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| Mallard Creek High School | |
| To: | Staff |
| From: | Kelleher, Amy M., STC |
| CC: | Garay, Kevin, Principal; Sunseri, Katie, API |
| Date: | 12/7/2015 |
| Re: | Proctor Solicitation/Switching Exams  See me ASAP if you want to have the chance to stay in your room with your own students! |

NCFE Maverick Staff Members,

We are again pleased to offer an awesome opportunity to allow you to stay with your students and in your room (as long as the set up meets guidelines) during secured final exam week. If you are an NCFE teacher and you can secure your own proctor who meets the following guidelines, you will be allowed to keep and test your own class(es) for as many days as that proctor works with us. Please let them know that if they are a close friend or relative, they cannot test with you. We will get you a replacement/alternate proctor so you can benefit from your efforts. Minimum Requirements:

* Age 18 or older and not a K-12 student
* Must complete the volunteer registration process (link on the Google Doc they use to sign up) prior to test days.
* Cannot proctor in a classroom if they
  + Are related to a student in the class (child, grandchild, niece/ nephew)
  + Are related to or close friends with the test administrator

If you are able to secure your own proctor, please have them sign up on the form below and indicate in the last box your name so I can give you credit for finding them. I will then change the schedule to honor our “deal”. All staff-made arrangements are due by 1/08 so that I can finalize our schedules for the secured testing week and publish to all staff. You cannot use staff members from in building as your proctor for this option. We will be scheduling all available staff in some capacity during testing, so they will not be available. Feel free to use student teachers as long as no one else has grabbed them. If you know of folks who could help out, please have them sign up as well. We will come up with some incentives if traditional proctor hunt doesn’t apply to you! <https://docs.google.com/forms/d/1TTI7Lon3tjIZAVr9pyibfFakdD1hDJzD9BriRZEfFj0/viewform?usp=send_form>

So you know, the current schedule has all NCFE teachers switching rooms/kids due to the fact that we do not have enough proctors for every testing room. I have done the switching in a fashion I believe to be random and fair. **We will be applying for a proctor waiver for rooms in which we cannot dedicate 2 staff members, which includes most/all NCFE’s. EOC sessions must have 2 adults.**  We will not allow teachers to return to their rooms/students until both rooms are totally finished testing. If your kids finish early, you are responsible for that class until the paired class is done. We will not swap test administrators mid-testing, unless there is a legitimate emergency. Parent proctors cannot be left with a class either.

**Please choose wisely, keeping in mind that secured tests are a MAJOR deal! Happy Proctor Hunting!**

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