

## **Proctor**

1. Participates in training.
2. Assumes responsibility for assigned students.
3. Monitors a specific area if a large testing site is used.
4. With Examiner supervision, assists in preparing test materials for distribution to students in a classroom on days of testing.
5. Ensures that desks are clear of everything except test materials.
6. With examiner supervision, assists in distributing and collecting classroom test materials.
7. With examiner supervision, answers questions regarding test procedures but does not explain items or answer any questions regarding the content of the test.
8. Remains in testing site during entire testing time.
9. Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to School Testing Coordinator immediately.
10. Reports any unusual circumstances to Examiner immediately (e.g., suspicion of cheating).
11. Circulates among students during testing to discourage misconduct and to be available to answer student questions.
12. Avoids standing by a student's desk too long or touching a student, as this may be distracting.
13. Monitors students with disabilities, 504 students, or ELL students who may require closer observation than other students or who need special assistance.
14. With examiner supervision, assists in accounting for all classroom test materials (Test materials should be returned to the School Test Coordinator by the Examiner).
15. Assists the Examiner in maintaining strict test security.