



# Wisconsin Forward Exam Test Administrator/Proctor Guidelines



A qualified test administrator (TA)/proctor for the Forward Exam is an employed district staff member (including administrators, teachers, and paraprofessionals) who has been trained in test administration, test security, and appropriate use of test accommodations. They may also include student teachers who normally have responsibility for supervising students. Parent volunteers should not be allowed to proctor the examination. School personnel who are parents or guardians should not be allowed to proctor their own children. All proctors should attend Forward Exam test administration training within their district prior to each year's test administration. DPI provides a short [test security module](#) that can be used to supplement district training.



## Responsibilities of a Forward Exam TA/proctor should include but are not limited to the following:

- Sign a hard copy confidentiality form and return to school assessment coordinator.
- Attend/view trainings prior to each year's test administration including:
  - Test Administration Training
  - Test Security Training for Proctors
- Ensure security of the Forward Exam before, during, and after testing. Any secure test materials (test tickets, notes, etc.) should be stored in a locked location and not in open classrooms, and should be securely destroy after testing.
- Read and follow the directions and script as stated in the Test Administration Manual.
- Ensure that students view the Student Tutorial module as a group prior to testing.
- Ensure students are given the opportunity to work with the Online Tools Training prior to testing.
- Ensure that students have their own test ticket and are logging into the correct section of the test by asking the students to check the name on the test ticket prior to beginning the session.
- Ensure all students with accessibility options are provided those options at the beginning of the session.
- Remain in the room throughout the entire test administration and periodically walk around the room to:
  - Ensure that students are not using any prohibited electronic devices (cell phones, smartwatches, ipods, etc)
  - Monitor student progress (i.e., check if the students are in the correct content area)
  - Make sure that students are on task and progressing through the test
- Report all testing irregularities to the school/district assessment coordinator such as:
  - Student cheating
  - Use of an accommodation not available in the Accessibility Guide
  - Misadministration



*For a complete checklist of TA/proctor responsibilities see the Forward Exam Test Administration Manual.*