

AAFCS Pre-Professional Assessment and Certification (Pre-PAC) Information Sheet – South Carolina

Valid: August 1, 2014 – June 30, 2015

Name of Test	Pre-Professional Assessment and Certification in Broad Field Family and Consumer Sciences
Name and Address of Test Provider	American Association of Family & Consumer Sciences (AAFCS) 400 N. Columbus Street, Suite 202 Alexandria, VA 22314 http://www.aafcs.org/CredentialingCenter/PrePAC.asp
Number of Test Items:	80 (4-option, multiple choice items) total – 70 scored items; 10 non-scored
Duration of Exam:	Neither the individual assessment items nor the assessment itself is timed. The average testing time ranges from 50-60 minutes. This time will vary from candidate to candidate. The assessment must be completed in one sitting.
Technology Requirements for Testing Lab:	<p>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 testing. Technical requirements for the web/browser-based assessment include:</p> <ul style="list-style-type: none"> • Internet browser (Internet Explorer, Firefox, Chrome) or (Macintosh – Firefox) • Operating Systems (Windows XP, Vista, or Windows 7) or (Macintosh – Firefox) <p>A List of URLs required for testing can be obtained from AAFCS to be sent to the testing site’s technology/network department to ensure that the URLs are not blocked or filtered in the system. Approved test sites may also request a sample account to test the compatibility of their technology with the assessment system.</p> <p>Technical Requirements/Specifications are located on the AAFCS website at http://www.aafcs.org/CredentialingCenter/get_started.asp.</p>
Web Site for Test Information:	<p>http://www.aafcs.org/CredentialingCenter/Broad_Field.asp</p> <p>The web site provides general, specific, and scoring information regarding the assessment. The “Assessment and Certification Resources” segment of the website provides links to the following:</p> <ul style="list-style-type: none"> • Competency List – Assessment Blueprint • Assessment Information Bulletin (provides extensive outline of assessment content and sample test items) • Instructional Resource Directory (if available) • National Scores and Percentiles

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<p>Website for Student Registration:</p>	<p>The Pre-PAC Management System facilitates 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.</p> <p>To order and administer Pre-PAC assessments, administrators must establish the high school location as a testing site by completing the online the Test Site Approval Agreement which is located in “Testing Procedures and Forms” on the Pre-PAC Management System.</p> <p>Pre-PAC Management System URL http://www.aafcs.org/CredentialingCenter/test.asp</p>
<p>Directions for Student Registration:</p>	<p>Before candidates can be registered for an assessment, an order must be processed and finalized. Orders can be placed by check or purchase order through the online order center available at http://www.aafcs.org/CredentialingCenter/purchase.asp. Orders are processed within 1-2 business days.</p> <p>Registration directions are available online at http://www.aafcs.org/CredentialingCenter/registration.asp. Once candidates are registered and usernames are issued, assessments can be administered.</p>
<p>Website for Test Administration Directions:</p>	<p>The directions for administering/proctoring the Pre-PAC assessments are available online at http://www.aafcs.org/CredentialingCenter/get_started.asp.</p> <p>The “Candidate Guide to Assessments” that outlines the directions for candidates completing the assessment are available for download at http://www.aafcs.org/CredentialingCenter/administration.asp. These should be printed and distributed to the students. Instructions are also provided at the beginning of the online exam.</p>
<p>Test Provider Contact Person (Name & Title)</p>	<p>Lori Myers, PhD, CFCS Director of Pre-Professional Assessment and Certification</p>
<p>Test Provider Contact Person (Phone)</p>	<p>Pre-PAC Line: 703-636-7641 General AAFCS Line: 703-706-4600 extension 4602 Pre-PAC Fax Line: 703-636-7648</p>
<p>Test Provider Contact Person (Email)</p>	<p>pre-pac@aafcs.org</p>

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<p>Phone Number for Technical Assistance:</p>	<p>Depending on the nature of the technical assistance needed, please use the following phone numbers:</p> <ul style="list-style-type: none"> • Test Site Approval: 703-636-7641 • Purchase/Order Information: 703-636-7641 • Assessment Registration: 703-636-7641 • Assessment Administration: <ul style="list-style-type: none"> Login Difficulty: Contact AAFCS at 703-706-4602 Other Technical Difficulty: Contact the assessment system vendor 360Training: (800) 442-1149 (Please identify as AAFCS test site) (Available from 8:30 AM CST – 5:00 PM PST) • Assessment Results and Reports: 703-706-4602
<p>Sample Test or Sample Test Items Provided:</p>	<p>An Assessment Information Bulletin is available online as a free download (PDF). This Bulletin provides details of the assessment, offers a breakdown of the item formatting for the exam, identifies an extensive outline of assessment content that can be used to correlate/align curriculum to assessment competencies, and provides sample test items.</p> <p>http://www.aafcs.org/res/Credentialing/prepac/Bulletins/Broad%20Field%20FCS%20Information%20Bulletin.pdf</p>
<p>Data Fields Required for Assessment Registration:</p>	<p>During registration of test candidates, the test site is required to provide the following data: (a) First Name; (b) Last Name, and (c) Candidate ID Number (unique identification number assigned by the school, district, or state).</p> <p>Other demographic and Perkins data are collected during registration; however, these fields are not required. Test sites are encouraged to provide the data during registration as it will allow them the ability to filter assessment results based on those demographic factors and Perkins indicators.</p>
<p>Individuals Responsible for Assessment Registration & Administration</p>	<p>During the online approval process, the test site will be asked to identify the name, title, and contact information for:</p> <ul style="list-style-type: none"> • <i>Test Site Administrator:</i> 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.”) • <i>Test Site Coordinator:</i> This individual should be personnel who can manage and assist all aspects of the assessment process, including registration.

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	<p>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:</p> <ul style="list-style-type: none"> • 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; and • Provide score reports and certifications (if applicable) to test candidates and those instructors who provide instruction and preparation for the assessment. <p>Both of these roles have responsibilities and rights within the assessment system. One person may serve in both roles as Test Site Administrator and Test Site Coordinator. Please note that the Test Site Approval Agreement must be completed online by the Test Site Administrator.</p>
<p>Proctor Guidelines</p>	<p>Guidelines for proctoring assessments, can be found at the following link: http://www.aafcs.org/CredentialingCenter/get_started.asp</p>
<p>Information Regarding Accommodations and Modifications</p>	<p>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 available on Pre-PAC assessments are available at http://www.aafcs.org/res/Credentialing/prepac/AdminGuides/AAFCS_Pre-PAC_Guidelines_for_Accommodations_and_Modifications.pdf.</p>
<p>Test Dates for Administration</p>	<p>Academic Year availability (August 1, 2014 – June 30, 2015)</p> <p>Test sites have the flexibility to select their own dates for test administration during the academic year. Test sites should be timely in submitting orders for testing. They should allow 2-3 business days for order processing and 2-3 days for registration processing. Once the registration is processed and usernames are issued, tests may be administered.</p>

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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 weaknesses. There are a variety of standard reports available online to the test site/school. There are no additional costs for those reports. The reports include: score list reports, transcript reports, and assessment overview. The test site reports include individual student data, as well as 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. In the reporting system, the results can 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 and can access reports/scores immediately after testing. If certification is earned, the certificate verifying the credential is available for printing and/or downloading in the student assessment system.
Certification Cut-Score:	The cut score for pre-professional certification is reviewed and updated annually on the AAFCS website at: http://www.aafcs.org/CredentialingCenter/Scoring_and_Certification.asp
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. <ul style="list-style-type: none"> • \$20.00 per student for single (one-time) administration • \$30.00 per student for test/retest administration (provides for initial administration and a follow-up administration/retest by the end of the testing year; this product may be used for pre- and post-testing) <p>Test sites receive online access to numerous group and individual score reports that are included with the assessment purchase cost.</p>
Purchasing (Vendor) Information	AAFCS provides the assessments but they are sold through their sole vendor. 360Training.com is the sole vendor for the Pre-PAC Program assessment products. Orders will be placed through AAFCS by fax or email or online via the Pre-PAC Management System. Please do NOT mail orders or purchase orders. All invoices will be sent from them and payments will be remitted to them not AAFCS. Purchase orders should be made payable to: 360Training.com, 13801 North Mopac, Suite 100, Austin, TX 78727 W-9 or other information regarding the vendor (360training.com) can be obtained from AAFCS. Requests for information should be emailed to Pre-pac@aafcs.org