

## Steps for Testing Day – Paper

As a *CASAS Paper Tests* proctor, you serve a very important role. All proctors must do their part to maintain a controlled testing environment that allows test-takers to do their very best. Proctors should follow the same procedures before, during, and after testing. Following these procedures assures the validity of test results and reduces the likelihood of confusion or error during test administration.

### STEP 1: PREPARE TO TEST

#### PREPARE TEST MATERIALS

1. Review **Test Administration Directions**.
2. Print **Next Assigned Test Report** to determine which test booklets are needed from inventory for each student.
3. **Gather the following materials:**
  - One Test booklet per student
  - Answer sheets
  - #2 pencils with erasers
  - Scratch paper for math only

#### PREPARE STUDENTS

4. Allow adequate space between students.
5. Ask students to turn off their cell phones.
6. Tell students not to talk or get help from others during the test.
7. Hand out testing materials:
  - Answer sheets
  - #2 pencils with erasers
  - Scratch paper for math only
8. **Demonstrate correct bubbling.**
  - Answer sheets must be filled out clearly and completely, with no additional marks on the page.
  - See bubbling examples in the box “Directions for marking answers.”
  - Make sure everyone writes and bubbles their correct student identification code.
9. Have students bubble any demographics you are collecting on the answer sheet.
10. Hand out test booklets.
  - Instruct students not to mark in the test booklet.
11. Ask students to **turn over their answer sheet.**
  - Have students write and bubble the Form Number (box #4) and Test Date (box #5).

## STEP 2: BEGIN TO TEST

1. Have students open their test booklets to the test directions and practice items. Read aloud the directions.
2. Point out the location of the box on the answer sheet for answering the practice items.
  - Have everyone answer the practice items, then discuss as needed.
  - Take as much time as you need to make sure everyone understands what to do.
3. **Remind students:**
  - Remember to do your best on the test.
  - If you do not know the answer to a question, please do not answer the question.
  - Please do not guess. Continue to the next question without answering.
4. Write the starting and ending times on the board.
5. Begin the test.

## STEP 3: DURING THE TEST

6. Circulate the room and carefully monitor students throughout test session.
7. Check periodically to make sure that everyone is working individually and marking their answers clearly.
8. Make sure students are not marking in test booklets.
9. Announce when ten minutes remain.
10. As students finish, have them put their answer sheet inside their test booklet and wait.
11. Announce when time is up. Allow students who are not finished an extra few minutes to answer the question they are working on.
12. **Before dismissing student(s):**
  - Collect and count all test booklets and answer sheets.
  - Collect pencils and scratch paper.

## STEP 4: AFTER THE TEST

1. Return all test booklets and answer sheets to inventory.
  - **Test administrators are responsible for the security of all test materials.**
2. Check answer sheets to see that answers are clearly marked and that changed answers are completely erased.
3. Check the test booklets and erase any pencil marks.
4. Tests can be hand scored or scanned into TOPSpro Enterprise depending on your program scoring procedures.