

**2016-2017**

**Standards of Learning Tests:  
Examiner and Proctor Training**

**Developed by the Virginia Department of Education**

# Examiners and Proctors

- An “Examiner” is responsible for administering the SOL tests according to the procedures outlined in the *Examiner’s Manual* and for maintaining security of test materials.
- **ALL Examiners and Proctors must be mobile during the entire test session moving about the students while they are testing “unobtrusively.”**
- **EXAMINERS must not use their cell phone or any electronic device within the testing environment.**

# Examiners and Proctors

As defined in the *Examiner's Manual*:

A “Proctor” works with the examiner in administering the SOL tests and assists in maintaining an appropriate testing environment.

A proctor may be called upon to verify that:

- the test was administered according to the procedures outlined in the *Examiner's Manual*,
- the security of test materials was maintained, and
- students did not receive inappropriate assistance on the test.

# Examiners' Responsibilities and Activities:

## *Before* SQL Testing

# SOL Test Security

**All examiners and proctors must:**

- **Read the Virginia law regarding the consequences of violating test security procedures, including:**
  - **Actions for violations of test security procedures (§22.1–19.1)**
  - **Violation of test security procedures: Revocation of license (§22.1–292.1)**
- **Read, understand, and sign the *School Division Personnel Test Security Agreement*. Ask all questions before signing. Questions should be directed to the School Test Coordinator (STC).**

# Electronic Devices

- **Make sure students do not have APPLE Watches or cell phones. If caught using cell phones, the student will get a zero.**
- **Students may not access any electronic devices, including but not limited to cell phones, e-books, tablets, games, etc. during SOL testing.**
- **Any incident in which a student accesses an electronic device during SOL testing is an irregularity and must be reported immediately to your STC who will report the incident to the DDOT**

# Cheating

- **Students caught cheating on an SOL will receive a zero on the test.**
- **Any incident in which a student is suspected of cheating must be reported immediately to your STC who will report the incident to the DDOT.**

# Manuals for Test Administration

Examiners and proctors must be provided with their own copies of the appropriate manual(s) during training.

This could include:

- *Examiner's Manual* for each test being administered
- *Supplement to the Examiner's Manual* (for the administration of paper tests)
- *Guidelines for Administering the Read-Aloud Accommodation for Standards of Learning Assessments* (if the Read-Aloud form of a test is being administered)

**MANUALS MUST BE DOWNLOADED FROM THE VDOE WEBPAGE**



# Manuals for Test Administration

- Examiners and proctors are expected to read each manual that pertains to the test being administered prior to the day of testing.
- Read each manual early so that ample time is available to ask the STC all questions that arise.
- Examiners and proctors are encouraged to “mark-up” their manuals in order to deliver the directions to the students in the clearest possible way.
- Regardless of an examiner’s or proctor’s previous experience with SOL testing, there is no substitute for reading the manuals.

# Testing Materials

- **Know the process for receiving secure testing materials from your STC. Counting and checking that you have all required materials takes time, so plan accordingly.**
- **Secure testing materials may include test tickets, test booklets, writing prompts, OR SCIENTIFIC CALCULATORS.**
- **Non-secure testing materials are listed in each *Examiner's Manual* and vary by test. Examples may include unused scratch paper, pencil or pen, 4-FUNCTION calculator, etc.**
- **Know what you should expect to receive for the student(s) you are responsible for testing.**

# Secure Testing Materials

- Examiners must count all secure testing materials issued.
- Examiners must sign a transmittal form after verifying the amount of secure materials received.
- If there is a discrepancy between what is listed on the transmittal form and what the Examiner counts, adjustments must be made prior to signing the transmittal form.

# Testing Materials: Calculators

- If you will administer a test for which students are allowed a hand-held calculator, **VERIFY** that the approved calculator is supplied to students
- The *Examiner's Manuals* list those tests that permit a hand-held calculator and the state-approved calculators for each test.
- Calculators must be prepared following the guidelines in the *Examiner's Manual* prior to testing. Guidelines include directions for clearing memory and list allowable applications for specific calculator models.

# Remember...

- Read all the manuals issued to you.
- Ask questions *before* the morning of testing if at all possible.
- If you are unsure of any policies and procedures, ask the STC for guidance.
- If you are unsure of how to handle a situation that arises *during* testing, stop and ask the STC for guidance rather than allowing students to continue testing.

***There is no substitute for  
reading the manuals.***

# **Examiners' Responsibilities and Activities:**

## ***During* SQL Testing**

# Getting Started

- Read the directions for students (in bold type) from the *Examiner's Manual* exactly as written.
- If a mistake is made in reading a direction, use the verbiage provided in the *Examiner's Manual*, then read the direction again.
- Unless otherwise noted in the Troubleshooting section of the *Examiner's Manual*, examiners must not touch a student's mouse, keyboard, or computer screen. Problems with technology should be reported to the STC.
- No one, besides the student, must ever use a student's test ticket to log in to TestNav for any reason.

# Distributing Test Materials

- **Distribute the test materials exactly as prescribed in the *Examiner's Manual*.**
- **All materials must be distributed directly by the examiner to each individual student.**
- **Examiners must never have students pass testing materials, scratch paper, etc., to each other.**
- **Keep track of the amount of scratch paper distributed to each student in order to know exactly how much scratch paper to collect from each student.**



# Test Tickets & Scratch Paper

- **Students MUST sign their Test Ticket**
- Examiners MUST look at the top of the student's computer to check to see if the student's name agrees with the test ticket
- Students DO NOT have to list testing device ID
- **STUDENTS MUST write name on scratch paper**
- **Teachers CANNOT view scratch paper at any time**



# Absent Students

- **Follow the process established by your school to report absent students to the STC.**
- **The STC will provide the procedures for handling test materials for students who were absent.**

# Accommodations for Students


- If, on the day of testing, an examiner is unsure about a student's special testing accommodations, the examiner should seek clarification from the *STC* *before* the student begins testing.
- Specific information regarding special testing accommodations is located in the appendices of the *Examiner's Manual*.
- Examiners administering read-aloud tests must consult the *Guidelines for Administering the Read-Aloud Accommodation for Standards of Learning Assessments*.

# Accommodations for Students

- **Student Authorization Tickets for online Audio and Read-Aloud tests will have an icon indicating the test format:**
  -  indicates a Read-Aloud test form
  -  indicates an Audio test form
  - **Examiners need to check that the appropriate icon appears on Student Authorization Tickets for students who should be assigned a Read-Aloud or Audio test form.**

# Insert Key & Tab Key

## Issues for Online Writing

- Tell students that they **CANNOT** use the **INSERT KEY** or the **TAB KEY** on the keyboard.
- If the Insert Key is pressed, the student's text will be overwritten (deleted)
- The Tab Key cannot be used to indent new paragraphs. The Indent Tab  on the Online Toolbar is the only thing students can use to indent paragraphs. (Do not use the space bar to indent.)

# Irregularities

Examples of irregularities are included in the *Examiner's Manuals*. Examples of test irregularities include, but are not limited to:

- A student becomes ill or has to leave for an appointment during testing and cannot finish the test.
- A student leaves the test setting without an escort or monitor.
- A student accesses a cell phone during testing.
- A student is observed cheating during the test.
- An adult provides inappropriate assistance to a student during testing.
- A student is provided with an inappropriate manipulative (e.g., calculator) during testing.
- An unused test ticket is missing.

# Monitoring Test Sessions

- **Once students and the test examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.**
- **Monitor test sessions by moving as unobtrusively as possible about the room and ensure that students are working independently.**

# Monitoring Test Sessions

- **Examiners must not engage in any activities that interfere with monitoring testing. Such activities include but are not limited to reading, grading papers, using electronic devices, etc.**
- **Examiners must not read test items, copy test items, take notes about the test, record student responses to test items, or discuss test items or test content with anyone during or after the test session.**
- **Help must not be given on any test item.**



# Monitoring Test Sessions

- **Examiners must not:**
  - **leave students or test materials unattended for any length of time;**
  - **allow students to have access to cell phones and other electronic devices; or**
  - **allow students to have access to any unauthorized materials.**

# Answer Student Questions

- The *Examiner's Manuals* provide directions for how to handle student questions that arise during testing.
- Follow the directions related to student questions in the *Examiner's Manuals* exactly as written.
- Examiners must never read test questions. Reading a test question is a violation of test security.

# Extended Testing

- **SOL tests are untimed but must be completed within one school day.**
- **Students who have not completed their tests at the end of the allotted time should be given additional time to finish and may be moved to an alternate location.**
- **When moving to an alternate location, students must be constantly and carefully monitored. Students must not:**
  - **have access to any content materials or electronic devices; or**
  - **interact with other students or discuss the test or course content in any way with anyone.**

# Extended Testing

- **Students' test materials (including all test tickets, test booklets/prompts, scratch paper, test manipulatives) must be carried by school personnel, trained in test security, from the original test site to the alternate location.**
- **The school must establish and follow procedures that ensure all materials are accounted for each time materials are transferred from one adult to the next.**

# Emergency Procedures

- **If an emergency occurs, the safety of the students and the examiner is the first priority. The second priority is to secure test materials and student responses.**
- **Since emergency drills are not to be conducted during testing, any emergency notification should be considered “real”.**
- **Stay calm and follow the safety procedures established by your school and provided by your STC.**
- **The Virginia Department of Education (VDOE) will determine the next steps for testing after receiving information from the DDOT regarding the emergency.**
- **Students should not resume testing until instructed by the STC.**

# Emergency Procedures

- **The DDOT will provide VDOE information related to the emergency.**
  - **Security of the test site**
    - **Were test rooms locked?**
    - **Did anyone access the room after the examiner and students left?**
  - **Security of the test materials**
    - **Were tests exited and/or computers shut down?**
    - **Has examiner accounted for all test materials?**
  - **Security of the test environment for students**
    - **Did students interact?**
    - **Did students have access to electronic devices?**
    - **Did students have access to curricular materials?**
    - **Did students remain under direct supervision of the examiner?**
  - **Time remaining to complete testing**

# Emergency Procedures

- **At the conclusion of the emergency, students must remain quiet and cannot communicate with one another while you await further instruction from the STC.**
- **VDOE will determine the next steps for testing after receiving information from the DDOT regarding the emergency.**

# Examiners' Responsibilities and Activities:

## *After* SQL Testing



# Collecting Test Materials

- **Collect test materials from each student as they complete the test according to the directions in the *Examiner's Manual*.**
- **Collecting and accounting for all materials distributed to each student is imperative.**
- **Once scratch paper has been distributed to students during testing, it is considered secure test material. All scratch paper, used and unused, that was distributed to students must be collected from individual students and returned to the STC.**

# Returning Test Materials

- The STC will count all test materials returned by the examiner, verify the counts match the transmittal form, and initial the transmittal form.
- The examiner will sign the *Examiner's/Proctor's Affidavit*.
- All test materials must be transferred to the next location (test site for extended testing or secure testing materials storage room) by an adult who counts the materials and maintains the security of the materials during transfer.

# Maintaining Test Security

- Do not discuss the test at any time with anyone.
- Discussing the test or any test content is a violation of the *School Division Personnel Test Security Agreement*.