

APPENDIX D

Theory Test Room Rules & Regulations

Optional Insert:

Students are not permitted to begin the Theory Test within [#] minutes before the Theory Room Closing Time. Students with late Evaluation performance times should complete the Theory Test earlier in the day, before their performance.

1. **Theory Room Monitors/Proctors.**
 - There must be at least **TWO** adult proctors in the Test Room. Proctors may be MTAC teachers (who may or may not have students enrolled in CM that year) or Branch-trained/approved volunteers (e.g. college students).
 - At least one proctor should move around the Theory Room to check that students have not missed pages or questions.
 - **Proctors who are teachers may not answer their own students' questions, but should refer the question to another proctor.**
 - Proctors may only communicate to students in English.
 - No personal use of mobile phones while proctor is on duty, except for emergencies.
 - This is an English-only testing area, and proctors may only communicate to students in English, except in emergencies not related to the contents of the examination.
 - If a proctor suspects that a student is cheating on the examination (e.g. secretly brought in a "cheat sheet" with answers), the proctor should check with the other proctor to confirm or disprove suspicion. If suspicion confirmed by both proctors, they should contact CM Branch Chair immediately. CM Branch Chair must investigate the situation. If CM Branch Chair determines that cheating took place, then examination paper is removed from student, student will be given a score of 0, and student disqualified from completing examination. Student should stay in the room until parents pick-up. CM Branch Chair must then contact student's teacher as soon as possible. Please respect confidentiality of child and family, and handle matters as discreetly as possible. Do not shame the child openly.

2. **Students; Independent Readers.** Students must be able to read the theory test independently in English without adult help. While students may ask discrete clarifying questions, proctors may not read a test, or portions of a test, out loud to students. Students may not provide their own personal test reader, except where special needs have been confirmed and approved by the Branch. For further information, please refer to *CM Policies & Procedures* regarding special needs students.

3. **Prohibited Items.** No electronic devices are allowed in the Theory Test Room. This includes, but is not limited to:
 - MP3 players, iPods
 - Computers, iPads, tablets
 - Cameras
 - Mobile phones and smartphones

4. **Mobile/Cell Phones.** Mobile/cell phones should be collected at the entrance to the Theory Test Room, labeled with the student's name, and placed in a clear plastic box or clear plastic bags (no opaque envelopes). This is to reduce the possibility of theft and also so that students can reach their phones in the event of an emergency.

5. **Backpacks.** No backpacks, book-bags, or similar items.

6. **Student Supervision.** Students may not leave the Testing Room except when escorted to other portions of the exam (ear-training and Performance Evaluations), or escorted to use the restroom.

7. **Restroom Breaks.** Students need to be escorted to the restroom:
 - For the protection of the student
 - To prevent parents, teachers, and students from sharing Theory questions and answers
 - If possible, students should use different restrooms from parents and teachers

8. **Theory Tests Stay in Test Room.** Theory tests must remain in the Theory Test Room when students are taking the Performance Evaluation in another room.

9. **Note Paper.** No *outside* note paper, keyboards, or manuscript may be brought into the Theory Test Room. However, a keyboard and staff is included on the cover of each theory exam.