

**CONFIDENTIALITY—**

- SOL scores are confidential. When informing students of their SOL test scores, consideration must be given to ensure the privacy of the student and the confidentiality of the information.

**Student BREAKS—**

- Breaks--Use Common Sense—PLEASE be considerate of **students' NEEDS—First Priority**
- To minimize interruptions during testing, make sure that all students have had an opportunity to visit the restroom and to get a drink of water before beginning the testing session. **A break is permissible for any student who requires one during testing.** Students who are still testing by lunch time may be given a lunch break. All breaks must be supervised, and test security must be maintained at all times during the break. If a student needs a bathroom break, ask them to turn their monitor off or exit the test.

**Monitoring and Electronic Devices—**

- Examiner/Proctor MUST monitor the testing process by moving unobtrusively about the room. Activities such as reading, grading papers, and using electronic devices are not allowed. Examiners/Proctors may not have a cell phone, Kindle, or iPad in the testing room for personal use which would prevent them from monitoring. (AS PER VDOE) **HOWEVER, examiner/proctor may step outside the testing room and text the STC for help with testing such as resuming a student's test, making sure that at no time, students are left unattended. When reporting testing issues, please include the student's name in the text.**
- Students are not allowed to have any electronic device during testing this includes Apple watches. If a student is found using a cell phone during testing, their test will be immediately marked as an irregularity and they will get a score of 0.

**Testing Responsibilities—**

- All classroom materials, charts, and posters containing test content need to be removed or covered.
- Read the examiner's manual. Read the bold text exactly as written.
- Count the number of test tickets when picking them up and be sure to sign the transmittal form and security agreement.
- Test tickets need to be handed out, NOT placed on desks, to make sure students have the correct test ticket.
- Look at the upper right hand corner of the student's screen to check for the correct student name and the correct test.
- Make sure students receive correct accommodations, if warranted.
- Do not touch a student's mouse or keyboard. If they are having trouble give the student verbal directions.
- If a student reports that a test question and/or answer choice contains an error, record the name of the student, subject area test, question number, and brief statement describing the student's concern. Tell the student that the concern will be reported to read carefully and choose the best answer.
- Be sure to count test tickets before leaving the classroom to make sure all items are accounted for. All scratch paper must be returned!
- Inform guidance of testing irregularities immediately so that we can resolve the issue as soon as possible. Irregularities may include: illness, cheating, examiner/proctor provides improper assistance, incorrect accommodations, missing test ticket, etc.
- Examiners must not allow a student to leave the testing room until the test has been successfully submitted.
- Error Messages: DO NOT Move the student to another computer. Make sure the student's computer has internet access, restart if necessary, allow the student to log back in on the same computer.

**Reference Materials:** [www.doe.virginia.gov/testing/participation/index.shtml](http://www.doe.virginia.gov/testing/participation/index.shtml)

- *Students with Disabilities: Guidelines for Assessment Participation*
- *Students with Disabilities: Guidelines for Special Test Accommodations*
- *Limited English Proficient Students: Guidelines for Participation in the Virginia Assessment Program*
- *Guidelines for Administering the Read-Aloud Accommodation for Standards of Learning Assessments*
- *Explanation of Testing Accommodations for Students with Disabilities-Math Aids- Code 19*
- *Explanation of Testing Accommodations for Students with Disabilities-Assistive Technology*

**WHAT EXAMINERS AND/OR PROCTORS ARE ALLOWED TO DO**

1. Read the directions in bold print from the examiner's manual
2. Clarify or repeat directions that are in the examiner's manual.
3. Answer questions concerning the mechanics of testing.
  - "To move to the next question, click *Next*."**
  - "To go back to previous question, click *Previous*."**
  - "To see the rest of the passage, use the scroll bar."**
  - "To see the next page of the passage, use the page button."**
  - "To go back to a question from the Section Review screen, click on the question's number."**
  - "To submit your test, click the *Submit the test* button."**
4. Answer questions concerning "how to" enter a specific symbol.
  - "How do I make a minus sign?"** The Examiner may say, **"Use the hyphen key."**
  - Other examples include:
    - To answer a question, **"The pointer tool must be used to answer a question."**
    - To make a colon, **"Hold the shift key down and then press the colon key."**
    - To make a fraction, **"Use the forward slash key."**
    - To make a plus sign, **"Hold the shift key down and then press the plus key."**
    - To make a decimal, **"Use the period."**
  - Make sure the CAPS LOCK key is not on**

**WHAT EXAMINERS AND/OR PROCTORS ARE NOT ALLOWED TO DO**

1. Clarify words, redefine words or give alternate meaning for words on any part of a secure test. Test Questions and Answer Choices that are to be read to the students must be read exactly as written.
  2. Use a calculator to solve secure test questions while examinees are taking a test
  3. Tell examinees how to use or enter information into a calculator during a test
  4. Point to or suggest which formulas to use during a test.
  5. Give hints or clues
  6. Erase or correct responses recorded/selected by the student.
  7. Tell students answer choices are correct or incorrect.
  8. Tell students to redo, flag for review, or revisit any problem or portion of a test.
  9. Tell students to go back to unanswered or flagged for review questions
  10. Answer questions related to any portion of a test except for the test directions prior to the start of the test.
  11. Give unauthorized access to secure test questions.
  12. Copy or reproduce all or any portion of any secure test booklet.
  13. Divulge the contents of any portion of a secure test.
  14. Coach or assist examinees during testing.
  15. Alter examinees' responses in any way.
  16. Make available any answer keys.
  17. Provide a false certification on any test security form required by the Department of Education.
  18. Retain a copy of secure test questions.
  19. Use a secure test question as a sample or practice item for learning how to select responses.
  20. Provide students with the answer to any secure test item or make any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
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**WHAT EXAMINERS AND/OR PROCTORS ARE NOT ALLOWED TO DO --Writing**

21. Tell students when to indent, capitalize, or use punctuation during the Writing test.
22. Tell examinees what a thesis statement is.
23. Tell a student how to divide sentences in order to make more sentences.
24. Tell an examinee what a body paragraph is.
25. Tell an examinee that certain sentences are NOT on topic and/or to delete/add sentences

