

## Proctor Instructions for Content Assessment

Content Assessment Proctoring Guidelines Proctors for each examination distribute materials, keep an orderly contest room, escort students to the restroom in between Testing Time Frames (unless others are designated to do so), and collect materials. At least two proctors are recommended for each testing area.

1. Before the examination, obtain a copy of the sign-in form, scratch paper, pencils and a timing device from the Contest Manager.
2. Separate individuals from the same school. Leave as much room as possible between participants. Follow local COVID protocols.
3. If a student's device creates a disturbance, the student shall be instructed to turn off the device and place it under the chair and out of sight.
4. Five minutes prior to the exam start time, take an initial head count. Note any absent students.
5. Two minutes prior to start time, welcome students and read the following:

"Welcome students! In a few minutes you're going to log in and take your first exam.

You'll be disqualified if you use any outside material or visit any unapproved websites during testing. Instructions for taking your exam will be on your screen. A countdown timer is displayed at the top of each page. Keep an eye on your timer. If you finish early, please close the device you're using for testing and remain seated quietly.

You need to have your login password and your testing ID number ready at this time. You should have one password for each exam you're taking. Is there anyone who doesn't have the password for their first exam? You may write down your answers on scratch paper if you want to check them against the key your coach will receive.

(At testing time) Now, on your device, go to [www.kaac.com](http://www.kaac.com). Click "Login" at the top, then "Students." Now let's all navigate to the login link in your browser. Everyone there? Please enter your password and login.

Has everyone logged in successfully? You should be seeing a landing page with a large Governor's Cup logo. You'll be asked your District number – it is \_\_\_\_\_. The timer will start once you complete this introductory section. You are now free to enter your information and begin the exam."