

## **STAR TEST TRAINING FOR ES PROCTORS & PARENT VOLUNTEERS**

Thank you for your help in administering this state required test. We appreciate your support of our school! Hopefully we will reach our goal of 95% participation as listed in our charter. Key Points:

- \_\_\_\_\_ Read, sign and return 2009 STAR Test Security Affidavit form to STAR Site Coordinator and complete a Name Tag for testing.
- \_\_\_\_\_ Discuss behavior policy and review it with students; encourage students to do their best while testing.
- \_\_\_\_\_ Exhibit professionalism during testing, being quiet and courteous while students are working, enabling them to do their best.
- \_\_\_\_\_ Encourage each student to do their best as we hope to not only have 95% testing, but also to have improved scores. Remember, if a student doesn't know an answer, they are to make an educated guess and eliminate obvious false possibilities.
- \_\_\_\_\_ Discuss importance of following directions Exactly as stated in the Directions for Administration (DFA) booklet—ONLY reading aloud the bold black print portions in the DFA; allowing for break times, but not dismissing students unless there is proper supervision, whether for breaks, or parent pick-up or PFT testing at the end of testing.
- \_\_\_\_\_ Discuss supervision duty of students during breaks and after testing while waiting for parents.
- \_\_\_\_\_ When beginning test, have All Students, grades 4-11, complete box 1 on the Answer Document (student name, school & district only; Note school and district are the same, Sky Mountain Charter for Both, leave blank math/science class and math/science teacher; complete box 4 (version number).
- \_\_\_\_\_ Pre-ID Answer Documents need no other boxes completed, except for grades 8-11, Version Numbers On page 3 if taking a California Mathematics Standards Test & name of test; and/or a California Science Standards Test & name of test. Page 4 leave blank. Please emphasize student completing this info on the answer document and circulate the room to confirm it's being done correctly.
- \_\_\_\_\_ Blank Answer Documents, after completing box 1, have students complete boxes 2-8 on page 1; students grades 8-11 do Version Numbers on page 3 if taking a California Mathematics Standards Test & name of test; and/or a California Science Standards Test & name of test. Do NOT have students complete demographics for boxes on page 4, this will be completed with the use of a chart by ESs after testing. Please emphasize student completing this info on the answer document and circulate the room to confirm it's being done correctly.
- \_\_\_\_\_ Discuss importance of students using test booklet with the Same Version Number Each Day.
- \_\_\_\_\_ Discuss importance of completing daily attendance and providing a list of No Shows to be called into Patti Larriva or Maria Kickbride. Patti/Maria will email ESs of student No Shows, and ESs will follow-up with calls to their own families that night to remind them to test. ESs, please check your email and follow-through with these phone calls.
- \_\_\_\_\_ An assigned Floater will relieve ES Proctors/Parent Volunteers for breaks during the day, collecting No Show lists Mid-Morning, and calling them into Patti or Maria at designated time.
- \_\_\_\_\_ Discuss the process for returning all tests & materials back to the STAR Site Coordinator at the end of each day (must be locked up).
- \_\_\_\_\_ Discuss end of testing duties for all to help with: make sure bubbled answers are dark enough to be read; erase stray marks; complete demographic data (see below); help inventory and get materials ready for mailing, organizing used and unused tests and answer documents by grades.
- \_\_\_\_\_ Complete Pre-ID Answer Document Demographic Data, utilizing instruction packet and student printout provided with materials: for page 1 only, box 1 should be student name only, 4, 11 student number right justified, 12 CSIS number right justified. Do Not bubble any Demographics for page 4 Pre-ID documents, leave all boxes blank.
- \_\_\_\_\_ Complete Blank Answer Document Demographic Data, utilizing instruction packet and student printout provided with materials: for page 1, box 1 should be student name, school & district only; Note school and district are the same, i.e., Sky Mountain Charter School for Both, leave blank math/science class or teacher; also enter boxes 3-12; for page 4 using student printout provided with materials: do boxes 13, 14, & 23, and leave all other boxes blank.
- \_\_\_\_\_ ES Proctors/Parent Volunteers must check out with the Site Coordinator upon completion of duties each day, and not leave before all duties at the site have been done.
- \_\_\_\_\_ Obtain tests and other testing materials to administer the test. Be sure to post "Do Not Disturb" signs outside testing rooms, and return all materials to the STAR Site Coordinator at the end of testing.
- \_\_\_\_\_ If proctoring a Special Ed. Student, you will receive additional materials (student folders with accommodations/modifications listed; any special materials needed for testing). Be aware that students have a choice of whether or not to utilize accommodations/modifications. The students may choose to Not use any accommodations/modifications at all, and that is fine. If accommodations modifications are used, please Do Not mark in any bubbles for these demographics, but have the Proctor attach a note describing which accommodations/modifications were used OR a note if none were used at all. Demographics addressing these areas will not be completed at testing, but will be completed at IEM based on information received.

**THANK YOU SO MUCH FOR YOUR IMPORTANT WORK ON BEHALF OF OUR SCHOOL!!!  
Let's all work together and make this year's testing a real success!!**