



WCTSMA Test Proctor Agreement

WCTSMA Test Implementation Team

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Thank you for serving as a proctor and administrator for WCTSMA State testing. This year, proctors serve a critical role in the testing process to ensure the long lasting tradition of integrity & accuracy. In this role, you are responsible for testing at your location (home/school) and for each candidate/student authorized to test. We want you and the candidates/students to have the best experience possible. If any issues arise during the testing process, contact (contact info @ bottom) support services for assistance.

MUST READ:

By accessing WCTSMA testing services and administering any exam you agree to strictly abide by the terms of this agreement. If you cannot agree to the terms of this agreement, then please let your supervising instructor know that you are unable to participate in the WCTSMA state testing process.

SAFEGUARD, ACCESS AND INFORMATION:

- You understand and agree that all content accessed through WCTSMA testing services is proprietary and considered strictly confidential information. Access to said testing services is restricted to those individuals authorized through this agreement by the WCTSMA test implementation team.
- You shall not allow anyone to copy, reproduce, record, display or distribute any provided content or create a key for any assessment in any manner.
- You shall immediately confiscate any testing related material from individuals found cheating or copying, in any manner, assessment material; and, shall immediately report any improper behavior to the WCTSMA test implementation team.
- Any actions contrary to this agreement may/will result in forfeiture of team scores for the participating school as determined by WCTSMA BOD.

PROCTORING PROCEDURES:

- You shall verify the identity of each assessment candidate and ensure that only eligible candidates/students are authorized to take the exam.
- You shall read test administration training material and acknowledge participants consent to continue. **(This should be a statement created that our proctors normally read)**
- You shall ensure that the proper student ID code is entered into the beginning of the test.
- You or a substitute proctor shall at all times be physically present with and in view of all assessment candidates/students that you have authorized to test; and, you shall observe candidates' actions by moving about the testing area checking for any improper behavior, including accessing unauthorized computer programs or other digital technology before, during or after testing.

- You shall enforce the following testing rules and procedures:
 - Candidates/students must leave all preparation materials and personal effects (including but not limited to, notes, textbooks, electronic devices, phones, calculators, purses, and translation devices) away from the immediate testing area.
 - Before beginning the testing process, all Web browsers must only be open to the testing program.
 - Candidates/students may NOT access any unauthorized computer programs before, during or after the testing session.
 - Candidates or students shall NOT supervise or be considered a test administrator of other candidates/students in any aspect of the testing process.
 - Talking is not permitted during the testing process.
 - No assistance may be provided to candidates/students regarding any exam content.
 - Candidates/students may NOT leave the room during the testing process, except in required circumstances; if the proctor determines there is a required circumstance, the proctor must ensure the candidate/student does not take any testing or preparation material with them; candidates/students should not be allowed to leave together with other candidates/students until those individuals are finished with the testing process.
 - Only candidates/students with a declared and properly authorized need in an IEP, 504, and ELL document may request special accommodations from the WCTSMA Test Implementation Team. These accommodations must be submitted upon registering students for the test.
 - You shall provide a testing environment that is quiet and distraction free, functional for all candidates/students, and meets local safety, health, and accessibility standards.

Please complete this form for each location that is being used for testing.

Participating School:

Testing Location:

Home:

School location:

Test Proctor Name :

Test Proctor Signature:

Date:

Student Testing names: