

Proctor Training

Required for all Proctor Volunteers



MARK SCOTT, SUPERINTENDENT

Thank you for donating your time
to serve the Houston Co School
System



Proctor Do's

- **DO** participate in training.
- **DO** assume responsibility for assigned students.
- **DO** monitor a specific area.
- **DO** assist examiner in preparing test materials for distribution to students on day of testing.
- **DO** assist examiner to ensure that desks are clear of everything except test materials.



Proctor Do's Continued....

- **DO** assist in distributing non-secure test materials (scratch paper, pencils).
- **DO** assist in ensuring that student's information is completed accurately.
- **DO** answer questions regarding testing procedures **ONLY**. (**DO NOT** answer any questions or explain ANY TEST ITEMS)
- **Do** remain in testing site during entire testing time.



Proctor Do's Continued....

- **DO** observe students during testing. Help the examiner ensure they received the correct testing ticket for online testing. When prompted by the examiner, assist students that need help entering their login information.



Proctor Do's Continued....

- **DO** report any unusual circumstances to the testing Examiner **IMMEDIATELY**.
- **DO** circulate among the students, but avoid standing over a student as this can be distracting.
- **DO** monitor students with disabilities if asked by the Examiner.
- **DO** assist in the collection of test materials.



Proctor Do's Continued....

- **DO** assist examiner in accounting for all test materials.
- **DO** assist the examiner in maintaining **STRICT** test security. Test tickets are considered secure, just as a test booklet is considered secure. Scratch paper is secure once students have used it.
- **DO** assist with students that need to leave the room in an emergency.



Proctor Don'ts

- **DON'T** answer any questions regarding test items. Refer questions to the examiner.
- **DON'T** leave the room during testing unless the examiner has requested assistance with a student.
- **DON'T** remove test materials from the classroom. Test materials should be returned to the School Test Coordinator by the Examiner **ONLY.**
- **DON'T** read any test items, as this effects the security of the test.
- **DON'T** stand by a student's desk too long or touch a student, as this may be distracting.
- Proctors may not be in a room where immediate family members are testing.



If you have any questions
or concerns, please
talk with your
School Test Coordinator.



Please remember to sign the training form provided by your School Test Coordinator to show you have received training regarding the procedures for proctoring.



Thank you for your
time.

We appreciate all you do for your
schools.

