

Heading & Page Number	The Proctor's Guide Information
<p><b>THE SELECTION OF PROCTORS</b> Page 1</p>	<ul style="list-style-type: none"> <li>➤ Testing session proctor can be either <ul style="list-style-type: none"> <li>▪ one-on-one, full-time proctor (assisting one test administrator in a single testing room)</li> <li>▪ roving proctor (assisting up to three test administrators in three testing rooms)</li> </ul> </li> <li>➤ Principals select proctors who are responsible adult community volunteers, school staff, or school system staff</li> <li>➤ A Proctors should not be assigned to a room <ul style="list-style-type: none"> <li>▪ where his or her relative or ward is to be tested</li> <li>▪ with a test administrator who is a personal family member or close acquaintance</li> </ul> </li> </ul>
<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Read the North Carolina <i>Testing Code of Ethics</i> Page 1</p>	<ul style="list-style-type: none"> <li>➤ Before the test administration, proctors must read and review thoroughly the <i>Testing Code of Ethics</i> and sanctions found in that publication <ul style="list-style-type: none"> <li>▪ unethical testing practices cited in the <i>Code</i></li> <li>▪ sanctions for violations of the <i>Code</i></li> </ul> </li> </ul>
<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Maintain Test Security at All Times Page 1/2</p>	<ul style="list-style-type: none"> <li>➤ Test books and/or online test items are not to be read or reviewed by anyone (except when a student with documented special needs requires an accommodation such as <i>Test Read Aloud (in English)</i>, or when there is expressed permission from the NCDPI).</li> <li>➤ School personnel and proctors must neither disclose the contents of secure tests nor discuss with each other or with students any specific test items or information contained within the tests or write about them on the Internet or social media sites.</li> <li>➤ Security measures include <ul style="list-style-type: none"> <li>▪ Unused test books must remain closed during the test administration.</li> <li>▪ No person may copy, reproduce, or paraphrase the test materials.</li> <li>▪ Students cannot take test books or answer sheets from the test room.</li> <li>▪ Proctors are not to be provided with copies of the <i>Assessment Guide</i>.</li> <li>▪ Proctors may not be alone with secure test materials, including computers with loaded active assessments.</li> <li>▪ Proctors may not assist the test administrator in coding information either on student answer sheets or in the online testing system or to help with reviewing student answer sheets or header sheets.</li> <li>▪ Proctors must not assist students in choosing responses to test questions.</li> </ul> </li> </ul>
<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Help Ensure the Physical Conditions in the Room Are Appropriate for Testing Page 2</p>	<ul style="list-style-type: none"> <li>➤ <b>Turn off</b> personal cell phones/electronic devices and ensure they are not visible during testing, including breaks.</li> <li>➤ Ensure distractions and interruptions are minimized and order is maintained <ul style="list-style-type: none"> <li>▪ Rooms are quiet, orderly, and comfortable with adequate seating, lighting, and heating</li> <li>▪ Content information/strategies on walls are covered</li> <li>▪ Students have enough space to work</li> <li>▪ Students do not have cell phones or electronic devices in their possession</li> </ul> </li> </ul>

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<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Make Sure Materials Are Appropriately Distributed Page 3/4</p>	<ul style="list-style-type: none"> <li>➤ Proctors must not distribute to or collect from students any test materials at the beginning of, during, or at the conclusion of testing.</li> <li>➤ Test administrators are not to place test materials on students' desks before the beginning of the test administration.</li> <li>➤ Refer to the list of items/materials on page 3 that students may not have during testing</li> <li>➤ Students may place color acetate overlays over the test book during the paper-and-pencil administration of state tests.</li> <li>➤ Students may use highlighters in the test books.</li> <li>➤ Students requiring the <i>Student Marks Answers in Test Book</i> accommodation may receive a copy of the NCDPI-issued/approved examples of the constructed response space or mathematics grid.</li> <li>➤ Students who complete the test before the scheduled time is over must be provided the opportunity to read novels or other nontextbooks.</li> </ul>
<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Ensure Appropriate Test Administration Procedures Are Followed Page 4</p>	<ul style="list-style-type: none"> <li>➤ While the test administrator is reading directions, proctors may assist the students in finding the correct place on the answer sheet, in the test book, or on the computer screen.</li> <li>➤ Proctors should walk frequently and quietly throughout the room and help the test administrator monitor the test administration.</li> <li>➤ Monitoring <ul style="list-style-type: none"> <li>▪ Proctors help ensure each student is working in the appropriate area of the test and on the answer sheet (paper-and-pencil administrations).</li> <li>▪ Proctors should notify the test administrator if a student has a computer problem (online administrations).</li> </ul> </li> <li>➤ Distracting behaviors not allowed <ul style="list-style-type: none"> <li>▪ Holding extended conversations</li> <li>▪ Reading</li> <li>▪ Carrying out other personal or professional duties</li> <li>▪ Talking or texting on cell phones</li> <li>▪ Using electronic devices</li> <li>▪ Engaging in any activity not directly related to the test administration</li> </ul> </li> </ul>
<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Assist Students with Emergencies and Restroom Breaks during Testing Page 5</p>	<ul style="list-style-type: none"> <li>➤ If a student must leave the room during the test administration because of an emergency, proctors must assist the test administrator as appropriate to deal with the situation.</li> </ul>

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<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Monitor Students Page 5/6</p>	<ul style="list-style-type: none"> <li>➤ Avoid behaviors that can cause a testing irregularity <ul style="list-style-type: none"> <li>▪ telling students to “look at that questions again”, making facial expressions, hand gestures, voice inflection, or utterances of approval/disapproval of the student’s response, pointing to the correct answer or pointing to the question as if to indicate the student’s response is wrong</li> </ul> </li> <li>➤ Proctors cannot help students by <ul style="list-style-type: none"> <li>▪ explaining directions in their own words, explaining meanings, rephrasing test questions, translating a word or phrase to another language, providing synonyms</li> </ul> </li> <li>➤ Monitoring will help ensure <ul style="list-style-type: none"> <li>▪ the color of the answer sheet and test book are the same</li> <li>▪ the form number is correctly coded</li> <li>▪ students are marking in the appropriate section on the answer sheet</li> <li>▪ students are using a pencil (no pens or felt markers)</li> <li>▪ students who need assistance or have a problem (illness) are assisted</li> <li>▪ students get their calculator at the beginning of the calculator active portion of the test</li> <li>▪ (online testing) students do not click START until told, do not take more than ten minutes to complete sample problems, and do not use other installed software, the test administrator is aware of any students having computer problems, online items on the screen are displayed properly, etc.</li> </ul> </li> </ul>
<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Follow Appropriate Procedures for Providing Accommodations Page 6</p>	<ul style="list-style-type: none"> <li>➤ Proctors monitoring a test administration in which eligible students with disabilities and/or students identified as English Learners (EL) receive accommodations, should review with the test administrator any information needed regarding the students’ accommodations. <ul style="list-style-type: none"> <li>▪ The type of accommodation(s) the student(s) will receive</li> <li>▪ How the test administration may differ from what is considered a normal administration</li> <li>▪ The special procedures necessary to provide the accommodation(s)</li> </ul> </li> </ul>
<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Report All Testing Irregularities Page 6</p>	<ul style="list-style-type: none"> <li>➤ Testing irregularities or alleged testing violations must be reported to the school test coordinator and/or principal on the day of the occurrence.</li> <li>➤ Carefully review examples of eligibility, accommodation, security, monitoring, procedural, and technical issues on pages 6–8 of the Proctor’s Guide.</li> </ul>
<p><b>THE PROCTOR'S RESPONSIBILITIES</b> Maintain Student Confidentiality Page 8</p>	<ul style="list-style-type: none"> <li>➤ Any information about individual students that a proctor may become aware of as a result of serving in this capacity is considered confidential information.</li> <li>➤ Proctors must not disclose any personally identifiable information about students to anyone beyond what is required while attending to their proctoring responsibilities.</li> </ul>

