MCAN00790_0000[1]**MCAS november Retest**

**Guidelines for Proctors**

**PREPARING FOR THE TEST ADMINISTRATION:**

* Please prepare for the test administration by **reviewing** the **Guidelines for Proctors** and the **test administration directions** found in the Test Administrator's Manual.
* Experienced proctors suggest that noting and/or highlighting any changes in the Administrator's Manual ahead of time can reduce the risk of confusion during the test administration.

**Notes on Seating Charts:**

* MCAS proctors must create **seating charts** for their testing rooms and seat students accordingly.
* MCj03114420000[1]**Seating charts remain on file** with testing room records and provide significant data in the event of a cheating incident.

**Notes on Breaks:**

* There will be **no schedule of restroom breaks** assigned. A **proctor** may **escort students individually or in pairs** if they need to use the restroom during the test. Students must maintain **silence** in the corridor and in the restroom. There will also be no break for snacks.

**NOTES ON LUNCH PROCEDURES:**

* MCj04299850000[1]Students are to work until the arrival of the lunch cart. (A member of the MCAS team will come to each room during period 4.) At that time, any student who has not finished the exam must close their answer booklet, and the proctors will collect all materials, making sure to have an answer booklet and test booklet for each student. Since there is only one lunch cart that has to travel to every testing room, please be patient.
* Any student who has completed the test will **sign out** and leave the testing room at the 10:58 bell in order to resume his/her normal schedule for the day. (Note: Some students may have already finished and been dismissed.) Students who have **finished the test may not remain in the testing room** for lunch. Any student who has **not finished the test must eat lunch in the testing room**. Any student who has not brought his/her own lunch will have the opportunity to purchase a school lunch from the cafeteria cart; the menu is limited to a cold sandwich, fruit and milk. Please note: students must pay for lunch as they normally would in the cafeteria (i.e. full price $2.00; reduced rate $.40 or free). Please **record** the names and ID #s of students who purchase a lunch from Chartwells on the *Lunch Order Form*.
* The lunch break (approximately thirty minutes) **must be silent.**
* Students will resume testing when the lunch break is over. **Proctors will use their judgment in determining when to resume testing.**
* Students who finish the test after lunch must remain in the testing room until the next scheduled bell. Students may be dismissed from the testing room only during a regular passing time, and must resume their normal schedules at that time.

**SPECIAL LUNCH PROCEDURE FOR PROCTORS TESTING IN AN IRC:**

* Students who are taking MCAS in an IRC should be asked to stop working at 10:45. Each student must place his/her math reference sheet (math sessions only) inside the answer booklet.
* Proctors should ask students to indicate whether or not they have completed the test. Proctors should collect all test materials, making sure they have an answer booklet and a test booklet from each student.
* Proctors should set aside materials of those students who need to continue testing after lunch.
* Students who plan to continue testing after lunch will file silently from the IRC to the cafeteria lunch line. One proctor from the testing room must accompany the group in order to ensure that there is no talking. Students will have the opportunity to purchase a sandwich or salad and milk; they must pay for lunch as they normally would (see above). Students must return to the IRC in order to eat. **Silence is imperative** in the lunch line and in the IRC.

**DISMISSING STUDENTS WHO HAVE COMPLETED THE SESSION:**

* Students should indicate that they have completed that day’s session by raising their hands.
* Students should place their math reference sheets (math sessions only) inside their Answer Booklets when finished. Proctors should collect all materials of those students who have finished, making sure they have an answer booklet and a test booklet for each student.
* Students who complete the test before 4L1 may be **dismissed ONLY at a passing bel**l.
* All Students **MUST sign out**.
* Testing must be completed by 2:23.

**TESTING BOX—HANDING IN MATERIALS:**

* MCj02509220000[1]Separate absent students’ test materials from present students’ test materials. **DO NOT** use clips or rubber bands.
* Please place **test booklets** **in alphabetical order**. This expedites the check-in process.
* Place **answer booklets (with math reference sheets inserted if applicable)** in alphabetical order. This expedites the check-in process.
* Make sure you have collected an answer booklet and a test booklet from each student.
* Return all materials to the Main Office Conference Room.

**ANSWER BOOKLETS:**

* If a booklet has a pre-printed label, students are **NOT** to bubble in any information. If booklets come back with the name grid bubbled in, the MCAS team must erase it; this slows down the check-in process. Students **MUST NOT** adjust any information, even if they believe it is incorrect.
* If a booklet DOES NOT have a pre-printed label, the MCAS team has already bubbled in **all** the student’s information. Students **MUST NOT** adjust any information, even if they believe it is incorrect.
* If a student believes there is incorrect information on the answer booklet or printed label, the proctor should inform the MCAS team know so they may investigate.

**TEST SECURITY:**

* Students **MUST** place all book bags, books, purses, etc. in the front of the room **before** testing begins.
* Proctors should conduct a check to ensure that all cell phones have been turned off; note: proctors **should not collect cell phones.**
* It is essential for proctors to **walk around** the room to ensure students are completing the correct session, to ensure students are placing answers in the correct section of their *Answer Booklets*, and to ensure cheating does not occur.

**SPECIAL EDUCATION TEACHERS:**

* Please make sure all students receive the **appropriate accommodations**.
* Please **fill in students’** **accommodations** on the back of their *Answer Booklets*.

**ROOMS WITH FLEP STUDENTS (Formerly Limited English Proficient):**

* These students will be provided **word-to-word dictionaries**. These dictionaries will be in your box labeled with the student’s name. (Students may *not use a word-to-word they bring with them on testing day, as all word-to-word dictionaries have been pre-approved.)*

Submitted by Brockton High School

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