



Insight School of Kansas
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February 24, 2014

Dear Proctor,

Thank you for providing your time to proctor the State Assessments in the coming weeks! You are providing a valuable service to Insight School of Kansas, and our students. In this packet, you will find all the materials necessary to carry out your proctoring duties.

This includes:

- A calendar and schedule of proctors and testing sites
- A PowerPoint snapshot outlining the guidelines for giving the State Assessments
- A PowerPoint snapshot outlining the guidelines for Test Security and Ethical Practices
- Guidelines for proctors, administration and students
- An agreement to abide by guidelines form, requiring your original signature (return to ISKS office)
- Sign-in sheets and another form verifying your administration of the assessments – one for each day that you will proctor, requiring your original signature (return to ISKS office)
- A full Kansas Examiner's Manual produced by the Kansas State Department of Education
- Paper, graph paper and pencils to be made available to students at the time of testing

Please review all materials prior to your scheduled date(s) of testing, and ensure that you bring your proctor's guide with you to your testing site.

If you have any questions, just give me a call!

Cassandra Barton
Principal
Insight School of Kansas

If a student does not show up for their scheduled assessment time, begin testing for students who are present, and then immediately email the assigned caller (and CC Cassie and Jerald) for your day "no-shows."

Sample Proctor Letter For Physicians

**James E. Orlikoff, William R. Fifer, Hugh
P. Greeley**

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