Proctoring Guide for the ATEC General Aviation Maintenance Credential

Introduction
Welcome to the Aviation Technician Education Council General Maintenance Credential. This industry recognized credential validates the mastery of the General content in the Airman Certification Standards for aviation mechanics required for success in post-secondary or workforce pursuits.

This proctoring guide is designed to ensure a fair and secure testing environment for all participants. Please read the following instructions carefully before proceeding with the test.

Test Registration
Proctors must register for credential testing sessions at www.atec-amt.org/events/atec-credential-for-choose-aerospace-graduates prior to the exam session they select. First-time credential exams are $75, and the single allowable re-test is $25. Proctors must ensure that each applicant has created an ASA Prepware account and activated their product key before their scheduled exam session. Applicants are strongly encouraged to use Prepware to study for the exam.

Test Platform
The multiple-choice test is accessible on the ASA Prepware Online platform (https://ogs.asa2fly.com/) on any internet-connected device. Please ensure that you have a stable internet connection. Participants must have submitted their Prepware Account link requests submitted to **Choose Aerospace** in Prepware prior to the start of their exam session. Detailed video instructions on accessing the platform, using it to study, and requesting a link to Choose Aerospace in Prepware are available on the Choose Aerospace YouTube channel (https://youtube.com/playlist?list=PLIDrZ0L_xeIjdBUlPprAbZKs1oLz_eLGD&si=7Ga-4hKcfmhD7WfM).

Test Guidelines

1. Test Duration
   a. The total time allotted for the test is 120 minutes.
   b. Once a student starts the test, no breaks are allowed, with the exception of emergencies at the discretion of the proctor.
2. Accommodations
   a. Reasonable accommodations, in accordance with classroom accommodations, should be provided for students with documented needs.
   b. Accommodation shall not include any explanation of questions or possible answers.
3. Technical Requirements
   a. Students must use a school/organization-controlled device to access the test.
   b. No other browsers, browser tabs, or software can be open during the test.
   c. Students are permitted to have scratch paper, a pencil, and a simple calculator provided by the proctor.
   d. Phones or other electronic devices (other than medically necessary devices) are not allowed to be in the possession of the applicant.
4. Prohibited Activities
   a. Students must not engage in any activities other than those related to the test.
   b. Students are not allowed to use any resources or study guides during the test.
   c. Proctors will monitor the testing environment to ensure compliance.

Proctor Responsibilities

Proctors play a vital role in maintaining the integrity of the testing process. Therefore, a proctor must be a responsible adult acting with the approval of the Choose Aerospace program licensee presenting the applicants for the exam. Please adhere to the following responsibilities:

1. Before the Scheduled Testing Time
   a. Verify the identity of each student before the test begins.
   b. Ensure that all technology being used is working.
   c. Verify that students are logged into their own Prepware Online account.
   d. Have students select *School/Student Tools/Follow an Instructor* and enter **Choose Aerospace** (see video instructions link above)
2. Join the ATEC Manager on a Teams Proctor Portal meeting at the Scheduled Time
   a. The proctor will join the person managing the test for ATEC on a Teams meeting.
   b. The proctor will keep the video and audio unmuted during the entire test.
   c. At the request of the ATEC manager, the proctor will scan their camera around the testing room.
   d. The ATEC manager will confirm that Step 1 is complete, that Follow Teacher requests are accepted, and that students are ready to test.
3. Test Time Monitoring
   a. When instructed by the ATEC manager, tell students to start the test simultaneously.
   b. The online test environment includes a time-remaining countdown timer. This is the official time left to complete the test.
   c. If the student has not submitted the test when time is up, a window prompting the student to submit will pop-up. Make sure the student submits their work at this time.
4. Monitoring
   a. Continuously monitor the testing environment to ensure compliance with guidelines.

      b.   Report any suspicious behavior or violations immediately to the ATEC manager via the Teams chat and follow any instructions given.

5.   Technical Assistance

      a.   Proctors may answer questions about how to navigate the test but cannot give guidance or explanations regarding any questions or possible answers.

      b.   Proctors may provide technical assistance in case of any platform-related issues.

      c.   If the proctor experiences any technical difficulties that can't be resolved, call Kelly Filgo at 888-262-2367 x708.

6.   When the Test Concludes

      a.   Have the students wait at their computer after they submit their test. Instruct them to remain logged into Prepware Online until they receive their score.

      b.   A score of 75% or better is considered a successful first attempt.

      c.   Students may quietly review their test until the completion of the 120 minutes.

      d.   When students are finished reviewing, they should log out of Prepware Online.

      e.   Students may reattempt the test at a time agreed upon between the proctor and the ATEC manager. Retesting requires a $25 retest registration. A new test with a different set of questions will be given at the scheduled time.

Thank you for your commitment to a secure testing environment. By following these guidelines, we aim to uphold the integrity of the testing process and ensure a fair assessment for all participants.

For any further inquiries or concerns, please contact kelly@chooseaerospace.org, and best of luck to all participants!

Sincerely,

Kelly Filgo
Director of Operations
Choose Aerospace, Inc.