

## Proctors' Training Points

- **THANK YOU for being here today!**
- Proctors should read the Testing Code of Ethics prior to the start of testing.
- The test administrators and the proctors should move around the room throughout the test, but must not offer assistance to students. You should monitor the following:
  - Student is reading questions in the appropriate section of the book Student is recording responses in the correct portion of the answer sheet
  - Student is marking the number of the item on the answer sheet that matches the number of the test question (misalignment issue).
  - 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.
- Testing “Irregularities” should be reported to the school testing coordinator if you see them take place. On a sheet of paper or in e-mail to Susan Cole, [scole2@wcpss.net](mailto:scole2@wcpss.net), record what you saw that caused you concern regarding the testing process.
- A proctor must be in the room when testing begins and stay throughout the test unless there is an emergency. In the case of a restroom emergency, proctor will walk with student and wait outside.
- No one is allowed to eat or drink during the test session (except in the case where a student has a medical need – diabetes, etc.)
- Students are to clear their desks of everything except two number 2 pencils– no cell phones, IPODS, books, paper, etc.
- There is a script (called “SAY” statements) that describes all aspects of the test - from distribution of 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.
- Check to make sure that each student has the same color test book and answer sheet.
- The Math EOG has additional supplies that must be distributed as the “SAY” statements specify: , graph paper and a calculator (The calculator may only be given to students for calculator active part of the test).Not that members of the math department will clear calculator memory prior to distribution to teachers each day.
- Neither the test administrator nor the proctor should review items in the student test books.
- 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 test book.
- Students who are not being assessed with this test are not to be in the room during testing.
- All displays on walls, desks, etc., that could help the student during the test are to be covered up or taken down. (*If you notice posters such as this when you arrive, please remind the teacher.*)
- Distracting behaviors are avoided during testing: extended conversations between test administrator and proctor, reading newspapers or novels, eating, carrying out other personal or professional duties, talking on cell phones, and using computers.
- Students may read novels (no textbooks) when they have completed the test AND only after testing materials have been turned in.
- No student may have any part of the Reading EOG read aloud to him or her. (Not even students with a “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 selection.
- Start times, times allotted for testing, and break times should be written on the board.
- Students are to be given a 5 minute warning before the end of the reading test
- Students are not to talk during the breaks, and they are not to continue to work on their test.
- At the end of testing, the test administrator must count tests to ensure that they are returning the same number of materials that they checked out from the test coordinator.
- Proctors, please stay with the students while the test administrator returns testing materials to the testing office and takes “extended time” students, if any, to the Media Center. You may leave upon their return.
- **We can’t say it enough – THANK YOU for your service to West Millbrook!!!**