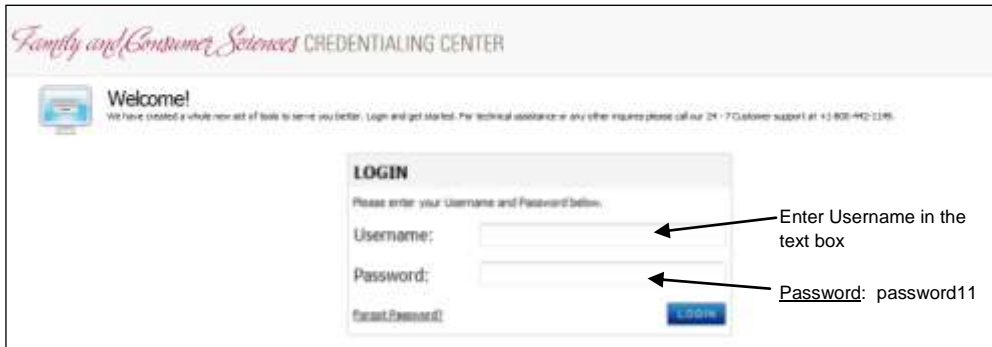


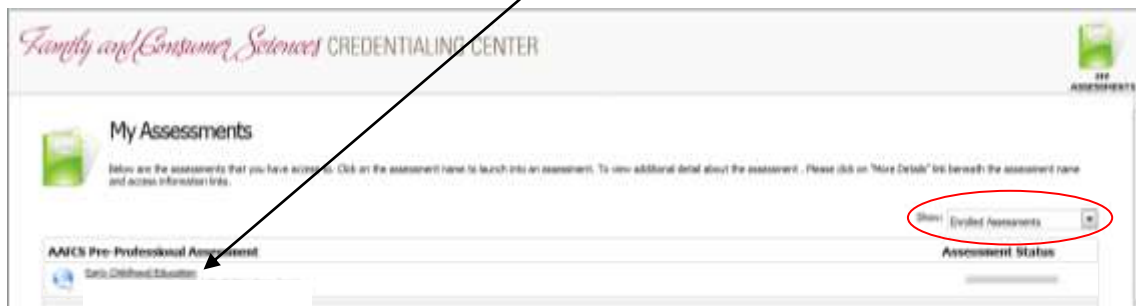
Pre-Professional Assessment and Certification (Pre-PAC) 2011-12 Candidate Guide to Assessments (Updated February 1, 2012)

NOTE: A calculator may be used during the assessment; however, no additional resources may be utilized or referenced.

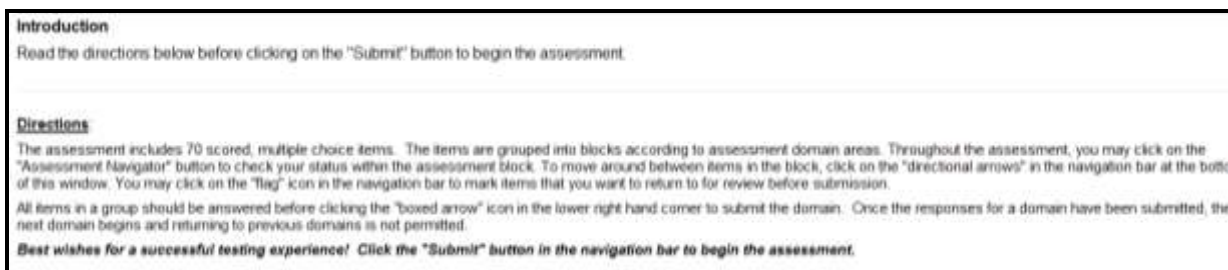
1. Access Pre-PAC Management System (<http://www.aafcs.org/CredentialingCenter/test.asp>): Click on “Assessment Administration” and then click on the link to access the assessment system.
2. Log into the Assessment System: Type the Username (typed in the text box) provided to you by the Test Site Coordinator and/or proctor and “password11” as the default password. Click the “Login” button.



3. Find and Launch Enrolled Assessment: The assessment in which you have been assigned should be in the list of “Enrolled Assessments.” To begin the assessment, click on the assessment name (link is underlined).



4. Read Directions: The assessment will launch in a new window, and an introduction screen will appear that provides directions for the assessment and its navigation. Read these instructions carefully to understand how to navigate the assessment. Once the instructions have been read, click the “Submit” button in the navigation bar.



5. Navigate the Assessment: The questions will load in blocks according to the assessment domains. There will be an introductory page for each domain.

Name of Assessment

Domain 1:

Click on the "Next Question" arrow in the navigation bar below to begin this block of questions.



Read each question and then click the correct answer. To move through the questions, click on the arrows in the navigation bar or click on the "Assessment Navigator" button. You may also click the "Flag" icon to mark items you would like to come back to review before submission. Once all questions in the block are answered, click the submit button. Once you submit responses in each block, you cannot go back to those items. Answer all questions in each of the domain blocks until the assessment has been completed.

Jan 30 2012 | Logged in as : lmyers@aafcs.org Block 2 of 10

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Track Assessment Progress:

- Assessment Block #
- Item # with Block

Navigation Bar



"Back" to Previous Question in the current "block"



"Next" Question in the "block"



Assessment Navigator



"Flag" Question



"Submit" responses in each "block" and move to the next "block"

6. Respond to Additional Data Collection Questions: After the last assessment block has been submitted, candidates will be asked to respond to (a) two FCCLA-related questions and (b) a request for more information. NOTE: Candidates must provide a response and hit "Submit" on those final questions for the assessment results to be officially added to the reporting database.

7. Receive Assessment Results: Once the additional questions are submitted, the assessment results will be available immediately on the screen. Certification status, the total percent score, and scores for each domain will be shown on the screen. **These results are available for printing by the Site Coordinator after the assessment administration.** A screenshot of a sample “results screen” is shown on the next page.

Topic	Scores	Outcomes
1 - Interpersonal Relationships	100%	
2 - Life Span and Human Development	100%	
3 - Family Well-Being	100%	
4 - Career Connectors	100%	
5 - Family and Consumer Resources	92%	
6 - Nutrition and Wellness	92%	
Assessment result	92%	

8. Close Assessment: Click on the red “X” in the upper right hand corner of the open assessment window to exit the actual assessment.
9. Log Out of the Assessment System: Log out of the Assessment System by clicking the “Log Out” button in the lower right hand corner of the screen.



10. Access Certificate (if earned): Log back into the assessment system and click on the drop down arrow in the “Show” box and select “Completed Assessments.”



A list of assessment titles in which certification was earned will be listed. Click the “Print Certificate” link below the assessment title to open the certificate verifying the credential. The certificate will open in Adobe Acrobat where it can be printed or saved for future reference. (Note: If the assessment title nor the certificate link appear, please contact AAFCS.)

