



MAP® Growth™ Proctor Verification Form

Name of School: _____

The purpose of this form is to guide proctors in the critical role of establishing consistent and ideal testing environments which meet The Center for Charter Schools' requirements. The information collected on this form can also assist with the data analysis process.

- To establish and maintain a testing environment that yields results which accurately demonstrate students' true achievement and growth, I:**
 - Explained to students that we use the results from this test to plan their work and evaluate their progress.
 - Encouraged 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.
 - Informed students that this is not a timed test; that everyone has to work hard on this assessment; taking longer doesn't mean they are doing better or worse. Explained 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.
 - Ensured the required proctor ratio was met: 1:15, 2:30, 3:45, etc.
 Number of Teachers/Proctors Number of Students
 - Ensured students remained in the room at all times and carefully monitored testing.
 - Ensured students are not given help from proctors/teachers on test content.
 - Ensured 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.**

The Center's retesting requirements indicate that no more than five percent of the students required to test per the charter contract may be retested during the fall or spring assessment window. The five percent retesting calculations are calculated separately for reading and math. The decision to retest a student should be made following a systematic and careful analysis, with input from the classroom teacher.

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

If a school determines that it is necessary to retest students, and that decision will cause the school to exceed the five percent maximum guideline, [Form A9 - Request to Exceed Five Percent Retesting Threshold](#), must be submitted prior to retesting in order to request approval from the Center's director of academic performance and accountability.

1. Student Name: _____

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

- Spoiled/invalidated by NWEA
- Spoiled/invalidated by the proctor
- And/or retested:

Test Subject: Reading Math

Reason: A B C D E F G

2. Student Name: _____

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

- Spoiled/invalidated by NWEA
- 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
- 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 5.5 or higher
E. Score significantly lower than previous test window
F. Score significantly higher than previous test window
G. Environmental or other distraction

Name of Proctor

Date of Test

Time of Test

Grade(s) Tested

Submission:

Please keep this form on site at the school to assist in the interpretation of the assessment results and monitor retesting.

For more information, please contact:

Sherry Betcher, (586) 215-1402 or SBetcher@TheCenterForCharters.org