



Parent/Guardian AP Proctor Guidelines & Expectations

- Arrive on time and stay until the end of your shift
- Check in with counselor/lead proctor and familiarize yourself with the testing environment and location of bathrooms
- Assist counselor proctors with test distribution and collection as directed
- Restrooms - students must be escorted to the restroom and may only go one at a time
- Cell phones & Smart Watches - if you suspect a student is using a cell phone or smart watch - inform counselor proctor quietly
- Do not use personal phone or computer – lead proctors may do so only to be in touch with test coordinator
- Do not eat, drink or engage in conversations with other proctors
- Monitor room by walking around quietly
- Do not engage in conversation with students or in any way distract them
- Parents/Guardians cannot proctor a test when a relative is taking (or will be taking on a late-testing date) the same test
- Ensure proper seating distance is maintained (5 feet) and all students are facing the same direction