

Training Requirements for Administering and Proctoring the Statewide Assessments, 2015

In accordance with s. 1008.24(3)(b), F.S., district employees shall successfully complete the following training requirements prior to administering or proctoring the statewide assessments required under s. 1008.22, F.S. Training requirements must be met for each assessment administration within a school year.

District Assessment Coordinators shall be responsible for ensuring that the training requirements for coordinating, administering, and proctoring statewide assessments are completed in their district.

School Assessment Coordinators shall be responsible for ensuring that the training requirements for administering and proctoring statewide assessments are completed in their school, as required.

Test Administrators are responsible for administering statewide assessments to students. Test Administrator training must cover the following responsibilities, policies, and topics:

- Reading the test administration security policies and procedures, test administrator responsibilities, and administration scripts for the assessments they will administer, including, if applicable, accommodations portions of the test administration manuals;
- Reading the test security statute (s. 1008.24, F.S.) and Rule 6A-10.042, F.A.C.;
- Daily test administration schedules and the amount of time allocated for each test session they will administer;
- The following responsibilities and requirements, as applicable for the assessments they will administer:
 - Retrieving secure and non-secure test materials from School Assessment Coordinators immediately prior to testing;
 - Distributing secure and non-secure test materials to students, as directed in test administration scripts;
 - Collecting secure and non-secure test materials from students immediately after testing;
 - Providing and collecting required and allowable ancillary materials for students by subject test and test session (e.g., calculators, work folders);
 - Returning secure and non-secure test materials to School Assessment Coordinators immediately after testing each day;
 - Following all instructions in the test administration scripts;
 - Reading test administration scripts VERBATIM to students immediately prior to beginning the test session;
 - Ensuring that students do not have electronic devices or access to unauthorized aids, including visual aids posted in classrooms, prior to or during testing;
 - Creating, managing and closing test sessions in the Test Delivery System for computer-based assessments;
 - Monitoring the testing room at all times during testing;

- Protocols that must be followed during breaks in testing or individual student restroom breaks;
- Providing the correct amount of time for each test session;
- Maintaining required documentation, including administration information, seating charts, and security logs;
- Contacting the School Assessment Coordinator in case of an emergency or one of the following situations:
 - A student has not participated in a required practice test session;
 - A computer-based testing student has technical difficulties;
 - A student refuses to acknowledge the testing rules;
 - A student is unable (e.g., too ill) to start or finish the test; or
 - A disruption occurs (e.g., a technical disruption, power outage, disruptive behavior).
- Providing accommodations correctly to students with disabilities in accordance with Rule 6A-19.001 and Rule 6A-1.0943, F.A.C., as well as each student's Individual Education Plan or Section 504 Plan, for individuals administering assessments to students with disabilities;
- Providing accommodations correctly to English Language Learners in accordance with Rule 6A-6.09091, F.A.C., for individuals administering assessments to English Language Learners; and
- Reporting testing irregularities or missing materials to the School Assessment Coordinator.

Proctors assist Test Administrators by monitoring the testing room during testing. Proctors are permitted to perform other duties to assist the test administrator, such as distributing non-secure materials (e.g., pencils, planning sheets) and contacting school staff during testing, but they may not handle secure test materials or administer assessments or accommodations to students. Proctor training must cover the following topics:

- Reading the test administration security policies and procedures portion of the test administration manuals for assessments they will proctor;
- Monitoring the testing room at all times during testing;
- Distributing and collecting non-secure test materials;
- Allowable accommodations that will be provided to students in the testing room, if applicable;
- Distributing and collecting non-secure test materials;
- Contacting school staff in case of an emergency, disruption, or technical difficulty; and
- Reporting testing irregularities or test administrator misconduct to the School Assessment Coordinator.