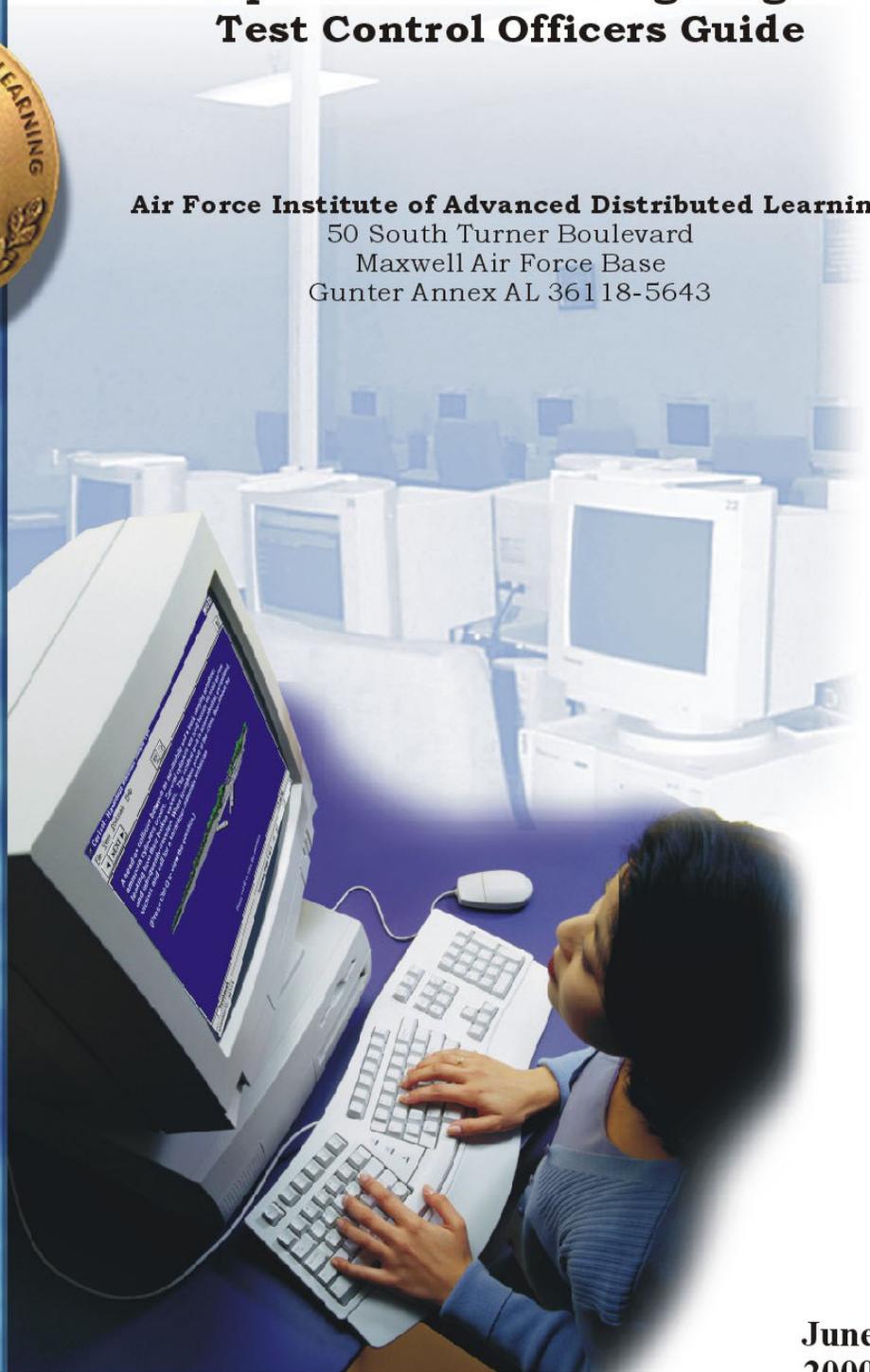


CerTest Computer-Based Testing Program Test Control Officers Guide

Air Force Institute of Advanced Distributed Learning
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Gunter Annex AL 36118-5643



CerTest



**June
2000**

CerTest Computer-Based Testing -- taking knowledge testing into the 21st Century

Revised February 2003

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CerTest

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Introduction

Welcome to the revised version of the AFIADL CerTest Guide for Test Control Officers! This is the second revision we've made to the Guide since we began the program. We hope that it will prove useful as you work with the program.

We've made several changes that we think will make this more "user friendly." First of all, we've created two different guides and a separate acknowledgement for students to sign when they test:

- The Test Control Officer's Guide
- The Student Guide
- Special Instructions to Computer-Based Testing Students

Each Guide is intended to be self-contained and provide the information needed for both Test Control Officers and Students. The "Special Instructions to Computer-Based Testing Students" is a separate file that you can use as a master for copying for student use

We've also tried to set up the Guide using front-and-back pages so that you can easily remove them from a binder or print only those pages you need at any particular time.

In addition to posting these Guides on our Web site, we are also posting Adobe Acrobat versions so that you may download and print additional copies as needed.

We would appreciate your comments on the Guides, suggestions for improvement, changes, additions, or deletions, as well as information on any errors that may have escaped our notice.

Please send these comments to Steve McCarver:

via email steve.mccarver@maxwell.af.mil

or via snail mail to:

Steve McCarver
AFIADL/DC (CerTest)
50 S. Turner Blvd
Maxwell AFB, Gunter Annex, AL 36118-5643

Thanks for your help!

CerTest is an Air Force-owned, interactive, computer-based testing program designed to test, evaluate, and certify a student's knowledge of the principles and procedures found in today's Air Force specialties.

If you have any questions, problems, or are in need of assistance, please do not hesitate to call the program POCs, listed below.

AFIADL CerTest POC Information

CerTest Project Manager – Curriculum Division
(Policy, New Users, Downloads, Program Revisions/Updates)

Mr. Steve McCarver DSN: 596-3174 steve.mccarver@maxwell.af.mil

Customer Service

(Help for CerTest Installation Problems, Error Messages, File Downloads, Answer Sheet Manager Program, and the File Transfer Program (FTP) software)

Customer Service DSN: 596-3795/1021 afiadl.customer.service@maxwell.af.mil
<http://afiadl.custhelp.com>

Data Branch

(For questions about Batch File Processing)

Ms Geraldine Maull DSN: 596-4640/4628 geri.mauill@maxwell.af.mil
Ms Katrina Boren DSN: 596-4628/4640 katrina.boren@maxwell.af.mil
Ms Alice Spano DSN: 596-5344 alice.spano@maxwell.af.mil

AFIADL Web Master

(To report problems with the Web Site)

Ms. Evelyn Milton DSN: 596-3370 evelyn.milton@maxwell.af.mil

Getting Up and Running with CerTest:

1. Installing CerTest from the CD

2. Updating to Version 1.03

3. Getting the Latest Test Updates

How to Install CerTest

This section provides step-by-step assistance on installing the MS Windows™ version of *CerTest* from the CD. Please read these instructions carefully as you install *CerTest*. Before you begin, make sure that the computer(s) you are going to use for the program meet the *minimum requirements* listed below.

Minimum Computer Requirements: *CerTest* (Version 1.03) requires a 486 PC with at least 4 Megabytes of RAM, DOS 3.3, MS-Windows™ 3.1, a CD-ROM drive, a 3.5-inch floppy drive, and 40 megabytes of free hard drive space before installation. A stand-alone or network printer access is also required to print reports.

To Install AFIADL CerTest 1.0 from the CD

<i>Step</i>	<i>Action</i>
1	Make sure the computer is on and Windows is running.
2	Close any open programs. To be sure press CTRL+ESC and check the Task List.
3	Place the CerTest CD in your CD-ROM drive.
4	Click the START button in the lower left of the Windows screen and select RUN .
5	<ul style="list-style-type: none"> • In the Command Line box enter the letter for your CD drive (probably D) followed by a colon, backslash, and SETUP (D:\SETUP). • Then click OK to continue. • If you are not sure of the drive letter for the CD, use the BROWSE option to find the correct drive letter.
6	<p>A blue INSTALL screen will appear with a box asking for the directory name to install the program in. We recommend you use the name AFIADLCerTst.</p> <p><i>Your entry in the dialog box should look like this: C:\AFIADLCerTst.</i></p> <p>This will ensure the program is installed to the computer's hard drive. If you have more than one hard drive, you can select the appropriate drive by replacing the C: with the appropriate drive letter (D, E, F, etc.).</p>
7	The Installation Program copies the appropriate files to your computer.
8	When prompted, select the Create button to add <i>CerTest</i> icons to the Start menu.
9	You can add a shortcut to your desktop by placing the mouse on the CerTest icon on the start menu, clicking the right mouse button, and selecting CREATE SHORTCUT from the drop down menu. If asked about placing the shortcut on the desktop, answer yes . Once the shortcut is on the desktop, you can start CerTest by double-clicking on the icon.

This completes installation of the basic (1.0) version of AFIADL CerTest and some initial CDC end-of-course exams. However, *you are not ready to use the program for testing yet!*

Proceed to the next step: *Upgrading to Version 1.03*

Upgrading to Version 1.03

Once you have completed installing of CerTest (version1.0) from the CD, your next step is to upgrade to Version 1.03. In order to complete this version upgrade you will need to use an Internet capable PC to access the AFIADL web site and a formatted high-density (1.44 MB) 3.5-inch floppy disk.

How To Upgrade to Version 1.03

<i>Step</i>	<i>Action</i>
1	Open your Web browser and enter the URL for the AFIADL web site: http://www.maxwell.af.mil/au/afiadl If you have the site bookmarked, then select your bookmark.
2	After the AFIADL home page loads: <ul style="list-style-type: none"> • Close the Hot Topics box • Select the Base Ed/Tng tab (upper right corner) • Select the CerTest link that you will see under the Testing column
3	On the CerTest page: <ul style="list-style-type: none"> • Select the CerTest Software Patches link
4	Insert the formatted 3.5-inch floppy disk into the disk drive (usually A:)
5	On the CerTest Software Patches page: <ul style="list-style-type: none"> • Click on the CerTest_Update_1_03.exe file name
6	You should see a window open on your screen: <ul style="list-style-type: none"> • The Window is labeled: Enter Name of File to Save to • Check the Save In window and make sure 3.5-inch floppy is showing • In File Name box, make sure certest_update_1_03.exe is showing • In the Save As Type box, make sure .exe is showing
7	Click SAVE <ul style="list-style-type: none"> • The certest_update_1_03.exe file is saved to the floppy
8	Exit your Web browser
9	From the Windows START menu <ul style="list-style-type: none"> • Select RUN • In the RUN dialog window type: A:\certest_update_1_03.exe • Or use the BROWSE function and locate the floppy disk and file name • Then select RUN
10	Follow the directions you see on the screen as the program runs
11	When the program ends, you have successfully upgraded to CerTest Version 1.03

This completes the upgrading to the current version (1.03) of AFIADL CerTest. However, *you are still not ready to administer tests using the program.*

Now, you must *download some test updates and install them* in the CerTest program. Once you've done this step, you can start using the program to administer the tests that are available.

Adding the Updated Tests

At this point you have successfully installed the CerTest program from the CD and upgraded the program to Version 1.03. Just a few more steps and you will be ready to use the program to administer the tests that are available. These “last” steps involve getting the most recent test updates and installing them in your CerTest program.

How To Download and Install The Test Updates

<i>Step</i>	<i>Action</i>
1	<p>Open your Web browser and enter the url for the AFIADL web site:</p> <p style="text-align: center;">http://www.maxwell.af.mil/au/afiadl</p> <p>If you have the site bookmarked, then select your bookmark.</p>
2	<p>After the AFIADL home page loads:</p> <ul style="list-style-type: none"> • Close the Hot Topics box • Select the Base Ed/Tng tab (upper right corner) • Select the CerTest link that you will see under the Testing column
3	From the CerTest page, Select the New or Revised Tests Link
4	<p>On the New or Revised CerTest Exams page:</p> <ul style="list-style-type: none"> • Scroll down the page to the Update 01 download section • Have 3 blank 3.5-inch formatted floppy disks ready <ul style="list-style-type: none"> ○ Label the disks as follows: <ul style="list-style-type: none"> ▪ Update Disk 1 of 3 ▪ Update Disk 2 of 3 ▪ Update Disk 3 of 3
5	Insert the floppy labeled Update Disk 1 of 3 in your floppy disk drive
6	<p>In the Update 01 section of the New or Revised CerTest Exams page</p> <ul style="list-style-type: none"> • Place the cursor on the xfertest.001 and click the RIGHT mouse button • In the dialog box, select Save Link Target As • A window will open on your screen: <ul style="list-style-type: none"> ○ The Window is labeled: Save As ○ Check the Save In window and make sure 3.5-inch floppy is showing ○ In File Name box, make sure xfertest.001 is showing ○ In the Save As Type box, make sure Text file is showing ○ Then Click Save • The dialog box will remain showing while the file is copied • When the copying is completed, remove the disk
7	<p>Repeat the steps in Step 6 for the remaining two files:</p> <ul style="list-style-type: none"> • xfertest.002 • xfertest.003

<i>Step</i>	<i>Action</i>
8	<p>When you have copied all 3 update files:</p> <ul style="list-style-type: none"> • Start CerTest and log on as manager • Select the FILE menu; then select Open Test List • Insert Update Disk 1 of 3 into the disk drive • From the CerTest FILE menu select Copy from Diskette • In the dialog box, select the xfertest.001 file • Click OK <p>If you see a Replace Tests dialog box that asks Do you want to replace tests?</p> <ul style="list-style-type: none"> • Select the Yes if Newer response <p>When copying is completed, repeat these steps for the other 2 update disks</p>
9	When all tests have been copied, you have completed the upgrade to version 1.03

Now that you have your CerTest program upgraded to version 1.03, you need to install some updated tests. Once you've installed these test updates you'll be ready to test students using your CerTest program.

How to Download and Install Test Updates 2 through 4

<i>Step</i>	<i>Action</i>
1	<p>Open your Web browser and enter the url for the AFIADL web site:</p> <p style="text-align: center;">http://www.maxwell.af.mil/au/afiadl</p> <p>If you have the site bookmarked, then select your bookmark.</p>
2	<p>After the AFIADL home page loads:</p> <ul style="list-style-type: none"> • Close the Hot Topics box • Select the Base Ed/Tng tab (upper right corner) • Select the CerTest link that you will see under the Testing column
3	Insert a blank, formatted floppy disk into the floppy drive
4	From the CerTest page, Select the New or Revised Tests Link
5	<p>Copy Update 02 to the floppy disk</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: You may substitute a folder on the hard drive for this process. We recommend you name the folder TestUpdates. Be sure to substitute the folder name for the floppy drive designator in the remaining steps of the process. Don't forget to change the Save In window to the correct drive and folder name.</p> </div> <p>From the New or Revised CerTest Tests page</p> <ul style="list-style-type: none"> • Place the cursor on the test9009.tst file and right click the mouse • In the dialog box select Save Link Target As • A window will open on your screen: <ul style="list-style-type: none"> ○ The Window is labeled: Save As ○ Check the Save In window and make sure 3.5-inch floppy is showing ○ In File Name box, make sure test9009.tst is showing ○ In the Save As Type box, make sure Text file is showing ○ Then Click Save <p>When the Copying dialog box closes:</p> <ul style="list-style-type: none"> • Return to the New or Revised CerTest Tests page • Place the cursor on the test9009.txt file and right click the mouse • In the dialog box select Save Link Target As • A window will open on your screen: <ul style="list-style-type: none"> ○ The Window is labeled: Save As ○ Check the Save In window and make sure 3.5-inch floppy is showing ○ In File Name box, make sure test9009.tst is showing ○ In the Save As Type box, make sure Text file is showing ○ Then Click Save <p>When the Save dialog box closes:</p> <ul style="list-style-type: none"> • Repeat these instructions for the test9018.tst and test9018.txt files

<i>Step</i>	<i>Action</i>
6	<p>Copy Update 03 to the floppy (use the same or a new floppy)</p> <div data-bbox="305 296 1409 426" style="border: 1px solid black; padding: 5px;"> <p>Note: You may substitute a folder on the hard drive for this process. We recommend you name the folder TestUpdates. Be sure to substitute the folder name for the floppy drive designator in the remaining steps of the process. Don't forget to change the Save In window to the correct drive and folder name.</p> </div> <p>From the CerTest page, Select the New or Revised Tests Link</p> <p>From the New or Revised CerTest Tests page</p> <ul style="list-style-type: none"> • Place the cursor on the jan03set.tst file and right click the mouse • In the dialog box select Save Link Target As • A window will open on your screen: <ul style="list-style-type: none"> ○ The Window is labeled: Save As ○ Check the Save In window and make sure 3.5-inch floppy is showing ○ In File Name box, make sure jan03set.tst is showing ○ In the Save As Type box, make sure Text file is showing ○ Then Click Save <p>When the Copying dialog box closes:</p> <ul style="list-style-type: none"> • Return to the New or Revised CerTest Tests page • Place the cursor on the jan03set.txt file and right click the mouse • In the dialog box select Save Link Target As • A window will open on your screen: <ul style="list-style-type: none"> ○ The Window is labeled: Save As ○ Check the Save In window and make sure 3.5-inch floppy is showing ○ In File Name box, make sure jan03set.tst is showing ○ In the Save As Type box, make sure Text file is showing ○ Then Click Save
7	<p>Copy Update 04 to the floppy (use the same or a new floppy)</p> <div data-bbox="305 1335 1409 1465" style="border: 1px solid black; padding: 5px;"> <p>Note: You may substitute a folder on the hard drive for this process. We recommend you name the folder TestUpdates. Be sure to substitute the folder name for the floppy drive designator in the remaining steps of the process. Don't forget to change the Save In window to the correct drive and folder name.</p> </div> <p>From the CerTest page, Select the New or Revised Tests Link</p> <p>From the New or Revised CerTest Tests page</p> <ul style="list-style-type: none"> • Place the cursor on the revcrs12.tst file and right click the mouse • In the dialog box select Save Link Target As • A window will open on your screen: <ul style="list-style-type: none"> ○ The Window is labeled: Save As ○ Check the Save In window and make sure 3.5-inch floppy is showing ○ In File Name box, make sure revcrs12.tst is showing ○ In the Save As Type box, make sure Text file is showing ○ Then Click Save

7 <i>cont'd</i>	<p>When the Copying dialog box closes:</p> <ul style="list-style-type: none"> • Return to the New or Revised CerTest Tests page • Place the cursor on the revcrs12.txt file and right click the mouse • In the dialog box select Save Link Target As • A window will open on your screen: <ul style="list-style-type: none"> ○ The Window is labeled: Save As ○ Check the Save In window and make sure 3.5-inch floppy is showing ○ In File Name box, make sure revcrs12.tst is showing ○ In the Save As Type box, make sure Text file is showing ○ Then Click Save <p>This completes copying the updates from the AFIADL site. Your next step is to install the updates in your copy of the CerTest program.</p>
8	<p>To install the update to the CerTest program:</p> <p>Start CerTest and log on as manager</p> <ul style="list-style-type: none"> • Select the File menu; then select Open Test List • Insert your Test Update Disk into the disk drive • From the CerTest File menu select Copy from Diskette • In the dialog box, highlight the file name you want to copy (revcrs12.tst) • Click OK <p>A Copy Test(s) Into CerTest dialog box opens</p> <ul style="list-style-type: none"> • Select the test to be copied by clicking on the name • If you want all tests, select the names for all tests • Click Copy • If you see a Replace Tests dialog box that asks Do you want to replace tests? <ul style="list-style-type: none"> ○ Select the Yes if Newer response <p>The copy process executes. You will see a dialog box showing the number of tests copied when copy process ends.</p> <p>Repeat these steps until you have copied each of the test update files that you have on floppy or in your TestUpdates folder.</p>

Now you are ready to use CerTest to administer tests available through the program.

However, before you can administer tests, you need to complete the program set up process.

Setting Up CerTest for Administering Tests:

1. Initial CerTest Start Up

2. Adding Yourself (and Others) as Test Administrator(s)

3. Deleting the Generic Log-in (Sir Test)

Initial CerTest Start Up

Before you can use CerTest to administer tests, you have to complete some administrative tasks so that the program has information to identify your Test Control Facility.

When you reach the initial log-on screen, the program requests that you enter a Social Security Number and a password. Entering your Social Security Number and a password at this step will result in an error because your information is not available in the program.

CerTest has a default “generic” Social Security Number and password that everyone uses the first time they access the program. These are:

Social Security Number: **123-45-6789**
 Password: **AFIADL**

You will need these in order to complete the set up process.

<i>Step</i>	<i>Action</i>
1	Start CerTest by clicking on the desktop icon or selecting CerTest from the Start menu.
2	<ul style="list-style-type: none"> • When the CerTest main screen opens, click anywhere in the blue area to start the program. • Upon clicking in the blue area you see the log-on box requesting the Social Security Number and Password.
3	Entering the following Social Security Number and password will log you onto <i>CerTest</i> as Sir Test, the default manager. Social Security Number: 123-45-6789 Password: AFIADL
4	Once you've entered the program, you need to provide some Site Information that the program uses when you send data to AFIADL. The next step is to enter your Test Control Facility (TCF) information (See the sample shown below). This information is critical for identifying the data files that you will send to AFIADL after each test session. Therefore, the first time you log on after installing <i>CerTest</i> , you will be prompted to enter this information. You will not be able to use <i>CerTest</i> without entering this information.

Once you have entered the TCF data, you will not need to enter it again. However, if your TCF information changes, you may edit the TCF data.

Note: If a TCF data field does not apply to your base, leave the field blank. However, you MUST fill in the TCF Zip, TCF Shred and Base fields in order to continue. If you are using *CerTest* on more than one stand-alone computer, assign each computer a different number and enter that number in the Computer Number field. This is not necessary if you are running *CerTest* on a Local Area Network.

Subject	Sample Information
Enter Your TCF Zip:	32403
Enter Your TCF Shred:	01
Enter a Number Identifying the Computer:	01
Enter Your DSN #:	596-4331
Enter Your Commercial Phone #:	(334) 416-4331
Enter Your E-mail Address:	John.Doe@maxwell.af.mil
Enter Your Organization:	HQ AFCESA
Enter Your Base Name:	Tyndall AFB
Enter the 2 Letter Abbreviation for Your State:	FL

Adding Yourself (and others) as Test Manager(s)

After you have opened the program, logged in as the generic manager in the previous step, and entered your TCF information in the appropriate blocks, you are ready to add test managers to the program.

It is important that you add test managers now because you must remove the “generic” manager Social Security Number and password as part of the activation process. If you do not add at least one manager now, you will not be able to access the program once you take the next step and delete the “Sir Test” generic log in and password.

If you are going to be the primary test manager, add yourself to the manager list first. Then add any other individual test control office personnel who are qualified to administer tests before exiting the program.

Add a Test Manager

<i>Step</i>	<i>Action</i>
1	From the File menu: <ul style="list-style-type: none"> • Select Open Manager List.
2	From the File menu: <ul style="list-style-type: none"> • Select Edit or click on the + icon.
3	Select Add Manager . <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Test Control Facilities are allowed to have as many managers as they need to effectively execute their CerTest responsibilities. </div>
4	On the New Manager Information screen: <ul style="list-style-type: none"> • Enter appropriate information in these areas: <ul style="list-style-type: none"> ○ Manager's Last Name ○ Manager's First Name ○ Manager's Social Security Number (SSAN) ○ Rank and Middle Initial.
5	Select a Password. <ul style="list-style-type: none"> • Do not use any password you use for other computers you have access to
6	In the Change Manager's Password dialog box: <ul style="list-style-type: none"> • Enter your New Password. • Verify your Password by repeating the entry from the New Password box. • Select OK.
7	Select Privileges . <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> A manager has three privilege types: Test, File, and Personnel. Each has a list of responsibilities that may be assigned by using the check box next to it. If the box is not checked, checking it adds that privilege; removing the check removes that privilege. </div>
8	To change the default selections for a privilege, click on the desired option's check box.
9	When the screen reflects the desired privileges, select OK .
10	Select OK on the New Manager Information screen. You'll see a confirm message.
11	Select OK in the system message box.

Deleting the Generic Log In (Sir Test)

Warning: For system security, the Sir Test manager (the generic log in for initial program use) must be deleted from your system.

Step	Action
1	Log into <i>CerTest</i> as Sir Test. <ul style="list-style-type: none"> • Start CerTest • At the Log On prompt <ul style="list-style-type: none"> ○ Enter 123-456-789 for Social Security Number ○ Enter AFIADL for Password • Click OK • At the “Welcome. . .your last log in was. . .” box, Click OK
2	Check to make sure that you have been added as a manager. <ul style="list-style-type: none"> • Click on File in the toolbar. • Select Open Manager List from the drop down menu • Look at the listed managers for your name. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>If your name is not in the list, complete the steps in the preceding Add a Test Manager section.</p> </div> <p>If your name is in the Test Manager list, proceed to Step 3.</p>
3	Click on File in the toolbar. Select Go To Logon Screen from the drop down menu <ul style="list-style-type: none"> • At the Log On prompt <ul style="list-style-type: none"> ○ Enter your Social Security Number ○ Enter your Password • Click OK At the “Welcome. . .your last log in was. . .” box, Click OK
4	Click on File in the toolbar. <ul style="list-style-type: none"> • Select Open Manager List from the drop down menu
5	Delete the Sir Test manager. <ul style="list-style-type: none"> • Select Sir Test in the manager list by clicking on the name • Select Edit in the toolbar • Select Delete Manager from the drop down menu <ul style="list-style-type: none"> ○ When the Delete Manager(s)? box opens displaying Sir Test manager name ○ Select Yes to Delete Manager
6	After you click Yes to Delete Manager : <ul style="list-style-type: none"> • Sir Test is deleted as manager • The Manager List is displayed

Congratulations, you have successfully deleted the Sir Test manager. The generic log on is no longer possible. From this point on, *only those individuals in the Manager List* will be able to use the program from the log on screen.

How to Delete a Manager

The Delete Manager function removes a manager from the *CerTest* system.

<i>Step</i>	<i>Action</i>
1	Open the Manager List .
2	Highlight the manager's name for deletion.
3	Select Edit (menu bar) or click on the scissors icon.
4	Select Delete Manager .
5	Select Yes in the Delete Manager(s) confirmation box.

Shortcut keys:

SHIFT + DELETE will replace steps 3 and 4.

Note: You may not edit or delete a manager with privileges that you do not have.

Now you are ready to administer a test for a student.

To administer tests, see the following section: **Student Testing Sessions**

Student Testing Sessions:

1. Adding a Student to the Student List

2. Unlocking Tests for Students

3. Completing the Session: Recording Results

Student Testing Sessions

Student Testing! Here is the heart of the CerTest program: providing the test and a score for enrolled students. You've always provided this service; now you're doing it with a twist. You're providing a computer-based test rather than a paper one and you're providing immediate feedback on performance instead of having the student wait for a postcard from AFIADL. And, just like you've always done, there are some administrative tasks associated with the student testing session.

Working with CerTest you will be responsible for:

- Entering Student Information in the program
- Providing Assistance if requested (the *Student Guide* and CerTest tutorials should suffice)
- Unlocking Tests for the Students
- Initiating the Scoring Process
- Printing a Student Report
- Sending Student Data to AFIADL

So, let's get started with the first step: Entering Students in the program.

Adding A Student To The Student List

Before you allow a student to take a test in CerTest, the student's information must be entered into the program. Entering student data is a process similar to that of adding managers to the program.

You may enter students before their testing sessions if you have their information. You may enter students at the start of the testing session. When you do this is your decision. Just remember that student data must be in CerTest *before* you can unlock a test and *before* the student can log on to take a test.

How to Add a Student

The **Add Student** function enrolls a new student for taking tests in the *CerTest* system.

<i>Step</i>	<i>Action</i>
1	Start CerTest and log on as Manager. <ul style="list-style-type: none"> • CerTest should open showing the Student List.
2	If the Student List is <i>not</i> showing: <ul style="list-style-type: none"> • Select File from the toolbar • Select Open Student List from the drop down menu

<i>Step</i>	<i>Action</i>
3	When the Student List is showing on the screen <ul style="list-style-type: none"> • Select Edit • Select Add Student from the drop down menu • The New Student Information box opens
4	Enter the appropriate data in the New Student Information screen: <ul style="list-style-type: none"> • Last Name • First Name • Middle Initial • Student's Social Security Number (SSAN) Use the drop down menu to select the appropriate entry for: <ul style="list-style-type: none"> • Service • Rank Under Specialties: <ul style="list-style-type: none"> • Final Exam is the default entry <ul style="list-style-type: none"> ○ Leave it checked • You may double-click on Demonstration Test if the student is new to the program Click on Password <ul style="list-style-type: none"> • The Change Student Password box opens • Enter a password in the Password box <ul style="list-style-type: none"> ○ There are no specific rules for the password ○ You assign the password for initial program log on by the student ○ The student may change the password once log on is completed • Re-enter the password in the Verify Password box • Click OK You return to the New Student Information screen <ul style="list-style-type: none"> • The OK box is now active <ul style="list-style-type: none"> ○ Review the student information for accuracy ○ Click OK • A System Message displays stating that the student has been added • Select OK in the System Message box You return to the Student List <p>This message is shown on the screen:</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>To unlock tests for this student you must go to his/her student record. Would you like to go to this student's record now?</p> </div>

<i>Step</i>	<i>Action</i>
4 <i>cont'd</i>	<ul style="list-style-type: none">• Selecting Yes takes you directly to the student's record to unlock the applicable test.• Selecting No allows you to add additional students or exit the program. If you select No , see the instructions on How to Lock and Unlock Tests
5	To add more students: <ul style="list-style-type: none">• Repeat Steps 3 and 4

Once you have finished adding a student or list of students, you can administer tests. In order to administer a test to a student after adding a student to the student list, you must access that student's record and unlock the test.

For instructions on unlocking a test see: **How To Unlock a Test**

How to Unlock a Test

Locking and unlocking a test allows the manager to open a test for a student to take or close a test to prevent a student from taking or viewing it. If a test is locked, a key is displayed to the left of that test's name on the Student Record screen.

<i>Step</i>	<i>Action</i>
1	Start CerTest and log in as manager if the program is not open.
2	Open the Student List . If the Student List is <i>not</i> showing: <ul style="list-style-type: none"> • Select File from the toolbar • Select Open Student List from the drop down menu
3	Highlight the name of the student whose record you want to view. You can select the name by: <ul style="list-style-type: none"> • Clicking on the Name with the left mouse button • Placing the cursor next to the name and holding down the left mouse button and moving the cursor across the name
4	From the Menu bar: <ul style="list-style-type: none"> • Select View
5	From the View drop down menu: <ul style="list-style-type: none"> • Select Student Record.
6	The Student Record screen: <ul style="list-style-type: none"> • Shows the Student Name • Complete List of Available Tests
7	To Unlock a Specific Test : <ul style="list-style-type: none"> • Use the mouse to move the scroll bar on the right of the screen • Scroll down until the desired test is showing in the window • Click on the Key block to highlight the test • Click on the Key Icon on the Menu Bar to Unlock the Test

You have now unlocked a test for the student.

In order for the student to take the test,

- Select **File** from the **Menu Bar**
- From the Drop Down Menu: Select **Go To Log On Screen**

Helpful Hints:

- You can double-click on the lock column next to a test to toggle the lock status.
- You can use the **L** and **U** keys to **Lock** or **Unlock** tests instead of the key icon in the tool bar.

Additional Information:

You can **lock and unlock more than one test** by:

1. Pressing the **CTRL** key while clicking on a test. This makes an additional selection without deleting any previous selection(s).
2. Pressing the **SHIFT** key while clicking on another test will select that test and all the tests between an earlier selection and your current selection.

To exit the Student Record screen:

Press **CTRL + S**.

Once you have unlocked the appropriate test and returned to the Log On screen, its time for the Student to take the test.

Student's Testing Session

Now that you have added the Student to the program, unlocked the test, and returned to the Log On screen, you're ready for the student to use the program.

First:

- Have the **Student Log On** by:
 - Entering his/her **Social Security Number**
 - Entering the **Password you assigned** the student

Second:

- CerTest opens to the Student Record screen and shows the test list
- Have the Student scroll down until the unlocked test appears in the list
- Have the Student **Select the Test** by **double-clicking** on it with the mouse

Third:

When the student selects the test by double-clicking with the mouse:

- The **Test Spec(s)** Screen Opens
- Have the Student read the information on the screen
- Then have the Student select the **Take Test** button

Fourth:

After the Student selects the **Take Test** button:

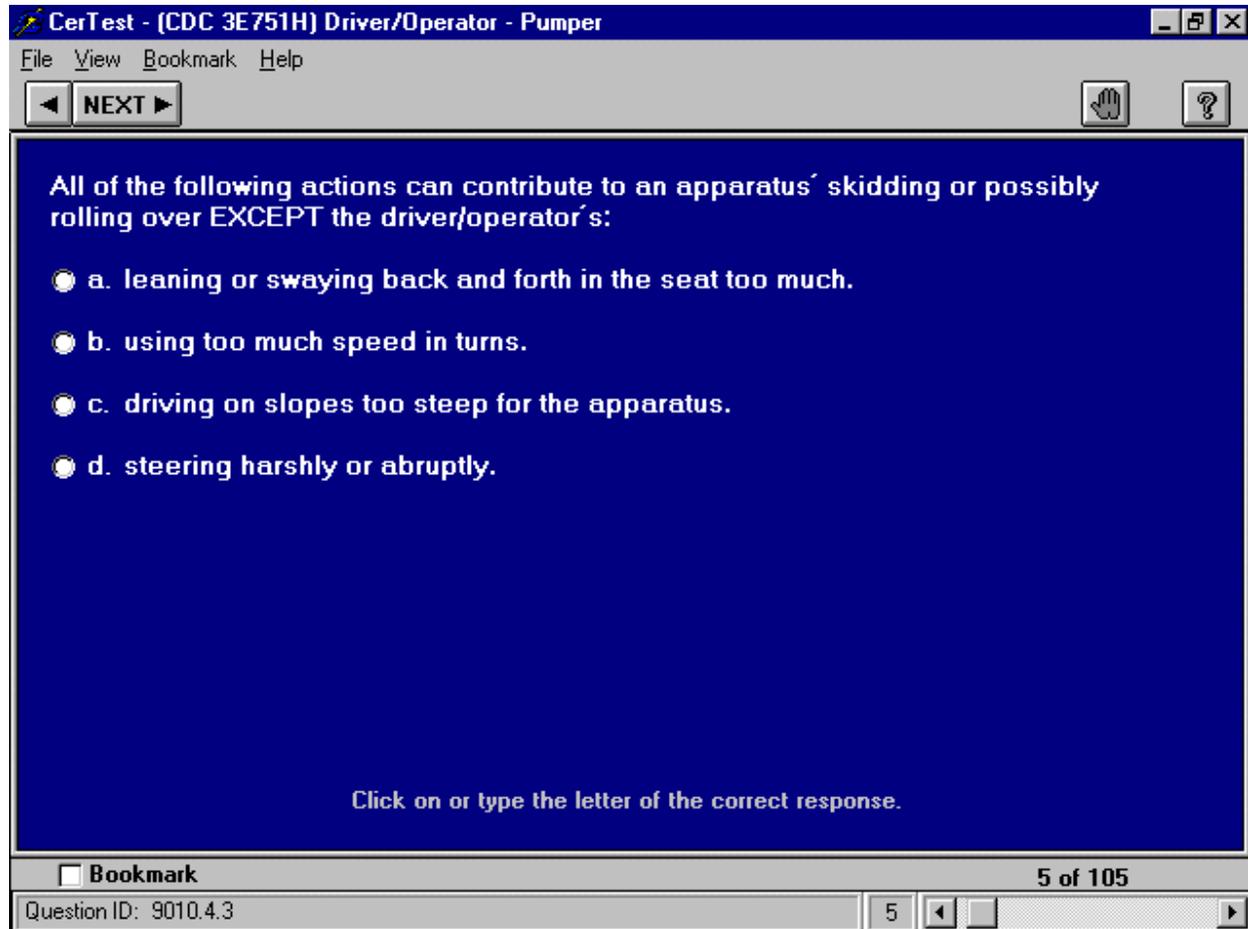
- A **Generating Test** screen appears, followed by the first question in the test
- Follow your Test Proctor guidelines while the student is taking the test
- The Student can freely navigate forwards and backwards through the test
- The Student may challenge a question following the **Challenge procedure** in the Student Handbook
- **Note: AFIADL/ECI Form 17 cannot be used to Challenge CerTest Questions**
- The Student may freely use the **Help** menu

The following pages show examples of:

- A **Question Screen**
- The **Challenge Process** (in case you need to assist the student)

Sample CerTest Question

This is a sample *CerTest* question. We have highlighted several of the features that are of interest to students taking the tests. TCOs should become familiar with these features.



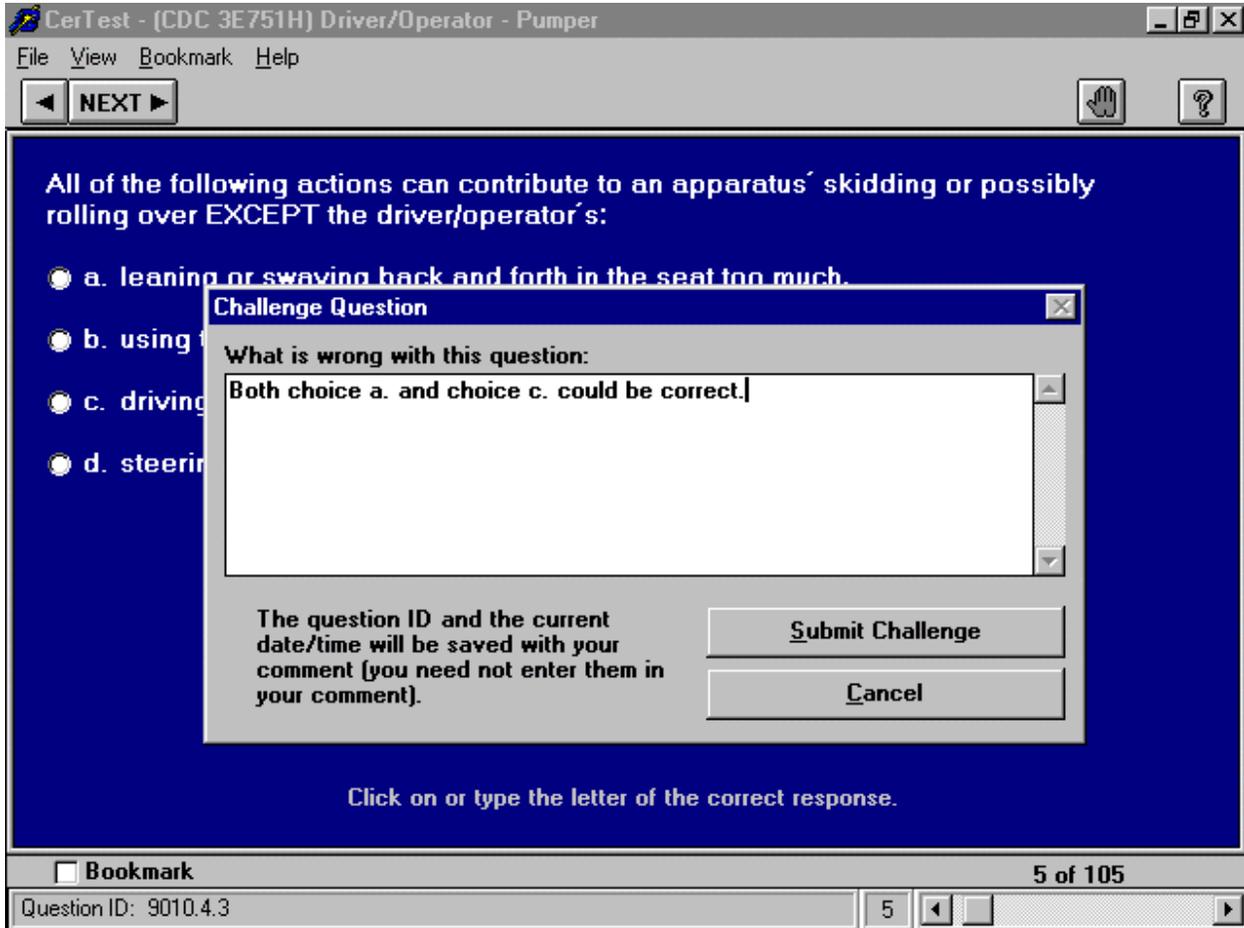
Bookmark Feature: When taking a test, a student may choose to mark a question and return to it later before the test is exited and scored.

Moving Within a Test Using the Scroll Bar: The scroll bar located in the bottom right-hand corner of the screen is active during a test session. This feature allows the student to move forward or backward one or more questions at a time. For example, let's say you just completed a 60-question test but you would like to review questions 5, 12, 39, and 52 before you exit and score the test. In this instance, you could quickly review these questions by using the scroll bar.

Challenging a Question: While taking a test, a student may find a question that he/she believes to be erroneous or invalid for some reason. The student may challenge the question by clicking on the *hand icon* located in the top right-hand corner of the toolbar, or by selecting "Challenge this Question" from the Help menu.

Test Question Challenges

While taking a test, a student may find a question that he/she believes to be erroneous or invalid for some reason (i.e., typo, spelling mistake, missing graphic, ambiguous question, etc.). The student may challenge the question by clicking on the hand icon found on the top right hand corner of the toolbar, or by selecting Challenge This Question from the Help menu. This allows the student to type a short description of the error. All question challenges are automatically downloaded when you collect and electronically transmit the required student data files to AFIADL.



NOTE: AFIADL/ECI Form 17 cannot be used to Challenge CerTest Questions

On the other hand, on rare occasions you may be asked to **view, print, re-download, or delete** the question challenges.

The instructions for these procedures are found in the **Appendix** at the end of this Guide.

The next part of the process is **Scoring The Test**.

Scoring The Test

When the student has progressed through the test and answered the final question, the program presents a choice: Exit and Score the Test or Review Unanswered Questions.

Warning: If the student chooses to exit the test **without reviewing** Unanswered Questions, any **unanswered questions will be scored as wrong.**

If the student elects to return to the Unanswered Questions, the program presents the unanswered questions and gives the student a final chance to answer them. Once all unanswered questions have been presented, the student is presented with the Exit and Score the Test box.

NOTE: If a student selects to **Exit and Score** a Test and has left any Unanswered or bookmarked questions, CerTest asks if the student wants to return to the unanswered or bookmarked questions.

Once a student has answered all of the questions in a test and chooses to exit and score the test, the following message is shown.

To score this test, the test control officer must input their password. If you are ready to exit and score your test, call the test control officer over to your computer now. Press Cancel to continue reviewing your test.

You (the test control officer) must enter the **test validation code** in order to score the test. If the validation code is not entered correctly, the test cannot be scored. This feature prevents a student from scoring his/her test without the test control officer being present.

The **test validation code** is the your *CerTest* log-in password.

There are three Test Scoring Methods:

Method 1:

<i>Step</i>	<i>Action</i>
1	The student selects Score in the tool bar of the last test question.
2	The student selects Yes in Exit and Score box <ul style="list-style-type: none"> • Selecting No cancels Exit and Score
3	When the Test Control Officer Validation Code box appears: <ul style="list-style-type: none"> • The student calls the Test Control Officer over to score the test
4	You enter your Validation Code , then <ul style="list-style-type: none"> • The test is scored. • The Test Summary Screen is shown (a sample is shown after Method 3).
5	While the Test Summary screen is showing, the student may: <ul style="list-style-type: none"> ▪ View the results <ul style="list-style-type: none"> ○ Select Cancel when done ▪ Select History to see his/her previous scores for this test (if any). <ul style="list-style-type: none"> ○ Select OK. ○ Select Cancel.

Method 2

<i>Step</i>	<i>Action</i>
1	After the last test question: <ul style="list-style-type: none"> ▪ The student presses the Enter key
2	The student selects Yes in Exit and Score box <ul style="list-style-type: none"> ▪ Selecting No cancels Exit and Score
3	When the Test Control Officer Validation Code box appears: <ul style="list-style-type: none"> • The student calls the Test Control Officer over to score the test
4	You enter your Validation Code , then <ul style="list-style-type: none"> • The test is scored. • The Test Summary Screen is shown (a sample is shown after Method 3).
5	While the Test Summary screen is showing, the student may: <ul style="list-style-type: none"> ▪ View the results <ul style="list-style-type: none"> ○ Select Cancel when done ▪ Select History to see his/her previous scores for this test (if any). <ul style="list-style-type: none"> ○ Select OK. ○ Select Cancel.

NOTE:
 Methods 1 and 2 can be used only immediately after answering the last question in a test. Method 3 can be selected from any question in the test.

Method 3

<i>Step</i>	<i>Action</i>
1	The student selects File from the menu bar.
2	The student selects Exit and Score .
3	The student selects Yes in the Exit and Score box .
3	When the Test Control Officer Validation Code box appears: <ul style="list-style-type: none"> • The student calls the Test Control Officer over to score the test
4	You enter your Validation Code , then <ul style="list-style-type: none"> • The test is scored. • The Test Summary Screen is shown (a sample is shown after Method 3).
5	While the Test Summary screen is showing, the student may: <ul style="list-style-type: none"> ▪ View the results <ul style="list-style-type: none"> ○ Select Cancel when done ▪ Select History to see his/her previous scores for this test (if any). <ul style="list-style-type: none"> ○ Select OK. ○ Select Cancel.

Shortcut Keys: ALT + F4 will also indicate that the student wants to **Exit and Score** the test.

A sample **Test Summary Page** is shown below.

To Print a Copy of the Test Summary Page:

With the Student's Test Summary Page showing:

- Click on the **PRINTER** icon on the **menu** bar
- Give the Student the printed copy

This step completes the Student Testing phase of the test session.

The next tasks required to complete the process are:

- Collecting Student Data for Sending to AFIADL
- Sending Student Data to AFIADL

Retests for Students Failing an Exam

AFIADL policy provides for one retake for a failed exam (for a total of two test attempts) before a course failure is reported in student records. If a student takes and fails an exam, the score must be reported to AFIADL using established procedures and the student is entitled to take the exam a second time. However, there are certain guidelines that must be followed for retakes:

- A student retaking a CerTest exam **must retake the exam on the same computer on which the first exam was given**. This is because the student's record of the exam and the test items presented are stored on that computer. (This does not apply in situations where CerTest is networked and running off a server; in this set up, the student records are maintained on the server).

- For **CDC exams**, retakes must be accomplished *within 30 days* of the initial test.

- For **Course 12**, a *30-day remediation period must elapse before a retake is authorized*. This means that the earliest date a retake for a Course 12 exam is on the 31st day following the day on which the initial test was given.

To administer a retake in CerTest:

1. Ensure that the student is assigned to the same testing computer used in the previous test session. You can do this by simply logging into the computer, starting CerTest, opening the Student List and making sure the student is in the list for that stand-alone PC. Do NOT add the student; log out and check the other stand-alone PCs until you find which PC the student used. (Obviously it's a good idea for you to put numbers on each of your stand-alone PCs and have the student note the PC he/she used in the event a retake is required.)
2. Once you have located the correct PC for the student's retake, follow the instructions for Unlocking a Test on page 25 of this TCO Guide.

Note: You will unlock the same test number for the student. This gives the appearance of giving the same exam as previously given. This is not the case. The CerTest exams are "generated" from a bank of questions. During a retake, the program reviews the student record (which is why it is important to use the same computer from the first test session for that student) to determine which questions from the bank were presented. The program then selects different items to present for the retest. However, the student may see some questions from the first test if the items are required to be presented for all tests. If an item is repeated, its options are randomized and not presented in the same sequence they were on the student's first exam.

3. All other procedures for a student testing session and scoring are the same as if this were an initial test.

Managing Student Data

1. Downloading Student Data to Floppy Disk

2. Installing the Answer Sheet Manager Program

3. Using the Answer Sheet Manager Program

4. Installing the FTP Software

5. Sending Files to AFIADL

How to Download Student Data to a Floppy Disk

Each time a student takes a test, *CerTest* automatically stores data about that test session in its database. This data must then be downloaded from *CerTest* and sent to AFIADL. To do this, you must use the *Download ECI Data* feature.

Note: If you have more than one student taking a test at your base on a given day, we suggest you wait until the end of the day to download the AFIADL data for all of the students that tested that day.

When you select the *Download ECI Data* feature, *CerTest* creates two types of data files:

<i>File Type</i>	<i>Description</i>
.ECI extension	<p>When you download AFIADL data for one or more test sessions, data for all of the selected test sessions will be downloaded to a single .ECI file.</p> <p>Each .ECI file is assigned a unique file name based on the date and time (for example, 284B5CE8.ECI).</p>
.00A or .00B extension	<p>When you download ECI data for one or more test sessions, a .00A or .00B file will be downloaded for each of the selected test sessions.</p> <p>These files are assigned unique file names based on the date and time of their associated test session (for example, 278D7D21.00A).</p>

These data files contain the following data:

- Student's test results
- Each student's electronic answer sheet
- Cumulative statistical data about the tests taken
- Any Question Challenges

At the end of each testing day, you must send the applicable test data to AFIADL using the following procedures:

- Downloading the test results from the computers
- FTP the results to AFIADL.

FIRST: Download Test Results to Floppy Disk

<i>Download Test Results for Dispatch to AFLADL</i>	
<i>Step</i>	<i>Action</i>
1	Insert a blank , formatted 3.5-inch disk into the disk drive
2	Start CerTest and log on as manager
3	Select File from the Menu bar <ul style="list-style-type: none"> ▪ From the Drop down menu Select Download ECI Data <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>NOTE: All of the <i>CerTest</i> data can be downloaded to the same diskette.</p> </div>
4	The Download ECI Data box is shown. <ul style="list-style-type: none"> ▪ All the test sessions that have not yet been downloaded are listed.
3	Select the test session(s) (by student, test and date) that you wish to download . <ul style="list-style-type: none"> ▪ Select the Download button. ▪ <i>Always select all of the records shown.</i>
4	Select the drive (usually a:) and directory (if applicable) you wish to download to. When the test session(s) download is complete, <ul style="list-style-type: none"> ▪ A message box tells you how many sessions were downloaded. Use this floppy disk for sending data to AFLADL.

NOTE: Once you have downloaded the ECI data for a test session, the session no longer appears in the list of test sessions in the **Download ECI Data** window.

After copying the files to a floppy, you need to use the Answer Sheet Manager to prepare a batch file for sending data to AFLADL.

Before you can prepare the batch file, be sure that the Answer Sheet Manager is installed on one of your computers.

Answer Sheet Manager should be installed on a computer with internet access to facilitate data transmission.

Detailed procedures for the Answer Sheet Manager and FTP process are available on the AFIDAL Web Site:

http://www.maxwell.af.mil/au/afiadl/operation/xferguid_fr.htm

How to Install the AFIADL Answer Sheet Manager Software

<i>Step</i>	<i>Action</i>
1	Create a temporary directory on your computer's C:\ drive (e.g., C:\TEMPECI).
2	Copy the file ECIZIP.EXE from the ECI directory on the CD-ROM into this temporary directory.
3	Open the temporary directory so you can see the ECIZIP.EXE file.
4	Using your mouse, double-click on this file. <ul style="list-style-type: none"> ▪ The file expands and creates additional files. ▪ Close the window when the unzip ends.
5	Look for SETUP.EXE <ul style="list-style-type: none"> ▪ Use your mouse and double-click on it.
6	The program asks if it is OK to install the ASM into the C:\ECI directory. <ul style="list-style-type: none"> ▪ If you are upgrading and have already installed the ASM into the ECI directory, or ▪ This is your first installation and there is no ECI directory, <ul style="list-style-type: none"> ○ Click the Continue button. <p>If an ECI directory already exists and the ASM has not been installed here,</p> <ul style="list-style-type: none"> ▪ Change the Directory to something else (e.g., C:\ECI2) and ▪ Click the Continue button. <p>Remember the installation directory in case you need help.</p>
7	For those using Windows 95: <ul style="list-style-type: none"> ▪ Refer to Windows Help to create a shortcut for the MERGEFILE.EXE. ▪ This will make it easier to run the program. <p>If you are using Windows 3.x, or higher:</p> <ul style="list-style-type: none"> ▪ A program group is automatically created called Answer Sheet Manager. ▪ MERGFILE and the Answer Sheet Manager are one and the same. <p>In Windows 95, all shortcuts are titled according to their filenames. In Windows 3.x, ASM's real name: Answer Sheet Manager is shown. There is no difference.</p>
8	Double-click on the <ul style="list-style-type: none"> ▪ MERGEFILE shortcut in Windows 95 ▪ or Answer Sheet Manager icon.
9	A TCF Data screen is displayed. Fill in all the information you know. <ul style="list-style-type: none"> • As a minimum, fill in the tcf zip and shred number. • Type the zip code without a "-" and without the shred number. • Notice that the shred number has its own entry field.
10	When this is complete, click the OK button.
11	The ASM prompts you for a disk. <ul style="list-style-type: none"> • If you are installing and do NOT have any student disks to scan, simply insert any formatted disk and click OK. • Otherwise, see Using Answer Sheet Manager on how to use the program.

If you do not have the original distribution disk, you can download Answer Sheet Manager from the AFIADL web site (<http://www.maxwell.af.mil/au/afiadl>).

- Select Base Ed/Tng Tab
- Select Testing
- Select CerTest
- Select Windows NT Answer Sheet Manager

▪ **Note:** This is for **both Win NT** and **Win 2000**

- Copy the File

Using the Answer Sheet Manager Program

If you have not installed the Answer Sheet Manager Program, refer to Setting Up Answer Sheet Manager on the previous page.

You need two diskettes to save your batch files and backup files:

- Label one **batch**
- Label the other **backup**

<i>Step</i>	<i>Action</i>
1	Double-click <ul style="list-style-type: none"> ▪ The MERGEFILE shortcut in Windows 95 or ▪ The Answer Sheet Manager icon.
2	Insert the first student test disk.
3	Click on the Scan Disk for Answer Sheet Files button. <ul style="list-style-type: none"> ▪ You should see at least one answer sheet file displayed in the New Files area. ▪ If not, please call or E-mail us for assistance.
4	Click on the Add Answer Sheet Files to Batch button. <ul style="list-style-type: none"> ▪ The file(s) should move to the Batch area. If you have other student test diskettes to batch, <ul style="list-style-type: none"> ▪ Remove the first student test diskettes ▪ Insert the next diskette. ▪ Click on Add Answer Sheet Files to Batch button. ▪ The file(s) should move to the batch area.
5	Select Save from the menu. <ul style="list-style-type: none"> ▪ You will be prompted for another disk.
6	<ul style="list-style-type: none"> ▪ Insert the batch disk ▪ Click on the OK button. When the save is complete, you will return to the ASM.
7	Select Exit from the menu. <ul style="list-style-type: none"> ▪ When prompted to perform a backup, click the OK button. ▪ You will again be prompted for another disk.
8	<ul style="list-style-type: none"> ▪ Insert the backup disk ▪ Press the OK button. <ul style="list-style-type: none"> ○ When finished, ASM closes and your computer returns Windows. ▪ Remove the backup disk.
9	Please refer to Help in the menu selection for assistance if you have questions.

Your next step in sending data to AFIADL is to transfer the batch files. Before we get to those instructions, here is some additional information that you need to know.

Optional, To Download a Test Session a Second/Subsequent Time

<i>Downloading Test Session a Second/ Subsequent Time</i>	
<i>Step</i>	<i>Action</i>
1	Take the data diskette to the computer where the Answer Sheet Manager and File Transfer Program (FTP) software are installed. (We recommend you install these software programs on the same computer.)
2	<ul style="list-style-type: none"> ▪ Insert the diskette ▪ Run the Answer Sheet Manager Program.
3	Select Scan for answer sheet files.
4	Select Add answer sheet files to batch.
5	Select Save .
6	Insert a blank diskette and select OK . The Answer Sheet Manager lists the files copied to the diskette. These are: <ul style="list-style-type: none"> ▪ One batch file with a name like ZZZZZS.NNN where ZZZZZ is the 5 digit zip code of your base, S is your base test control office Shred number, and the NNN is a number from 001 to 999. ▪ One or more .ECI files (one file for each computer from which <i>CerTest</i> data was downloaded).
7	Exit the Answer Sheet Manager program.

Do NOT transfer the raw answer sheets.

- They are easily identified by their filenames, which begin with the letter **v**.
- The next 7 digits in the filename are the first 7 numbers of the student's Social Security Number (SSN).
- The file extension will correspond with the student's course number and will be **00A**, **00B**, **00C**, **00D**, or **00E**.

Please, transfer *only* batch files.

The easiest way **to avoid confusion** is to

- Insert the batch disk after removing the backup disk.
- Put all other disks away.

In order to send the batch files you must use a file transfer protocol (FTP) program. You should install the FTP program before attempting to send batch files.

The following pages provide instructions on:

- Installing the FTP Program
- Using the FTP Program to Send Data to AFIADL

How to Install the FTP Software

The file transfer protocol program for sending data to AFIADL is called WS_FTP Pro. It is a Windows-based application for transferring files between your PC (the local system) and a remote system (AFIADL). WS_FTP Pro allows you to connect to another system from your PC, browse directories and files on both systems, and transfer files between the systems.

WS_FTP Pro is easily used by a beginner and includes a full set of functions for the power user. See WS_FTP features for a list of some of the available features.

For Your Computer Folks: WS_FTP Pro is a File Transfer Protocol (FTP) client application that complies with the Windows sockets (Winsock) standard. WS_FTP Pro can connect to any system that has a valid Internet Address and contains an FTP server program, allowing you to transfer files between a wide variety of systems, including Windows, OS\2, and UNIX systems.

The WS_FTP program is included on the CerTest distribution CD that you received.

To install the FTP software:

- Click on **START**
- Select **RUN**
- Select **BROWSE**
- Locate the **directory** for Ws_ftp95
- Then **Select Install.exe**
- Click **OK**
- Follow the prompts on the computer screen.

If you experience problems installing this software detailed procedures are available on the AFIDAL Web Site: http://www.maxwell.af.mil/au/afiadl/operation/xferguid_fr.htm

Once you have installed the FTP program, you are ready to send your batch files to AFIADL. Follow the instructions on the next page to use the FTP program to send your data to AFIADL.

Sending Data to AFIADL Using FTP

Note: Do not attempt this unless you have first installed the FTP software!

<i>How To Send Files to AFIADL Using FTP</i>	
<i>Step</i>	<i>Action</i>
1	Get the floppy disks with batch files. <ul style="list-style-type: none"> ▪ You created this in the Using Answer Sheet Manager section.
2	Run the FTP client software. <ul style="list-style-type: none"> ▪ Select Start, then Browse, then select the file ws32ftp.exe, then OK ▪ Click on the on-screen Icon (if applicable) to start the program.
3	Insert the batch file disk in the drive. <ul style="list-style-type: none"> ▪ Copy the files from the batch file diskette to the AFIADL FTP site shown below. ▪ Copy all of the files that the Answer Sheet Manager Program listed when you created the disk. ▪ Do not copy any other files.
4	Enter the following data in the appropriate areas of the FTP program <div style="padding-left: 40px;"> Hostname: 132.60.202.90 Username: tcf Password: upload </div>
5	When the transfer is complete, exit the FTP client software.

If you have problems using the FTP software: Click the link below:

http://www.maxwell.af.mil/au/afiadl/operation/xferguid_fr.htm

- This link includes a more detailed discussion and instructions on both the Answer Sheet Manager process and the FTP process.

Once you are done, you may delete the files on the two diskettes used in the process. These diskettes do not need to be retained as backups. They may then be reused the following day.

That's it! You have successfully installed the program, become an administrator, added students, administered and scored tests, and sent data to AFIADL.

The remaining sections of this Guide cover other CerTest related actions that you may or may not need to perform.

However, before we get to those, here's a quick checklist for a test session that you may find useful.

Checklist for Test Control Officers

- 1. Log into *CerTest* as a program manager.
- 2. Make sure you have the most current tests and that you've disabled any test bank questions (if applicable) by visiting the AFIADL Web Site at:
<http://www.maxwell.af.mil/au/afiadl/operation/certest.htm>
- 3. Add the student into the *CerTest* program (See How to Add a Student on page 21).
- 4. Unlock the applicable Course Exam (See How to Unlock a Test on page 25).

This step is absolutely critical if the student is retaking an exam previously failed. To accurately collect the data that will ultimately be sent to AFIADL, the student must take the retake exam using the same computer used previously or you must copy the student's record to a diskette and copy it into the new computer before the student takes the retake exam. For help performing this task see "How to Copy Student Information to/from a Diskette."

- 5. Print and have the student read and sign the Special Instructions to Computer-Based Testing Students.
- 6. Have the student log-on to the computer using his/her Social Security Number and the password you provide.
- 7. The student takes the applicable exam.

Reminder: When the student completes the exam, you (the TCO) must directly observe the test being scored after entering your exit password.

- 8. Print one copy of the test summary and give it to the student (see page 33).

Test Failures. If the student fails the exam, schedule the student to retake the exam in accordance with AFIADL's established policies and procedures. The retake exam is already on the PC where CerTest is installed so you do not have to wait for a new exam to be sent.

- 9. Copy the required student data files to a diskette, batch the files using the Answer Sheet Manager Program, and then send them to AFIADL using the File Transfer Program. (See "How to Download and Send Student Test Results to AFIADL" found on pages 37-44 of this guide).
- 10. File the Special Instructions to Computer-Based Testing Students form discussed earlier.

Appendices

How to Handle Question Challenges

To Print, Download, or Delete Question Challenges:

<i>Step</i>	<i>Action</i>
1	Select File (menu bar).
2	Select Print/Download Question Challenges . The Print/Download Question Challenges window appears. You may restrict the Question Challenges that you print, download or delete by: <ul style="list-style-type: none"> ▪ Selecting a date range and/or ▪ Selecting a test number range. If you do not select a date range or test number range: <ul style="list-style-type: none"> ▪ All Question Challenges in the Question Challenge database will be printed, downloaded, or deleted.

Printing Question Challenges:

<i>Step</i>	<i>Action</i>
1	From the drop down File menu: <ul style="list-style-type: none"> ▪ Select Print/Download Question Challenges.
2	Enter a date range and/or test number range to restrict the number of challenges you print.
3	Click the Print button.
4	Click the printer icon button to send the challenges to the printer; or, use the other buttons on the toolbar to browse the challenges on screen.

Downloading Question Challenges to Disk:

You may download some or all of the Question Challenges to a text file.

<i>Step</i>	<i>Action</i>
1	From the File menu: <ul style="list-style-type: none"> ▪ Select Print/Download Question Challenges
2	Enter a date range and/or test number range to restrict the number of challenges you download to the text file.
3	Click the Download to Disk button.
4	<ul style="list-style-type: none"> ▪ Select a name for the text file and a path to where you would like it to be saved ▪ Then click OK. <ul style="list-style-type: none"> ○ The default file name is CHALLENG.TXT. ○ If the file already exists, you will be asked if you would like to append the Question Challenges to the end of the existing file.

Deleting Question Challenges from the Database:

Once you have printed and/or downloaded the Question Challenges and reported the valid ones to the *CerTest* point of contact, you may wish to remove them from the database.

<i>Step</i>	<i>Action</i>
1	From the File menu: <ul style="list-style-type: none">▪ Select Print/Download Question Challenges.
2	Enter a date range and/or test number range to restrict the number of challenges you delete.
3	Click the Delete button.
4	When prompted to confirm permanently deleting the challenges from the database, click YES .

How to Download New or Revised Tests

New or revised tests are posted to AFIADL's Web Site quarterly (Jan, Apr, Jul, Oct) as tests are revised and new customers start using the CerTest program.

Download new or revised tests from: <http://www.maxwell.af.mil/au/afiadl/operation/certest.htm>

Once you have downloaded the update file from the AFIADL web site, follow the instructions for copying them to diskettes. The diskettes you create as the result of the download process are used to update the CerTest files.

Caution: Each new or revised test must be copied into each computer that has the CerTest program loaded on it unless you are running CerTest on a Network.

To Copy a Test from a Diskette:

<i>Step</i>	<i>Action</i>
1	Log into the CerTest Program.
2	From the File menu select <ul style="list-style-type: none"> ▪ Copy From Diskette
3	On the Copy From screen: <ul style="list-style-type: none"> • Select Test from the List Files of Type drop-down list box. • Select the drive containing the source diskette from the Drives drop-down list box. • Select the Directory. • Select the source file name from the File Name list
4	Select OK .
5	If more than one test was copied into the selected file, <ul style="list-style-type: none"> ▪ Select the tests you want to copy in the Copy Tests into CerTest list box. <p>Select Copy.</p> <p>If a test already exists in CerTest:</p> <ul style="list-style-type: none"> ▪ You will be asked if you want to replace the existing test. ▪ Always select Yes if the date is newer than the existing date on the existing test.
6	Select OK in the Copy Complete information box.

Helpful Hint:

If you start this process with Open Test List, CerTest will automatically select Test in the List Files of Type field, allowing you to skip this entry in step 3 above.

How to Disable a Question

This feature allows test control officers to disable a test question without having to replace the entire test.

To disable a question, you must have the Disable Code for that specific question.

Any disabled questions are posted to AFIADL's Web Site quarterly (Jan, Apr, Jul, Oct) to minimize the number of times you have to visit the Web Site. The posting includes the test number, the question identification number, and the applicable disable code

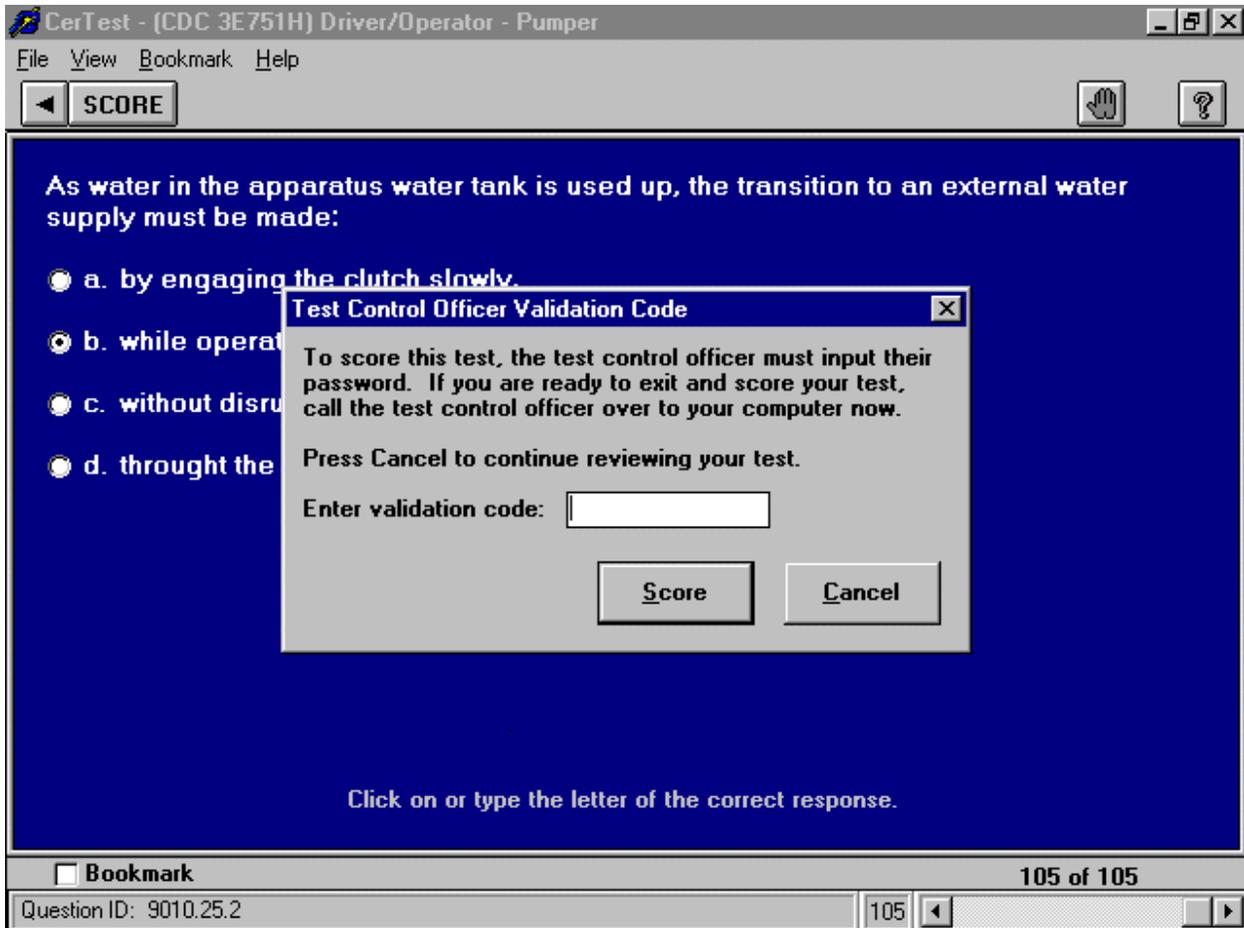
The Web Site address is <http://www.maxwell.af.mil/au/afiadl/operation/certest.htm>

Step	Action
1	Log into the CerTest Program
2	Select File <ul style="list-style-type: none"> ▪ Then Select Open Test List.
3	Highlight the desired test.
4	Select View (menu bar).
5	Select Test Specs.
6	Select Disable Question.
7	Enter the Question ID of the question you need to disable, <ul style="list-style-type: none"> ▪ Then select OK. <p>The Question ID is the test number, the section number, and the question number separated by periods.</p> <p>For example, the Question ID for the third question in section 5 of test 8533 is 8533.5.3.</p>
8	Enter the Disable Code provided to you by AFIADL. Then select OK to disable the question.

How to Change the Test Validation Code

Once a student has answered all of the questions in a test and chooses to score the test, the following dialog box is shown. This box requires the test control officer to enter his/her test validation code. If this test validation code is not entered correctly, the test cannot be scored. This feature prevents a student from scoring the test without the test control officer being present.

The test validation code is simply your log-in password. Any *CerTest* manager's log-in password will work as a test validation code.



This feature may be disabled but the TCO validation code is required to be entered on all AFIADL final exams to maintain test security and as an extra-added safety measure just in case there's a computer malfunction when the test is being scored.

How to View a Test Summary

The Test Summary screen is used to view the details of one of the tests an individual student took. It indicates how a student scored on the test.

The Test Summary contains:

- The student's score
- The passing score for the test
- Whether or not the student passed the test
- Number of questions presented and the number correct for each section of the test

To View a Student Record

The Student Record screen displays the student's *CerTest* profile.

<i>Step</i>	<i>Action</i>
1	Open the Student List .
2	Highlight the name of the student whose record you want to view.
3	Select View from the menu bar.
4	Select Student Record .
5	The Student Record screen displays. This screen displays the student's test profile which includes: <ul style="list-style-type: none"> ▪ Student's Specialty ▪ What tests the student is authorized to take ▪ Each test's statistics ▪ The student's test score, the test score's date, and the number of times the student took the test
6	Press CTRL + S to exit the record.

Helpful Hints:

- Double clicking on a student replaces steps 2 through 4.
- Pressing the Enter key replaces steps 3 and 4.

How to View a Detailed Test Record

<i>Step</i>	<i>Action</i>
1	Open Student List .
2	Highlight the student's name whose test results you want to view.
3	Select View from the menu bar.
4	Select Student Record .
5	Highlight the test that you want to view on the Student Record.
6	Select View from the menu bar.
7	Select Detail . <i>The Test Summary screen appears.</i>
8	Select Cancel to exit when you are finished viewing.

Sample Student Record

MSgt Carruthers, Joe 000-00-0000

Test	Title	Stat	Score	Date	Atmpts
9001	(CDC 3E731G) Firefighter I				
9003	(CDC 3E751G) Firefighter II				
9005	(CDC 3E751K) Airport Firefighter				
9010	(CDC 3E751H) Driver Operator – Pumper				
9011	(CDC 3E751J) Driver Operator – ARFF				
9012	(CDC 3E751I) Driver Operator – Aerial				
9013	(CDC 3E751L) Driver Operator – Tiller				
9020	(CDC 47201G) Hazardous Materials Awareness	P	91	28 Jan 00	1
9021	(CDC 47202G) Hazardous Materials Operations				
9022	(CDC 47203G) Hazardous Materials Technician				
9023	(CDC 47205G) Hazardous Materials Incident Cmdr				
9030	(CDC 57170G) Fire Officer I				
9031	(CDC 57170K) Fire Officer II				
9032	(CDC 10213G) Fire Officer III				
9033	(CDC 10214G) Fire Officer IV				
9040	(CDC 57170H) Fire Service Instructor I				
9041	(CDC 10412G) Fire Service Instructor II				
9042	(CDC 10413G) Fire Service Instructor III				
9050	(CDC 10311G) Fire Inspector I				
9051	(CDC 10312G) Fire Inspector II				
9052	(CDC 10313G) Fire Inspector III				

P = Passed F = Failed

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28 January 2000

CerTest

How to Copy Student Records

Copying student records to and from a diskette is absolutely critical if the student is retaking an exam he/she failed previously. **To accurately collect the data that will be sent to AFIADL, the student must take the retake exam using the same computer used previously or you must copy the student's record to a diskette and copy it into the new computer before the student takes the retake exam.** The necessary steps to accomplish this task are provided below.

To Copy a Student Record to Floppy Disk

<i>Step</i>	<i>Action</i>
1	Open Student List
2	Highlight the student(s) to copy.
3	Select Copy To Diskette (File pull-down menu).
4	Select Yes in the Copy Student(s) box.
5	In the Copy Student(s) To box: <ul style="list-style-type: none"> • Select the drive containing the target diskette. • Select the Directory. • Input the file name in the File Name text box.
6	Select OK .
7	Select OK in the Copy Complete Information box.

NOTE:

Do not send this data to AFIADL.

Use the Download ECI Data option to download the information that AFIADL requires.

Helpful hint

You may copy more than one student record at a time by selecting multiple records. To select a block of student records, highlight the first student in the block then press and hold the SHIFT key while clicking on the last student in the block. To select multiple student records that are not in sequence, press and hold the CTRL key while clicking on each record you want to copy.

Additional information

Student files have an extension of .std. When you copy student files to a diskette, a text file is also created on the diskette. This text file has the same name as the student file, but has a .txt extension. The text file contains a list of all students copied into the student (.std) file and may be viewed using Windows® Notepad.

You may want to copy a student record from a diskette in order to reinstall a student who has been deleted from the CerTest system or to move a student from one computer system to another. If a student record is corrupted, the student should be deleted before the record is copied to the system from a diskette.

If you copy a student's data from a diskette and the student already exists in the system, you will be given the option to merge the record on the diskette with the record on the system. The new student record on the system will contain a history of when each test was taken, but will contain a summary of only the most recent time each test was taken.

To Copy a Student Record from Floppy Disk

<i>Step</i>	<i>Action</i>
1	Select Copy From Diskette (File pull-down menu).
2	On the Copy From screen: <ul style="list-style-type: none"> • Select student from the List Files of Type drop-down list box. • Select the drive containing the source diskette. • Select the source file name.
3	Select OK .
4	If more than one student record was copied into the selected file, you must select the student record(s) you want to copy in the Copy Students Into CerTest list box. Select copy .
5	Select OK in the Copy Complete information box.

Helpful Hint:

If you start this process with Open Student List, CerTest will automatically select Student in the List Files of Type field, allowing you to skip this entry in Step 2 above.

Downloading Previously Downloaded Data

If for some reason you need to download AFIADL data for a test session that has already been downloaded previously:

1. Select Download ECI Data from the File menu.
2. Select View Previously Downloaded Data. The list will now show all test sessions that have been downloaded in the past 90 days.

NOTE: CerTest does not retain the AFIADL data for longer than 90 days.

3. You may now select the test session you wish to download, and select Download.

How to Backup CerTest

Backing up the *CerTest* system ensures having a copy of *CerTest* with all tests and student records in the event that your computer crashes or that your network or hard drive becomes corrupted. The system should be backed up at least once a week, more often if there are frequent changes in tests or student records.

<i>Step</i>	<i>Action</i>
1	From File <ul style="list-style-type: none"> ▪ Select Backup CerTest System.
2	Select the type of <i>CerTest</i> Backup you wish to make: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: Site Specific Backup is the recommended selection. This option makes a backup of all student data, current statistical data, managers, and site-specific tests and graphics.</p> </div>
3	On the Backup <i>CerTest</i> System To screen: Select: <ul style="list-style-type: none"> • the target drive from the Drives drop-down list box • the Directory <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: You may not change the file name of the backup file: Site Specific Backups must be named CTBACKUP.001</p> </div>
4	Select OK .
5	If necessary, respond to any information boxes that appear.
6	Select OK in the Backup Complete box.

Additional Information:

To restore from the backup diskettes you create, select Restore *CerTest* System.

In addition to the backup file, *CerTest* creates a text file that contains the date of the backup, the name of the Site and Station from which the backup was made, and the *CerTest* version number. For Site Specific Backups, this file is named CTBACKUP.TXT.

NOTE: The Backup *CerTest* option does *NOT* backup archived statistical data.

Helpful Backup Hints:

- If you are backing up the system onto disks, be sure to have several high-density disks ready to store the backup files.
- If you are running *CerTest* on a network, you may not need to use the Backup *CerTest* option. Check with your network administrator about how your network is backed up. Networks often have a tape backup system. If your network is frequently backed up, you should not need to use the Backup *CerTest* option.

General Information and Requirements

Users Guide	All documentation and help for the <i>CerTest</i> Windows version is on-line. If you're not sure how to do something, simply use the H elp pull-down menu to receive information or instructions on the topic you need help with. In addition, instructions for the more common tasks are included in the Appendices section of this guide.
Program Management	<i>CerTest</i> may be installed on more than one computer. Computers loaded with <i>CerTest</i> must be in a location where the TCO can control their use. Loading instructions are found on page 12 and on the <i>CerTest</i> CD-ROM as a readme.txt file.
Question Randomization	Each <i>CerTest</i> exam has a bank of questions from which the final exam is drawn. For example, test 9003 (Firefighter II) has a 209 questions test bank, but only 115 questions are used on the final exam. Additionally, the questions are randomized on the computer screen. For example, the same question might show on two computers at the same time, but answers are in a different order. The correct answer on Computer #1 is "a" and the correct answer on Computer #2 is "d." This is a built-in security feature designed to minimize the potential for a test compromise.
Bookmark Feature	Students find the bookmark feature very useful. When taking a test, the student can bookmark a question and return to it later before exiting and having the test scored. For more bookmarking information see "How to Bookmark a Question" in the Student Guide.
Moving Within a Test Using the Scroll Bar	Another helpful feature is the scroll bar in the bottom right-hand corner of the test screen. This allows the student to move forward or backward one or more questions at a time. For example, a student is completing a 60-question test but would like to review questions 5, 12, 39, and 52 before exiting the test. The student can quickly review these questions by using the scrolling bar or the bookmark feature. For more information see "Moving Within a Test" in the Student Guide.
CerTest Spell Checker	<i>CerTest</i> has a powerful spell checker. However, this feature is disabled in the AFIADL version because fill-in-the-blank questions are not used.
Program Errors	If a program error occurs, write down the information exactly as it appears on the computer screen, and then contact the AFIADL Help Desk via e-mail at AFIADL_customer_service@maxwell.af.mil . If possible, before reporting a problem, see if you can duplicate the error and capture the sequence of keystrokes made when the error occurred. Please include both your commercial and DSN phone number.
Test Control Facilities	A centralized testing facility is recommended for using the <i>CerTest</i> program. The TCO must be able to monitor all computers at one time while official CDC testing is in progress. The facilities selected for computer-based testing must be conducive to continuous surveillance by a TCO. The TCO must ensure favorable testing conditions such as proper lighting, temperature, and freedom from distractions.
Computer Hardware	Please position the CPU and all power supply cords so they are not accessible by the student. This will avoid potential problems and prevent students accidentally kicking power supply cords or turning off the CPU power.
Statistical Data	<i>CerTest</i> automatically collects data used to validate the test. Data collected includes: <ul style="list-style-type: none"> ▪ Student's test results ▪ Each student's electronic answer sheet ▪ Cumulative statistical data about the tests taken ▪ Any question challenges

Testing Policies and Procedures

Students	A student must be prepared to sit through a test until the test is completed.
Time Limits	The test session will not exceed 3 hours, the same guideline for AFIADL paper tests.
Tutorial	<i>CerTest</i> has a built in tutorial. Most students taking computer-based tests will be familiar with the use of <i>CerTest</i> and will probably not elect to take the <i>CerTest</i> tutorial. If a student decides to take the <i>CerTest</i> tutorial, the <i>time used to take the tutorial should not be counted as part of the 3-hour time limit.</i>
Challenging a Question	<i>CerTest</i> has an on-line question challenge form. While taking a test, a student may find a question that he/she believes to be erroneous or invalid for some reason (i.e., typo, spelling mistake, missing graphic, ambiguous question, etc.). The student may challenge the question by clicking on the <i>hand icon</i> located in the top right-hand corner of the toolbar, or by selecting "Challenge this Question" from the H elp menu. If a student has a concern about the accuracy or clarity of a question, he/she must challenge the question during the test session and the student's comments must be as detailed as possible. <i>Warning: No copy of the test question will be made by the examinee nor should one be kept on file.</i> All question challenges are automatically sent to AFIADL when you FTP the required student data files. The information collected is equal to the student filling out an ECI Form 17. For further information see "Test Question Challenges," page 22.
Passing Score	The passing score for all AFIADL CDC exams including <i>CerTest</i> is 65 percent.
Test Failures	If a student fails the test, provide the student with a hard copy of the "Test Summary" (shows the learning objective(s) that require further study). Anyone failing a test should restudy before taking the test a second time. See page 34 for further details. The "Test Summary" form is set up very similar to an ECI Form 9.
Recordkeeping	When the student completes the test, print one copy of the "test summary" and give it to the student. If you need a copy of the test summary at a later date, you can recall it by entering the Student Record section and selecting the "Detail" option under the "View menu" or by double clicking on the Stat, Score, Date, or Attempts block for that particular test.

CerTest Question Types

As a test development program, *CerTest* has the flexibility to use up to seven different question formats or variations. However, not all of these question formats are used in the AFIADL version. We have elected to restrict most CDC/SC course exams that use *CerTest* to four-option multiple choice questions just like we use for our paper-based CEs. Where graphics are required for a question, they are also included with the *CerTest* version.

Test Interruptions

Ideally, once a student logs on to the computer to take a test, his or her session should be uninterrupted. However, there are times when disruptions occur. For example, in the event of a fire alarm or other emergency, the TCO and student should follow the appropriate emergency response procedures.

In the event of a power outage, the student (without penalty) will be allowed to retake the same test as soon as possible. It is preferable for the test to be re-administered as soon as the power comes back on. However, if time does not permit, a new test session should be scheduled.

Should a computer error prevent a student from completing a test, or a test from being scored, document the error and steps leading to the error and then (without penalty) allow the student to retake the test.

Students will not be penalized for events beyond their control. Should a test session be interrupted, the TCO will print the student's test summary and document the circumstances that caused the interruption and notify AFIADL Data Branch.

Score Button

At the end of the test, a score button and message will appear. You must follow the procedures as stated in the message:

To score this test, the test control officer must input a password. If you are ready to exit and score your test, call the test control officer over to your computer now. Press Cancel to continue reviewing your test.

If for some reason a student leaves any questions unanswered, the following message will appear.

You have left XX questions unanswered. Select OK to exit this test anyway (your unanswered questions will be counted as wrong); or select Cancel to continue working on this test.

Bookmarked Questions

If the student has bookmarked a question the following message will appear.

You have a bookmarked question. Select OK to exit this test anyway; or select Cancel to continue working on this test.

The Process

1	A student enrolls in an AFIADL course with a CerTest exam and studies the required training material.
2	The first time a student enrolls in a course with a CerTest exam and identifies your TCF, you are sent a CD that includes the Test Control Officer's Guide, all CerTest-based course exams, and other software needed for the program, as well as notice of the student's eligibility for an exam (just like your paper tests). After the initial CerTest exam enrollment for your TCF, you will NOT receive additional CDs because all of the tests are included on the CD you originally received. For initial and subsequent CerTest exam administration, <i>ensure that you do not overlook the following step.</i>
3	Make sure that you have the current exams. New exams, revised exams and notice of disabled questions are posted quarterly (Jan, Apr, Jul, Oct) on the AFIADL web site at http://www.maxwell.af.mil/au/afiadl/operation/certest.htm When updates are posted, notices will be placed on the "News" pop-up box on the AFIADL opening page as well as the "What's New" tab of the AFIADL web site.
4	When you have verified that you have the current exam, notify the student (using existing procedures) that the CE is available and schedule a time for the student to take the test.
5	The student reports to TCF for scheduled testing.
6	The TCO adds the student to the <i>CerTest</i> program and also unlocks the applicable CE. (See pages 21-26 of this guide). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Note: When you add a new student, use a password that is easy for you to remember (i.e., the letter "a" or the student's first and last initial). Any password you choose to use to simplify the process is acceptable.</div>
7	Have the student read and sign the Special Instructions to Computer-Based Testing Students.
8	The student logs-on to the testing computer using his/her actual Social Security Number and the password you've provided.
9	The student takes the applicable test. When the student answers the last question, he/she will be asked if he/she wants to exit and score the test. The student has the option of selecting "No" and reviewing the test. When the student selects "Yes" the TCO/test proctor must complete the actions in Step 10.
10	<i>Before exiting and scoring the test can be done, the student must have the TCO enter the validation code. Once the validation code is entered, the test can be exited and scored. The test control officer must directly observe the test being scored.</i>
11	Print and give one copy of the "Test Summary" to the student. (See pages 30-33)
12	If the student fails the CE, the "Test Summary" will show the learning objective(s) that require further study (see page 32). Anyone failing a CE will have the opportunity to restudy before taking the CE a second time. <i>The student's retake must be scheduled within 30 days.</i>
13	Send the test results to AFIADL. (See page 44 for specific instructions)

