



The First Comprehensive
Assessment of Catholic
Religious Education

TEACHER TESTING GUIDE

This document contains:

Key Terms

Create a Teacher Testing Section

Testing Section Administration
and Taking the Test

ARK Key Terms

■ Students

Students are Catholic school or parish students in grades 2–12 who will take the ARK test.

■ Teachers

Teachers are all faculty in the school who wish to participate in the ARK test. These are religion teachers but also any teacher who will take the Teacher Assessment. A Teacher may also be a Proctor. For Teachers to view Student Results, they must be assigned as a Teacher for the Class.

■ Testing Sections

Testing sections are groups of same-grade-level students who will test at the same time, with a proctor. Since ARK is designed to be taken in religion/theology class, please define the Testing Sections by the Religion Teacher and Religion Class. If you wish students to take the test in other groupings (for example, all 10th-grade classes at once with a single proctor), you can adjust the testing sections from your dashboard.

■ Proctors

Proctors are school/parish staff who will administer the ARK test to students in a testing section, but who do not have access to the results for the classes they proctor. However, a Class Teacher can be a Proctor. If you wish to designate another person as proctor for any Testing Section, you can adjust this easily from your dashboard.

■ Center Administrator

The person at your school or parish who will be in charge of data management—for example, uploading student and teacher information to ARK and creating testing sections.

■ Center Data Administrator

A Center Data Administrator is a person designated to manage all data in the tool for your school or parish, but who will not have access to the results dashboards.








Create a Teacher Testing Section

Key Differences for Teacher Tests

- 1 Any Administrator/Teacher/Proctor can Proctor the Teacher Test Section.
- 2 The Teacher Test can be taken synchronously or asynchronously.
- 3 In the event of asynchronous testing, the Test remains “Open” until the final teacher completes the Test.
- 4 Teachers use their existing login and access the Test from their Dashboard.

You add a **Teacher Testing Section** in the same way you manually add a **Student Testing Section**. (See Administrator Guide, **Add Testing Sections** for reference.)

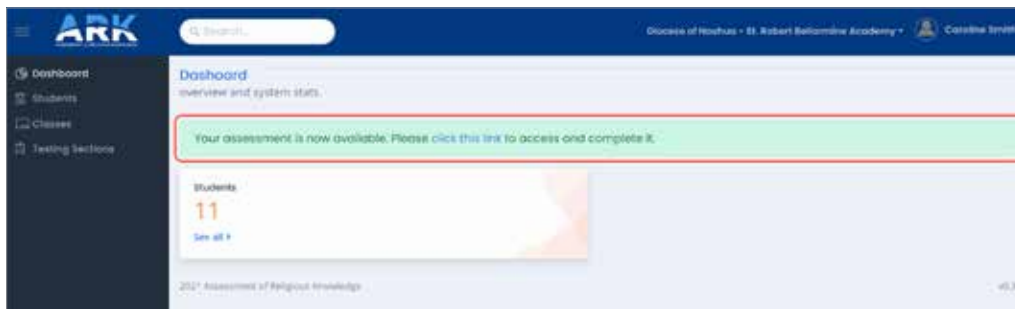
- 1 Navigate to the **Testing Sections** menu selection. Select the  button in the upper-right corner of your screen.
- 2 Enter the **Testing Section Name**. This should be a uniquely identifiable name so that your reporting Dashboard is easy to read.
- 3 Select the **Teacher Test Assessment**.
- 4 Select a **Proctor** from the drop-down window. This can be any existing Teacher/Proctor who will **Begin** the Section for the group.
- 5 Hit the **“Save”** button and you will return to the list of Testing Sections.
- 6 To add Teachers to the Testing Section, from the **Testing Sections** list, select the  button at the far-right side of the Teacher Testing Section. Select **“View”** from the pop-up menu.
- 7 In the next screen, navigate to the **“Teacher”** tab and then select the  button in the upper-right corner of your screen.
- 8 A **New Teacher** window pops up, and you can select your **Teachers** from the drop-down menu. You can then select between  and . If you need to add more Teachers, use the blue **“Save & add more”** button; when finished, select the gray **“Save & close”** button.

NOTE: You can also add the Center Admin and Center Data Admin if you choose.

- 9 Confirm you have all Teachers listed. You are ready to administer the Teacher Test.

Testing Section Administration and Taking the Test

- 1 As the Teacher Test Proctor, log in and select **"Testing Sections."**
- 2 Select **"Testing Dashboard"** to view the details of the Teacher Section.
- 3 Confirm that all Teachers who will take the Test are listed.
- 4 Click **"Open Login"** and **"Begin Test."**
- 5 When Teachers log in to ARK, they will see a status bar showing that the Test is now open for them to take.



- 6 Select **"Click This Link"** to be taken to the Test.
- 7 Teachers complete the Test. While it is advisable to reserve the time needed to complete the Test in one sitting, if the need arises, a Teacher can exit the Test, log out of ARK, and return and complete the Test at a later time.
- 8 The Proctor Dashboard will update as it does for Student Testing. You will see **Online/Offline Status** and percentage of completion.



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