

Proctor—Confidentiality and Test Security Agreement

If proctors are utilized, this form must be completed each testing cycle and signed at the conclusion of proctor training. A copy of this signed form must be kept on file at the school with the school test coordinator.

School Name: _____

Test Name: _____

In performing my assigned duties and responsibilities as the proctor, I understand that

1. I cannot be assigned to test sessions where my relatives or wards are testing and where the test administrator is a personal family member or close acquaintance.
2. I cannot distribute or collect test materials, read directions, assist students on the test, or review student information or responses.
3. I cannot use a cell phone or electronic device during testing, including breaks. Test administrators and students are not allowed to use cell phones or electronic devices during testing, including breaks. (Students testing online may use approved electronic devices.)
4. I will assist school personnel in maintaining test security at all times by ensuring secure test materials are not discussed or disclosed in any manner (copying, posting, or reproducing).
5. I will assist in monitoring the testing environment and minimize distractions and interruptions in the testing environment.
6. I will assist school personnel in ensuring appropriate test administration procedures are followed.
7. I will assist students with emergencies and restroom breaks.
8. I will assist school personnel in ensuring accommodations are provided appropriately. School staff will discuss the type of accommodation(s) student(s) will receive, how the test administration will differ from what is considered standard administration, and the specific procedures necessary to provide the accommodations(s) prior to the test administration.
9. I will monitor the distribution of materials as specified by the script in the test administration guide. (Exceptions include approved supplemental materials or designated features such as highlighters, colored pencils, color acetate overlays, and students who receive a sample copy of the English II constructed response space or mathematics grid.)
10. I will monitor students during the test session.
11. I will maintain student confidentiality and must not disclose any personally identifiable information (PII) about individual students. (Student information is protected by federal privacy laws.)
12. I will report all testing irregularities or testing violations to the school test coordinator or principal on the day of occurrence.
13. I have reviewed and understand the *Testing Code of Ethics* (found in the back of *The Proctor's Guide*) before proctoring a test administration.

My signature below indicates my agreement to abide by and fulfill the obligations and duties described above.

Print Name: _____

Sign: _____

Date: _____