**Proctor Training- Key Items for the School Test Coordinator to Cover**

A quality proctor training should require 30 minutes or more for the School Test Coordinator (STC) to explain the responsibilities to school staff or community volunteers and answer any questions that arise. The Proctor’s Guide covers all of the proctor responsibilities and is a good resource to provide to proctors to read on their own before or after the training the STC provides. Proctors may also be emailed copies of the Proctor’s Guide (which is not secure) to read in advance of the training session. In addition to the content from the Proctor’s Guide, additional points to cover are listed below.

*The goal of all proctor training sessions is to empower a knowledgeable adult to monitor the test administrator, the testing session, and report any problems to the school test coordinator.*

1. **Read the North Carolina Testing Code of Ethics**
	1. Proctors must be provided a copy of the Testing Code of Ethics as a handout, part of the Proctor’s Guide, or via email.
	2. All proctors must read the Testing Code of Ethics and sign the Testing Code of Ethics Affidavit. One TCE Affidavit per person, per academic year must be kept on file with the school’s testing plan and other required documentation.
	3. Emphasize the examples of unethical testing practices, providing real examples of irregularities to look for during the test session they are proctoring (*Testing Code of Ethics*, Section k).
	4. Emphasize sanctions applicable to proctors (*TCE*, Section l).
2. **Maintain Test Security at All Times**
	1. Neither the proctor nor the test administrator may read test questions from open student test books or extra test books.
	2. Students cannot take test books or answer documents from the test session. Only the test administrator may handle test materials when moving them from one location to another.
	3. Proctors may not handle or be alone with test materials at any time.
	4. Proctors may not code information on the student answer document.
	5. Proctors and test administrators cannot discuss the contents of secure tests with each other or students.
3. **Help Ensure the Physical Conditions in the Room Are Appropriate for Testing**
	1. All cell phones/ electronic devices must be turned off and not visible during testing and breaks. Students cannot have cell phones/ electronic devices on their person.
	2. Wall displays containing test taking tips or test related content must be removed.
	3. Student desks must be arranged to discourage cheating (discuss test specific requirements).
4. **Make Sure Materials Are Appropriately Distributed**
	1. The test administrator must distribute materials as directed by the test script.
	2. Students may not use additional materials (i.e. bookmarks, drinks).
5. **Ensure Appropriate Test Administration Procedures Are Followed**
	1. Proctors may assist students in finding the appropriate place on the answer sheet while the test administrator reads the script.
	2. The proctor may not answer student questions. The proctor can respond with a generic statement like, “I cannot answer your question, just do your best.”
	3. Proctors may not read or engage in other activities during the test session.
6. **Assist Students with Emergencies and Restroom Breaks during Testing**
	1. Proctors can only leave the test session for an emergency.
	2. If the proctor must leave the test session, the School Test Coordinator must be notified.
	3. Students leaving the test session must be monitored at all times by either the proctor or a hallway monitor.
	4. Discuss local procedures for bathroom breaks or other issues that may arise requiring a student, test administrator, or proctor to leave the test session.
7. **Monitor Students**
	1. Test sessions must be actively monitored by the proctor at all times.
	2. Provide examples of approved and prohibited monitoring behaviors.
8. **Follow Appropriate Procedures for Providing Accommodations**
	1. Proctors who are in a test session where an accommodation is being provided must be trained on the accommodation.
	2. An accommodation training sign-in sheet must be on file for the proctor.
	3. Provide information about student medical needs, if applicable to the test session.
9. **Report all Testing Irregularities**
	1. Proctors should be made aware of what an irregularity is and what possible problems to look for during the test session.
	2. Establish a procedure for allowing proctors to report irregularities to the STC on the day of the occurrence. Proctors should know how to contact the STC during the test session and after the session has concluded, particularly if a problem arises with the behavior of the test administrator.
10. **Maintain Student Confidentiality**
	1. Any student information obtained during the test day is confidential and cannot be shared with anyone, including the student or the student’s parent.