



Bellevue School District Out-Of-District World Language Proctor Agreement

Please read the following agreement, sign it, and send a copy to wl_credits@bsd405.org before the start of language testing. Keep a copy of this agreement for your reference during the test.

Before Testing Begins

- Have the test ready—if the test requires a testing code and password, have those printed and ready to be handed to students
- Where appropriate, have a list of authorized test takers and/or ask test takers to provide photo/student ID
- When testing on a computer and in a character-based language, provide test takers with instructions for selecting the input language
- Ensure that headsets are plugged in before the test takers start an online test
- Read through the instructions for the test with the test

Rules for Taking a Language Test Outside of BSD

The language test must be taken in a proctored environment, with a proctor who has thoroughly read through and will follow the Bellevue School District language testing proctoring guide.

- No dictionaries, books, cell phones, and other electronic devices besides the test-taking device are allowed during the test
- No additional applications (e.g., Word, email, chat) or browser windows are allowed to be open during testing—the test will be **VOIDED** if test takers fail to comply
- Inappropriate responses (e.g., violence and etc.) will not be scored

During Testing

- The proctor must be in the testing area throughout testing, ensuring that cell phones, items that are not approved for testing, etc. are packed away. Circulate the testing area to check that no additional windows or applications (such as Word, email or web browsers) are opened during testing.
- Any violations to the rules above will result in invalid score for the test and the immediate suspension of testing for that individual test taker. The proctor will notify such incidents to the testing coordinator at the Bellevue School District.
- As a proctor, you **MAY** help with logging in, clarifying profile questions and/or directions, selecting the writing input language, proper use of their headsets, computer issues, and resuming a test.
- As a proctor, you **MAY NOT** help with defining words on the test for students, eliminating answers for students, and anything that may give test takers an advantage on the test.
- Please walk around the testing area to ensure that test takers are following instructions and progressing smoothly. If there is a time limit for the test, please provide reminders of the time remaining for the test takers.
- If test takers need to use the restroom during the test, please have the test takers surrender their cell phones to you prior to using the restroom. Students may not take any electronic devices, dictionaries, and/or textbooks with them during break time.

I have read and agree to all the conditions above. I will ensure the integrity of the test and the testing process by signing this agreement.

Proctor Name: _____

Proctor Signature: _____ Date: _____