

Proctor Responsibilities

These responsibilities are to be used when specific instructions and responsibilities for proctors are not provided by the sponsor of the CTE assessments.

The Proctor oversees the administration of an assessment. In addition, proctors should inventory testing materials before and after the assessment, take attendance to ensure all participants are present, distribute and collect testing materials, provide instructions to test takers, determine and monitor breaks, keep track of time, maintain a presence in the testing room to discourage talking or cheating, and document and report any irregularities.

When administering the CTE Industry Certification Assessments, proctors MUST be assigned to the testing site according to the table below.

1-25 Students	1 Proctor
26 – 50 Students	2 Proctors

Schools may use school personnel as proctors however; **a CTE teacher may not proctor their own students.** According to some of the industry specific guidelines for test administration the CTE teacher must be the “assigned” test administrator or proctor for their students but another proctor must be in the testing site at the time the assessment is administered

Proctor responsibilities may include:

- Review and follow prescribed procedures for specific assessment administration
- Inventory testing materials
- Ensure testing room and environment has adequate seating/computers for participants
- Verify that all workstations to be used have been properly configured.
- Verify if any accommodations will be needed during administration for special needs students.
- Inform participants of testing procedures and instructions
- Verify that non-programmable calculators, scratch paper, and pencils will be available to the students during the assessment session as allowed by assessment sponsor
- Distribute testing materials or access numbers to all participants
- Communicate the test instructions to students
- For computer-based assessments provide each student with their user code and password
- Be present at all times during the test administration and monitor all test takers during the testing session by moving around the room to observe the work stations to assure that students are working independently
- Be aware of participants who may be experiencing problems with equipment, connectivity or any other technical difficulty
- Protect the participants from disturbances and distractions
- Refrain from answering any questions relative to the meaning or intent of test items
- Collect testing materials for any participant who wishes to leave the room, as per assessment sponsor's guidelines
- Complete end of assessment requirements as per the assessment sponsor. Collect written assessments, answer sheets, or verify electronic tests have been completed properly

- Collect electronic scores, if provided at the conclusion of the assessment
- Inventory all testing materials, as required
- Report any irregularities or suspected breach of security to the school testing coordinator
- Notify the site coordinator in the event of technical or other administrative difficulties
- Be aware of the time elapsed for a test administration.
- If official results are provided, submit them to CTE department chair
- Instruct students to print two (2) copies of assessment results or certificate, if available.