

Grade Level _____ Proctor Returning Bucket: _____

Zwink March QSE - Bucket Return Checklist

Station 1 - Materials

1. _____ All signs (cell phone policy, do not disturb, RR pass, need a break) are present
2. _____ Bag of headphones (STT headphones only)
3. _____ Dictionaries (ELA Only) / Calculators (5th Grade Math ONLY)

Station 2 – Colored Documents

1. _____ Signed: blue Seating Chart – start/stop times, proctors, # absent, & attendance - in pen
2. _____ Signed: pink Official Time Record - individual stop for all students, proctor/break times in/out
3. _____ Signed: yellow Accommodations Roster (if applicable) - mark unused accomm.
4. _____ Signed: white Room Roster
5. _____ Orange Students Still Testing Strip

Perfect Bucket? Circle one

Yes

No