

Test Proctor/Monitor Training

At the end of this Power Point there will be a link to a Survey Monkey. In order to complete this training, you must complete the entire survey. Once it is completed, your training is complete and you may volunteer at any site as a Test Proctor/Monitor for the 2015-16 school year. Training is required for each testing window. This includes Winter EOI testing, the 5th and 8th grade Writing tests in February, and the Spring EOI and 3rd through 8th grade OCCT testing.

Test Proctor/Monitor Requirements

- All Oklahoma State Testing Program (OSTP) test administration sessions shall be monitored by an adult other than the Test Administrator.
- This adult:
 - must be 18 years or older and not a student in the district;
 - must be approved by the building principal;
 - can be a member of the faculty or community; and
 - does not have to possess an Oklahoma Teaching Certificate.
- This adult should not be:
 - a student at that school, even if that student has already turned 18; or
 - a relative or significant other of the Test Administrator; or
 - A parent or relative of a student in the session being proctored.

Test Proctor/Monitor Responsibilities Before Testing

- Sign-in and attend training provided by the District Test Coordinator or the Building Test Coordinator.
- Review the procedures and rules for test security and validity before assisting with test sessions.

Test Proctor/Monitor Responsibilities During Testing

- Arrive at least 20 minutes before the first test is administered.
- Monitor the test administration sessions.
- Test Proctors/Monitors must remain engaged in the testing process throughout the entire session, monitoring students, and observing that all testing procedures and security are maintained.
- Test Proctors/Monitors and Test Administrators must not visit during the test sessions.
- Test Proctors'/Monitors' and Test Administrators' cell phones must be set in a silent mode or turned off, and only used for an emergency.

Test Proctor/Monitor Responsibilities During Testing

- The Test Proctor/Monitor may assist only with duties that include the following:
 - Distribute and retrieve test materials.
 - Achieve accuracy in coding of student, class, building, and district information on answer documents.
- The main duties of the Test Proctor/Monitor are:
 - to help maintain the security of the test and
 - to ensure that the assessments have been administered properly.
- **Test Proctors/Monitors must be present in all testing administrations for the entirety of the sessions.**

Test Proctor/Monitor Responsibilities During Testing

- The Test Proctor/Monitor should observe that:
 - All visual aids (e.g., posters, maps, charts, timelines, alphabet, number lines) have been removed or covered, and
 - Student desks are completely cleared.
 - Nothing taped to or otherwise attached to the desk
 - No books, magazines, papers, etc. on the desks
 - No food or drinks on the desks (students may have water bottles, but these must be placed on the floor)
 - Only the test book, answer document, pencil, and scratch paper should be on the desks.
 - Some students on an IEP, 504 Plan, or receiving an ELL accommodation may have approved assistive devices or clarification of directions during testing.

Test Proctor/Monitor Responsibilities During Testing

- The Test Proctor/Monitor should observe that:
 - Students are working and do not have out any electronic devices, books, or papers.
 - Directions are read from a script and that the Test Administrator is not veering from the script by giving additional instruction.
 - The Test Administrator is actively monitoring the testing session.
 - The Test Administrator is not giving any help to students.
 - The Test Administrator is watching the students and not involved in other activities (e.g., working on the computer, reading, etc).

Test Proctors/Monitors Responsibilities After Testing

- Test Proctors/Monitors may not administer any tests (e.g., small group, individual, make-up, equivalent).
- Only Test Administrators may administer tests, but Test Proctors/Monitors must be present.
- Test Proctors/Monitors may assist the Test Administrator after completion of test sessions.
 - Test Proctor/Monitor must monitor Test Administrator while he/she erases stray marks, transcribes responses to scannable documents, etc.
 - Test Proctor/Monitor may help gather materials to return to the Building Test Coordinator.

Test Proctor/Monitor Responsibilities After Testing

- Sign the Test Proctor/Monitor Test Security Form.
- Sign a Nondisclosure Form if monitoring a read-aloud or scribing session.
- Test Proctors/Monitors who observe any deviation from the standardized testing procedures or a breach in test security should **NOT** sign the Test Security Form and should report the observation to the Building Test Coordinator or State Department of Education's Assessment Office.

<https://www.surveymonkey.com/r/TestProctorTraining2015-16>