**2016 STAAR Proctor Checklist 03/23/16**

 **Proctor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Campus Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Proctor Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_ Proctor Departure Time: \_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Proctor Requirements: \_\_\_\_Attended Proctor Training \_\_ Signed Oath \_\_\_Completed Modules***

 **Campus Principal and Campus Test Coordinator must be informed of proctor responsibilities.**

|  |
| --- |
| **Contact made with Principal : \_\_yes \_\_\_no Contact made with CTC : \_\_\_yes \_\_\_no** |
| **Monitor that campuses are following procedures for the handling of secure test materials, storage and security:** | **Yes** | **No** | **N/A** |
| 1. Monitor that the secure storage area for test materials is physically locked

and a sign is posted indicating it is a Secure Storage Area |  |  |  |
| 1. Monitor that “Testing Do Not Disturb” signs are posted on all doors and the

testing areas (classroom doors, hallways, any room used for testing) |  |  |  |
| 1. Monitor that ONLY test administrators are properly transporting test materials to and from the testing areas.
 |  |  |  |
| 1. Monitor that test administrators are ensuring that test materials are properly secured during lunch break.
 |  |  |  |
| 1. Monitor that all test materials are being returned and accounted for at the end of each test day with the use of the Materials Control Form (*check-in/check-out procedures).*
 |  |  |  |
| Attendance Procedures for Absent Students in place: Documentation Forms Form 4 and 4A  |  |  |  |
| 1. Assist in monitoring that test administrators are actively monitoring students throughout the testing administration and using the seating charts.
 |  |  |  |
| 1. Assist in verifying that all testing areas are free from instructional displays.

 *(In situations where the campus must relocate examinees, the area to which the students will be moved should also be checked.)*  |  |  |  |
| 1. Assist in properly monitoring students during lunch/restroom breaks.

  |  |  |  |
|  9. Assist in monitoring that all classroom computers remain off during  the testing administration. |  |  |  |
|  10. Assist in monitoring that students/school personnel are not using a cell phone during test  administration.  |  |  |  |
|  11. Assist in monitoring that students who have completed test are quiet and  not disturbing other students who are still testing. |  |  |  |
|  12. Assist in ensuring that students testing online in computer labs are using computer privacy boards.  |  |  |  |

This checklist must be completed and emailed at the end of the day to: **francisca.palacios@psjaisd.us**

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

**Proctor**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Submitted:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 It is the policy of the Pharr San Juan Alamo ISD not to discriminate on the basis of sex, disability, race, color, religion, national origin or age.

 Es norma del Distrito de Pharr San Juan Alamo no discriminar en base al sexo, inhabilidad, raza, color, religión, nacionalidad o edad.

P.O Box 1150/601 East Kelly/Pharr, Texas 78577/ (956)354-2000 (Ext. 1117)/FAX: (956) 354-3030