



# WAKE COUNTY PUBLIC SCHOOL SYSTEM

## Testing Proctor Roles and Responsibilities

The Wake County Public School System appreciates our parent and community volunteers. Proctoring tests is one of the most important and helpful roles a volunteer can assume in our schools.

The classroom teacher will have specific instructions for you to review in advance of your scheduled time to serve as a proctor. There also will be a brief training session provided.

Following are general roles and responsibilities for our testing proctors:

- Assist the teacher in distributing testing materials
- Assist the teacher in maintaining order in the classroom
- Monitoring the classroom:
  - Walking frequently and quietly to scan student work areas
  - Ensure students are following testing directions
  - Ensure students are not sharing responses/copying answers
- Assist teacher in helping students with specific needs during testing time (emergency reason to be excused, providing a fresh writing instrument) with minimal interruption to the class
- Assist teacher in timing of test administration

It is important that testing proctors closely adhere to the instruction of the classroom teacher and training provided. This includes ensuring that you or the teacher is monitoring the classroom at all times, that students do not have access to testing materials or look at the test until given permission and that all materials are properly collected at the end of the test.

