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# WKCE Proctor Guidelines



## Office of Educational Accountability

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A qualified proctor for the WKCE is an employed district staff member (including administrators, teachers, and paraprofessionals) who has been trained in test administration, test security, and appropriate use of test accommodations. All proctors should attend WKCE test administration training within their district prior to each year's test administration. DPI provides a 7-minute test security video segment that can be used to supplement district training available at <http://dpi.wi.gov/oea/webcasts.html>.

### Responsibilities of a WKCE proctor should include but not limited to the following:

- Attend WKCE test administration training session such as the test security training for proctors prior to each year's test administration
- Sign a confidentiality form and return to school assessment coordinator
- Ensure security of the WKCE test books before, during, and after testing. Test materials should be stored in a locked central location and not in classrooms.
- Read and follow the directions as stated in the Test Administrator's Manual
- Ensure that students have their assigned test book by asking the students to check the name on the front of the book prior to beginning the session.
- Remain in the room throughout the entire test administration and periodically walk around the room to:
  - Ensure that students are not using any prohibited electronic devices
  - Monitor student progress (i.e. check if the students are in the correct content area and session)
  - Ensure that students are filling in the bubbles correctly using a # 2 pencil
  - Make sure that the students are paying attention to the task
- The proctor should ensure that the test sessions are administered within the allotted time.
  - Provide information on what a session means such as "A session has 15 to 20 test questions and it ends with the last item in the page where the STOP sign is present" so that students are not spending too much time on the first items and rushing at the end
  - Provide clear directions on staying in the session of the test being administered
  - Make sure students are progressing and not in page one or two the entire time
  - Proctors should provide a couple of time reminders (eg. Halfway, 5 minutes to the end of the test)
- Report all testing irregularities to the school assessment coordinator such as
  - Student going back to the previous session or proceeding ahead to the next session
  - Student cheating
  - Use of unallowable accommodations that is not available in the assessment accommodation matrix (i.e. reading the reading test)
- Proctor should always administer one session in a single sitting; however, under unavoidable circumstances such as a fire alarm, students should be instructed to put their pencils down on the current page and close their test books. Proctors should keep a note of the exact time used for that session up until the fire alarm, so that when the students return they can be allowed to continue the test with the remaining time allotted for that session.

*The last four bullets are added to the training posted earlier based on the recent calls encountered on test administration issues.*

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