

# RISE Summative Assessment

## Proctor Checklist & Quick-Reference Guide

This guide summarizes key procedures from the RISE Test Administration Manual (TAM) and the Standard Test Administration & Testing Ethics Policy. It does not replace those documents—proctors must review them in full before administering any assessment. **Page references are to the 2025–2026 RISE TAM. Links to the TAM & Ethics training/policy can be found on the CCSD Assessment Website.**

### BEFORE TESTING

- ☐ Complete annual Standard Test Administration & Testing Ethics training (Board Rule R277-404). (TAM p. 155, Step 1)
- ☐ Read and review the RISE TAM, including summative scripts and administration procedures. (pg. 155-167)
- ☐ Administer RISE Training Tests in each content area with students prior to summative testing. (TAM p. 155, Step 4)
- ☐ **Prepare the testing environment:** (TAM p. 156, Step 6)
  - Remove or cover posters, word walls, formula charts, multiplication tables, and any content-specific materials.
  - Eliminate distracting noises—do not play music or sounds during assessments.
  - Arrange the room so students cannot view other screens.
- ☐ **Prepare required materials for each testing station:** (TAM pp. 156–157, Step 7)
  - Wired headphones (required for all RISE assessments—no Bluetooth) (TAM p. 156)
  - Blank scratch/graph paper (no sticky notes, whiteboards, or graphic organizers) (TAM p. 156)
  - Calculators as appropriate (see TAM for grade-specific calculator rules) (TAM pp. 157–158)
  - Student test tickets (if used) printed from TIDE
- ☐ Confirm electronic device policy: all student cell phones, smart watches, and internet-capable devices powered off and stored away. (TAM p. 156)
- ☐ Ensure two assigned proctors are available (one active in-room, one roving). (Ethics Policy p. 2–3)

### TESTING ETHICS REMINDER

- Do NOT review secure test items, passages, or writing prompts with students before or during testing.
- Do NOT use prior forms of any statewide assessment for test preparation without USBE permission.
- Do NOT provide nonacademic rewards for participating in or performing well on the assessment.
- Failure to provide required accommodations is a denial of FAPE and a testing ethics violation.

### DURING TESTING

- ☐ **Read all scripted instructions (SAY sections) from the TAM exactly as written—for every session, including make-ups.** (TAM pp. 163–168)
- ☐ Sign in to the TA Site at UtahRISE.org, select only the specific test(s) for this session, and start the session. (TAM pp. 160–162, Steps 2–4)
- ☐ Provide students with the Session ID (written on the board). (TAM p. 162, Step 4)
- ☐ Once all students are at the wait screen, approve students to begin testing.
- ☐ **Actively proctor throughout the entire session:** (Ethics Training Slide 22)
  - Circulate the room continuously—do not sit at your desk, grade papers, or use your phone.
  - Ensure students work independently with no access to unauthorized devices or resources.
  - Assist only with technology questions—never clarify, reword, or hint at test content.
  - Use proximity to keep students engaged; ensure no answer-sharing or cheating.
- ☐ Give the 5-minute warning using the scripted language from the TAM before ending the session. (TAM p. 167)
- ☐ For Grade 6 Math: Segment 1 = no calculator; approve students into Segment 2 in the TA interface. (TAM pp. 169–173)

### TESTING ETHICS REMINDER

- Do NOT reword, clarify, or use gestures/inflections to help students answer test questions.
- Do NOT review student responses or suggest a student rethink their answers.
- Do NOT allow unauthorized resources (dictionaries, online references, pre-programmed calculators).
- Do NOT copy, photograph, record, or distribute any secure test content at any time.
- If your actions would prevent a student from receiving a valid and reliable score—don't do it.

### AFTER TESTING

- ☐ Read the end-of-session script from the TAM (instruct students to Pause or End Test / Submit). (TAM pp. 167–168)
- ☐ **Collect ALL secure testing materials:** (TAM p. 168)
  - Scratch/graph paper (store securely between sessions; destroy after testing window closes) (TAM p. 156)
  - Student test tickets, if used
  - Embossed/Print-on-Demand items (braille or large print accommodations)
- ☐ Stop the test session in the TA Site and log out of the TDS system. (TAM pp. 11, 168)
- ☐ Review the test completion report to confirm all students completed or paused their assessments. (TAM pp. 8–10)
- ☐ Return all materials to the school test coordinator per local procedures.
- ☐ Schedule make-up sessions for absent students within the testing window (same procedures apply). (TAM p. 154)

### TEST IRREGULARITIES QUICK REFERENCE

| Action                                        | When to Use                                                                                                                                  |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grace Period Extension</b><br>(TAM p. 158) | Same-day request when 20-min pause timer expires due to emergency (e.g., evacuation). Allows student to review previously answered items.    |
| <b>Reset a Test</b><br>(TAM p. 158)           | Eliminates all responses—use only when test cannot be completed as-is (e.g., students swapped logins). Never reset to give a second attempt. |
| <b>Reopen a Test</b><br>(TAM p. 159)          | Student accidentally submitted before reviewing. Do not reopen after student sees a score.                                                   |
| <b>Test Invalidation</b><br>(TAM p. 159)      | Student cheated, used inappropriate material, or parental exclusion received after test started. No second opportunity given.                |

### EXPECTED TESTING TIMES (TAM p. 153)

| Subject                            | Most Students Finish | All Students Finish |
|------------------------------------|----------------------|---------------------|
| ELA (Reading, Language, Listening) | 90 min               | 135 min             |
| Mathematics                        | 90 min               | 135 min             |
| Science                            | 90 min               | 135 min             |
| Writing (Grades 5 & 8)             | 60 min               | 90 min              |

RISE is not a timed assessment. Only the LEA Assessment Director may approve extra time beyond these guidelines. (TAM pp. 153–154)

### REPORTING TESTING ETHICS VIOLATIONS (Ethics Training Slides 23–26)

#### REPORT SUSPECTED VIOLATIONS TO:

1. School Administration
2. LEA Assessment Director (jeremy.young@ccsdut.org)

Student cheating: follow school's misbehavior policy and enter participation code 213.

Violations may result in further training, reprimand, disciplinary action, termination, and/or loss of Utah teaching license.

**RISE Help Desk:** Report technical issues immediately—do not wait. | Portal: UtahRISE.org