

Teacher Directions Prior to CTE/EOC/NCFE Tutorials and Test

Day of Tutorial:

- Place a post it note on each laptop with the student's name
- Have students **leave** the room (*go to the hallway - just like a real testing environment*)
- Teacher will log into each laptop with test login (*Please don't post this log-in info to keep the testing log-in secure*). You may need to log out of their computer if they are still logged in to the computer. **These settings MUST be done on the Testing Log-In.**
 - Username: **test**
 - Password: **testing**
 - *****If this testing login does not work, please send the student and their laptop to the Media Center OR contact your TF, CDC or MC.***
- Have students **return** to class from the hallway
- Show **Prepared Google Slideshow** and guide students to add Chrome, NCTest App and change settings
- Walk students through testing tutorial
- Have students **log out of the test login and RESTART** their computer

Day of Test:

- Place a post it note on each laptop with the student's name
- Have students leave the room
- Log into each laptop with test login
 - Username: test
 - Password: testing
- Launch Chrome - click on Chrome Apps - Select NCTEST
- Log each student into the test
- Have students return to class
- Begin the test
- Make sure at the end of testing that students **log out of the testing login**