Date_____ Grade/Test _____ Teacher_____

Testing Tub Supplies Checklist

Proctor Out	Admin Out	Items
		Red Testing folder (Test Manual hanging folder) ● Plan/Schedule • Directions • Seating Chart ● Test Administrator checklist • Roster • 7 Signs
		7 signs: 1. Testing Complete 2. Additional Materials needed/Question 3. Break Needed 4. Testing Emergency 5. Nurse needed 6. Relief Monitor in Place 7. Testing, Do Not Disturb
		Accommodations: (in Docs & Accom hanging folder) Purple File Folder and Bag per student (if applicable)
		Student Supply Bags: ● #2 pencils • erasers ● pencil sharpener • Highlighters ● peppermints
		Teacher Supply Bag: ● Timer • Scissors ● Tape • Stress Toys
		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) *Teacher must fill out if not*	
Sign control log	

Administrator Signature_____ Proctor Signature _____