

• For each question that is needed for calculation, the test system will automatically turn on the calculator function. Be careful not to turn it off since it will not be displayed for the second time.

• You are not allowed to use your phone or search the answer on the internet. The system will automatically lock the test screen if you leave the test screen for more than 10 seconds.

• You will be provided with a pen and paper. You are allowed to take notes and perform calculations when you need to do so. You must not copy down any of the test questions or answers from the test centre, and you may not share the test questions or answers with others.

• There will be an optional 5 minutes break after the English section. You are allowed to take a break however you are not allowed to access any study materials or talk to anyone. You are allowed to go to the bathroom at any time, but the remaining time doesn't stop counting.

• Your parent cannot stay with you during the test, they may wait outside of the examination room.

• After you complete the entire test, please let me know. Your parent will be contacted to pick you up.

3. Log in to the test system by entering the candidate's test code. Test code is included in the test confirmation email and is only available to test centres.

At the End of the Test

• Collect any paper and pencils students have used to work out answers.

• Ensure the test is finished and the program has closed.

• Make sure the students collect their identification before they leave the test centre.

Frequently Asked Questions

1. Why I cannot open the testing system?

   Please make sure you have used the GOOGLE CHROME web browser and it has been updated to the latest version.

2. What if the student closes the testing system accidentally?

   Please re-open the test website and use the SAME code to log back in. The system will bring you back to the question of where you dropped out. Countdown on times will NOT be stopped, therefore, please log back in as soon as possible.
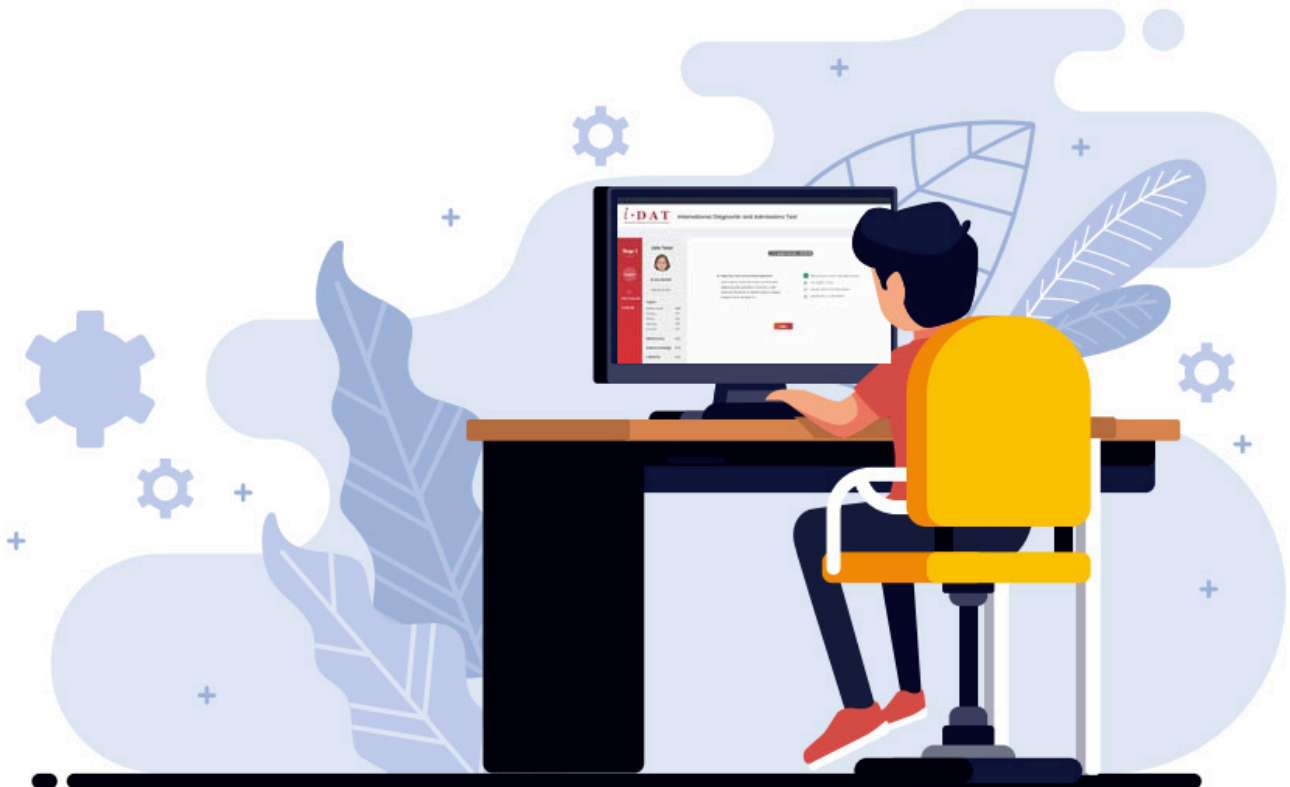
3. What if the student clicks the backward button accidentally?

   You can NOT go back to your previous question. Once you have submitted your answer and you will NOT be able to see it again. If you click the backward button, just REFRESH the page and you will be fine.

4. What if my screen is frozen and does not respond to anything?

   It could be caused by fluctuations in the internet connection; however, it rarely happens during the test. If your screen is frozen:
   • In the writing section, refresh the page and click "submit" again.
   • In the interview section, refresh the page, re-record your answers and then submit again.
   • All other sections, refresh the page, re-select your answer and then submit again.

Unforeseen Circumstances

If any the following accidents, uncontrollable factors, or student frauds occur during the exam, the proctor needs to contact the IDAT office to discuss re-examination, postponement, test cancellation or refund:

• Candidates exit the exam page by mistake.

• Candidates cannot pass during face recognition.

• Candidates experience illness during the test and cannot proceed the test.

• The computer malfunctioned during the test and the test cannot be continued.

• Internet crashed cause the disconnection of the test page.

If any of the following fraud behaviour has been caught during the test and the proctor judges the test is invalid, a report needs to be sent to the IDAT office, and an official notice will be sent to the test taker. No re-examination or refund request will be granted.

• Candidates browses other web pages except the exam page.

• Candidates uses other electronic devices during the test.

• Candidates copy the questions and tend to bring the used paper out of the test room.

• Candidates talk to others during the test.

Conflict of Interest

• Proctors cannot supervise a test candidate for whom they have a bias or familial relationship which may affect their ability to fairly and reasonably adhere to all test conditions.

• Proctors should not discuss any specific details of the test with the student.

• Proctors do not receive test results as they are sent to school admissions and students only.

Privacy Policy

• IDAT recognises and supports the right of IDAT test takers to privacy. When students and their guardians provide identity information in test booking, IDAT and their test locations will link that information to your test and test results.

• Test Results will only be sent to those schools and educational institutions nominated by the candidate using their facial recognition ID checks. These results will ONLY be sent to schools, and IDAT reserves the right to refuse sending results to any email or person who DOES NOT legitimately represent or work for an educational institute.

• When a candidate completes a test booking and details of an educational institute for results to be sent to, they consent to their test results and personal details being shared with that institute.

• "The IDAT, or their authorised representatives may share candidate personal data, without limitation, test performance, score data, photographs, or video taken by the centre with educational institutions, governments, (including visa processing authorities), professional bodies, and commercial organisations that recognize IDAT scores ('Recognising Organisations'), or law enforcement agencies and regulatory authorities where required for verification purposes, or other purposes to protect the IDAT test and its stakeholders against any form of malpractice. Test results and test responses, in an anonymous form, may also be used for informational, research, statistical or training purposes.

• IDAT takes test security, server protection and data protection very seriously. Anyone found to be tampering with these security measures or engaging in malpractice may be subject to legal actions.

• The IDAT trademark is registered and protected and cannot be used or reproduced without permission granted in writing by IDAT.