SkillsUSA Missouri Proctor Policy
State Technical Information Testing

Testing Environment – The Technical Information Testing may be offered on any computer that meets the minimum technical and security requirements. The computer must be located in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee.

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.

Proctor’s Responsibility – The proctor is responsible for verifying the student’s identity, designating and unlocking the forms of the assessment, 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.

Reassessments – Reassessments for started exams are not allowed. Should a situation arise where the student was unable to complete the exam due to situations outside of his/her control the student must sit for reassessment prior to leaving the proctored testing lab. Once a student leaves the lab he/she may not be reassessed to uphold the integrity of the assessment. In the event a student must be reassessed, the state director must be contacted immediately to validate the results, otherwise multiple submissions will be invalidated.

Cancellation of Scores – SkillsUSA Missouri reserves the right to cancel any assessment score and/or bar participation in the technical information testing program if state staff has reason to question the validity of a test score. Misconduct at the testing session, multiple test attempts by one student in a test window, and prior access by instructors to test forms can all compromise test validity.

Good And Reasonable Effort – SkillsUSA considers each school participating in technical information testing program 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.

Updated 12/17
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 information related to the administration of the test. For example, if a test candidate’s computer is not working, the proctor should check the connections to the computer and then the settings for the device. If the proctor cannot solve the problem quickly, the test candidate should be allowed to change to another computer if one is available. If the student has started the exam and changes computers, you will need to call the SkillsUSA Missouri State Director to allow a second attempt.

Proctor Pledge of Confidentiality

I hereby certify that I have carefully read and will comply fully with the confidentiality procedures described in this document. 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 test 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

Updated 12/17