

2016 STAAR Proctor Assignments/Responsibilities
Assessment Window -May 2 - 6, 2016
Time: 7:30 am-5:00 pm

Campus	Monday, Tuesday, Wednesday, Thursday May 2- May 5, 2016 Algebra I, Biology, US History
E. Ballew HS	George Strait Reba McIntyre
CCTA	Axel Rose Pit Bull
Sotomayor HS	Juan Gabriel
PSJA North	Brad Pitt Brittney Spears
PSJA Southwest	Tony Romo Denzel Washington
Memorial ECHS	The Rock John Cina
PSJA High	George Clooney Kevin Hart
Buell Central	George Lopez Chris Rock
TSTEM ECHS	Ricky Martin Bruno Mars

Note: Pack your lunch on this day. A lunch schedule will be followed on the days of testing. You will be notified as to when you will be taking lunch (be prepared to have a short lunch).

2016 STAAR PROCTOR ASSIGNMENTS & RESPONSIBILITIES

The following procedures are required to be completed by each proctor by May 6, 2016.

All proctors **MUST** comply with the following requirements and submit copies of all documents to assigned campus and the Assessment Dept. *Proctors must also retain a copy of these documents.*

Proctors:

- MUST be trained on STAAR test security and confidentiality and other testing procedures as deemed necessary by the Principal and the Campus Test Coordinator (Assistant Principal).**
(Proctor training will be conducted by the Assessment Dept.)
- MUST sign a Test Administrator Oath of Test Security and Confidentiality after training is completed.**
*(Submit oath to campus Principal or CTC **and** to the Assessment Dept.)*
- MUST view the web-based modules and print certificates for Modules 1,2,3**
*(Submit certificates to campus Principal or CTC **and** to the Assessment Dept.)*
- MUST wear a PSJA ISD picture ID at all times.**
- MUST assist in monitoring students during lunch, breaks or assist with other responsibilities as deemed necessary by campus administrators.**
- Must sign in/out daily at the campus **NON-NEGOTIABLE****
- Proctor may not walk into an active testing classroom unless asked to do so by the campus principal or other administrator.**
- No cell phone use at any time! **NON-NEGOTIABLE**you may be reached via campus phone**
- Wear comfortable shoes**
- Bring lunch**
- Each proctor participating in the Texas student assessment program is responsible for reporting any violation or suspected violation of test security or confidentiality. Proctors should notify the district testing coordinator if they witness an irregularity or suspect that one has occurred, and district testing coordinator should in turn notify TEA. **Contact Francisca Palacios, Director of Assessment at 956-354-2025**

Proctors MUST report to the campus Principal and CTC at 7:45 a.m. on test days.

Proctors will remain at their assigned campus until the campus administrators dismiss you.

In case of an absence, please contact the appropriate Central Office Administrator so that they send another proctor to replace you.

Please contact the Administrators for High Schools

Nora Rivas-Garza and Dr. Nora Cantu

Please call me should you have any questions.

Thank you for your dedication, your teamwork is truly appreciated!

Mrs. Frances Palacios
Director of Assessment