SkillsUSA Missouri Proctor Policy
State Skilled Contests

WATCH THIS VIDEO

Testing Environment – Proctors must be completely familiar with the SkillsUSA Championships Technical Standards and the state contest prior to the recording and follow the specific guidelines of the contest they have been asked to proctor. Prior to the contest, the instructor will make sure the contest site is set up properly and the contestant has all the equipment and materials needed for the competition. An orientation meeting for the instructor may be required to ensure the contest site is prepared properly for the competition.

Proctors – The proctor may be a school administrative staff member or current or retired faculty member, but may not be a faculty member currently teaching the subject being tested or the lead SkillsUSA advisor. Students may not be proctors. Proctors will sign an Integrity Statement to be submitted with the student’s resume.

Proctor’s Responsibility – The proctor is responsible for verifying the student’s identity, ensure that all safety procedures are followed and providing general oversight of the student during the session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.

Accommodations - Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations for their special needs provided that those accommodations do not compromise assessment integrity.

Cancellation of Scores – SkillsUSA Missouri reserves the right to cancel any skilled contest score submitted for the State Leadership & Skills Conference if state staff has reason to question the validity of a test score.

Good And Reasonable Effort – SkillsUSA considers each school participating in State Leadership & Skills Conference to be an active partner in the assessment delivery process. As such, SkillsUSA expects all school staff involved in the assessment process to exercise good and reasonable effort to maintain the integrity of the program.

Preventing Cheating & Assisting Test Candidates - During testing, the proctor is responsible for ensuring that there is no cheating of any kind, including giving or receiving help, using books, notes, internet, etc. The proctor should visually scan the room and move about the perimeter to check for test candidates who may be cheating. If a test candidate appears to be cheating, then the proctor should note the test candidate’s name. The proctor
should not approach an individual test candidate unless he/she raises his/her hand for help. The only assistance proctors can give is if safety is a concern.

**Proctor Pledge of Confidentiality**

I hereby certify that I have carefully read and will comply fully with the confidentiality procedures described in this document and watched the [Proctor Training Video](#) in its entirety. I will keep completely confidential all information arising from individual respondents to whom I gain access during test administration. I shall hold completely confidential the names of candidates, all information or opinions collected, and any information about test candidates learned incidentally. I will not discuss, disclose, disseminate, nor provide access to test data or identifiers. I shall exercise reasonable caution to prevent access by others to data in their possession. I will devote my best efforts to ensure that there is compliance with the required procedures by test candidates whom I supervise. I give my personal pledge that I shall abide by this assurance of confidentiality, and have read and agree to comply with the Pledge of Confidentiality.

**UPLOAD SIGNED DOCUMENT HERE.**

___________________________________________  _________________________________________
Proctor’s Printed Name                               Proctor’s Signature

___________________________________________  _________________________________________
Administrator’s Printed Name                       Administrator’s Signature

___________________________________________  _______________________________
School Name                                      Date Submitted