

**ACADEMY FOR CLASSICAL EDUCATION  
MILESTONES PREPARATION  
PROCTOR**

**BEFORE TESTING**

1. Participates in training and understand your role and responsibility during testing
2. Be on time. Please be here no later than 8:00
3. No electronic devices in testing area (cell phones, tablets, apple watches)
4. Assume responsibility and supervision of assigned students while the Examiner collects testing materials from the Test Coordinator
5. Assists the Examiner in ensuring the testing environment is ready and conducive to testing
  - a. Desks in rows
  - b. Content related instructional materials are taken down or covered up
  - c. Dry erase board is free of any writing except for test procedure information

**DURING TESTING**

1. Ensures that desks are clear of everything except test materials
2. Assist Examiner in distributing and collecting classroom test materials
3. You may answer questions regarding test procedures but DO NOT explain items or answer any questions regarding the content of the test
4. Remain in testing site during the entire testing time
5. Assists Examiner in maintaining control of the testing situation and keep students on task
6. Actively circulate and monitor students throughout the testing session
7. Assists Examiner in actively applying and enforcing prescribe calculator, cell phone and electronic device guidelines.
8. Observe students during testing to monitor that they are marking answers completely and correctly and using only specified test materials.
9. Report any testing irregularities to the Examiner immediately
10. Assist Examiner in accounting for all classroom test materials
11. Assist Examiner in maintaining strict test security

**AFTER TESTING**

1. Assist the Examiner in collecting of all test materials.
2. Assume responsibility and supervision of assigned students while the Examiner returns testing materials to the Test Coordinator

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Please print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature