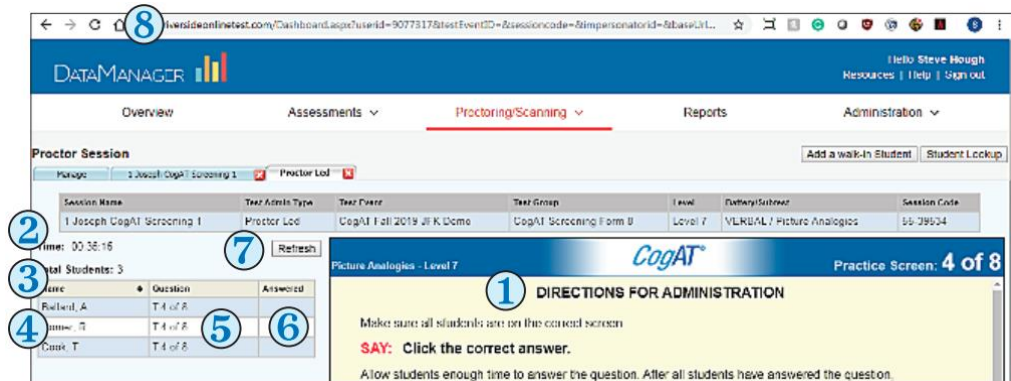


CogAT7 Proctor-Led Quick Guide

How to open and begin a Proctor-Led session:

1. Login to DataManager
2. Select **Proctoring**
3. Scroll down to the list of sessions under **Created Sessions** and select the session you need to open (click on session name)
 - This opens two tabs on the Proctor Session page: the Session tab (bearing the session name) used to approve students in the session and the Proctor Led tab used to administer the subtest
4. Have students login using their **Student ID** and the **Session Code**
5. Once all students are logged in, select **Approve All** in the 'Waiting for Approval' section of the Session tab
6. Select the Proctor Led tab, follow the on-screen directions found in the 'Directions for Administration' area. Select **Go** in the bottom right corner only once everyone is ready to start (no late entries with Proctor-Led)
 - Read aloud word for word the test following the word **SAY**
 - Note: substitute the word "**tap**" for the word "click" since our students are using iPads



What is found on the Proctor Led tab?

1. Directions for Administration: area that provides instructions and text that you read to the students
2. Elapsed time since the subtest started
3. Total number of students in the test session
4. Names of students in alphabetical order by last name
5. Question number the student is working on
6. Completion status of the current question; a green checkmark (✓) indicates the student has viewed/answered the question
7. Refresh button to update the Proctor's test screen – use if your Proctor test screen is not displaying correctly
8. Web browser Refresh button – use if the information is not displaying correctly in the Student area on the Proctor Led tab

❖ More detailed information is available in the [Directions for Online Administration: Proctor-Led](#) document found in the CogAT section of the [Test Administrator Resources website](#)