

Proctors Needed-Willis Elementary

The testing season is upon us and we are working to provide the best testing situation possible for our students and staff and we need YOU!

What is a proctor?

A proctor is a volunteer who simply is in the classroom while the FCAT 2.0 is administered to assist the certified teacher with any needs that arise, such as broken pencils, student's needs for tissues, watching the class briefly while the teacher returns the tests to be secured, etc.

What a proctor isn't...

You will never directly be involved with the administration of the tests. Nor will a proctor ever proctor a class at the same grade level of their own students, should they have a student in elementary school.

How much time will it take?

For the FCAT 2.0, you would safely need to block off two and a half hours of your day. Ideally, we'd ask that you be available for each day that particular class is testing to maintain consistency. For example, if 3rd grade is testing for a two hour block for four days, it would be great if you could be available for all four days; however, if you can do two of the days, consecutively (M, T or W, Th) that would be great, too.

In addition to the actual testing days, there is a 25-minute proctor training that you will be required to attend. This year, you must attend the training to proctor.

When are this year's tests?

We have two testing seasons. The first test, FCAT Writes!, is a one-day only test for fourth grade and is scheduled for Tuesday, February 25, 2014, with make-up tests occurring on Wednesday, February 26, 2014. Training for proctors for this test will be held on Tuesday, February 25th, promptly at 7:55 AM .

The second testing season for FCAT 2.0 begins on April 14, 2014 and finishes on April 24, 2014. This involves third, fourth, and fifth grade students. Each grade level has four test days within this period. Training for proctors for this test will be held on April 14th, promptly at 7:55 AM.

If I proctor for the FCAT Writes! do I still need to attend the training for the FCAT 2.0?

Yes. The responsibilities for the proctor during both of the tests are very similar; however, due to the State's requirements and the fact that the tests are quite different, it will require a separate training.

Can my younger child come with me or will childcare be offered?

No. The testing situation requires little or no distractions for the students taking the tests, for the teachers administering the tests, or for the proctors who are supporting the teachers and students.

If you are able to proctor for us, we'd love to have you! Please email Connie Dixon at dixonc@manateeschools.net or Tawnya Mathis at mathist@manateeschools.net . Thank you so much for being willing to consider supporting Willis in this very important way!