



Test Security Acknowledgement Form for Proctors and Skills Trainers

School Name: _____

Test Coordinator Name: _____

Note: This form is only for proctors and skills trainers. Test Administrators do not need to sign this form. They will acknowledge their understanding of test security and administration procedures through the online TA Certification Course. Proctors do not need to take the online TA Certification Course.

Role of a Proctor

A proctor may walk around the testing room to assist the Test Administrator in monitoring students' behavior and inform the Test Administrator if any student is confused and does not understand some of the online testing procedures, becomes ill, is disruptive, or appears to be cheating. A proctor is recommended when more than 25 students will test with one Test Administrator. Only Hawai'i Department of Education employees, e.g., educational assistants, part-time teachers, para professional teachers, may serve as proctors. Before proctoring an assessment, the Test Coordinator should review the test security and student confidentiality requirements included in this Test Administration Manual with the proctor and have him/her sign this form.

Role of a Skills Trainer

A skills trainer is assigned to sit next to a student who needs one-on-one support throughout each school day to manage his/her behavior and focus on the current task that needs to be completed. A skills trainer may not complete any of the tasks that are appropriate for a proctor but must adhere to all test security and administration procedures while present in the testing room with the assigned student.

By signing this form, I acknowledge that I understand all the required test security procedures and the required administration procedures for all test sessions in the HSAP Test Administration Manual for the online Smarter Balanced Assessments, HSA Science (NGSS) Assessments/EOC Exams and/or the WIDA Test Administration Manual for the ACCESS 2.0 Online Assessments.

Proctor/Skills Trainer Name	Title or Position	Signature	Date

The school Test Coordinator should retain the original form for documentation purposes.