



NORTHSTAR

DIGITAL LITERACY ASSESSMENT

TEST TAKER CODE OF CONDUCT

1. All test takers planning to take the assessment must present a current identification with their name and photo before being allowed to take the assessment to gain certification. Acceptable forms of ID include:
 - ▶ passports
 - ▶ foreign and domestic state-issued ID cards
 - ▶ school ID cards
 - ▶ human services cards
 - ▶ military ID cards
 - ▶ similar identification
2. Test taker should inform the proctor in advance of any accommodations needed.
3. Test taker should ask questions prior to the assessment if they are uncertain about the certification process.
4. Test taker must keep phones and notes put away.
5. Test taker must listen carefully to all instructions given by proctor.
6. Test taker must treat others with courtesy and respect.
7. Test taker must represent themselves honestly.
8. Test taker should inform the proctor if the assessment conditions affected the results.

PROCTOR CODE OF CONDUCT

1. Proctors will provide a clean, quiet, and appropriate space for the assessment session.
2. Proctors and testing locations will make reasonable accommodations to ensure equitable access for disabled clients.
3. Proctors will start test taker check-in and the assessment at the scheduled times.
4. Proctors will never leave an assessment session unsupervised.
5. Proctors will observe test takers without being intrusive.
6. Proctors will respect the confidentiality of all test takers.
7. Proctors will interact with all test takers in a courteous, fair, professional, and nondiscriminatory manner.
8. Proctors will end the current assessment session for any test takers caught violating the Test Taker Code of Conduct.
9. Proctors will not allow any test taker violating the code of conduct to retake assessments in the same session.
10. Proctors will be knowledgeable about computers to assist with any technical problems that might arise.
11. Proctors will only answer questions about the assessment setup or mechanics when administering assessments.
12. Proctors may not answer content-related questions as they would jeopardize the validity of the assessment.