

# Proctoring In Our Schools

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ST. JOHNS COUNTY SCHOOL DISTRICT  
2022-2023

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# What is a proctor?

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A proctor is a person who helps monitor students during an examination.

A proctor assists and supports the test administrator in exam administration, but they are **not** responsible for the actual test administration.



# Who can be a proctor?

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- Both school/district personnel and non-school/district personnel (volunteers) can serve as proctors, but they have slightly different roles.

## School/District Proctor vs. Volunteer Proctor

- School/district personnel may assist the test administrator in distributing and collecting secure test materials.
- Non-school/district personnel (volunteers) may **not** participate in *any test administration procedures* and may **not** handle any secure testing materials.

# Important Information For All Proctors

- All proctors **must** be trained prior to testing.
- All proctors **must** sign a test security agreement prior to testing.
- Proctors should always sign the Room Security Log when entering and leaving the testing room.
- Proctors should listen as carefully as the directions are being read to stay just as informed as the students about what they are permitted to do and what they are **not** permitted to do.
- No electronic devices of any kind are permitted to be on the student's person, desk, or within arm's reach. This is cause for test invalidation. Please keep a close eye on student backpacks, purses or for any electronic device that may be clipped to their clothing.

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# 2022-23 SJCSD Proctor Rules:

(Statewide Assessments – FAST PM3, FSA Retakes, EOCs, Science, etc.)

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A proctor *is required* if the teacher of record is serving as the test administrator, regardless of the testing group size.

A proctor *is required* if there are more than **25** students in a high-stakes *statewide assessment* test session, regardless of who is serving as the test administrator (and an additional proctor is needed for each additional increment of 25 students).

A proctor *is **not** required* if the test administrator is not the teacher of record AND there are 25 or fewer students in the test session.

# 2022-23 SJCSD Proctor Rules:

## (District Final Exams and Other District Determined Assessments)

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A proctor is required if the teacher of record is serving as the test administrator, regardless of the testing group size.

A proctor is required if there are more than **34** students in a high-stakes *district assessment* test session, regardless of who is serving as the test administrator (and an additional proctor if the student count is greater than 50, for a total of 2 proctors).

A proctor is **not** required if the test administrator is not the teacher of record AND there are 34 or fewer students in the test session.

# What Proctors Do In Testing Rooms

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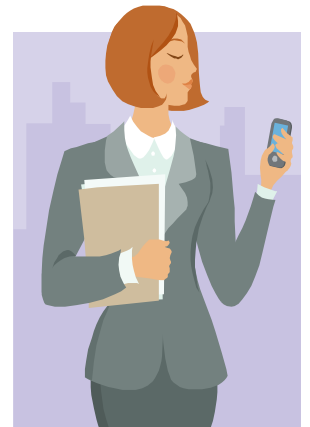
- Check to see if the students are working in the correct session of the test, if they are not, report it to the test administrator in the room.
- If necessary, circulate quietly among students.
- Serve as an “extra set of eyes” in the room to assist the test administrator in monitoring the testing environment.
- Check to see if students have only the items needed to complete their test on their desk.
- Provide an extra pencil if asked to do so.
- Direct any and all issues observed in the room to the test administrator.



# What Proctors May NOT Do In Testing Rooms

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- Proctors may not handle test materials, unless they are a district employee.
- A proctor may not serve in a room if a family member is participating in the testing in that room.
- Should not directly address any student problems or testing issues. If you suspect there may be a problem, report it to the test administrator in the room immediately.
- Should not answer student questions. Excuse yourself and ask the test administrator to assist.
- May not use cell phones or other electronic devices. Devices must be on “silent” or turned off during testing and should remain stowed away until testing is complete.





# Security Agreement

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All proctors are required to:

- Read the Florida Test Security Statutes (1008.23 and 1008.24) found on the following slides.
- Read the Florida State Board of Education Test Security Rule (6A-10.042) found on the following slides.
- Sign and date a security agreement, indicating they have been informed of these rules.

# Florida Test Security Statutes

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## **1008.23 Confidentiality of assessment instruments.**

- (1) All examination and assessment instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed, or administered pursuant to ss. 1002.69, 1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, and 1012.56 shall be confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. Provisions governing access, maintenance, and destruction of such instruments and related materials shall be prescribed by rules of the State Board of Education.
- (2)
  - (a) All examination and assessment instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed, or administered by a Florida College System institution, a state university, or the Department of Education shall be confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.
  - (b) Provisions governing access, maintenance, and destruction of the instruments and related materials identified under paragraph (a) shall be prescribed by rules of the State Board of Education and regulations of the Board of Governors, respectively.
- (3) This section is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2026, unless reviewed and saved from repeal through reenactment by the Legislature.

*History.—s. 369, ch. 2002-387; s. 56, ch. 2013-35; s. 1, ch. 2021-81.*

# Florida Test Security Statutes (con't)

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## **1008.24 Test administration and security; public records exemption.**

- (1) A person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to ss. 1002.69, 1003.52, 1003.56, 1007.25, 1007.35, 1008.22, 1008.25, and 1012.56, or, with respect to any such test, knowingly and willfully to:
  - (a) Give examinees access to test questions prior to testing;
  - (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
  - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
  - (d) Make answer keys available to examinees;
  - (e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
  - (f) Fail to follow test administration directions specified in the test administration manuals; or
  - (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.



# Florida Test Security Statutes (con't)

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- (2) Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
- (3)
  - (a) A school district may contract with qualified contractors to administer and proctor statewide standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, as approved by the Department of Education in accordance with rules of the State Board of Education. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to ss. 120.536(1) and 120.54 to implement the contracting requirements of this subsection.
  - (b) A school district may use district employees, such as education paraprofessionals as described in s. 1012.37, to administer and proctor statewide, standardized assessments required under s. 1008.22 or assessments associated with Florida approved courses under s. 1003.499, in accordance with this section and related rules adopted by the State Board of Education. The rules must establish training requirements that must be successfully completed by district employees prior to the employees performing duties pursuant to this paragraph.



# Florida Test Security Statutes (con't)

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- (4)
  - (a) A district school superintendent, a president of a public postsecondary educational institution, or a president of a nonpublic postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.
  - (b) The identity of a school or postsecondary educational institution, personal identifying information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until the conclusion of the investigation or until such time as the investigation ceases to be active. For the purpose of this paragraph, an investigation is deemed concluded upon a finding that no impropriety has occurred, upon the conclusion of any resulting preliminary investigation pursuant to s. 1012.796, upon the completion of any resulting investigation by a law enforcement agency, or upon the referral of the matter to an employer who has the authority to take disciplinary action against an individual who is suspected of a testing impropriety. For the purpose of this paragraph, an investigation is considered active so long as it is ongoing and there is a reasonable, good faith anticipation that an administrative finding will be made in the foreseeable future.
- (5) Exceptional students with disabilities, as defined in s. 1003.01(3), shall have access to testing sites. The Department of Education and each school district shall adopt policies that are necessary to ensure such access.

*History.—s. 370, ch. 2002-387; s. 1, ch. 2009-143; s. 7, ch. 2013-225; s. 1, ch. 2014-13; s. 8, ch. 2015-6; s. 10, ch. 2021-157.*



# Florida State Board of Education Test Security Rule

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## **6A-10.042 Test Administration and Security.**

- (1) Tests implemented in accordance with the requirements of Sections 1004.93, 1008.22, 1008.30, 1012.55 and 1012.56, F.S., shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.
  - (a) Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.
  - (b) Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.
  - (c) Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.
  - (d) Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.
  - (e) Examinees shall not be given answer keys by any person.
  - (f) Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate in, direct, aid, counsel, assist in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.
  - (g) Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.



# Florida State Board of Education Test Security Rule

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- (h) During each test administration, school district and institutional test administration coordinators and contractors employing test administrators and proctors shall ensure that required testing procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure that testing procedures are being correctly followed.
  - (i) In accordance with Section 1008.24, F.S., a school district may use district employees, such as education paraprofessionals as described in Section 1012.37, F.S., to administer and proctor statewide, standardized assessments required under Section 1008.22, F.S. All test administrators and proctors for the statewide assessments administered pursuant to Rule 6A-1.09422, F.A.C., must complete training requirements outlined in *Training Requirements for Administering and Proctoring the Statewide Assessments*, 2015, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-06180>) incorporated herein by reference. A copy may be obtained by contacting the Division of Accountability, Research and Measurement, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.
- (2) Test materials, including all test booklets and other materials containing secure test questions, answer keys, and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but are not limited to the following:
  - (a) All test materials shall be kept in secure, locked storage prior to and after administration of any test.
  - (b) All test materials shall be precisely accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.



# Florida State Board of Education Test Security Rule

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- (c) Any discrepancies noted in the number or serial numbers of testing materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.
  - (d) In the event that test materials are determined to be missing while in the possession of an institution or school district, designated institutional or school district personnel shall investigate the cause of the discrepancy and provide the Department with a report of the investigation within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence. Officials from the Department are authorized to conduct additional investigations.
  - (e) In those cases where the responsibility for secure destruction of certain test materials is assigned by the Department to designated institutional or school district personnel, the responsible institutional or school district representative shall certify in writing that such destruction was accomplished in a secure manner.
  - (f) In those cases where test materials are permitted by the Department to be maintained in an institution or school district, the test materials shall be maintained in a secure manner as specified in the instructions provided by the Department. Access to the materials shall be limited to the individuals and purposes specified by the Department.
- (3) In those situations where an employee of the educational institution, school district, or contractor, or an employee of the Department suspects a student of cheating on a test or suspects other violations of the provisions of this rule, a report shall be made to the department or test support contractor, as specified in the test administration procedures, within ten (10) calendar days. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate. Officials from the Department are authorized to conduct additional investigations.



# Florida State Board of Education Test Security Rule

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- (4) Violations of test security provisions shall be subject to penalties provided in statute and State Board Rules.
- (5) School districts and public educational institutions under Section 1003.49, F.S., may contract with third-party contractors to administer and proctor statewide standardized assessments required under Section 1008.22, F.S., or assessments associated with Florida approved courses under Section 1003.499, F.S.
  - (a) School districts and educational institutions must require the contractor to provide a safe and comfortable facility that does not interfere with a student's ability to demonstrate mastery on the tests.
  - (b) School district or educational institution use of third-party contractors (including contracted affiliates, such as franchises) shall not relieve the district or institution of its obligation to provide access to statewide testing for Florida Virtual School or virtual charter school students pursuant to Sections 1002.33(20), 1002.37 and 1002.45(6)(b), F.S.
  - (c) The contractor must adhere to all test administration and security protocols as prescribed by the Department pursuant to Section 120.81(1)(c), F.S., and shall be subject to all provisions of this rule.
  - (d) The contractor must not collect nor maintain any student's personally-identifiable information beyond that required for test administration.
  - (e) All technology used to administer computer-based tests must meet assessment technology guidelines and online test security requirements as prescribed by the Department pursuant to Section 120.81(1)(c), F.S.

*Rulemaking Authority 1001.02, 1003.49, 1008.23, 1008.24, F.S. Law Implemented 1003.49, 1008.23, 1008.24, F.S. History—New 7-5-87, Amended 10-26-94, 11-3-13, 1-7-16.*



## 2022–2023 Test Administration and Security Agreement

[Florida State Board of Education Rule 6A-10.042](#), F.A.C., was developed to meet the requirements of the Test Security Statutes, s. [1008.23](#), F.S., and s. [1008.24](#), F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity any assessment required by Florida law, as described in the Rule. The Florida Test Security Statutes and State Board of Education Rule are located in the appendices of each test administration manual. Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

Some allowable accommodations for ELLs, recently exited ELLs, or students with current IEPs or Section 504 Plans require test administrators to view test content or transcribe student responses. Test administrators are permitted to provide the accommodation(s) following the instructions provided by the department.

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after each test administration.

Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.





## 2022–2023 Test Administration and Security Agreement

I understand that I must receive appropriate training regarding the administration of statewide assessments and must read the information and instructions provided in all applicable sections of the relevant test administration manual, including the Florida Test Security Statutes and State Board of Education Rule. I agree to follow all test administration and security procedures, applicable to my role, outlined in the manual, Statutes, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

*School Name and Number*

*Print Name*

*Date*

*Signature*

Proctoring is an important responsibility and proctors are invaluable in the testing process.

Your help is greatly appreciated.

