

Steps for Testing Day – Paper

As a *CASAS Paper Tests* proctor, you serve a very important role. All proctors must maintain a controlled testing environment that allows test-takers to do their very best. Follow the same procedures before, during, and after testing. This assured 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 Instructions.
2. Refer to the Next Assigned Test (NAT) * Charts in the Test Administration Manual (TAM) to determine which test booklets are needed from inventory for each student.
 - For programs using TOPSpro Enterprise (TE), use the NAT Report.
3. Gather the following materials:
 - One test booklet per student
 - Answer sheets
 - #2 pencils with erasers
 - Scratch paper for math only

Prepare Students

4. Prepare the test taking environment and set expectations. Allow adequate space between students. Say,
 - Please turn off and put away cell phones and other devices.
 - Clear your tabletop.
 - Do your own test.
 - Do not talk or get help from other people.
5. Before handing out test materials, remind test takers,
 - I will give you directions for what to do as we prepare to test.
6. Hand out materials except test booklets:
 - Answer sheets
 - Two #2 pencils with erasers
 - Scratch paper for math only
7. Demonstrate correct bubbling.
 - Look at the Answer Sheet. 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.]

8. Ask students to bubble any demographics you are collecting on the answer sheet.
9. Hand out test booklets. Say,
 - Do not mark in the test booklet and wait for instructions.
10. Write or display the test form(s) and date. Say,
 - Turn over your answer sheet.
 - Write and bubble in the Form Number (box #4).
 - Today's date is _____. Write and bubble in the Test Date (box #5).

STEP 2: BEGIN TO TEST

1. Have students open their test booklets to the test directions and practice items.
 - Open your test booklet to page 1. Find the directions at the top of the page."
 - Look at the directions as I read them aloud. [Read directions.]
2. Point out the location of the box on the answer sheet for answering the practice items.
Take as much time as you need to make sure everyone understands what to do.
 - Find the Practice Questions box on your answer sheet.
 - Read the practice questions and mark your answers on the answer sheet.
 - Does anyone have any questions?
3. **Remind students:**
 - Remember to do your best on the test. Do not write in the test booklet.
 - If you do not know the answer to a question, that's OK.
 - **Please do not guess.** Go to the next question without answering.
4. Say,
 - There are _____ items on the test. You have _____ minutes to complete the test.
5. Write the starting and ending times on the board.
 - Begin the test.

STEP 3: DURING THE TEST

1. Circulate the room and carefully monitor students throughout the test session.
2. Check periodically to make sure that everyone is working individually and marking their answers clearly. Make sure students are not marking in test booklets.
3. Announce when ten minutes remain, "You have ten minutes to finish."
4. As students finish, have them put their answer sheet inside their test booklet and wait.
5. Announce when time is up and allow students to finish answering the question they are working on.
6. **Before dismissing student(s):**
 - **Collect and count all test booklets and answer sheets.**
 - **Collect pencils and scratch paper.**
 - Be sure to thank students and when possible, how to follow up.

STEP 4: AFTER THE TEST

1. Return all test booklets and answer sheets to inventory.
NOTE: 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.
 - If test booklets have been marked in or torn, agencies should shred these test booklets.
 - Contact your administrator/coordinator.
4. Tests can be hand scored or entered (manually or scanned) into TOPSpro Enterprise depending on your program scoring procedures. Answer Keys are located in the TAM and should be kept secure at all times.