

Test Administration and Proctoring Tips

[rev. 8/17/11]

(Guidelines for graduate teaching assistants at UGA, but most of this is applicable to other testing situations.)

As regards test administration and proctoring, an ounce of prevention is worth a pound of cure; it is an ESSENTIAL part of your responsibility as an instructor to insure that your students have the proper test-taking environment. Here are some important steps to success:

- *mention your school's academic honesty policy when going over the syllabus initially, in a friendly but firm way
- *construct a test that is fair and clear, and let students know its general content at least a couple of days in advance (when you can also mention again the academic honesty policy—not on test day)
- *take a watch, if your classroom has no clock (if your room does NOT have a clock, let me know and I'll see that one is installed)
- *arrive early, cheerfully, and help your students relax
- *explain in a positive, friendly manner that answers will always go on the test paper itself (be sure you design the test with ample space for answers), so they should put away all books, notebooks, paper, etc. (glance around the room to make sure this is done)
- *carry a legal pad in case some students want scratch paper
- *circuit the room right after distributing test and doing the DICTATION, & cover/close/flip over any books, notebooks, etc., that you might find inadvertently left open on the floor etc.
- *remain in room the entire time, at the podium; remain alert, looking around every minute or so, and making additional circuits every 5-10 minutes: you don't want to look like the Gestapo, but you do want to be an obvious presence; don't just sit at the desk and read a book the whole time; once students begin to turn in their tests, you can begin grading, referring to your answer key (ALL instructors are expected to provide students with a complete answer key when tests are returned—which should be no later than 2-3 class days after the test is given)—but STAY ALERT while you grade
- *see me, as always, about ANY questions/problems.