Proctor Checklist

Before Test Day

❑ Complete proctor training.
❑ Make sure you can sign in to the TA Interface from digitaltesting.collegeboard.org. Bookmark the page for later.
❑ Read the manual, ask your coordinator which test script you’ll read, and review that script.

Before Students Arrive

❑ Make sure your room is equipped with a working clock, a device for you, and a device for each student.
❑ Check your materials: you should have a room roster, test tickets, the manual, an irregularity form, and the quick-start guide.
❑ Check seating arrangements to make sure students can’t see anyone else’s screen.
❑ Post the date and test name where all students can see them.
❑ Create a space to record the following when prompted in your script:
  • Session ID
  • Start time
  • Approximate stop time
  • Break time
❑ Sign in to the TA Interface from digitaltesting.collegeboard.org.

Before Timed Testing Starts

❑ Check students in and mark your roster as they arrive.
❑ Read aloud from the script exactly as written.
❑ When prompted in the script, make sure the only things on a student’s desk are:
  • Test ticket;
  • Scratch paper;
  • Pencils, pens, and erasers; and
  • An acceptable calculator (when permitted). The manual includes a list of acceptable calculators in the appendix.
❑ Collect phones (if your school allows you to) and other prohibited aids as directed in the script.

While Students Are Testing

❑ Use the TA Interface to start testing, monitor student progress, and identify undertiming.
❑ Complete the seating chart provided with your testing materials.
❑ Walk around frequently to watch for disruptive behavior and security violations.

After the Test

❑ Check the TA Interface for students who were undertimed.
❑ Sign out of the TA Interface.
❑ Complete irregularity reports for undertiming and any other issues that occurred. Refer to the appendix of your manual for instructions.
❑ Return materials to your test coordinator.