



# Wisconsin Forward Exam Test Administrator/Proctor Guidelines



A qualified test administrator/proctor (TA) 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 are not permitted to proctor the examination. School personnel who are parents or guardians are not allowed to proctor their own children.



All proctors should attend a 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.

## TA responsibilities include but are not limited to:

- Ensure security of the Forward Exam before, during, and after testing.
  - Sign and submit a hard copy Forward Exam TA Confidentiality Form.
  - View Test Security Training for Proctors and read Test Security Manual
  - 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.
  - Remain in the room throughout the entire test administration and periodically walk around the room.
  - Ensure that students are not using any prohibited electronic devices (cell phones, smartwatches, ipods, etc)
  - 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.
    - Report all testing irregularities to the school/district assessment coordinator (Student cheating, Use of an accommodation not available in the Accessibility Guide, Misadministration, etc.)
- Attend/view trainings prior to each year's test administration including:
  - Test Administration Training
- Ensure Test Administration Policies and Procedures and Followed
  - 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.
  - Read and follow the directions and script as stated in the Test Administration Manual.
  - Ensure all students with accessibility options are provided those options at the beginning of the session.
- Ensure students are given the opportunity to work with the Online Tools Training and view the Student Tutorials prior to testing.



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