Active Monitoring – Help Chart

- *Cell phone must be on silent mode and placed on top of teacher's desk facing down - all alarms turned off*
- *Computers must be turned off and turned in to CTC*
- *No smart watches or any other electronic devices*
- *Must be walking around & supervising students and not sitting at his/her desk*
- *Test administrator must be able to view the student screens while monitoring online testing*
- *Test administrators must only respond with approved statements (see back of handout for guidance on what to say)*
- *No reading of books or magazines or coloring for TA, Hall Monitors, Restroom monitors, floaters, break people, anyone*
- *No emailing or texting TA, Hall Monitors, Restroom monitors, floaters, break people, anyone*
- *Announce time left as outlined in the script for breaking for lunch and end of day.*
- *Refer to section in your test administrator manual on Monitoring Testing*
- *Make sure student selects the correct test from the testing menu at the beginning of the testing session*
- *Monitoring student login to ensure they are in the correct assessment*

What can you say?

(Whole group or individual)

- *Reminder to record answers (often):*

  "Remember that you must enter all your responses on the online platform. Be sure that you have answered all the questions, including those you marked for review. Anything written in the notepad will not be scored."

- *Student asks for help (as many times as necessary)*

  "I can't answer that for you; just do the best you can."
  "No te puedo responder esa pregunta; solo contesta lo mejor que puedas."

- *Student asks "how much time is left?"*

  You have until the end of the day today to complete your test. Lunch is at _____. If you still need time after lunch you will have it.

- *Announcing testing time remaining (1 hour before end of day only)*

  You have _____ (fill in time & refer to charts) left. Remember that you must record your responses on the online platform.

- *Reminder not to click submit*
  "Do no not click the Submit Test button until you are sure you are done."

- ## *When time is up*

  Time is up. Please stop working. Raise your hand and I will help you submit your test.