Scantron's Performance Series® & NWEA MAP®

Proctor Verification

2012-2013

Name of Academy: _____

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

This test has many advantages: it is easy to administer, there is little paperwork, and teachers receive quality, instant feedback. Teachers and test administrators must provide a testing environment that allows for at least a full hour of concentrated effort from each child on every test.

To ensure accuracy is maximized, there must be constant monitoring of the testing environment while testing is in progress. ***Remind students the test is very important; it is used to plan their work and determine their progress.***

- **Please identify the number of students tested per testing session, and number of teachers/proctors present during testing:**

  Number of Teachers/Proctors: ☐ Number of Students: ☐

- **The students remained at their computers and read until everyone was finished testing:** ☐ **Yes** ☐ **No**
  If no, please explain:

- **All students were tested in the morning as recommended:** ☐ **Yes** ☐ **No**
  If no, please explain why afternoon testing was necessary:

- **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 spoiled/invalidated during this test session?** ☐ **Yes** ☐ **No**
  If yes, please use the second page of this form to track spoiled tests.

- **Were any students retested during this test session?** ☐ **Yes** ☐ **No**
  If yes, please use the second page of this form to track students who were retested.

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Complete the following for all students whose tests were spoiled/invalidated, or who retested:

Please note that a student's test does not have to be spoiled in order for retesting to occur.

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

1. Student Name_____

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

☐ Spoiled/invalidated by Scantron/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 Scantron/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 Scantron/NWEA
☐ Spoiled/invalidated by the proctor
☐ And/or Retested:

Test Subject: ☐ **Reading** ☐ **Math**

Reason: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

4. Student Name_____

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

☐ Spoiled/invalidated by Scantron/NWEA
☐ Spoiled/invalidated by the proctor
☐ And/or Retested:

Test Subject: ☐ **Reading** ☐ **Math**

Reason: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

5. Student Name_____

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

☐ Spoiled/invalidated by Scantron/NWEA
☐ Spoiled/invalidated by the proctor
☐ And/or Retested:

Test Subject: ☐ **Reading** ☐ **Math**

Reason: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

6. Student Name_____

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

☐ Spoiled/invalidated by Scantron/NWEA
☐ Spoiled/invalidated by the proctor
☐ And/or Retested:

Test Subject: ☐ **Reading** ☐ **Math**

Reason: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

7. Student Name_____

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

☐ Spoiled/invalidated by Scantron/NWEA
☐ Spoiled/invalidated by the proctor
☐ And/or Retested:

Test Subject: ☐ **Reading** ☐ **Math**

Reason: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

8. Student Name_____

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

☐ Spoiled/invalidated by Scantron/NWEA
☐ Spoiled/invalidated by the proctor
☐ And/or Retested:

Test Subject: ☐ **Reading** ☐ **Math**

Reason: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

9. Student Name_____

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

☐ Spoiled/invalidated by Scantron/NWEA
☐ Spoiled/invalidated by the proctor
☐ And/or Retested:

Test Subject: ☐ **Reading** ☐ **Math**

Reason: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

**Please make additional copies as necessary*

Signature:

_____ _____

Proctor Date

Submission:

Please return the completed form to the Academy's Assessment Coordinator.

This form shall be kept on-site at the Academy to verify interpretation of test results. Do not submit this form to the Center.

For more information, please contact:

The Governor Engler Center for Charter Schools
Central Michigan University
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(989) 774-2100
www.TheCenterForCharters.org

Form *A7*
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