

PEERS Testing Instructions for Online Version

The online PEERS test is only available for the high school/adult version, in both pre-test and post-test application. The pre-test is AA14 version and the post-test is AA16 version.

PEERS Testing for junior high grades (7, 8), version BA12 or elementary grades (5, 6) version CA12, is available only in booklet format. These may be ordered from our online store or by calling our order line, 1-800-948-3101.

The online version consist of a "Proctor's Site" and a "Student Site." Only the person acting as administrator for the group to be tested will use the Proctor Site. If you are taking the online test as an individual, you will need to act as both proctor and student.

Steps for completing the online test are precise and must be followed exactly as outlined below. We strongly recommend that you print a copy of this page for reference as you proceed with testing.

On-Line PEERS Testing

Account Set-up:

1. Proceed to online store by clicking on the Products & Shopping tab on the home page.
2. First-time visitors will need to set up an account; a one-time process. This is done by clicking on the 'create an account' link in the first sentence. NOTE: If you have been assigned a Coupon Code, enter it in the proper field in the address section of your profile. This is necessary to receive the discount assigned to the Coupon Code.
3. You will also provide an email address which will be used for accessing your online session. Be sure it is entered correctly.
4. If you have an account, click on the 'log yourself in' link in the first sentence of the online store page.

Ordering tests:

5. Click on the word 'Tests' in the Categories box in the upper left hand corner of Store page.
6. On the next page you will see a listing of all PEERS test versions. You will choose either the pre-test online (Product #102) or post-test (Product #103). The post test is intended only for those who have completed the pre-test and follow-up training with various worldview materials listed in the 'Training Material' link in the Category box.
7. Click on the "Buy Now" tab of the appropriate version.
8. This will give further information on the online test; then click on the "Add to Cart" link.
9. Enter the number of copies and then (IMPORTANT), click on the "Update" button to give sub-

total of order.

10. Proceed to "Checkout."
11. Within seconds of your order being processed, you will receive an email of your order, including important information for conducting the testing session. BE SURE to keep a printed copy of this order as you will need to refer to it frequently for the testing session. You should also 'save' this email so you can click on critical links contained in the body of the email.

Setting up Proctoring Site

12. One person needs to serve as proctor of each online testing session.
13. From the 'order confirmation' email, you will find a URL for the proctor site, listed as <http://www.nehemiahinstitute.com/proctors/login.php>
14. The email will also contain 1) your email address, 2) a Group Number and 3) a password.
15. Click on the proctor's link (as shown above).
16. Enter your email address.
17. Enter the password which is case sensitive.
18. Within a few seconds you will see a page with the person's name that was entered in the account setup.
19. This will take you to the Instructions Page for the test proctor.
20. The first step is assigning a second password. Choose something simple. It could be the same one used for setting up your online account. You will give this password and the five-digit Group Number to those who will be taking the test.
21. Click on "Process Password." You will then see a flashing statement saying, "**This test session is active.**"
22. Step #4 should be followed to print out a copy of the actual test questions. This will be the ONLY hard copy of the test for your group. It will not be needed for taking the test, but will be needed for follow-up of test results. You may need to provide each person taking the test with a copy of the printout.
23. You can monitor who has completed the test by clicking on step #11. Step #13 will show the name of people who are in process of taking the test, and will also show the names of individuals who started the test, but logged off without completing the test. NOTE! These names will have to be deleted before you are allowed to close the session. Simply click on the 'delete' link below each name found in Step #13, but only when you are certain that the person is not in process of taking the test.

Taking the test:

24. Give this URL to all who will be taking the test:
<http://www.nehemiahinstitute.com/peers/login.php> DO NOT give them the URL for the Proctor's site.
25. Also give them the five-digit Group Number and the second password, the one you made up on the Proctor's Site.
26. The test may be taken any time from any location. However, for students, we strongly recommend

that you administer the testing session in one location, during one setting. No assistance should be given for helping people to 'understand' the correct answer nor should materials be allowed while session is in progress.

27. The Test Site will instruct people to print a record of their answers when finished. We suggest that you remind them to do so when giving them the above access information. It will be the **ONLY** record of their answers.
28. Also remind them that they must finish the test in one session, or else they will have to restart from the beginning.

Closing the Online Session:

29. When you see that all people have completed the session (names will be listed in Step number 11), proceed to last step, #16, log out. No data file will be sent to Nehemiah Institute without this last step completed.
30. If there are left over tests, they will be automatically rolled over into a new session. You will access these with the same email address and password that was used in the first session but there will be a new Group Number. Refunds are not given for unused tests.

Results will be received via mail, normally within 5-8 days of when testing session was closed.

If assistance is needed during testing session, call 1-800-948-3101 and request to speak with a PEERS Testing Coordinator, normally available 7:00 to 7:00, CST except Sundays.