

AP and IB Proctor Training Agenda and Reminders

Prior to Exams

1. Read and Print (Highlight if useful) the instructions sent through whpspn and on the West High Website
2. <http://west.slcschools.org/academics/international-baccalaureate/> Parent Section
3. Arrive 20 minutes prior to your assigned test
4. Obtain Training and Ask Questions
5. Make note of the following items:
 - a. Quiet shoes are a must on the basketball floor. Please wear little jewelry and no perfume
 - b. Leave books, toys, knitting, etc. at home or in your car.
 - c. Bring any necessary eyewear (such as reading glasses).
 - d. Find your cell phone's silent function – vibration is not sufficient.

OTHER NOTES TO SELF:

Distribution of the Exams

1. Arrive at scheduled location twenty minutes before the exam is scheduled to begin.
2. Pick up your bucket o' goodies from Grand Central Station located inside the West High Fieldhouse.
3. Proceed to the assigned space in the Field House.
4. Put "Testing in Progress" signs outside of the door.
5. Set papers (exams, answer sheets, student packs) at the testing tables in the room so that students are spaced as far apart as possible. Ideally, we want one student per table.

IB Tests	AP Tests
IB Tests are pre-printed with student names on the cover sheets. Place the exam materials on the testing table in the order they are listed on the roster....mostly alphabetical order. Shannon must start the IB Exams.	AP Test personal information has been completed by students at a pre-bubbling party. Students should be instructed to find their student packs quickly and quietly, generally in alphabetical order. Do not unwrap any tests!

6. Review all other materials in the proctor box.
7. Look for information regarding any accommodated students within your exam. Follow instructions particularly carefully!
8. Students will enter the room.
 - a. Remind students that all electronic devices must be turned off, removed from pockets, backpacks, etc. and placed in the box as they enter the Field House gymnasium.
 - b. Invite them to place their backpacks at the front of the gymnasium, and to place any food they may want to eat at the break on top of their backpacks. Students are NOT allowed to be in their backpacks once the test has begun for any reason.
 - c. Instruct them to find their seats quickly and quietly without speaking, and place their student ID cards on the table next to their exam materials – so that you can correctly identify that they are taking the appropriate exams and create the seating chart.
9. **Immediately** notify Shannon of any absences, **before** beginning any exams.
10. **DO NOT** write on any IB Coversheets!

OTHER NOTES TO SELF:

Proctoring of the Exams

1. Place your own cell phone on silent – without vibration.
2. Remind students again to remove all electronic devices and any other unauthorized materials.
3. **Read the Instructions and Script exactly – DO NOT IMPROVISE or SUMMARIZE.**

IB Tests	AP Tests
Scripts are general for most exams.	Read the General Instructions II first, then the test specific script.

4. Time exams exactly using the included stopwatch. Write start, break, and end times on the board.
5. MAKE A SEATING CHART – a template is included in your box; use the info from student IDs.
6. Make note of any incidents on the included document; including cheating, sickness, external interruptions-- **call or text Shannon when necessary at (801-915-4209)**; and she will come or send another assistant.
7. Students must be escorted to the restroom. Please contact Shannon for assistance.
8. Maintain monitoring at all times. I know it's boring, but it's important. Please feel free to request things of students, including moving them if appropriate. Also, reminding them of instructions quietly and individually may be appropriate, such as writing the prompt number on their IB answer sheets.
9. Continue to review Instructions and Script...calling out times when appropriate, sending students for breaks, etc.
10. ELECTRONICS, BACKPACKS, SCHOOL MATERIALS MAY NOT BE ACCESSED DURING BREAKS!!! Proctors should stay in the room to maintain security at all times.
11. Conclude the exam at the appropriate time.
12. When proctoring two exams with different end times in the same room, place the early ending testers at closest to the door; follow the instructions below and release students through the same door all together.

OTHER NOTES TO SELF:

Collection of Exams

1. Request that students put their writing utensils down at the appropriate time.
2. Ask the students to remain in the room until all items are collected.

IB Tests	AP Tests
Gather the answer sheets first; for IB exams instruct the students to place their pre-printed cover sheets on top of their answer booklets/sheets and connect using the treasury tags.	Gather the answer sheets first; for AP tests, collect the student packs for those students who will be taking another AP test this year. Students who are not taking another AP test should take their packs home and submit the form on the back to request that their scores be sent to a college.

3. Collect the used exams.
4. Keep the used exams separate from the new exams.
5. Please place the exams in the order found on the included roster.
6. Return all items back to the Grand Central Station coordination room.

OTHER NOTES TO SELF: