

General Proctoring Guidelines

Proctoring is a professional responsibility. All state and standardized tests must be administered with consistent procedures, directions, and time limits. Failure to follow appropriate procedures can result in a misadministration of the test. A misadministration must be reported to the NYS Education Department and could be detrimental to our school report card. Please read the following information and review it prior to all state and standardized tests.

These are general guidelines. Always consult the specific guidelines that pertain to the exam you are proctoring.

- Check that all answers are bubbled in as per administrative instructions.
- Check that there are only single answers for each question (only 1 bubble per item) as per administrative instructions.
- Regents essay booklets must be signed by students as per administrative instructions.
- All allowable test accommodations have been followed as per the students' IEP, 504 and ESL.
- Check that all students are on the correct section and do not start next section until directed by the proctor.
- Check that all students (that say they are finished before the allocated time has ended) have completed that section of the test.
- As per administrative instructions, be sure to tell the students how much time remains in the session. Record on board.

Before the Exam:

- Know the periods you are proctoring and the location of the rooms.
- Read the test directions thoroughly before the day of the test. See the assistant principal if you have any questions.
- Be sure to bring the test directions to the exam. If you enter the room and do not have them, immediately call the office for assistance.
- Know what materials the students are allowed to use on the test. Items such as manipulatives, calculators, and scrap paper are permitted on some tests, and are not permitted on other tests.

During the Exam:

- Arrive at the rooms on time.
- Put *Start* and *Stop* times on the chalkboard/whiteboard and updated minutes remaining during exam.
- Take attendance and record it. Be aware that some students may be missing as a result of testing modifications.
- Read directions to the students directly from the *Teacher's Directions*.
- Closely monitor the children during the test. Do not leave the room at any time unless there is another adult in the room, and do not engage in conversation.
- Students who need to use the bathroom must be escorted by an adult. Call the office for someone to come to your room if necessary.
- Collect all test materials (and scrap paper, if used) at the end of each test.
- Put the exams in alphabetical or numerical order as indicated by the instructions from the School Memo distributed prior to the exam.
- Count the tests to be sure you have collected all exams.
- Call the office for someone to pickup the exams.

After the Exam:

- Come to the office to sign the proctoring sheets. (State Exams and Regents)