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16740 W. 175th  
Olathe, KS 66062  
(913)592-4600  
Fax: (913)592-4646  
[www.insightks.net](http://www.insightks.net)

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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

**Lauren Gardner**



**Sample Proctor Letter For Physicians:**

Embark on a transformative journey with Explore the World with is captivating work, Discover the Magic in **Sample Proctor Letter For Physicians** . This enlightening ebook, available for download in a convenient PDF format Download in PDF: , invites you to explore a world of boundless knowledge. Unleash your intellectual curiosity and discover the power of words as you dive into this riveting creation. Download now and elevate your reading experience to new heights .

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