Proctoring In Our Schools

St. Johns County School District

2018-2019

What is a proctor?

0   A proctor is a person who monitors the taking of an examination

0   A proctor assists and supports the test administrator in exam administration

2017-18 SJCSD Proctor Rules
iReady K-3, District Final Exams and other Third Party Exams

0 A proctor *is required* if the teacher of record is serving as the test administrator

0 A proctor *is required* if there are 35 or more students in a test session, regardless of who is serving as the test administrator (and an additional if the student count is greater than 50)

0 A proctor *is **not** required* if the test administrator is not the teacher of record AND there are less than 35 students in the test session

2017-18 SJCSD Proctor Rules
FSA, State EOC's, NGSSS Retakes and the Statewide Science Assessment

0 A proctor *is required* if the teacher of record is serving as the test administrator

0 A proctor *is required* if there are 26 or more students in a test session, regardless of who is serving as the test administrator (and an additional for each increment of 25 students)

0 A proctor *is not required* if the test administrator is not the teacher of record AND there are less than 26 students in the test session

Important Information For All Proctors

0 If possible, meet with your test administrator before the testing begins to become familiar with the room and the test administration schedule

0 Be sure to sign the Security Log when you enter and leave the room

0 Listen as carefully as the directions are being read so you are just as informed as the students about what they are permitted to do and what they are not permitted to do

0 No electronic devices of any kind are permitted to be on the student's person, desk, or within arm's reach. <u>This is cause for test invalidation.</u> Please keep a close eye on student backpacks, purses or for any electronic device that may be clipped to their clothing

What Proctors Do In Testing Rooms

0 Check to see if the students are working in the correct session of the test, if they are not, report it to the test administrator in the room

0 If necessary, circulate quietly among students

0 Serve as an "extra set of eyes" in the room to assist the test administrator

0 Check to see if students have only the items needed on their desk to complete their test

0 Provide an extra pencil if asked to do so

0 Direct any and all issues you may observe to the test administrator in the room

What Proctors May Not Do In Testing Rooms

0 Proctors may not handle test materials

0 A proctor may not serve in a room if a family member is participating in the testing in that room

0 If you suspect there may be a problem, report it to the test administrator in the room immediately. Do not address any student problems or testing issues yourself

0 If a student asks you a question, excuse yourself and get the test administrator

0 Your cell phones must be on "silent" or turned off during testing

0 During testing, do not speak to any students…remember, you are "an extra set of eyes in the room"
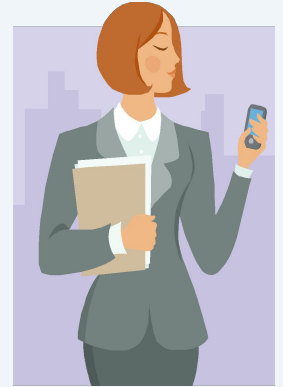
Security Agreement

0 All proctors are expected to read the Florida Test Security Statute (1008.24 Test Security)

0 Each proctor will be required to sign and date a security agreement, indicating they have been informed of these rules.

Florida Test Security Statute

1008.24 Test Security

1. It is unlawful for anyone knowingly and willfully to violate test security rules adopted by the State Board of education for mandatory tests administered by or through the State Board of Education to students, educators, or applicants for certification or administered by school districts pursuant to s. 1008.22, or, with respect to any such tests, knowingly and willfully to:

    (a) Give examinees access to test questions prior to testing;

    (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or   any portion of any secure test book

    (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;

    (d) Make answer keys available to examinees;

    (e) Fail to follow security rules for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during, and after testing;

    (f) Fail to follow test administration directions specified in the test administration manuals; or

    (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.

(2) Any person who violates this section is guilty of a misdemeanor of the first degree, punishable by a fine of not more than $1,000 or imprisonment for not more than 90 days, or both.

(3) A district superintendent of schools, a president of a community college, a president of a university, or a president of a private postsecondary institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.

Test Administration and Security Agreement

Florida Department of Education
Bureau of K–12 Student Assessment

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. The Florida Test Security Statute and State Board of Education Rule are located in the appendices of each test administration manual. Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

If any of the above examples are allowable accommodations for students with current IEPs, Section 504 plans, or ELL plans, test administrators are permitted to provide the accommodation(s) as described in each test administration manual.

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after the test administration. Please remember that after any administration, initial or make-up, materials must be returned immediately to the school assessment coordinator and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight.

The use of untrained test administrators increases the risk of test invalidation due to test irregularities or breaches in test security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I, _____, understand that I must receive adequate training regarding the administration of statewide assessments and read the information and instructions provided in all applicable sections of the relevant test administration manual(s), including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures outlined in the manual(s), Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

_____

School Name and Number

_____

Print Name

_____

Date

_____

Signature

Proctoring is an important responsibility and proctors are invaluable in the testing process. Your help is greatly appreciated.

thank you