

## Ideas for Organizing Test Administration

1. We ordered milk crates and each crate has the teachers name on the front, # of students (to correlate with number of booklets), and a material list is on top of every crate. Photo is attached. When 25 teachers are coming in to get materials, it was easy to see from far away information and crates. We also gave them GROUP numbers on crates instead of just room numbers so teachers could find crates as they were in numerical order. Also, students knew they were in group 1 or 2 as many did not know the proctors.
2. Teachers were grouped and rotated as proctors — we made three categories: PTA, ATA, Break person. The PTA is the primary test admin — they start the test in their room. The ATA is an assistant, they come to the room for beginning and ending of test and have the middle off — the Break person comes in just to give the teachers prep time breaks. For the three MCAS administrations, every staff member will be a PTA, an ATA, and a break person, so all are involved. We also set it up so the science teachers do not proctor science, etc. This is a much more secure way so that people do not see or talk about the tests that teach those subjects.
3. Something we learned this year that we will do is to record the answer booklet numbers & test booklet numbers next to every student.
4. The staff had training options for their prep periods or after school. Sharing the duties was important for teacher equality.
5. We are able to have late starts for the rest of the grades. Testing students arrive at 8, the remainder of the school comes in at 10, to an assembly, and then classes begin at 11. This gives plenty of time for the test.

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