



## ETA-I Online Testing – Proctor’s User Guide

URL: <http://kec.tamu.edu/FreedomTest/ETA>

- Login as a proctor using your username and password. If you do not have an account, create one using the “Register” link on the homepage, then contact ETA ([eta@eta-i.org](mailto:eta@eta-i.org)) to have your proctor account activated.

### User Management – View and create student user accounts

- Click the Edit icon next to the user name to review or change an individual user’s account. If a student has forgotten their password, go into their account and enter a new password in the spaces provided. Click “Save User Info” to update their account. Share the new password with the student and remind them that they may reset their password upon logging in by going to “My Profile” in the lefthand toolbar.
- Direct students to create their own account using the “Register” link on the homepage. If the student would like you to create a new account *for* them, click “New User” on the User Management page.
  - Username
  - Password (enter twice)
  - Email address
  - First and Last Name

The screenshot shows the 'New User' registration page on the TEEX FreedomTest website. The page has a blue header with the 'FREEDOMTEST' logo and navigation links for HOME, EMAIL, and FAQs. A sidebar on the left contains a menu with Home, Exams, My Profile, User Management, Exam Management, and Logout. The main content area is titled 'New User' and contains four sections of input fields: 'User Information' (Username: sample, Password: masked, Confirm Password: masked, Email: kec.support@teexmail.tam), 'Contact Information' (Address1: 123 Main Street, Address2: Apt. G, City: Anytown, State: TX, Zip: 77888, Phone: 979-555-2854), 'Personal Information' (Last Name: Sample, First Name: Sissy, Middle Name: blank, SSN: 123-45-9876, Date of Birth: 01/01/1972), and 'Agency/Company Information' (Name: TEEX). At the bottom of the form are 'Save User Info' and 'Cancel' buttons. The footer contains the TEEX logo and copyright information: 'Copyright 1996-2003 Texas Engineering Extension Service (TEEX). Site development, hosting and support powered by the KEC (Knowledge Engineering Center).'

- NOTE: Proctors are only authorized to edit or create new Student accounts!
- Click “Save User Info” to activate account

## Exam Management – Open exams or generate print exams

- Click on **Exam Manager** to open an exam for an individual or group of students.
  - Click on “Assign” to open a list of students to select from
  - Check the box next to the usernames of all students eligible to take the exam.
  - Click Update to open the exam for the selected students.

TEEX - Texas Engineering Extension Service

HOME EMAIL ? FAQs

**FREEDOMTEST**

Home Exams My Profile User Management Exam Management Logout

**Assign Students to Exam** [Back to Exam Manager](#)

Assign students to an exam by checking the checkbox next to their name(s) and clicking Update.

**Demo Exam**

Username	Name	Creation Date	Check to Assign
kecstudent	Barnes, Aimee	3/10/2006 2:37:25 PM	<input type="checkbox"/>
student	Student, Demo	3/13/2006 11:06:14 AM	<input checked="" type="checkbox"/>
student1	Student1, Test	3/13/2006 11:09:58 AM	<input checked="" type="checkbox"/>
student2	Student2, test	3/13/2006 11:10:18 AM	<input checked="" type="checkbox"/>
student3	Student3, Test	3/13/2006 11:10:40 AM	<input type="checkbox"/>

[Update](#)

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- Direct the students to go to the “Exams” page to see any exams open for their account and to begin their exam. If the exam is not showing, ensure that the Start and End dates for the exam are set correctly in the Exam Manager. If not, contact ETA to open the exam for you.
- Click “Preview” to open a PDF of the exam to print for paper-based testing

**Exam Manager** [Back to Exam Management](#)

Clicking the Assign link will allow you to open an exam for a particular student(s).  
 Use the Preview link to view the exam and key as a PDF document for printing.

Exam	Start Date	End Date	Length	Uniqueness	Assign	Preview
Demo Exam	3/13/2006 10:35:10 AM	5/31/2006 10:35:10 AM	20	1	<a href="#">Assign</a>	<a href="#">Preview</a>
Demo Quiz - Counters	3/13/2006 10:39:53 AM	5/31/2006 10:39:53 AM	10	1	<a href="#">Assign</a>	<a href="#">Preview</a>

Exam uniqueness:

1. Students get random questions based on exam settings
2. Students get same exam but random question order
3. All students get same exam

- PDF contains Exam Name
- Questions are pulled from categories based on the settings set by the system Administrator(s)
- Answer key may be included as last page of document – be careful not to copy key with exam!