

PAEA Member Community

The online members-only community where faculty and staff from programs across the country connect with one another and access resources like the Digital Learning Hub. When the new Assessment Center launches, this will be where members can access our full suite of Assessment products and stay connected to the PA community. This is where your Program Roster will be managed and Assessment user roles assigned. Faculty and staff login information for the Member Community controls your access to the Assessment Center and other PAEA member benefits.

PAEA Assessment Center

The Assessment components within the Member Community, which are used for ordering, managing, and administering PAEA Assessment exams.

- **Assessment Shop** - AKA "The Shop" - The online storefront for ordering exam credits, obtaining quotes, and reviewing and paying invoices.
- **Assessment Hub** - AKA "The Hub" - The centerpiece of the environment where you manage student rosters, schedule exams, and view and download score reports. This is also where students log in to access their score reports.
- **Exam Delivery Platform** - The site where students take exams, proctors start exams, and Exam Development Board members write and peer review questions.

Assessment Hub

STUDENT ROSTER

- **Graduation Year** - The graduation years are pre-populated in the Assessment Hub as a dropdown menu and cannot be edited. The system will initially have 2023-2043 available for assignment.
- **Student Group** - A Student Group is a custom tag in the Assessment Hub that provides a second filter to categorize students, in addition to the fixed Graduation Year. At least one Student Group is required for all programs. It is intended to subdivide students within a graduation year to analyze student exam results separately if you have multiple Student Groups entering in a single year, or multiple campuses under the same ARC-PA accreditation.
 - If your institution has multiple campuses, you could create Student Groups for Site 1, Site 2, Site 3, etc.
 - If your institution has multiple classes per year, you could create Student Groups for Spring Graduation and Fall Graduation.
 - If your institution has neither, you can create a single Student Group, such as Main or PA Program.
- **Graduation Date** - The date that a student will graduate. They will be ineligible for exams as of that date, their account will expire, and they can no longer access score reports 120 days after that date.
- **Time-Based Accommodations** - Indicate whether the student is eligible for time-based accommodations with a Yes or No. Their specific accommodation will be indicated at time of scheduling. Students may opt out of using accommodations for a particular exam, but accommodations are only available to students with accommodations indicated on the Student Roster.

SCHEDULING

- **Exam Program** - One of the three types of exams PAEA offers; PACKRAT®, End of Rotation™ exams, and End of Curriculum™ exam.
- **Exam** - Refers to an exam event/administration generally, but also the specific End of Rotation™ exam being scheduled.
- **Exam Credit** - The item you order that can be exchanged for exam administrations, like a voucher or token. They are specified by exam program.
- **Delivery Type** - The proctoring modality being scheduled:
 - **In-person** - When you intend to proctor the exam on campus with a faculty or staff member who will begin the exam for students.
 - **Unproctored** - Available for PACKRAT® and End of Rotation™ exams; allows students to start the exam themselves within a designated date range.
 - **Remote Proctored** - Available for PACKRAT® and End of Rotation™ exams; designates a date range in which a specific time can be arranged with a remote proctoring service.
- **Keycode** - An eight-digit code that identifies the student when they log in to take the exam. This is emailed to the student at the time of scheduling, and also available for you to view and share with them in the View Exam Schedule screen in the Hub or Monitor Exam screen in the Exam Delivery Platform if they forget.

Score Reports

- **Program Performance Reports** - The aggregated performance of all students in a Graduation Year by exam, with an optional Student Group filter. National comparative statistics can be found here and exported as a PDF.
- **Program Composite Reports** - The compiled performance of individual students in a Graduation Year by exam; can be exported as a CSV file.
- **Individual Student Reports** - Personalized score reports for students which include keyword feedback; Assessment Hub users can access all their students' reports, and students can only access their own. Can be exported as a PDF.
- **ExamDriver Score Reports** - A library of all score reports from exams given in ExamDriver—each program can download their Performance Reports, Composite Reports, and Student Score Reports from all exams administered in ExamDriver.

Program Roster Roles

- **Program Roster** - A library of all score reports from exams given in ExamDriver—each program can download their Performance Reports, Composite Reports, and Student Score Reports from all exams administered in ExamDriver.
- **PAEA Member** - An individual who is listed on the program roster and receives PAEA member benefits; this may also refer to the program as they are the one that pays dues to PAEA. But the terms refer to both in a practical sense.
- **Account Manager** - An individual who can assign roles to users within a program's account. It is limited to two per program account and is generally the Program Director and one other individual (e.g., an Associate Program Director or administrative staff).
- **Assessment Only User** - A person associated with your program who has responsibility for assessment-related roles listed below but does not require the full scope of PAEA member benefits or to be included on the member roster.

Assessment Permissions

These can be assigned to Members and Assessment Only Users; Member and Assessment Only Users with these roles have identical permissions within the Assessment Center.

- **Ordering Agent** - Can access the Assessment Shop to order and pay for exam credits.
- **Assessment Hub User** - Can access the Assessment Hub for student exam roster management, exam scheduling, and score reporting.
- **Exam Proctor** - Can access the Exam Delivery Platform to proctor exams and download materials for remote proctoring setup.

Assessment Permissions	Add and update faculty/ staff users	Order exam credits	Pay for exam credits	Access, upload, and edit student rosters	Schedule exams	Review student and program score reports	Proctor exams
Account Manger	✓						
Ordering Agent		✓	✓				
Assessment Hub User				✓	✓	✓	
Exam Proctor							✓

Test Administration

PROCTOR EXPERIENCE

- **Proctor User** - The Assessment Role given to those users who will be responsible for monitoring test sessions. Anyone with this role can monitor the exam—proctors are no longer assigned to specific exams. Proctoring is no longer required for PACKRAT® or End of Rotation™ exams, but if your program does use it, the Proctor must actively watch students who take the exam for any inappropriate behavior in the room.
- **Invigilate** - Another word for proctor or monitor.
- **Test Administration Tab** - The tab within the Exam Delivery Platform where Proctor Users will find the monitoring area.
- **Monitor tab** - The tab within the Test Administration tab that contains the schedule of exams and all tools required to proctor.
- **Invigilation Pack** - A PDF document that contains the individual slips with student and keycode information for exams, as well as an optional Attendance Register (which includes PINs) and a reporting form. Programs may find it useful to download and print this before exam days in case students do not have their keycodes.
- **Breaks** - All PAEA exams now include 10-minute breaks between sections. The breaks can be skipped if the program or student would like.
 - Every 75 questions for PACKRAT®
 - Every 60 questions for End of Rotation™ exams
 - Every 60 questions for standard time End of Curriculum™ exams
 - Every 30 questions for End of Curriculum™ exams with time-based accommodations

STUDENT EXPERIENCE

- **SecureClient** - The lockdown browser required for the PAEA Exam Delivery Platform for Unproctored and In-Person Proctored exams. SecureClient will block students from taking screenshots or navigating to other browser windows or applications, this proctors' behavior alerts will not be needed.
- **Keycode** - The eight-digit alphanumeric code that will verify a student's identity for their test. This is emailed to students when they are scheduled for an exam, and also available to view in the Assessment Hub in the Exam Schedule section.
- **PIN** - The six-digit alphabetical code that will verify a student's presence in the exam room. This can either be removed to unlock exams from the Monitor Exam tab or distributed to students on arrival for the exam. This PIN will also need to be given to remote proctoring services to initiate the student's exam.