

GENERAL TESTING ADMINISTRATION

- Pass out materials and collect materials from students.
 - Fill in answer sheet with pencil only - **ANY USE OF INK WILL BE SCORED A ZERO**
 - Take attendance at the beginning of each test and fill out the Proctor Sheet at the end of the test.
 - **Any graphing or scientific calculator that does not have a standard (QWERTY) keyboard (TI-92) or a Computer Algebra System (CAS) like a TI-89 may be used on the mathematics test only.**
 - There are only **35** questions on the mathematics test, 50 on the others.
 - There is an audio section on the Music test for the first twelve questions. The CD will be played in each of the rooms over the intercom.
 - There are printed Art pieces that go with the first ten art questions.
 - Monitor testing and report any problems to the state director or the proctor coordinator (outside of the testing area).
 - Maintain security over test booklets for the seven objective tests while in the testing room.
 - **Insure that students leave the testing room only at the end of the 30 minute testing period.**
 - If a student is late due to speech or interview, record time and make sure the students gets the required 30 minutes.
 - During the testing, circulate and make sure that all answer sheets have the correct information on them. (Correct test number, student name and number etc)
 - After each test, collect and count all test booklets and answer sheets.
 - Turnover all testing materials to an official runner.
 - **Do not dismiss students from the testing area until the 30 minutes has been completed.**
 - **If there are multiple proctors, keep all conversation to a minimum. DO NOT use of anything that produces noise (DVDs, gameboys etc.)**
 - No materials in the testing rooms – no notes, no practicing speeches, no books
 - Don't have to wait until official start time – when everybody is there, you can start
 - Put the order of the test with computer numbers on the board
 - At the end of each test, put the answer sheets and tests back in the envelope and return to the runner.
 - At the end of the last test, remove signs and toss along with scrap paper.
- 5 = Mathematics
6 = Economics
3 = Social Studies
2 = Music
11 = Science
1 = Language and Literature
4 = Art
- **Call 5 minutes left and 1 minute left**