



Thank you for working with us. Your time and effort makes an important positive impact on the lives of students. Please see important information below pertaining to your upcoming proctoring sessions:

Proctor Protocol

- **Contact parent several days in advance of the Regents Examination** period so that they have sufficient time to decide where the exam will be taken.... home/library/school etc.
- **Be on time and have photo ID ready.** Introduce yourself as the proctor for: (Students name and subject)
- You will be asked to verify **your contact number.**
- Once you have the test in your hands make sure to confirm the time to adjust the test duration according to the student's accommodation. **Tests are 3 hours long or in some cases time and a half. (Extended time)**
- Text/call parents or student to let them know you are on your way. **If tests are done at the library, please note that exams can only be proctored during regular library hours.**
- At the beginning of each test administration, proctors must remind students regarding **no devices while taking a state examination.**
- During the tests, **proctors should point out to students if they have left one or more answers blank**, if they have recorded more than one choice for the same multiple-choice question, or if they do not appear to be recording their answers in the proper place.
- Answers must be recorded with **pen ONLY.**
- Proctors may not comment to the student on the correctness or sufficiency of any answer. **The role of the proctor is to supervise the exam, not assist with the exam.**
- Each student taking the Regents Examination is required to **sign the declaration** for each examination on the answer sheet.
- **Make sure that each student has signed with pencil or pen the declaration and have completed the heading in before the student leaves the room.**
- **Respond to any questions** on the back of the declaration form for any specific accommodations.
- **Students who refuse to take the test must be reported to the school.** Make sure to have parents' signature if possible or have the student sign the envelope.
- Once the test is completed, **return to the school, and drop off the test at the location written on the envelope.**

If you have any questions, please contact Cecilia or Mark on 631-969-8800

IMPORTANT:

After test have been returned, all new proctors must TEXT Cindie on **631-651-6650**

YOUR TEXT MESSAGE NEEDS TO CONTAIN THE FOLLOWING INFORMATION:

1. Your proctorial number (number given to you by FCT).
2. Your full name and surname.
3. Student's full name and surname.
4. School district.
5. Subject.
6. Start and end time.

Thank you again,
The FCT Team