

NWEA MAP® & Scantron's Performance Series®

Proctor Verification Form / Request to Exceed 5% Retested

2017-2018

The purpose of this form is to guide proctors in the critical role of establishing consistent and ideal testing environments which meet the Center's requirements, and to document and seek approval for excessive retesting of students. The information collected on this form can also assist with the data analysis process.

Proctor Verification Section

To establish and maintain a testing environment that yields results which accurately demonstrate students' true achievement and growth, I:

- Explain to students that we use the results from this test to plan their work and evaluate their progress.
- Encourage students to give the test their very best effort and to always carefully think through each response. Once an answer is submitted, it cannot be changed.
- Inform students that this is not a timed test; that everyone has to work hard on this test; taking longer doesn't mean they are doing better or worse.
- Explain to students what they are expected to do once their test is complete. Discussed what they may and may not do when they are finished testing to maintain a silent testing environment.
- Ensure the required proctor ratio was met: 1:15, 2:30, 3:45, etc.
 Number of Teachers/Proctors Number of Students
- Remain in the room at all times and carefully monitor testing.
- Ensure students are not given help from proctors/teachers on test content.
- Ensure students do not engage with the internet or one another at the conclusion of the assessment.

Document any environmental distractions that occurred during testing and/or make other comments which would be important to consider while interpreting student scores _____

Were any tests invalidated/spoiled or students retested during this test session? Yes No

1. Student Name _____

During this test session, the student's test was:

- Spoiled/invalidated by NWEA/Scantron
- Spoiled/invalidated by the proctor
- And/or retested:
- Test Subject: Reading Math
- Reason: A B C D E F G

Reasons Key:

- A. Testing irregularities
- B. Cheating
- C. Did not perform at optimal level during previous test
- D. SEM 75 or higher (Performance Series) SEM 5.5 or higher (MAP)
- E. Score significantly lower than previous test window
- F. Score significantly higher than previous test window
- G. Environmental or other distraction

2. Student Name _____

During this test session, the student's test was:

- Spoiled/invalidated by NWEA/Scantron
- Spoiled/invalidated by the proctor
- And/or retested:
- Test Subject: Reading Math
- Reason: A B C D E F G

3. Student Name _____

During this test session, the student's test was:

- Spoiled/invalidated by NWEA/Scantron
- Spoiled/invalidated by the proctor
- And/or retested:
- Test Subject: Reading Math
- Reason: A B C D E F G

Request to Exceed Designated 5% of Total Student Population Tested

Note: Retesting may not occur without approval from the Director of Academic Performance and Accountability

1. Student Name _____ Test Subject: Reading Math
Reason for retesting: _____
2. Student Name _____ Test Subject: Reading Math
Reason for retesting: _____
3. Student Name _____ Test Subject: Reading Math
Reason for retesting: _____
4. Student Name _____ Test Subject: Reading Math
Reason for retesting: _____
5. Student Name _____ Test Subject: Reading Math
Reason for retesting: _____

Approval granted by Director of Academic Performance and Accountability

Approval denied by Director of Academic Performance and Accountability

Comments:

Name of Academy _____ Proctor _____

Date of Test _____ Time of Test _____ Grade(s) Tested _____

Submission:

Please keep this form on site at the Academy to assist in the interpretation of the assessment results. If retesting approval is required, please submit this form to the Center via Epicenter prior to initiating retesting in excess of 5%.

For more information, please contact:

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