

Content Assessment Procedures

Student Entry

Coaches enter student names online and assign them to the various Assessment events.

Roster Changes

1. The Student Entry Period is over. Changes to the Content Assessment or Quick Recall rosters must be made through the host school.
2. Any last-minute changes to rosters must be submitted to the host school's Head Scorer by 7:30 AM Saturday. *See #4 below*

Preparing Students for Testing

1. Students have been assigned ID numbers by KAAC. Students taking one exam have a 100-level ID, two exams a 200-level ID, and three exams a 300-level ID.
2. Coaches sign into <http://my.kaac.com/login> with their Showcase coach password and click the "Download Student List (CSV)" button at the bottom of the page. This file has the information you pass along to your students for testing.
3. Any roster change in Assessment will create a new student password which must be provided to the newly assigned student.

Testing

1. Students need three bits of information:
 - a. Their unique password for each exam they are taking
 - b. Their Content Assessment ID number (e.g. 105, 209, 312)
 - c. Their Showcase Section number
2. When all students are ready, proctors begin their testing login instructions. To login for student testing, visit <https://kaac.com>, click the LOGIN button at the top, and select "Students."
3. Proctors will direct students to complete a preliminary informational page with the information above. When that information is completed, students will start testing. Each test is self-timed.

Results

Student results are automatically emailed Saturday evening to the Coach email KAAC has on file. *Coaches, check your junk folder if you seem to be missing student results.*