

Date \_\_\_\_\_

Grade/Test \_\_\_\_\_

Teacher \_\_\_\_\_

**Testing Tub Supplies Checklist**

| Proctor Out | Admin Out | Items   |
|-------------|-----------|---|
|             |           | Red Testing folder (Test Manual hanging folder) <ul style="list-style-type: none"> <li>• Plan/Schedule</li> <li>• Test Administrator checklist</li> <li>• Directions</li> <li>• Roster</li> <li>• Seating Chart</li> <li>• 7 Signs</li> </ul>   |
|             |           | 7 signs: <ol style="list-style-type: none"> <li>1. Testing Complete</li> <li>2. Additional Materials needed/Question</li> <li>3. Break Needed</li> <li>4. Testing Emergency</li> <li>5. Nurse needed</li> <li>6. Relief Monitor in Place</li> <li>7. Testing, Do Not Disturb</li> </ol> |
|             |           | Accommodations: (in Docs & Accom hanging folder) Purple File Folder and Bag per student (if applicable)   |
|             |           | Student Supply Bags: <ul style="list-style-type: none"> <li>• #2 pencils</li> <li>• pencil sharpener</li> <li>• peppermints</li> <li>• erasers</li> <li>• Highlighters</li> </ul>   |
|             |           | Teacher Supply Bag: <ul style="list-style-type: none"> <li>• Timer</li> <li>• Tape</li> <li>• Scissors</li> <li>• Stress Toys</li> </ul>  |
|             |           | Scratch paper (in Scratch Paper hanging folder)   |
|             |           | Time Remaining Binder & Extended Time Remaining Binder (in Time Binder hanging folder)  |
|             |           | Dictionaries (reading STAAR) #: _____ Bilingual Dictionaries (All students on any test) #: _____  |
|             |           | Calculators (8 Sci/Math & 8 Alg) #: _____   |
|             |           | STAAR Reference Charts (8 Sci / 5-8 Math & Alg)   |
|             |           | # of Online Testers (secure test tickets) _____   |
|             |           | Secure Test Session ID  |

Administrator Signature \_\_\_\_\_

Proctor Signature \_\_\_\_\_

**TESTING CHECK OUT PROCEDURES**

| Action Item                              | Check when done |
|--|-----------------|
| Have teacher check the supply list above |                 |
| Verify accommodations with teacher       |                 |
| Sign control log                         |                 |

Administrator Signature \_\_\_\_\_

Proctor Signature \_\_\_\_\_

**TESTING CHECK IN PROCEDURES**

| Action Item   | Check when done |
|---|-----------------|
| Ask teacher if there was any problems during testing - Document below   |                 |
| Ask if they had any absent scholars   |                 |
| Ensure seating chart is completely filled out (top section, forms, and times) <i>Teacher must fill out if not</i> |                 |
| Sign control log  |                 |

Administrator Signature \_\_\_\_\_

Proctor Signature \_\_\_\_\_