

Test Proctor Checklist

Please note: This checklist is based on the requirements in 6.10.7.1 NMAC and the procedures in the Policy and Procedures Manual. It does not replace the assessment policy or the directions on the Directions for Administration (DFAs), nor is it an exhaustive list of requirements. It is simply a list of reminders that will help to reduce the most common causes of test irregularities resulting in the invalidation of student results.

Test Proctors monitor testing and help the test administrator maintain a testing environment that safeguards the confidentiality of the test and minimizes distractions and disruptions for students. A proctor should be assigned if there are more than 25 students in a testing room.

A Test Proctor should certify the following:

Completed	Task
	Complete required test security training prior to proctoring a test.
	Maintain confidentiality of all information related to this assessment.
	Remain in the testing room for the entire time the test is given unless another Test Administrator or Proctor can replace you and maintain the 25:1 requirement for testing.
	Help the Test Administrator maintain test security.
	Help the Test Administrator minimize distractions during testing.
	Help students with emergencies (including restroom emergencies) during testing.
	Report a testing irregularity to the school test coordinator (STC).
	Not assist students in choosing an answer to a test question or alter or erase a student's answer to a test question.
	Not assume responsibilities for administering a test to students.
	Not proctor in their child's classroom.
	Not be responsible for assessment materials.
	Not be in possession of assessment materials.
	Not engage in other activities besides monitoring students (reading, phone, computer, etc.).