

## Proctor Notes

### Key Points for Proctors (Detailed reasons are in the sections below & on the reverse side):

- Cell phones off or silent (not vibrate.)
- No use of electronic devices during testing, including text messaging or e-mail (checking or sending).
- No reading materials for administrators or proctors as long as any student is still testing.
- Proctors may not hand-out or collect secure test material (question book, answer sheet, calculators, periodic table, or USED scrap paper).
- Please circulate often and keep your eyes on the students at all times.
- Some proctors, assigned to regular test settings, may rove between specific classes.
- You and the administrator may want to take turns circulating.
- We will have hall monitors who will give test administrators and fixed proctors restroom breaks. They will also monitor students who need restroom breaks. (Unlike some previous years, volunteer proctors WILL NOT escort children to the restroom.)

### Proctor Notes to Read Prior to Official Training

1. THANK YOU for agreeing to be a proctor for West Millbrook Middle School. If you have never been to WMMS before, please note that we are located near the corner of Strickland and Falls of Neuse Road. (8115 Strickland Road.) We are NOT East Millbrook (near Capital and Spring Forest, so if you're using a GPS, please enter the correct address to ensure a safe arrival at the time you desire.)
2. Please plan to arrive in time to be IN the Media Center by 7:45 a.m.
3. Parking: You may enter through either driveway and follow the drive to the upper parking lots on either side of the school. If you arrive between 7:35 and 7:40, you will likely find a parking spot. If all spaces are filled, please park along the curb farthest away from the school buildings.
4. Please read the Testing Code of Ethics prior to the first day of testing. (Link in your e-mail & on webpage)
5. Please note that the State Testing Policies do not allow students to have food or drink of any type in the testing location, unless there is a medical reason with doctor's note. This year, administrators and proctors may have food & drink, but it should not be something to distract students who are testing (wrapping, scent, etc.)
6. Also, the State Testing Policy requires that electronic devices be turned completely OFF during testing. Proctors and Administrators who do text messaging, e-mails, etc. during testing can potentially cause a Test Misadministration and cause the entire class to have to retake the test.
7. Finally, Test Administrators and Proctors are not allowed to read anything (books, newspapers, etc.) as long as any student has possession of a test. (Students will be allowed to read a novel or magazine (no textbooks) after their testing materials have been "taken up," which may be before all students in the class are finished with the test.

**Did you know that State Testing Regulations prevent us from testing if each setting does not have two adults – a School Testing Administrator and a Proctor.** Individualized Education Plans (IEPs) for Students with Disabilities, often require special testing accommodations that do not allow a child to be tested in the regular classroom; therefore, we are not able to combine classes or settings if a proctor or administrator is absent. For this reason, we appreciate you enormously! We know that you're making a large sacrifice and want to acknowledge your gift to us! Because of the large number of "separate settings" that must be created to accommodate all of our students, policies now allow the use of "roving proctors" for some situations. If you are assigned to be a roving proctor, you'll check into multiple classrooms throughout the testing morning.

### On Test Day and During Testing

8. This year, some of our tests will be online. Be aware that none of our teachers have experience with this and, even our veteran teachers may have a level of anxiety beyond their norm.
9. The test administrators and proctors should move around the room throughout the test, but must not offer assistance to students. You should monitor the following: (over)

- a. (Paper Test) Student is reading questions in the appropriate section of the book. Student is recording responses in the correct portion of the answer sheet.
  - b. (Paper Test) Student is marking the number of the item on the answer sheet that matches the number of the test question. (misalignment issue)
  - c. (Paper Test) If any of the above occurrences take place, the test administrator has been given directions on how to handle them. Inform the test administrator immediately.
  - d. (Online Test) Students should only be looking at their screen. The questions should be randomized, and different forms, so it is highly unlikely that two students would have the same question at the same time, but if you notice identical questions, please point it out to the test administrator.
10. Testing “Irregularities” should be reported to the school testing coordinator on that school day. On a sheet of paper, or in an e-mail to Terrill Hartenstein (thartenstein@wcpss.net), record what you saw that caused you concern regarding the testing process.
  11. **Unless the classroom is assigned a roving proctor**, a proctor must be in the room when testing begins and stay throughout the Students are to clear their desks of everything, except number 2 pencils. There is a script, called “SAY” statements that describe all aspects of the test – from the distribution of the materials through the completion of the test. As the test administrator reads these statements, please move around the room to ensure that all students are following the directions.
  12. (Paper Test) Check to make sure that each student has the same color test booklet and answer sheet. (Example: green printed test booklet needs a green printed answer sheet.)
  13. The Math EOG (all grades) and the Science EOG (8<sup>th</sup> grade) have additional supplies that must be distributed as the SAY statements specify. Note that for the 6<sup>th</sup> and 7<sup>th</sup> graders take two math tests – one will use a calculator and the other test does not. There are calculator images at the top of the math page. One has strike-through.
  14. Neither the test administrator, nor the proctor, should review items in the students test books.
  15. Neither test administrators, nor proctors, should discuss any question you happen to see with anyone, including each other.
  16. Students must not work in sections of the test book other than the one being tested, and must not look through other sections of the book.
  17. Students who are not being assessed with this test are not to be in the room during testing.
  18. All displays on the walls, desks, etc., that could help the student during the test are to be covered or taken down. (*If you notice posters questionable posters, word walls, etc., please remind the teacher. S/He has a lot of things to remember, and teachers are sometimes nervous, too, during testing.*)
  19. Administrators and proctors should avoid distracting behaviors during testing. This includes conversations beyond clarification as to a testing procedure, reading newspapers or books, eating, drinking performing other personal or professional duties, as well as working on a computer or cell phone. (Exception: Calling admin or testing coordinator to resolve a problem.)
  20. No student may have any part of the Reading EOG read aloud. (Not even students who have the “read-aloud” testing modification. This includes the “frames,” which are the 1-4 sentence directions that are in the student’s test booklet located before the reading selection.
  21. Start times, times allotted for testing, and break times should be written on the board. (If you see that the teacher is nervous and having difficulty with the arithmetic, feels free to help with the calculations. Your help may prevent a test misadministration.)
  22. Students are to be given a 5-minute warning before the end of the reading test.
  23. Students are not to talk during the breaks, and they are not to continue to work on their test during breaks.
  24. At the end of testing, the test administrator must count tests to ensure that they are returning the same number of items that they checked out from the test coordinator.
  25. Proctors, please stay until testing is over, including the process of accounting for all testing material. You are free to leave when an administrator, or other school employee comes to the classroom so that the classroom testing administrator (teacher) leaves the room to return testing materials.

- **We can’t say it enough – THANK YOU for your service to our school!**