

Proctor Training

Brevard County SY 2022-2023

Test Administration Procedures

- Test Security
- Disciplinary Action/Consequences
- Procedures for Anomalies
- Florida Statutes & State Board of Education Rules

Test Security

- Proctors protect the security and confidentiality of exam content
- Proctors are to verify the test candidate's identity
- Proctors are to maintain a sign in sheet (annotate anomalies here)
 - Individuals who are not testing & teachers who provide instruction related to the certification content should not be in the room
- Proctors should make every reasonable effort to separate testing candidates by at least one computer station.
- Test candidates must be visible to the proctor at all times (i.e., the proctor may NOT leave certification testers unattended)
- Proctors are to maintain a silent testing environment

Test Security Continues

- Testing aids and recording devices/methods are prohibited, including textbook, manuals, notes, internet searches, paper & pencil, written or verbal assistance, cameras, phones, smart watches, etc. (unless otherwise stated by the certifying agency for the specific exam)
- Proctor must adhere to the test taking policies of the applicable certifying agency, the policies set forth by the Florida Department of Education. In the instance where the certifying agency's policies conflict with State mandates, the more stringent of the two policies will serve as the official operating procedure.
- If technical difficulties occur, the proctor may attempt to troubleshoot
 - Contact Certifying agency, technology specialist, or CTE personnel

Test Security Continued

- Testers who participate in disruptive conduct will be removed from the testing environment immediately. An incident report is to be forwarded to the school administration, test candidate's teacher, and content specialist
 - Students who are removed from the testing lab for misconduct will forfeit testing privileges for the duration of the school year
- Suspicion/witness of unethical testing practices and/or cheating must be reported immediately to the teacher & CTE district staff member

Consequences/Disciplinary Actions

- Reputation impacts
- Cancelled scores
- Revoked certifications
- Candidate bans
- Exclusion provision
- Contract Release/Expulsion

Anomaly Procedures

- In the event of testing anomalies, the proctor should notify the teacher & district staff in writing. (email)
- Examples of testing anomalies:
 - Interruptions (example: fire drills)
 - Testing Irregularities (example: mild misconduct)
 - Technical Abnormalities (example: score report not generated, computer freeze)

Statutes & Rules

- Section 1003.4203 - Digital materials, CAPE Digital Tool certificates, and technical assistance
- Section 1003.491 – Florida Career and Professional Education Act
- Section 1003.492 – Industry-certified career education programs
- Section 1003.493 – Career and professional academies and Career Themed Courses
- Section 1003.4935 - Middle grades career and professional academy courses and career-themed courses
- Section 1008.44 – CAPE Industry Certification Funding List and CAPE Postsecondary Industry Certification Funding List
- Section 1011.62 (1)(o) – Calculation of additional full-time equivalent membership
- Rule 6A-6.0573 - Industry Certification Process

Summary - Section 1003.4203

Digital materials, CAPE Digital Tool certificates, & technical assistance

- Making digital material available to K-12 in order to enable students to attain digital skills.
 - CAPE Digital Tools (ES/MS, FTE)
 - CAPE Industry Certifications (MS/HS, FTE, [articulation](#))
 - CAPE Innovation (HS, FTE)
 - CAPE Acceleration (HS, FTE)
 - Grade Point Avg (Level 3 = Honors)

Summary

Florida **C**areer and **P**rofessional **E**ducation Act (**CAPE**)

- Created to provide a statewide planning partnership between the business and education communities in order to attract, expand, and retain targeted, high-value industry and to sustain a strong, knowledge-based economy.
 - Improve MS/HS academic performance
 - Provide CTCs leading to post-secondary coursework/industry certification
 - Support local and regional economic development
 - Respond to Florida's critical workforce needs
 - Provide state residents with access to high-wage and high-demand careers

Summary – Section 1003.492

Industry-certified career education programs

- Career Themed Courses and CAPE Academies need to be coordinated with relevant/appropriate industries
- Voluntary process through which students are assessed by an independent 3rd party, resulting in the award of a credential that is nationally recognized and must be:
 - Linked to an industry that addresses a critical local/statewide economic need
 - Linked to an occupation on the demand list
 - Linked to an occupation classified as emerging
- Career Source & Florida Department of Education Partnership

Summary – Section 1003.493

Career and professional academies and career-themed courses

- Academy – research-based program
- Career Themed Course (CTC) – course or series of courses
 - Rigorous
 - Partner with stakeholder
 - Articulate
 - Receive instruction from highly skilled professionals who possesses industry-certifications for courses they are teaching.
 - If the passage rate on an industry certification examination that is associated with the academy or CTC falls below 50 percent, the 3-year strategic plan must be amended to include specific strategies to improve the passage rate.

Summary – Section 1003.4935

MS career and professional academy courses and career-themed courses

- Same as previous

Summary – Section 1008.44 CAPE Industry Certification Funding List

- Annual review timeline of the CAPE funding List
- [2022-2023 CAPE Industry Certification Funding List](#) (PDF)
- [2022-2023 CAPE Industry Certification Funding List](#) (Excel)

Summary – Rule 6A-6.0573

Industry Certification Process

- Provides definitions
 - Example: teacher, proctor, monitor
- Outlines requirement to get a certification on the CAPE funding list
 - Example: written exam given in a testing environment which is developed & scored by an independent 3rd party, includes a minimum of 150 instructional hours
- Outlines the process for being reviewed
 - Example: Partnership with Career Source
- Elaborates on Academy & CTC registration/reporting process
 - Example: CTC registration opens October 16th / reporting closes July 20th
 - Example: Certification cannot be administered >3 times in an academic year
with a minimum of 20 calendar days between administrations
- Outlines Conduct provision for maintain the validity of industry certifications credentials (16a & 16b).

Summary – Rule 6A-6.0573 (16a-page 5)

Industry Certification Process

TEACHERS are not to:

- 1.) Assist students with answering exam questions during an active test administration
- 2.) Create any study guide/document that includes any exam question part of a current test
- 3.) Administer an industry certification to a student whom they provide direct instruction
- 4.) Administer an industry certification to themselves
- 5.) Administer an industry certification to another staff member if they provide direct instruction for the certification
- 6.) Administer any industry certification to a family member
- 7.) Preview active exam content, even in the presence of a monitor or assigned proctor
- 8.) Access any testing material, unless assigned as specified in (13)(c)
- 9.) Reveal, print, copy, screen capture any part of an active test
- 10.) Take any industry certification exam using any name other than their own legal name
- 11.) Allow or entice another person to take an exam for a test candidate.
- 12.) Interfere in any way that jeopardizes the integrity of the test with personnel assigned to administer/proctor
- 13.) Provide answer keys to any student before, during or after test administration
- 14.) Assist a certifying agency in reviewing and creating exam questions for an industry certification exam
- 15.) Direct, engage, or participate in conduct/activity which could result in inaccurate measurement of student achievement

Summary – Rule 6A-6.0573 (16b-page 8)

Industry Certification Process

PROCTORS/MONITORS are not to:

- 1.) Assist students with answering exam questions during an active test administration
- 2.) Create any study guide/document that includes any exam question part of a current test
- 3.) Reveal, print, copy, screen capture any part of an active test
- 4.) Provide access to an exam to any teacher or other district employee, except as part of any official administration
- 5.) Take any industry certification exam using any name other than their own legal name
- 6.) Allow or entice another person to take an exam for a test candidate.
- 7.) Provide answer keys to any student before, during or after test administration
- 8.) Share credentials provided by the certifying agency for the purpose of administering industry certification exams.
- 9.) Administer any industry certification to a family member
- 10.) Direct, engage, or participate in conduct/activity which could result in inaccurate measurement of student achievement

Certiport- Specific Proctor Info

[Proctor 1 Certiport Proctor Instructions](#)

[Proctor 2 Certiport Proctor Registration](#)

[Proctor 3 QRG Proctoring an Exam](#)

[Proctor 4 Certiport Exam Administration Policies](#)

[Proctor 5 Certiport Contact Information](#)

[Proctor 6 Certiport School Organization Numbers](#)

[Proctor 7 Certification Roster](#)

[Proctor 8 Security Log](#)

[Proctor 9 Do Not Disturb](#)

[Proctor 10 Testing Pass](#)

[Proctor 11 Adobe Troubleshooting Guide](#)

[Proctor 12 - Tech Tips for Testing in Certiport](#)

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Acknowledgement

- Please go to corresponding link below and acknowledge training.
- The link will take you to a quick form to fill out.
- An email will be generated to the address you provide.
- A copy of the Form FCAPEA-04, Proctor Agreement, will be sent in this email.
- You **MUST** sign this form in BLUE ink and return a scanned copy (2 pages) to Michele Thomas, (Thomas.michele@brevardschools.org)
- Link to form: [Proctor Form FCAPEA-04 SY 22-23](#)