

**Proctor Site Norms (Most will be a school location):**

- 1) Comfortable temperature
- 2) Quiet with no obvious distractions
- 3) Test Proctor should be present in the exam room for the entire duration of the exam for each test taker
  - a. Proctors should look to deter cheating
  - b. Proctors should be available to help when needed (within reason that avoids cheating)
- 4) Computer access with internet connection
- 5) Visible clock (computer clocks are viable)

**When Student Test Taker Enters:**

- 1) Have the student sign in on the appropriate sign in sheet, there is one provided in a link on the website. Test takers should print their full name and then sign their name.
- 2) Ask for valid I.D. and verify the students name and signature to their I.D.
  - a. If the student does not have a valid I.D., then they need to reschedule when they are able to provide official documentation with photo so our test sites and proctors can verify the test takers.
- 3) The proctor then will complete the date and time of entrance on the sign in sheet.
- 4) Allow students to log into a computer and access their course and Final Exam (this is also accessible from the Achieve Virtual home page.
- 5) Once the student has accessed the final exam, it will prompt them to enter a password. Enter the password for the test takers...**NEVER GIVE THE TEST TAKERS THE PASSWORD.**
  - a. If you do not know the password, contact the AVE office at 988-7144.
  - b. If test takers schedule the exam to be proctored during non-office hours, please schedule to receive the correct password ahead of time through our office at AVE.
- 6) Read over the exam instructions with the test takers so both proctor and test taker understand the procedures and what is allowed (if notes are allowed or not).
- 7) During the exam, be present and visible so students can get troubleshooting help if needed without much interruption and so the proctor can observe and deter cheating.
  - a. Once exam has started, no breaks are to be given until the exam is complete (most exams should take no more than an hour to an hour and a half).
- 8) Once students have completed their exam, verify they have submitted it properly and have them sign out. The proctor is to then to write down the time of exit on the form.
- 9) Once completed, please email the sign in sheet information to [Derek.eaton@wayne.k12.in.us](mailto:Derek.eaton@wayne.k12.in.us) for AVE records.