

Regents Proctoring- Best Practices

5-10 minutes before the test begins:

1. Pick up materials from room 220
2. Arrange chairs in rows
3. Write on the board
 - *Name of test, date, Time the test starts, Time now, time test ends
 - *No Electronic devices
 - * No white out
 - *Blue or black pen only in essay books
 - *Pencils only on bubble sheets
 - *Sign declaration on bubble sheet

When students arrive:

4. Have students line up outside the room. Hand out bags for phones. Instruct students to put phone and ID in the bags and hand them in when they sign in.
5. Have students sign in and sit in rows in ALPHABETICAL order. Do not allow them to sit wherever they want. You can make notations about seating on the sign in sheet. Example: next to their name write row A seat 1....
6. All bags should be placed in the front of the room.

Prior to the start: Take your time, this may take a few minutes!

7. Make sure the declaration is signed and the labels are on correctly. Suggestion-teacher should walk around and adhere the labels themselves so no mistakes are made.
8. Hand out any pens, pencils, dictionaries or calculators.
9. Read directions and emphasize no electronic devices and no cheating. You may move student if you think they are cheating.
10. Be vigilant and walk around. Students must raise hand for a question or to use the bathroom.

End of the Exam:

11. Collect All exams- to make sure they have signed the declaration (pencil)-complete the attendance
12. Alphabetized the exams
13. Check off all the items in the Proctor's Instructions form
14. Return all materials to room 220

