



# I\*STAR: Instructions for Proctors



*Navigate With Confidence*

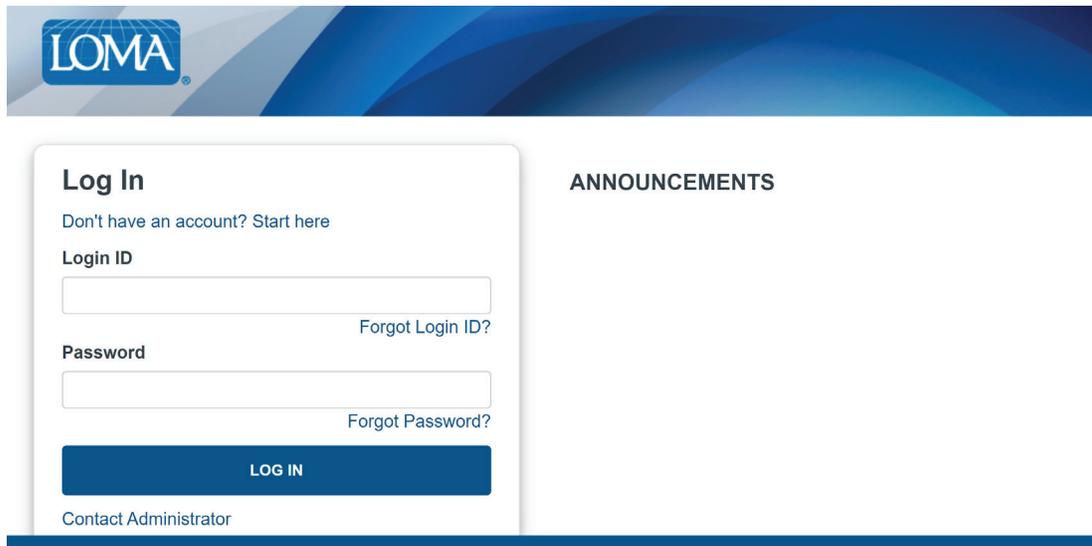
**I\*STAR**

For video instructions, please click [here](#)

# Directions for Proctors

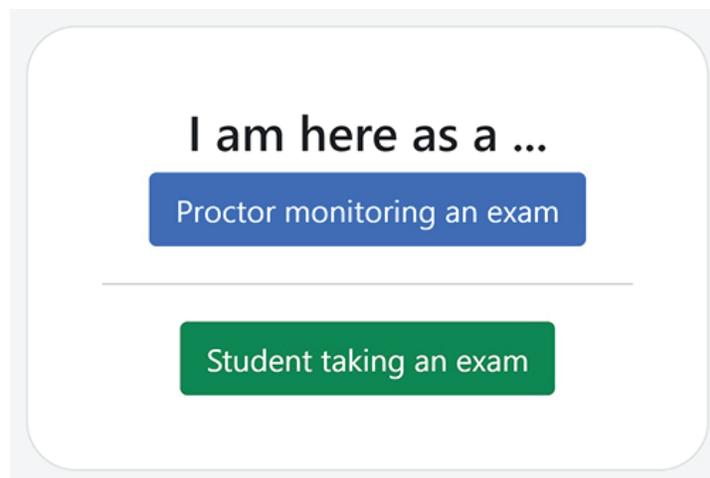
## Before the Students Arrive to Take Exams

1. Set up the exam center according to the directions given in the "I\*STAR Regulations" located here: [I\\*STAR Regulations](#)
2. Using Chrome, Edge, Safari, or Firefox, navigate to [exams.loma.org](https://exams.loma.org) and sign in using your current LOMA credentials. If you are using a small screen to log in, you may want to turn it to the landscape orientation.

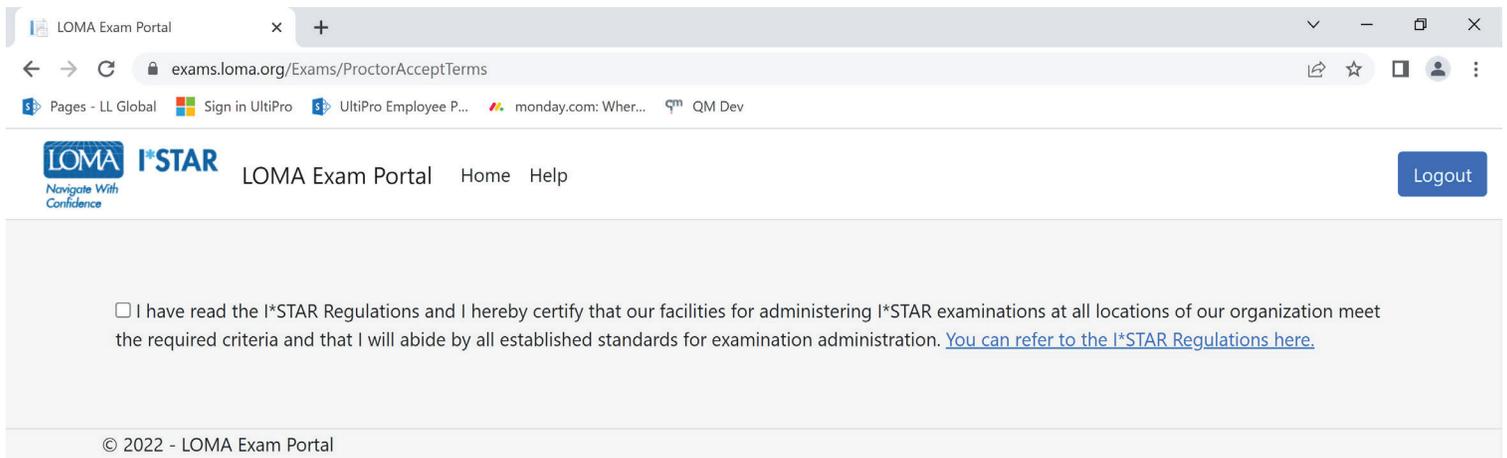


You will need to sign in on a device that will not be used by the student who will be taking the exam. As the proctor, you can use a desktop, a laptop, a tablet, or a phone, as long as you are able to keep the students taking exams in your view while they are testing. **You must be logged in before the students log in.**

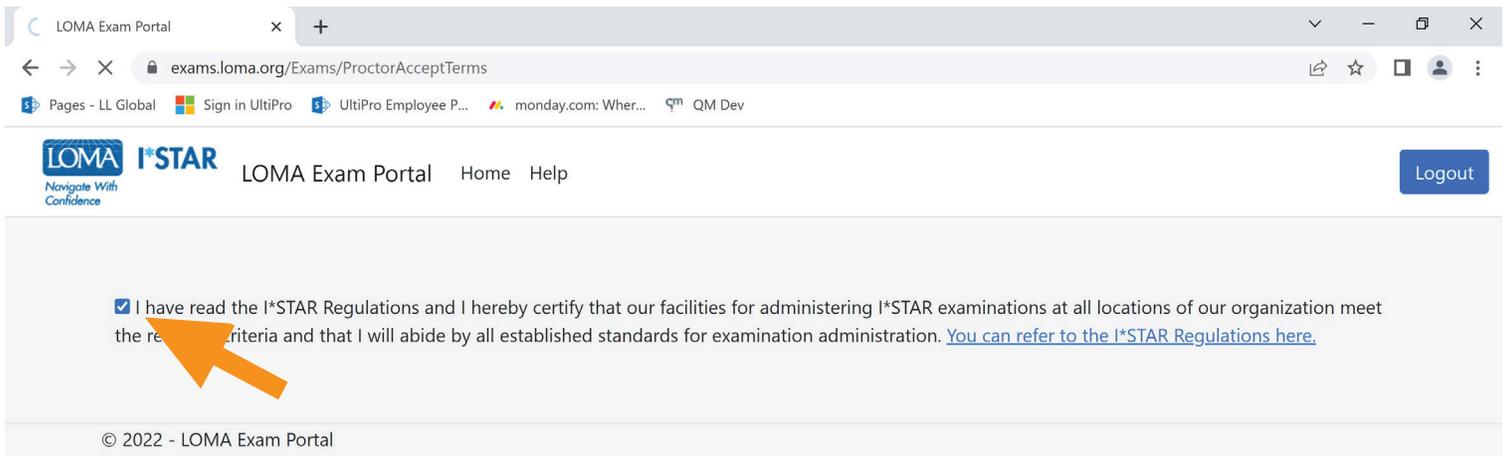
3. Select "I am here as a... Proctor monitoring an exam."



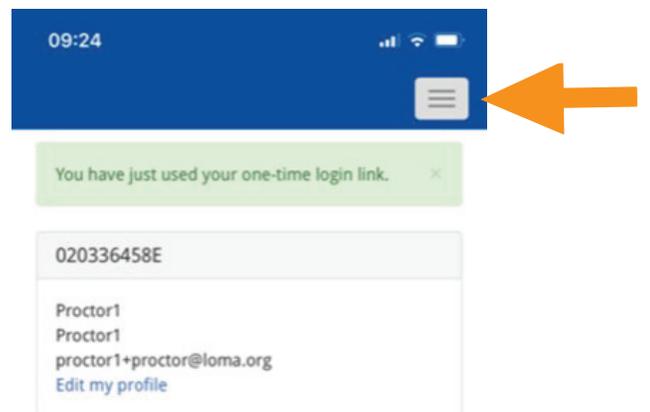
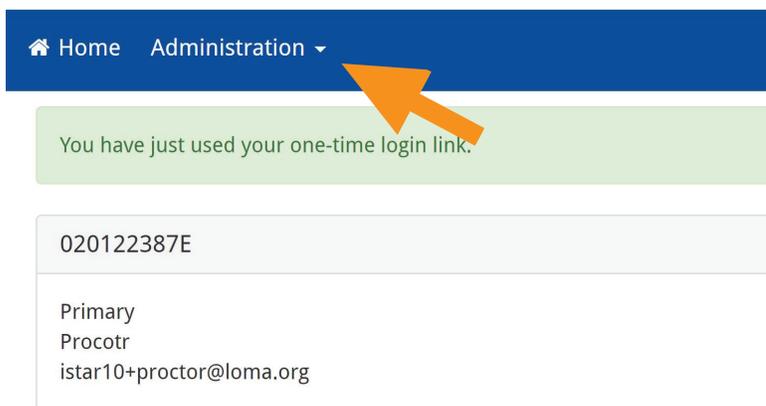
4. Read the integrity statement and review the I\*STAR Regulations as needed.



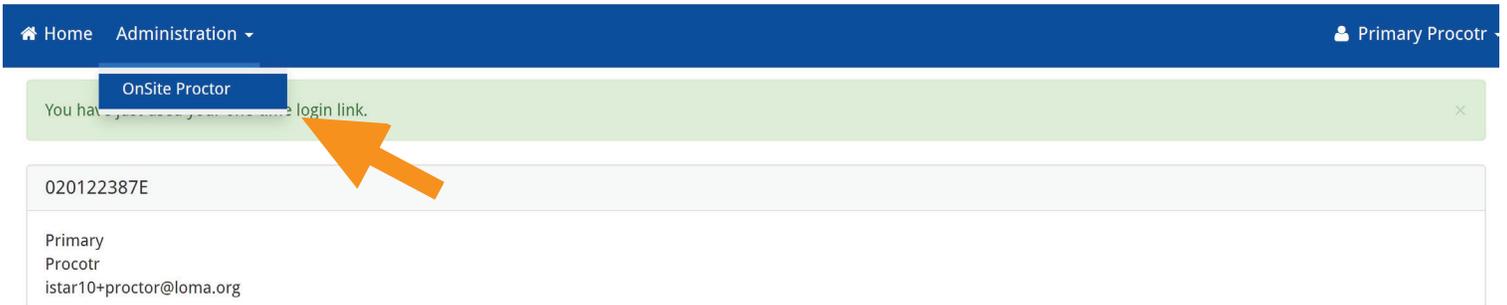
5. Check the box to acknowledge that you will abide by the integrity statement. After the box is checked, you will be taken to the "My Dashboard" screen. (This may take a few seconds.)



6. On the "My Dashboard" screen, select the drop down arrow next to "Administration" in the blue menu bar. If you are using a small screen, you may see a "hamburger menu" (three horizontal lines in a box) rather than the Administration option.

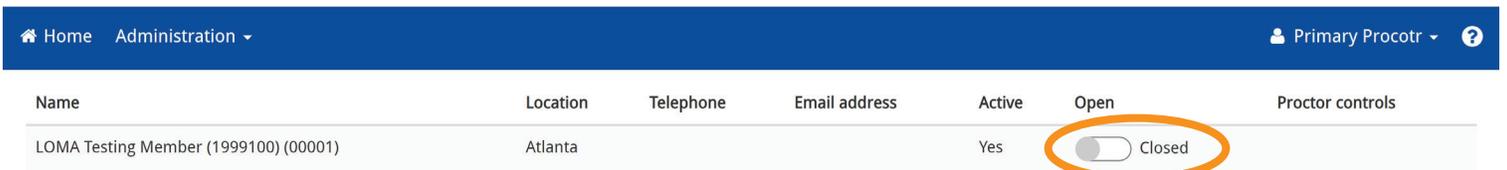


## 7. Select "OnSite Proctor."



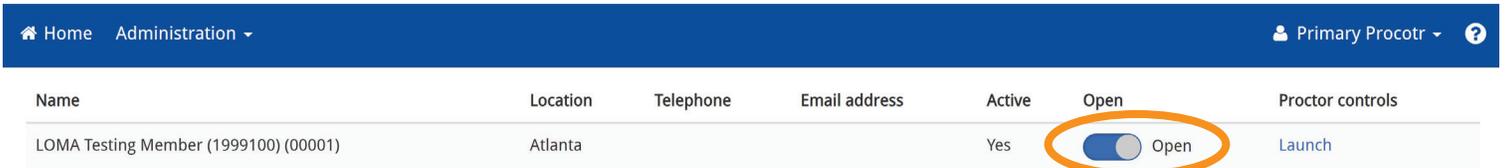
The screenshot shows the top navigation bar with "Home" and "Administration" menus. A notification banner at the top reads "OnSite Proctor" and "You have a login link." with a close button. Below the banner is a user profile card for "Primary Proctor" with the email address "istar10+proctor@loma.org". An orange arrow points to the "login link" text in the notification banner.

8. On this page, you will see a list of the "exam sites" to which you have access. To choose the exam center you are using for this session, toggle the switch in the Open column to "Open." If your exam center is already showing "Open," toggle the switch to "Closed" and then toggle back to "Open." This will remove students who have completed exams from the participant list, making it easier to use.



The screenshot shows a table with columns: Name, Location, Telephone, Email address, Active, Open, and Proctor controls. The "Open" column contains a toggle switch currently set to "Closed". An orange circle highlights the toggle switch.

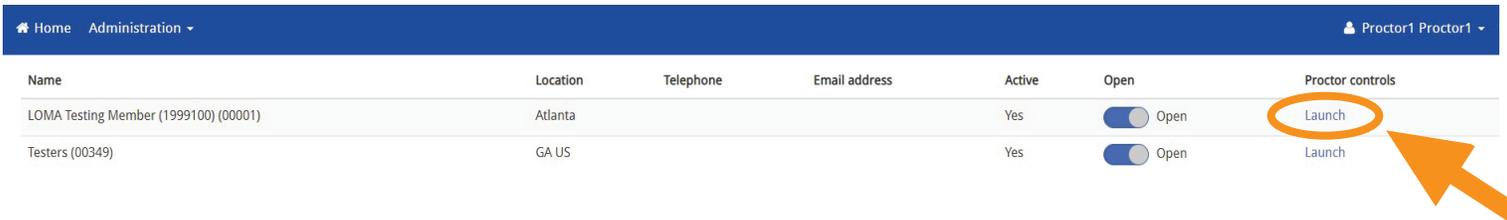
Name	Location	Telephone	Email address	Active	Open	Proctor controls
LOMA Testing Member (1999100) (00001)	Atlanta			Yes	<input type="checkbox"/> Closed	



The screenshot shows the same table as above, but the "Open" column toggle switch is now set to "Open". An orange circle highlights the toggle switch.

Name	Location	Telephone	Email address	Active	Open	Proctor controls
LOMA Testing Member (1999100) (00001)	Atlanta			Yes	<input checked="" type="checkbox"/> Open	Launch

9. Click on "Launch" under "Proctor controls" for the exam site you are proctoring today. Note that your exam site **must match** that of the students you are proctoring.



The screenshot shows a table with columns: Name, Location, Telephone, Email address, Active, Open, and Proctor controls. The "Proctor controls" column contains a "Launch" button for the first row. An orange circle highlights the "Launch" button, and an orange arrow points to it.

Name	Location	Telephone	Email address	Active	Open	Proctor controls
LOMA Testing Member (1999100) (00001)	Atlanta			Yes	<input checked="" type="checkbox"/> Open	Launch
Testers (00349)	GA US			Yes	<input type="checkbox"/> Open	Launch

## After the Students Arrive to Take Their I\*STAR Exams

1. Ask the students to log in using the “Directions for Students.” **Make sure they choose the correct exam site.**
2. After the students have logged in, you will see the list of students and exams with a green icon to the left of their names. If you are seeing students who have already completed exams in the list, close and reopen the test center to clear the list. Note that you should not close a test center while examinations are in progress. Closing the test center will terminate all ongoing assessments for that test center.

The screenshot shows the Questionmark interface. At the top left is the Questionmark logo. To the right is a search bar labeled "Find Participant...". Below the search bar is a toggle switch for "Single" (selected) and "All". In the center, there is a refresh button, a code field containing "Code: ### ##", and a play button. A gear icon is in the bottom right corner. Below this is a table with columns "Name", "Exam", and "Status".

Name	Exam	Status
 Marie ISAR100	LOMA 335 I*STAR English	Not Started

3. If you are proctoring **ONE** student:
  - a. Click on that student to highlight the entire row.
  - b. Choose the “refresh” arrows to the left of the “Code” box near the top of the page to generate the code that the student must enter. Note that the arrows will be grayed out until a student is selected.

This screenshot shows the same interface as above, but the student row is highlighted in light blue. An orange arrow points to the refresh button (a circular arrow icon) located to the left of the code field, which now contains "Code: ### ##".

Name	Exam	Status
 Marie ISAR100	LOMA 335 I*STAR English	Not Started

- c. Provide the code to the student. Note that the unlock code generated is valid for 15 minutes. After 15 minutes, the code will be cleared from the code field and will no longer be accepted. If necessary, a new code can be generated using the steps above.

This screenshot shows the code field updated with the generated code "Code: 093 987". An orange arrow points to the code field. The student row remains highlighted in light blue.

Name	Exam	Status
 Marie ISAR100	LOMA 335 I*STAR English	Not Started

4. If you are proctoring **MULTIPLE** students:
- Toggle the “Single/All” button to “All.”

The screenshot shows the top control bar of the Questionmark interface. The 'question mark' logo is on the left. On the right, there is a 'Find Participant...' search box. Below it, the 'Single/All' toggle is set to 'All', which is circled in orange with an arrow pointing to it. Below the search bar is a 'Code: ### ##' field with a refresh icon, and control buttons for pause, play, and stop. A table below shows three participants: James istar92, John istar90, and Lisa istar91, all with a status of 'Not Started'.

Name	Exam	Status
James istar92	LOMA 301 I*STAR English	Not Started
John istar90	LOMA 301 I*STAR English	Not Started
Lisa istar91	LOMA 301 I*STAR English	Not Started

- All of the students will be highlighted.

The screenshot shows the top control bar with the text 'Multiple Participants' and '[ Not Started (3) ]'. The 'Single/All' toggle is still set to 'All', circled in orange. The table below shows the same three participants, but their rows are highlighted in light blue, indicating they are all selected.

Name	Exam	Status
James istar92	LOMA 301 I*STAR English	Not Started
John istar90	LOMA 301 I*STAR English	Not Started
Lisa istar91	LOMA 301 I*STAR English	Not Started

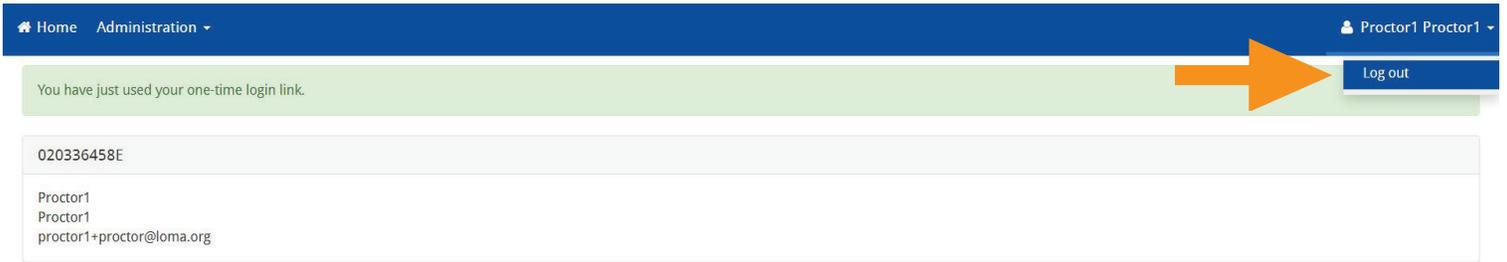
- Click on the “refresh” arrow to the left of the “Code” box to generate the code that the students must enter.

The screenshot shows the top control bar with the text 'Multiple Participants' and '[ Running (3) ]'. The 'Single/All' toggle is still set to 'All'. The 'Code: 487 235' field now has a refresh icon circled in orange with an arrow pointing to it. The table below shows the three participants, and their status has changed to 'Running'.

Name	Exam	Status
James istar92	LOMA 301 I*STAR English	Running
John istar90	LOMA 301 I*STAR English	Running
Lisa istar91	LOMA 301 I*STAR English	Running

- Share the code with all of the students selected so that they can start their examinations.

5. Monitor the students carefully as they take their I\*STAR exams.
6. After all students have finished their exams, log out by choosing the drop down arrow next to your name in the blue bar at the top of the page and choose "Log Out." Then close your browser.

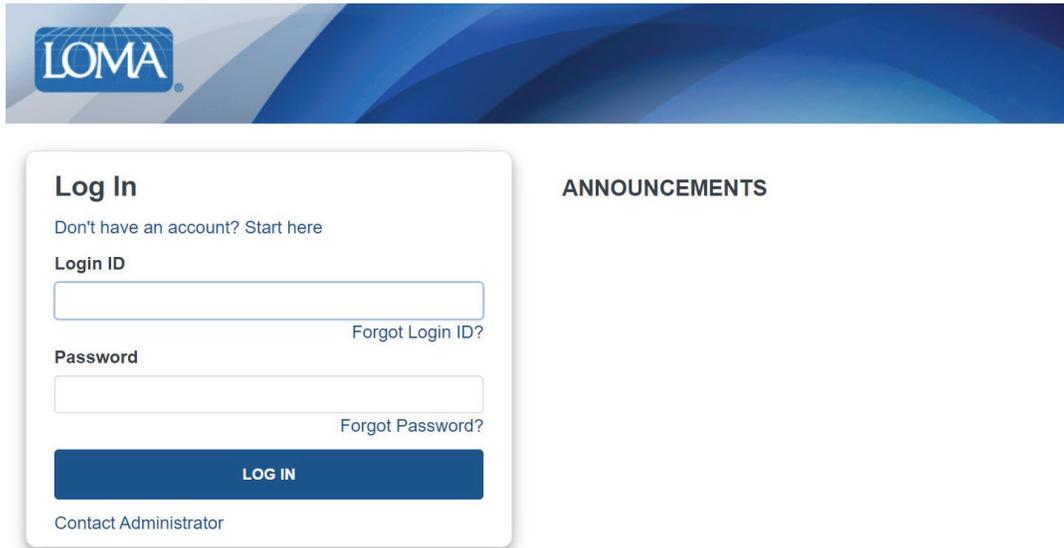


The screenshot shows a web application interface. At the top is a dark blue navigation bar with a home icon, the text "Home Administration", and a user profile icon with the text "Proctor1 Proctor1" and a dropdown arrow. Below the navigation bar is a light green message box that says "You have just used your one-time login link." To the right of this message is a blue button labeled "Log out", with a large orange arrow pointing to it from the left. Below the message box is a white box containing the text "020336458E". At the bottom of this box is a user profile section with the text "Proctor1", "Proctor1", and "proctor1+proctor@loma.org".

7. If you have questions, please contact the Contact Center at [education@loma.org](mailto:education@loma.org).

# Directions for Students

1. Using Chrome, Edge, Safari, or Firefox, navigate to [exams.loma.org](https://exams.loma.org) and sign in using your current LOMA credentials.



**Log In**  
Don't have an account? [Start here](#)

**Login ID**  
  
[Forgot Login ID?](#)

**Password**  
  
[Forgot Password?](#)

**LOG IN**

[Contact Administrator](#)

**ANNOUNCEMENTS**

2. Select the exam you are taking today.



[LOMA Exam Portal](#) [Home](#) [Help](#)

[Logout](#)

**Hello James!**

**Test ID: 020336458E**

LOMA 280 I*STAR 中文简体版 (Chinese Simplified)	Expires 2022 Sep 01
LOMA 290 I*STAR 中文简体版 (Chinese Simplified)	Expires 2022 Sep 01
LOMA 290 I*STAR 中文繁體版 (Chinese Traditional)	Expires 2022 Dec 29
LOMA 301 I*STAR English, Fifth Edition	Expires 2022 Dec 30
LOMA 356 I*STAR Français	Expires 2022 Dec 16

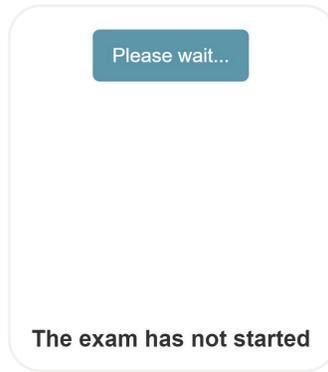
3. Select the site at which you are taking the exam. Your exam site **must match the proctor's exam site**. If you are taking the exam at a third-party site, choose the "Show Third-Party Sites" button to see a list of these sites. After choosing the exam site, select "Submit."

The screenshot shows the LOMA Exam Portal interface. At the top left, there is a logo for LOMA (Navigate With Confidence) and I\*STAR. To the right of the logo, the text reads "LOMA Exam Portal" followed by "Home" and "Help" links. In the top right corner, there is a "Logout" button. The main content area features a white rounded rectangle with the heading "Please choose an Exam Site". Below the heading is a dropdown menu currently set to "LOMA Testing Member (1999100) (00001)". Underneath the dropdown are two radio button options: "Show Third-Party Sites" and "Show All Sites in my Company". At the bottom of the white box is a blue "Submit" button.

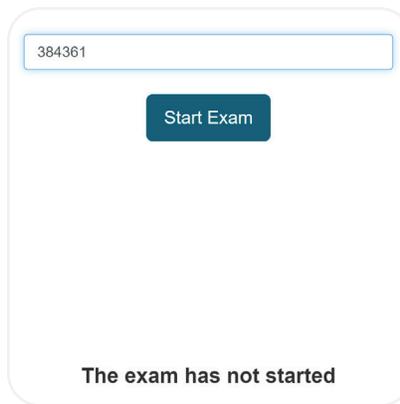
4. Read the LOMA Exam Integrity Statement. Select the box to confirm that you have read and agree to the exam rules and then choose "Start."

The screenshot shows the "Rules of Conduct" section of the LOMA 335 I\*STAR English exam. It begins with a "question mark" icon and the text "LOMA 335 I\*STAR English". The "Rules of Conduct" section is enclosed in a light blue box and contains the following text: "I hereby affirm that this examination will be taken in accordance with the conditions specified by LOMA, namely:" followed by a numbered list of four rules. Below the list, there are three paragraphs of text explaining the consequences of rule violations and the use of demographic data. At the bottom left of the form, there is a checked checkbox labeled "I Agree" with an orange arrow pointing to it. At the bottom right, there are two buttons: a light blue "Cancel" button and a dark blue "Start" button with an orange arrow pointing to it.

5. You will see the “Please wait. The exam has not started” screen while the proctor admits you to the exam.



6. Your proctor will generate a code. When the proctor gives you the code, enter it here. Then, select “Start Exam.”



7. The first page of the exam will give you the number of items and the time limit for the exam.

LOMA I\*STAR  
Navigate With Confidence

Jul 22 2022 |  
020336580E

Assessment progress:  Time remaining: 01:59:52

## LOMA 335 I\*STAR English

The examination contains 60 objective questions. You will have 2 hours to complete the examination.

1	2	3	4	5	
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30	31	32	33	34	35
36	37	38	39	40	41
42	43	44	45	46	47
48	49	50	51	52	53
54	55	56	57	58	59
60					

Next Question →

8. Answer each question on the exam.
9. Use the navigation box on the right side of your screen, or select "Previous Question"/"Next Question" to move through the exam. You may return to any question by choosing the question number in the navigation box.
10. To flag a question to return to it later, select the ribbon icon beside "Next Question" to highlight that question in the Assessment Navigator.

LOMA I\*STAR  
Navigate With Confidence

Jul 27, 2022 |  
020122427E

Assessment progress: Time remaining: 01:58:37

### LOMA 301 I\*STAR English

14 of 60

Assessment Navigator

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60

Previous Question Next Question

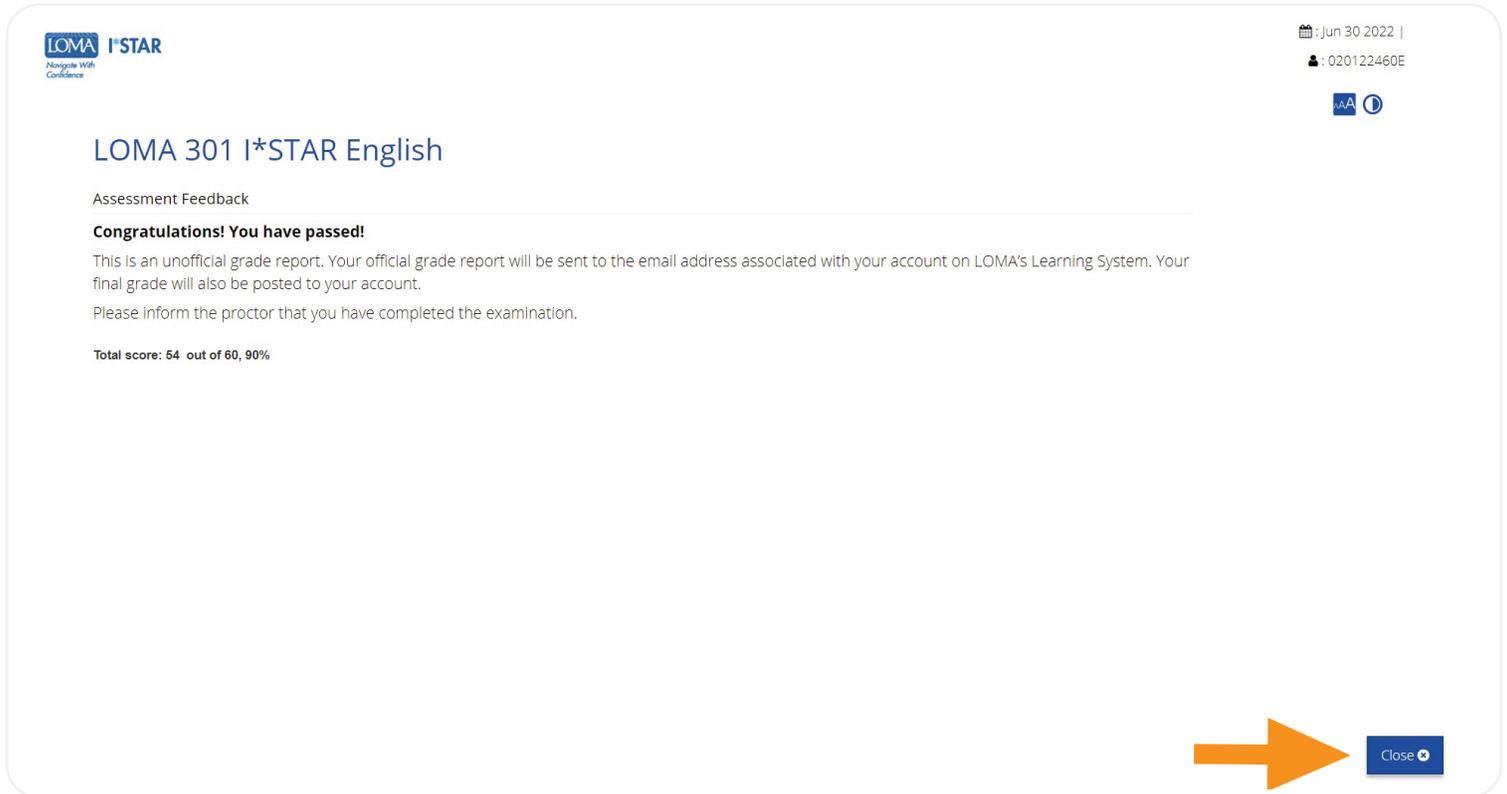
11. After you have completed all of the questions and are ready to see your score, select "Submit Exam." If you have not viewed every question, you will receive a reminder that some questions are not yet answered. Choose "No" to return to the exam to answer the remaining questions. Choose "Yes" to submit the exam for grading.

The screenshot shows the LOMA 301 I\*STAR English assessment interface. At the top left is the LOMA I\*STAR logo with the tagline "Navigate With Confidence". At the top right, it displays the date "Jun 30 2022" and the user ID "020122460E". Below this, the assessment progress is shown as a red bar, and the time remaining is "01:44:43". The main content area is titled "LOMA 301 I\*STAR English" and shows "60 of 60" questions. There are four radio button options for questions, each with a grey bar representing the question text. A "Warning" dialog box is overlaid on the questions, with the text: "Warning: Some questions are not answered yet. Do you want to submit now?". The dialog has "Yes" and "No" buttons. An orange arrow points to the "Yes" button. On the right side, there is an "Assessment Navigator" table with a grid of question numbers from 1 to 59, and a "60" button at the bottom. An orange arrow points to the "Submit Exam" button at the bottom right of the interface. At the bottom left, there is a "Previous Question" button and a bookmark icon.

12. You will immediately see whether or not you have passed the exam.

The screenshot shows the LOMA 301 I\*STAR English assessment feedback screen. At the top left is the LOMA I\*STAR logo with the tagline "Navigate With Confidence". At the top right, it displays the date "Jun 30 2022" and the user ID "020122460E". Below this, there is a "Submit Exam" button. The main content area is titled "LOMA 301 I\*STAR English" and shows "Assessment Feedback". A "Congratulations! You have passed!" message is displayed. Below this, it states: "This is an unofficial grade report. Your official grade report will be sent to the email address associated with your account on LOMA's Learning System. Your final grade will also be posted to your account. Please inform the proctor that you have completed the examination." At the bottom, it shows the "Total score: 54 out of 60, 90%".

13. Log out of the exam by selecting the “Close” button and close the browser. You will receive an email with a link to your performance report.



LOMA I\*STAR  
Navigate With Confidence

Jun 30 2022 |  
020122460E

## LOMA 301 I\*STAR English

Assessment Feedback

**Congratulations! You have passed!**

This is an unofficial grade report. Your official grade report will be sent to the email address associated with your account on LOMA's Learning System. Your final grade will also be posted to your account.

Please inform the proctor that you have completed the examination.

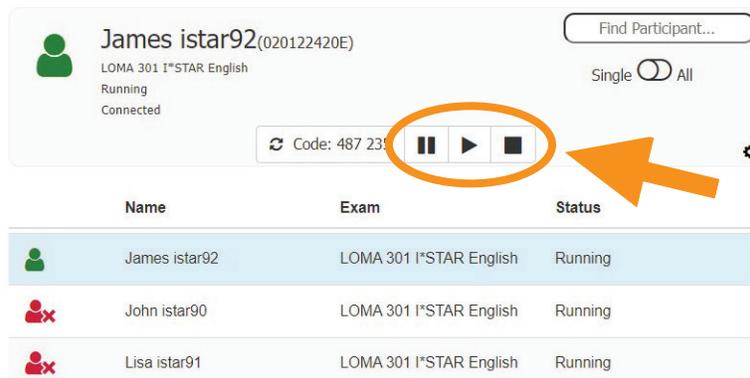
**Total score: 54 out of 60, 90%**

Close

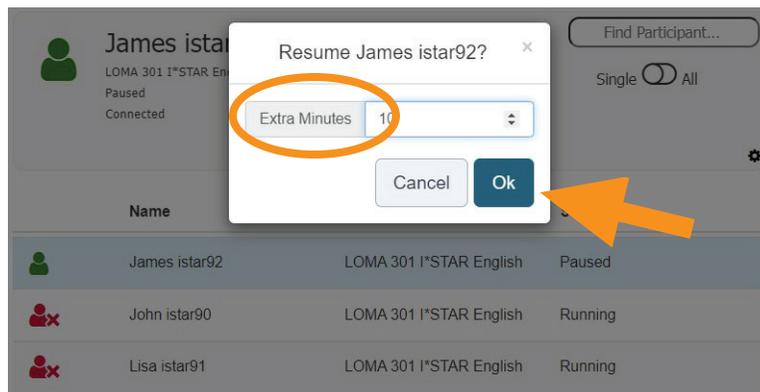
14. If you have questions, please contact the Contact Center at [education@loma.org](mailto:education@loma.org).

# What to Do if an Exam Is Interrupted (for Proctors)

1. If a student is interrupted by system problems while taking an I\*STAR examination, the I\*STAR Regulations must be adhered to while you attempt to restart the examination. The student cannot be allowed to leave the examination room, converse with others, or have access to study materials. If the examination cannot be restarted, please contact LOMA's Help Desk at [education@loma.org](mailto:education@loma.org). Failure to adhere to these standards will result in the student having to re-enroll in a new examination.
  - a. To restart an exam, ask the student to refresh their browser or follow the Directions for Students to navigate back to the exam.
2. During the exam, if an emergency (such as a fire drill) occurs, you may pause the exam by selecting the "Pause" button. To restart the examination for the student, select the "Play" button. You may also toggle from "Single" to "All" to enable the proctor controls for all participants.



- a. When you pause an exam, the exam timer does not stop. Thus, you must note the total number of minutes the exam was paused and add that number to the amount of minutes left in the exam to restore the full time remaining for the exam.
- b. When you resume the exam, enter the number of minutes that the exam was paused in the "Extra Minutes" field and then select "Ok."



3. If a student must leave the exam for an emergency, the exam must be submitted and will be graded at that point. If the student fails the exam, the student must re-enroll to take the exam again.



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