



Proctor Virtual Guidelines

Thank you for agreeing to serve as a proctor for a Nevada FFA Career and Leadership Development Event. Your assistance and cooperation allow FFA members to participate in the event during the school day and contribute to their success. The virtual component(s) are critical portions of each of the Career and Leadership Development Events. Student success in this portion of the event has a significant impact on their overall success in the event. It will impact each student's score and their team's final score.

Event integrity is a primary concern throughout this process. Proctors provide fairness and accountability in our events and ensure each student's successful participation and submission of answers.

Procedures

Upon registration, advisors will provide the name of an unbiased, in-person proctor. Proctors can include school administrators, computer lab coordinators, media specialists, guidance counselors, testing coordinators, teachers not affiliated with the agriculture program, other non-instructional school or school district officials. Agriculture teachers/FFA Advisors cannot serve as proctors. A proctor cannot be related to someone taking the exam or to an agriculture teacher at the school.

When registering for the CDE, the advisor will provide the proctor's name and email address. Proctors will receive an email prior to the virtual event(s). Once the proctor emails have been sent, we will email all advisors so that advisors may follow-up with their proctor to ensure they received the event information. It is the advisor's responsibility to communicate with the proctor about their responsibilities and schedule a time and location where they will have access to computers.

Proctor Responsibilities

Proctors will be responsible for:

- Ensuring the accurate identity of the test-taker.
- Ensuring the student is not permitted to leave the testing area until the test is completed.
- Completing, along with the student, any confirmation of submission of testing materials.
- Providing an appropriate testing environment.



Nevada FFA Association

Career & Leadership Development Events

- A suitable environment is quiet, has no distractions, and is in a public or publicly accessible place. Does not allow communication with others who may encourage or facilitate sharing of answers or information and can be controlled for sound, light, and access to the required technology, including the Internet.
- Checking testing rooms before the beginning of test administration to ensure that no specific information is displayed in the room during the test administration.
- Using the testing resources available and following the appropriate testing procedures.
- Securing tests before and after test taking and not allowing unauthorized persons to access the test materials or testing site.
- Promptly destroying tests and materials, either electronic or original copies, upon completion of the virtual event.
- Answering only questions on test-taking procedures (not questions on test content) and communicating appropriately with the instructor to ensure that all information and items required for a successful proctoring experience have been received.
- Confirming the submission of all e-scansheets using the link provided by Nevada FFA BEFORE students leave the testing room.

Proctors will not:

- Alter examinees' responses (indicate answers, point out the rationale, prompt, etc.).
- Allow unauthorized persons to access the test or testing site.
- Permit examinees to confer, trade or shout out responses to exam questions
- Disclose individual examinee's test responses, scores or test performance data to anyone.
- Proctor examinees who are my family members.
- Keep, copy, photograph, record, reproduce, paraphrase, distribute, or discuss test materials and items.
- Use test items or any information in an assessment to review/prepare examinees for a test.

In the case that a proctor needs to be changed after registering a team, please email the name and email address of the new proctor to hdye@agri.nv.gov.

BEST PRACTICES

Student Identification - Please verify the students on the list provided by the agriculture teacher. The student should be under your supervision during the virtual component(s) you are proctoring.



Room Setup and Seating Requirements - Each student must be separated by a minimum of 3 feet from right to left (measure from the center of the desk) and facing the same direction.

Computers- Each student must have individual access to a computer, tablet, or device where they can switch between tabs for the exam and scan sheet. Each student will need to have the exam open on one tab or screen with the scan sheet open on another tab or screen, OR students can have two devices or screens. Students' screens must not be visible or in sight of other students.

E-Scansheets - Sample e-scansheets are on the virtual test webpage and scan sheet instructions are posted for each event in the shared Google Drive. Students should be familiar with how to properly fill out the scan sheet.

Monitor Students - Walk around the room to check that everyone is working on the correct section. Students must mark their responses correctly on the e-scan sheet.

Event Day

Event Time- Virtual events will be available during the hours of 7am – 5 pm PST. Teams can take the exam at any time during this time frame. All of the participants **MUST** participate in the virtual event at the same time. Failure to do so will result in disqualification. Multiple teams for different CDEs may participate in different virtual CDEs at the same time however, **AN ENTIRE TEAM** must take their exam at the same time.

Time the Test -Accurately time each test. Students must be given the entire amount of time. Help students manage their time by:

- Posting the start and stop times for students to see.
- Announce the remaining time at regular intervals. This is particularly important if the room clock malfunctions. Before you call stop, check your watch against the time you have written down.

Permitted Materials- All general CDE guidelines apply during virtual events including that participants will not be allowed to utilize personal electronic devices during the exam. Participants who access personal electronic devices without prior approval of the event officials



Nevada FFA Association

Career & Leadership Development Events

will be disqualified. Please refer to the specific event's Proctor Script for guidelines concerning event materials.

Collect or Store Devices - Electronic devices, such as cell phones, iPods, iPad, headphones, mp3 players, etc., are NOT permitted. Students who utilize phones to monitor medical devices or conditions should be directed to leave them with you for monitoring.

Suggested Collection Procedures: If your school already collects phones and electronic devices, we encourage you to continue using the methods that work for you and your students. If you don't currently collect students' electronic devices, here are some suggestions for doing so:

- Instruct students to disable alarms and power off cell phones and electronic devices when they enter the testing room. Collect students' cell phones and wearable technology in a basket, envelope, or bag before testing begins.
- Give students sticky notes or small envelopes to label items with their names.
- Collect labeled items from students once they're seated. If possible, keep student items in the order they were collected for easier return after testing.
- Keep the devices at the front of the room on the proctor's desk for the duration of testing.
- Request students to take snacks or drinks and store them under their desks. These items must stay under the desks during testing.

E-Scansheet Submissions- It is imperative that both proctors and advisors use the link provided by Nevada FFA to confirm the submission of all e-scansheets BEFORE a student leaves the testing room. If you are having trouble with a student's submission or if a student on your submission list is not from your chapter, please email hdye@agri.nv.gov or call at 775-721-6052

Honesty & Integrity- All participating students & proctors are required to agree to an integrity statement before the virtual competition starts.

Technology Issues- In the case of a technology failure, you should contact Nevada FFA immediately. If your students accidentally closes their browser during the event they may log back in on the same computer and start where the student left off.



Nevada FFA Association

Career & Leadership Development Events

Reporting Irregularities- Please let us know. Help us by emailing hdye@agri.nv.gov or calling 775-721-6052 when problems arise, including:

- Securing incidents
- Misconduct
- Test question errors or ambiguities
- Other incidents or disturbances

Questions- If you have any questions about the policies and procedures for Virtual Career Development Events, please contact: hdye@agri.nv.gov or 775-721-6052

Thank you for assisting with the virtual event components!