

Classroom Assignment(s): _____

IF you are a roving proctor:

- Please check in at every classroom as soon as you arrive in your area. Test administrators cannot begin until they know that a proctor is in their area.
- Please be unpredictable as you move from one room to the next. Enter & exit quietly. Stay in a room 10-12 minutes before moving to the next.
- All other actions in the classroom will be the same as if you were assigned to only one room.

Key Points for Proctors:

- Please turn cell phones off. (Phone noise of any kind, or checking messages, could cause a test irregularity.)
- The proctor's focus must be on the ethical administration of the test. (No pleasure reading.)
- Proctors may not hand-out or collect 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.
- You and the administrator may want to take turns circulating.
- When not circulating, stand, or sit (perch) where you can overlook the entire class.
- This year, the Math EOG & Science NCFE will be computerized. There will be a stop sign between Math Calculator Inactive and Calculator Active. Please help teacher identify students who reach the stop sign and alert the teacher if you see a child move on to "Calculator Active" without asking for a calculator. Once Calculator Active starts, student may not return to Calculator Inactive.
- **Proctors do not escort students to the restroom.** There will be hall monitors to oversee students in the restroom. (Our goal is only one child, from the same class, taking a restroom break at a time.)
- If you need a restroom break and are NOT a roving proctor, please ask the hall monitor to stand in for you while you are out of the room. Test administrators will do the same.

Format of the morning (most tests):

- General instructions ("Say" statements and test materials distribution)
- Test
- 3 minute break (longer tests may have 2 breaks)
- Break or announced end
- With the exception of NCFEs, all students may have extended time if needed. Extended time will take place in the classroom until around noon.
- At a specified time, the teacher will return testing materials to the testing office and will take students who need additional time to the media center. You may leave when someone comes to stand in while the test administrator does these things.

Overview of Responsibilities:

- Read the NC Testing Code of Ethics
- Maintain test security at all times. (Don't discuss any questions you may see with anyone – in or out of school.)
- Help ensure that the physical conditions in the room are appropriate for testing.
- Make sure that materials are appropriately distributed. (Colored answer sheets go with the same color test booklet, etc.)
- Assist Test Administrator if there are any student emergencies (but no need to escort children to rest room.)
- Monitor students.
- Report testing "irregularities" to thartenstein@wcpss.net, or go to the testing office #926 when testing is over.
- Maintain student confidentiality.

We can't say it enough – THANK YOU for your service to our school! (map on back)