

Test Proctor (TP)

The Test Proctor (TP) is an adult (18 +) other than the Test Administrator (TA) who monitors the test administration. This adult must be approved by the building principal and can be a member of the faculty or community, but does not have to possess an Oklahoma Teaching Certificate. The TP cannot be related to the TA or any student in the test session he or she is monitoring. In addition, a different TP may be used in the same test situation (or classroom setting) during the various days of testing; however, a TP is required for every testing session.

For paper testing, one Test Proctor is required for 1–35 students. Paper testing sessions with more than 35 students require additional Test Proctors. For online testing, one Test Proctor is required for 1–50 students. Online testing sessions with more than 50 students require additional Test Proctors. It is the responsibility of DTCs, BTCs, and TAs to inform TPs of their duties during the test administration. For an accommodated test session utilizing a human reader, the TP must be employed by the school district.

There must be a Test Proctor in a testing session at all times. The main job of the Test Proctor is to observe to assure testing procedures are followed and report any potential invalidations, irregularities, or violations in the testing procedure.

Before Day of Testing:

- Complete training provided via the Online Test Proctor Module; individual certificates indicating successful completion of the module must be retained at the district level as the record of training. Contact the BTC or DTC with any test-related issues or questions.
 - **Note: Training Modules are available on the Oklahoma Help and Support page: oklahoma.onlinehelp.cognia.org**
- Review [Appendix A](#), Test Security and Validity Rules and Instructions for TPs found in the *Test Administration Manual*.

Before Start of Testing:

- Arrive at least fifteen minutes before the first test is administered.
- Observe that all posters and visual aids have been covered or removed within the testing site.
- Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smart watches, etc.)
- Ensure all desks are cleared and that each student has pencils with erasers.
- Assist in maintaining the security of all test materials.

During Testing:

- TPs may help with distributing test materials to students under the guidance of the TA.
- Observe that the directions have been read from a script provided in the *Test Administration Manual*.
 - **NOTE:** All directions are to be given at the **beginning** of the session for each test. Students are allowed to ask questions **after** directions are given and **before** the signal is given for students to begin. Such questions are allowed to ensure that clarification of test directions is accomplished.
- Closely monitor the test administration and record observations in the Test Proctor Observation Log.
- If test irregularities occur, the TP should inform the TA as silently and unobtrusively as possible. In addition, the TP may assist the TA with finding solutions as needed. Such irregularities may include, but are not limited to, the following examples:
 - Marking answers without reading test questions
 - Talking to another student (or other similarly disruptive behaviors)
 - Becoming ill and having to leave the room

- Testing environment disruptions (e.g., technical issues, fire/tornado alarm sounded, loss of power)
- Looking at another student’s test booklet/answer document or computer screen
 - This is an example of cheating and would result in invalidation. See [Appendix K](#) for details.
- TAs and TPs must remain in the testing session at all times to maintain and oversee security of tests by:
 - Ensuring that no person reads or views the contents of a test at any time except the student taking the test at the time of testing.
 - Verifying that test materials are locked in a storage area at all times when not in use for official test administration purposes.
 - Reporting breaches of test security regulations to the TA and the BTC.
- The TP is to refrain from talking to the TA and/or students while students are reading and responding to test items. During this time, it is preferable that the TP sit quietly and observe as unobtrusively as possible.

After Testing:

- Help collect and organize test materials for return to the BTC.
- Report any unusual circumstances or breaches of test security regulations to the TA, BTC, and/or the building principal.
- Observe and assist TA checking test booklets for random marks.
- Observe TA transcribe responses from accommodated tests to standard scorable documents/test booklets.
- Help organize test materials for return to the BTC.
 - Test Proctors must sign the Test Proctor Observation Log, that includes a Nondisclosure Agreement, which will be kept at the local level.