Thank you for serving as a proctor in the Charlotte-Mecklenburg Schools testing program. As a proctor you have the important job of monitoring the test session for any problems and letting the School Test Coordinator know if any problems happen on test day. All of our exams are given online.

Listed below are a few tips for being a CMS proctor. A complete Proctor’s Guide with more detailed information is also available from the School Test Coordinator or online at <http://www.ncpublicschools.org/accountability/policies>. Contact the School Test Coordinator with any questions about your responsibilities.

1. **Read the North Carolina Testing Code of Ethics**

It can be found on the NCDPI site linked above as well as within the Proctor’s Guide also in the link above.

1. **Maintain Test Security at All Times**

* Proctors cannot handle or be alone with secure test materials at any time. For online testing the secure materials are: computers, calculators and dictionaries for our ELL students if required by their accommodation plan, review of accommodation forms.
* Proctors and test administrators cannot discuss the contents of secure tests with each other or students.

1. **Help Ensure the Physical Conditions in the Room Are Appropriate for Testing**

* Test administrator and proctor cell phones/electronic devices must be turned off and not visible during testing and breaks.
* Wall displays that show test taking tips or test content (like math formulas) must be removed.
* Student desks must be arranged to discourage cheating.

1. **Make Sure Materials Are Appropriately Distributed**

* The test administrator must pass out materials as directed by the test script.
* Students may not use additional materials or have additional items out during the test.

1. **Ensure Appropriate Test Administration Procedures Are Followed**

* The proctor cannot answer student questions.
* Make sure students have clicked Pause if they leave room for any reason or during scheduled breaks.
* Proctors and test administrators must watch students during the entire test session (for example, proctors cannot read a book or be on their phones).

1. **Assist Students with Emergencies and Restroom Breaks during Testing**

* Proctors can only leave the test session for an emergency – have the hall monitor step in for you.
* Only one student at a time can leave test room to use the restroom – hall monitors are there to watch them.

1. **Monitor Students**

Test sessions must be actively monitored at all times. This means walking around to make sure students are working on the test and have eyes on their own materials only and not looking at other student’s work.

1. **Follow Appropriate Procedures for Providing Accommodations**

If you are in a test session where a student will receive an accommodation, the Test Administrator will have been trained and is responsible for following procedure

1. **Report all Testing Irregularities**

If you feel something happened in the test session that would affect one or more students’ scores, please report that to the Test Administrator in the room. If you are uncomfortable with that, please report to the School Test Administrator ASAP.

1. **Maintain Student Confidentiality**

Any information you learn about students on test day is private and cannot be shared with anyone – this includes anything about the test, how the student performed on the test or how the student acted during the test.

All exams are given online therefore you will in a room with students taking the exam using our Chromebooks (laptops). You are not responsible for any part of the technology needs. As students finish, the Test Administrators will take up the laptop. When the Test Administrator needs to return the materials in their testing bin, you will be alone with the students for a short period of time. During that time **do not:** allow them to leave the room, let them have their cell phones back, allow them to have one of the laptops or to get on the desktop computers, allow them to move any piece of furniture (the sounds are disruptive to those around and under the room), allow them to speak above a whisper to each other. Basically, if they ask you for anything your answer is “you must wait until the test administrator/teacher returns.”

Arrival = you must be in your testing room by 7:20am (you must sign in as a visitor in the front office then come to student services for your assignment). Parking is a bear – basically if you arrive after 6:45am you can pretty much take any space on the far right of the staff lot that is open because teachers are supposed to be here by then.

Departure = when the Test Administrator comes back to the room after returning their testing bin, you are free to go! Please remember to check back out through the front office.