

2024-25 AAFCS LEADERSHIP ESSENTIALS

1. Name of Test

Pre-Professional Assessment and Certification Leadership Essentials

2. Name and Address of Test Provider

American Association of Family and Consumer Sciences (AAFCS)
1410 King Street, 2nd Floor, Alexandria, VA 22314

3. Number of Test Items

80 (4-option, multiple choice items) total – 70 scored items; 10 non-scored

4. Duration of Exam

The **on-site proctored assessments** are not timed. The assessment must be completed in one sitting. While the testing time varies among candidates, the average testing time ranges from 50-60 minutes.

The **remote-proctored assessments** are timed. A total of **two hours** is the maximum time allocated for administration.

5. Technology Requirements for Lab

The assessment is administered on-line only. There are no paper-pencil versions of the assessment available. There is no additional software download or plug-in required for on-site proctored assessments. Technical requirements for the web/browser-based, onsite-proctored assessment include:

- Internet browsers (Chrome, Firefox, Microsoft Edge, Safari): Due to the frequent release schedule of these browsers, full support of new versions cannot be guaranteed.
- Operating Systems (Windows) or (MacOS – Firefox)

For test sites wishing to check compatibility, please access the [Sample Exam](#).

Remote-proctored assessment administration does require additional technical requirements. The minimum requirements will be communicated to approved testing centers.

6. Website for Test Information

For more information access the [Portfolio of Products and Services website](#).

The Assessment Bulletin and Blueprint includes information about the assessment format, competencies assessed, scoring, tips for preparing students for the assessment, sample test questions, and instructions on assessment administration.

7. Website for Student Registration

The Pre-PAC Management System provides information and forms for each step of the assessment process including: (1) Testing Procedures and Forms; (2) Purchasing Products and Services; (3) Assessment Registration; (4) Assessment Administration; and (5) Data Reports.

To order and administer Pre-PAC assessments, administrators seek approval as an approved testing site for the current testing year, by completing the online Test Site Approval Agreement which is located under “Step 1: Testing Procedures and Forms” on the Pre-PAC Management System.

8. Directions for Student Registration

Before candidates can be registered for an assessment, an order must be processed by AAFCS. Orders can be placed by credit card, check or purchase order through the online order center available at Purchase Pre-PAC Products and Services. Orders are processed within 3 business days. Please work with the school’s purchasing department to allow ample time for purchase orders and check payments to be received and processed by AAFCS. Payment is required before assessments may be administered.

Registration directions are available at Assessment Registration. Once the registration template is submitted via the Submission Portal, usernames will be processed and issued to the approved test site. Please allow 3 business days for registration processing. A registration is complete email will be sent when the test site is ready for assessment administration. The student roster must be verified prior to testing.

Template and Instructions for registering students for the assessments. Follow the instructions for completing the template, review the roster and submit an error free roster.

9. Website for Test Administration Directions

Download the Guidebook for step-by-step instructions. The assessment is administered online. Proctors must be test site employees. Teachers/instructors of record **MAY NOT** serve as the sole proctor.

The “Candidate Guide to Assessments” that outlines the directions for candidates completing the assessment are available for download at Assessment Administration - Candidates. These should be printed and distributed to the students. Instructions are also provided at the beginning of the online exam.

10. Test Provider Contact Person (Name & Title)

Jessie Hinnefeld
Credentialing Programs Associate

11. Test Provider Contact Person (Phone)

Pre-PAC Line: 703-636-7641

Pre-PAC Fax: 703-636-7648

12. Test Provider Contact Person (Email)

pre-pac@aafcs.org

13. Phone Number for Technical Assistance

During peak testing times, phone assistance may not be available. Submit Technical Assistance Requests online.

Technical Assistance phone numbers: 703-636-7641

14. Sample Test or Sample Test Items Provided

An Assessment Information Bulletin is located Online. The Bulletin provides details of the assessment, offers a breakdown of the item formatting for the exam, identifies an outline of assessment content that may be used to correlate curriculum to assessment competencies, and provides sample test items.

15. Data Fields Required for Assessment Registration

During registration of test candidates, the test site is required to provide the following data in the spreadsheet template:

Column D: Candidate First Name with no special characters

Column E: Candidate Middle Name with no special characters

Column F: Candidate Last Name with no special characters

Column G: Candidate State Issued student identification number or unique identification number assigned to the candidate for testing

Column H: SC (State)

Column I: Pre-Pac Assessment Name (selected from the drop-down menu)

Column J: Test Site Approval Code assigned by AAFCS

Link to spreadsheet template is found at the AAFCS Registration webpage.

16. Registration Deadline

Registration spreadsheet due no later than the 15th of the prior month of testing.

17. Individuals Responsible for Assessment Registration & Administration

During the online approval process, the test site will be asked to identify the name, title, and contact information for:

- *Test Site Administrator*: This individual should be administrative and/or

supervisory personnel who have the authority to accept responsibility and liability for the assessment program and all aspects of the assessment process. (Note: This is not the individual who will be administering the actual assessment. The person administering the test is defined as the “proctor.”)

- *Test Site Coordinator*: This individual should be personnel who can manage and assist all aspects of the assessment process. Teachers/instructors of record MAY serve in this role.
- *Test Site Proctor*: This individual will be administering the actual assessment. Proctors must be a test site employee. Teachers/instructors of record MAY NOT serve as the sole proctor.

Only the personnel identified in the Test Site Approval Agreement (Test Site Administrator and Test Site Coordinator) will receive communications regarding site approval and will have access to password-protected sites associated with the assessment process.

Furthermore, the Test Site Administrator and Test Site Coordinator responsibilities include, but are not limited to, the following:

- Liaison between AAFCS, test site personnel, and test candidates
- Order Pre-PAC products and services
- Manage the online assessment registration system
- Secure adequate testing location and proctor
- Maintain security and proctoring guidelines
- Ensure test site technology is compatible with online assessment system
- Access Pre-PAC Data Reporting System to view, print, or export score reports
- Provide score reports and certifications (if applicable) to test candidates and those instructors who provide instruction and preparation for the assessment

Please note that the Test Site Approval Agreement must be completed online by the Test Site Administrator. Upon submission, a copy of the application will be emailed to the “email address” provided at the beginning of the application.

18. Proctor Guidelines

AAFCS Pre-PAC Proctor Guidelines

19. Remote/Virtual Proctoring Capabilities

AAFCS offers two types of remote/virtual proctor capabilities.

1. **Remote proctor administration (Online LIVE)**: The test is administered online by a LIVE representative of Examity proctoring service. Specific test candidate technology and equipment is required; and additional fees will apply.
2. **Remote proctor administration (Online RECORDED)**: The test is administered online and recorded using the Proctorio technology platform, a software plug-in

required to capture the candidate's on-screen display, audio, and video throughout the testing session. Specific candidate technology and equipment is required; and additional fees will apply.

20. Information for Accommodations & Modifications

Local test administrators/proctors are authorized to make testing accommodations that are formally specified in Individual Education Plans for those with special needs. Guidelines regarding accommodations and modifications are available on the Pre-PAC Management System.

21. Test Dates for Administration

Academic Year Availability (August 1 – June 30)

Test sites select their own dates for test administration during the academic year. Test sites should be timely in submitting orders for testing. Payment for assessments must be received and processed by AAFCS prior to assessment administration. Allow 5 business days for order processing. After the order has been received with payment, the link for submitting the roster template will be emailed to the test administrator. The deadline for submitting the roster is the 15th of the month prior to testing. Allow five business days for registration processing. The registration is complete email is issued to test site administrators when the assessments may be administered.

22. Test Results

Individual student assessment results are available to the student immediately upon submission of the assessment. The assessment results provided to each student identify (a) overall test score; (b) indication of whether student earned cut score for “Pre-Professional Certification in [Assessment Title]”; and (c) break-down of scores by domain/topic area. This allows the student to identify areas of strengths and areas requiring additional instruction.

There are a variety of standard reports available online to the test site/school including score list reports, transcript reports, and assessment overview. The test site reports provide individual student data, overall mean scores, mean scores for each domain, and standard deviation. In addition, test sites can export their results into Microsoft Excel for long-term storage and tracking. The reporting system allows the results to be sorted and filtered based on demographic factors. The test site administrator and site coordinator receive the log-in credentials to access the reporting system. These reports/scores are available immediately after testing. If certification is earned, the certificate verifying the credential is available for printing and/or downloading in the student assessment system.

Data Reports are available online at the Access Results.

23. Exam Cost in South Carolina

There is no cost/fee to become an approved test site. The only costs/fees are for the individual assessment products.

Single Test Administration One-time administration of test for individual. The fee is \$25 per test candidate.

Test/Retest Administration Includes single test administration with an opportunity to re-test candidate before the end of the testing year on June 30. The Test/Retest option is often used for pre and post testing. The fee is \$40 per test candidate.

Test sites receive online access to numerous group and individual score reports that are included with the assessment purchase cost.

For testing sites that choose the remote proctor administration, additional fees per administration/exam will apply.

- Remote proctor (Online-RECORDED): \$15 per assessment attempt.
- Remote proctor (Online LIVE): \$45 per assessment attempt

24. Purchasing – Vendor Information

Payment must be submitted with the order. Credit Card payment or a Purchase Order is required when the order is placed. Payment must be received and processed by AAFCS before assessment administration.

Online Order Platform: All orders must be placed through AAFCS via the Pre-PAC Management System. AAFCS does not accept orders by email, fax, mail orders or purchase orders submitted by a means outside of the online order platform.

Sole Source: AAFCS is the sole vendor for the Pre-PAC assessment products.

W-9

25. Certification Cut- Score

Reference the **Guidebook** for step-by- step instructions for accessing data reports and certificates.

Pre-Professional Certification Score: Click *here* for the list of current certification scores. The national cut score for pre-professional credentialing is established annually by AAFCS.