Taking the TAC Final Assessment

If you have successfully completed the accredited TAC training, then you are now eligible to take the TAC final assessment. Because this process requires several steps, please review all the information below before you take the assessment.

**Step 1**

Make sure you are eligible. You must have completed all the modules, including six consultation sessions and make-up work. If you click on the “Transcript” tile you should have a certificate and have “TAC Trained” under your competencies – see below. If you are not eligible and you go to step 2 you will not be able to access the Assessment.

If you are not eligible but think you should be, please log into the curriculum to make sure you have completed all the learning objects in the curriculum. There should be “complete” listed by each learning object for each module. If you are showing as incomplete, then please check with your trainers to make sure your attendance has been marked. If it has, then please reach out to Dawn Wilson (add your email here?)

**Step 2**

To access the assessment – click on the “TAC Final Test” tile on your dashboard. You may need to scroll down on your dashboard to find it...
You will then see a tile for the TAC Final Test with the cost of $40.00; click on it to purchase using a credit card or coupon code – proceeding to the cart and then to checkout. When you have completed the purchase, you will see the purchase information with a “View Course” green button at the top of the page. Click on the green “View Course” button to go to the TAC Final Test.

First, note that the assessment is available for 3 months from the date of the purchase. You will need to complete the assessment before the date listed in orange. There are 3 steps on this page. First you must accept the honor code, then connect with the live monitor before starting the test. You cannot proceed to the proctor or the test until you have completed each step in the order provided. Click on the “start” button for the Honor code.
Review the honor code, scrolling down and clicking to go to the next slide. Click on the check box to accept the code and then close out using the “X” button on the top right hand of the screen.

You will then click on the Proctoring button. Please note that the assessment will be proctored by a live proctor. To connect with a live proctor, click the green “Start” button.
This will connect you with the MonitorEDU company; click on the “Pick School/Organization” at the top of the page and then click on “US Other Organizations”.

You will be taken to an alphabetical listing, choose “CASE” from the list.
You will be asked to submit your information – name, phone, and exam “TAC assessment” then click “Start chat” to be connected to a live proctor who will give you the instructions to show your workspace and orient your cell phone to see your desktop and the computer screen. Then they will tell you to open the test. No materials can be used during the assessment.

To access the test, click on the “Ideas@TheInstitute” tab at the top of your screen

You can close out of this page by clicking on the x at the top right-hand corner of the page to be taken back to the test page

Now you can click on the test “start” button
The proctor will give you the username and password to enter to access the assessment

After entering the username and password, you will see the “launch assessment” button to enter the test. When you click on it, you will first see the opening page below with instructions; once you click proceed the timer will start – giving you 3 hours to complete the assessment.
The assessment is 123 questions. All questions are 4-option multiple choice response items. Question order and responses are randomized. You will be allowed a maximum of 3 hours to complete; an online clock will be viewable at all times. You are permitted to return to items (within the total time limit) before you make your final submission of all answers. After the assessment, you will immediately receive a score report. We are only allowed to report pass/fail status and overall score. All items are scored either right or wrong; no partial credit is awarded. Please note that you must pass the assessment at 70% or better (87 out of 123 questions). You are allowed up to 2 retakes with a minimum of 2 days in between each retake to give you time to review. If you are unable to pass after three (3) attempts, you will be required to re-enroll in a TAC Training and repeat the full program. Please note that because this an assessment for an accredited training, you will not have the chance to review the questions you missed before retaking the test.

You will also receive an email from Ideas@TheInstitute to indicate your pass/fail status. Those who pass will receive a follow-up email from C.A.S.E. within two weeks with details about accessing the digital badge along with instructions about how to use it.

If you have any questions, please contact Dawn Wilson at wilson@adoptionsupport.org.