Test Security and Administration Procedures Acknowledgement Form for Proctors, Translators, and Behavioral Assistants

2016-2017 Hawai'i State Alternate Assessments

School Name: _____

Test Coordinator Name: _____

Note: This form is only for proctors, translators, or behavioral assistants. 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 that is not provided for proctors, translators, or behavioral assistants who are present in the testing room. Keep this form for your records. It does not need to be submitted to the Hawai'i Department of Education.

Role of a Proctor, Translator, or Behavioral Assistant

A proctor or behavioral assistant may sit with a student or 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 translator may use the testing script to translate the directions, item stems, and response options, as directed by the Test Administrator, during the administration of an assessment. Only Hawaii Department of Education employees, e.g., educational assistants, part-time teachers, project teachers, may serve as proctors. Before serving as a proctor, translator, or behavioral assistant for an assessment, the Test Coordinator should review the test security and student confidentiality requirements included in this Test Administration Manual with each qualified person who will be present in a testing room and have him/her sign this form.

By signing this form, I acknowledge that (1) I understand all the required test security procedures in the HSAP Test Administration Manual for the online Hawai'i State Alternate Assessments and (2) I understand the required administration procedures for all test sessions in the HSAP Test Administration Manual for the online Hawai'i State Alternate Assessments.

Proctor/Translator/ Behavioral Assistant Name	Title or Position	Signature	Date