

## Instructions for Proctors – (Preslugged Answer Sheets)

### **1. FIRST 15 MINUTES BEFORE THE TEST:**

- Separate chairs in rows as far as possible.
- Seat students in alphabetical order (not mandated) as they enter the room using the Attendance List. To ask the students to sign-in, to ask students to give you their cell phones/digital devices (place in provided plastic bag along with the student's I.D). Students should collect their phones at the end of the examination in Room 210. To ask students to place backpacks in the front of the room.

### **Check picture ID.**

- Admission passes:
  - 1- Check that every student has one.
  - 2- Initial your name on the pass. **Do not collect.**
  - 3- If a student does not have a pass, check if his name is on the "Attendance List". Otherwise, send student to Room 220
- **IMMEDIATELY** pass the "**Attendance List**" and have students sign-in next to their name. Distribute Essay Booklet and ask students to write their name and ID number on the booklet if Label is not available. Schools must place the label on the upper left corner of each test booklet and essay booklet (if applicable). Note: Student labels cannot be generated for walk-in students
- **BEFORE THE REGENTS EXAMINATION BEGINS, ADVISE STUDENTS:**
  - To remove all books, notes, or other aids from their reach or sight during the examination. Place textbooks, and bags in the front of the room, away from the students desks.
  - To read the questions carefully and to follow instructions.
  - **To check that the information preslugged on the answer sheet is correct.** If a preslugged answer sheet for a student in your room is **missing, immediately call ext. 220 or 221 so we can print a new one. There will not be any blank answer sheets in the envelope.**
  - To use a pen (black or blue) in writing their short answers and essay questions.
  - To use a pencil to bubble in their answers on the preslugged answer sheets. To use a pencil when making drawings and diagrams.
  - To Not use red ink or red pencil.
  - To Not use white-out.
  - To Not erase answers written in ink, but to cross out the original answer with a simple line and then write the new answer.
  - To sign the student declaration at the proper time in pen/pencil on the preslugged answer sheet.
  - That any attempt to either obtain or give aid will result in the termination of their examinations.
  - That the use of any communications device such as a cell phone or pager is prohibited and will result in the invalidation of their examinations.
  - Bathroom passes are given to one student at a time, and only one time. No papers or test material can be taken from exam room.

### **READ THE FOLLOWING STATEMENT AT THE BEGINNING OF THE TEST:**

You cannot have any communication devices, including a cell phone, with you during this exam or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

1. Cell phones, digital watches or equivalent
2. BlackBerry devices and other PDAs
3. iPods and MP3 players
4. iPads, tablets, and other eReaders
5. Laptops, notebooks, or any other personal computing devices
6. Cameras or other photographic equipment
7. Headphones, headsets, or in-ear headphones such as earbuds
8. Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test proctor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now? [*Proctor: repeat list of devices*]. This is your last opportunity to do so before the test begins. A staff member will come to collect all communication devices. They will be returned at the conclusion of the exam. Student will come to Room 221 to collect their devices.

- **Indicate if student is absent on "Attendance List" using the letter "A".**
- Have students who borrow pens or pencils to initial their names on "Attendance List" in order to facilitate the collection at the end of the test.

**2. Late Admissions/Dismissal**

Regents students can NOT be DISMISSED before 10:00 AM or 2:00 PM and can NOT be ADMITTED after 10:00 AM or 2:00 PM. **This also applies for tests starting earlier.**

**3. Special Accommodations for ELL students only:**

Oral translation for low incidence languages.

Use of bilingual dictionaries (Book Form Only). Students should not use their own dictionaries except in the extreme case we do not have one; in this case proctors should check the content of their dictionary to avoid any material inside the dictionary that may provide inappropriate aid to the student.

Allow simultaneous use of English and Native Language versions of test.

4 ½ hours to complete the Exam.

**4. Tested out students are no longer eligible for Special Accommodations.** They must be treated as non-ESL students. These students will be clearly indicated in a separate attendance list. They should be seated separate to keep track of their time. They only have 3 hours to complete the examination.

**5. Start of Test**

- Distribute test booklets and preslugged answer sheets. Please affix the corresponding label (with student's information) on his/her test booklet and essay booklet (when applicable) in the upper left hand corner. If you do not have a label, ask the student to write his/her name, OSIS number, date, exam, room number on the his/her test booklet.
- **Announce:** *"Do not open the test until I told you to do so"*.
- **Read test instructions aloud.**
- **Announce at 7:40 AM** (or before depending on your starting time)

*"Test begins. Open your test booklet."*

Write time on the blackboard every 15 minutes: (The following is an example)

Time test began:	<b>7:40 AM</b>
Time now:	
Test ends:	<b>12:40 PM</b>

**6.** The length of all examinations will vary depending on the English Proficiency of the students: **4 ½ hours** for ELL students, and **3 hours** for Tested Out students. Students with any other accommodation will be properly indicated. **If a Student has a conflict (two exams at the same time). We will indicate (on the attendance list) which exam he/she is to complete first.**

**7. During test, all proctors should:**

Be vigilant; walk around room; prevent cheating; separate or move to another room any student who seemingly is attempting to get information; do not engage in any activity that might distract you while proctoring. You should not use any communication devices such as, CD and audiocassette players, radios, cellular telephones, pagers, a laptop etc.

**8. Extra paper, questions:**

Ask exam coordinator or call at telephone extension 220, 221, 271, 152

**9. End of Test:**

- Students must sign out of the exam on the attendance roster
- Make sure student's label is on the test booklet and essay booklet (when applicable) in the upper left hand corner. Ensure that an answer document, and if appropriate, an essay booklet, are received from every student and **inserted into the REGENTS test booklet**. **Alphabetize booklets** and check that the spelling is the same as on the "Attendance List", and the preslugged answer sheet.
- Check to see that **declarations** have been signed. *Declaration of Honesty:* These declarations are found at the end of the Part I and/or Part II answer papers. **These declarations MUST BE SIGNED BY THE STUDENT, PREFERABLY, IN PENCIL.**
- All test materials INCLUDING SCRAP PAPER are to be collected and returned to the envelope.
- No student is to take any test materials with him from the exam room.
- **Collect** pencils/pens, and dictionaries, verifying with "Attendance List".
- Return "Attendance List" to envelope.
- Proctor must sign the check list.

**10. Thank you for your careful attention to all these many details.**