



## TESTING WINDOW

**March 13<sup>th</sup> - 27<sup>th</sup>**

## Proctor Testing Integrity Form

This year we will only have the proctor fill out a form to attest to the integrity during testing. You **no longer** have to turn in a form for each student signed by the student/advisor/proctor. The proctor will fill out the form provided and turn it in for each testing session they proctor. For the exam title, you can use the specific contest title (ex. Carpentry). If you are doing a large group, you can use SKILLED. If they are taking the professional development test, you can use SKILLSUSA. If they happen to be taking both during the session, Carpentry/SkillsUSA or SKILLED/SkillsUSA.

If you have any questions, reach out to Karla:

[karla@skillsusaindiana.org](mailto:karla@skillsusaindiana.org)

# Proctor Testing Integrity Form

SkillsUSA Indiana State Leadership and Skills Conference



## Proctor Testing Integrity Form

This form is to be completed by the designated proctor for each administered examination. Its purpose is to attest to the adherence of testing protocols and the integrity of the examination environment.

### Examination Details

<b>Exam Title</b>	
<b>Date of Exam</b>	
<b>SkillsUSA Indiana Chapter Name</b>	
<b>Proctor Name</b>	
<b>Proctor Contact Information</b>	

### Testing Integrity Checklist

- All examinees' identities were verified prior to the start of the examination.
- No unauthorized materials (e.g., cell phones, notes, calculators unless permitted) were present in the testing area.
- All examinees were monitored throughout the examination period.
- No communication between examinees occurred during the examination.
- All testing instructions and guidelines were followed as specified.
- Any incidents or irregularities were documented and reported.

### Incident Reporting

If any incidents or breaches of protocol occurred, please describe them in detail below:

<b>Description of Incident</b>	
<b>Actions Taken</b>	

### Proctor Attestation

I, the undersigned, certify that the above information is accurate and that the examination was conducted in accordance with established protocols to ensure testing integrity.

<b>Proctor Signature</b>	
<b>Date</b>	

Please return this completed form to Karla Moore at [karla@skillsusaindiana.org](mailto:karla@skillsusaindiana.org) following the conclusion of testing.