



Proctor instructions

Step 1: Check all materials

In the folder

- ◆ “Assistance requested” sign
- ◆ Attendance rosters
- ◆ Date, school and room code signs
- ◆ Electronics wrappers
- ◆ Materials tracking form
- ◆ “No electronics allowed” sign
- ◆ “No electronics” log
- ◆ Seating chart
- ◆ Testing room roster
- ◆ Testing stop sign

In the bin

- ◆ Answer documents
- ◆ Coordinator manual
- ◆ Exam booklets
- ◆ Pencils
- ◆ Student Answer Sheet Instructions

Problems? Questions?

Call or text Mr. Wooddell at 555-555-5555.

If there is an emergency or suspected irregularity, call, do not text.

Step 2: Check the roster and seat students

- ◆ Student seats should be pre-assigned but may not be in alphabetical order. You may label desks before students arrive. Collect the labels before students begin testing. You may place supplies (pencils, etc.) on desks ahead of time.
- ◆ Keep track of the number of calculators you distribute so none is lost.
- ◆ If a student comes to the room but is not on the roster, send the student to the office. Do not add a student to the roster.

Step 3: Collect electronics

- ◆ Ask that students power down all electronic devices (phones, smartwatches, wireless headphones, etc.) and place them on their desks. Ask that students with regular watches remove them and place them on their desks, too. Students should write their names on the supplied electronics wrappers, wrap up their devices and place them in a space designated by the proctor.
- ◆ If a student refuses to submit a device, do not argue. Call for Mr. Wooddell or an administrator.
- ◆ Power down and hide your phone. You may not use it while in the testing room.

Step 4: Start the exam

- ◆ Announce that any student who brought a calculator must have it checked by a member of the staff.
- ◆ Begin pre-administration and instructions as soon as all your students are present but no later than 8:40 a.m.
- ◆ No student may be admitted after the timed portion of the exam has begun.
- ◆ Distribute testing materials in a “snake” pattern, and track this on your seating chart.
- ◆ Use the Section Timing Chart in your manual. Remember that breaks are not part of the timing for each section.
- ◆ Instructions should be read word-for-word and in a normal voice. Do not deviate from scripted instructions.
- ◆ Post start and stop times so students can see them.

Step 5: Monitor the exam and take care of housekeeping tasks

- ◆ Using a blue or black pen, take attendance on the supplied attendance rosters. Mark “P” for present or “A” for absent. Do not mark through student names. Post the attendance roster printed on colored paper outside of the room no later than 30 minutes after students begin testing; keep the other with your materials.
- ◆ Fill out the seating chart in accordance with the instructions.
- ◆ Actively monitor students. Do not engage in any activity aside from monitoring students.
- ◆ Do not allow more than one student per room out at a time. We will not be using restroom passes.
- ◆ During scheduled breaks, do not allow students to use their electronic devices, and do not use yours. Monitor student conversations to ensure that no one discusses the exam.
- ◆ Proctors and monitors may not use nonmedical electronic devices inside the testing room.

Proctor instructions

Step 6: Conclude the exam and return materials

- ◆ Staff members may use their electronic devices after the room's exam materials have been collected.
- ◆ Students may use electronic devices after exam materials have been returned to the testing coordinator as long as all testing rooms have already begun the exam.
- ◆ When collecting answer documents and exam booklets, go to each student's desk. They should not come to you.
- ◆ Collect calculators, pencils and erasers. Ensure that you have the same number of calculators as when you started.
- ◆ Sort and count your exam materials. Then, complete your materials tracking form, ensuring that you sign the bottom.
- ◆ Check exam books to make sure students have written their names. Check the boxes on the front of the answer document, too. The student—not you—must fix any errors or omissions. Ensure that no one changes exam responses.
- ◆ Place your pencils and other materials in the bin. Sort the paperwork into the following groups:
 - ◆ Used exam booklets
 - ◆ Used answer documents
 - ◆ Unused exam booklets
 - ◆ Unused answer documents
 - ◆ Folder with seating chart, attendance, timing sheet, etc.
- ◆ Place your help sign outside your classroom to request that someone monitor students while you turn in materials. Do not leave students unsupervised.

Ideal testing schedules

Standard rooms

08:00 – 08:30	Students arrive at testing rooms
08:30 – 09:00	Conduct pre-administration and read instructions
09:00 – 10:00	Reading test (60 minutes)
10:00 – 10:05	Scheduled break in classroom (5 minutes)
10:10 – 10:45	Writing and language test (35 minutes)
10:50 – 11:15	Math test - no calculator (25 minutes)
11:15 – 11:20	Scheduled break in classroom (5 minutes)
11:25 – 12:10	Math test - calculator (45 minutes)
12:10 – 12:30	Collect and return test materials

Standard time plus 50 percent for all sections

08:00 – 08:30	Students arrive at testing rooms
08:30 – 09:00	Conduct pre-administration and read instructions
09:00 – 10:35	Reading test (95 minutes, including break)
10:35 – 10:40	Scheduled break in classroom (5 minutes)
10:45 – 11:38	Writing and language test (53 minutes)
11:38 – 11:43	Scheduled break in classroom (5 minutes)
11:48 – 12:26	Math test - no calculator (38 minutes)
12:26 – 12:31	Scheduled break in classroom (5 minutes)
12:36 – 13:49	Math test - calculator, including break (73 minutes)
13:49 – 14:00	Collect and return test materials