

**FLACS A**  
AMERICAN SIGN LANGUAGE  
**SAMPLE** PROCTOR INSTRUCTIONS

1. Proctor will be responsible for attendance and for monitoring students while taking the exam. The only browser that students should have open on their Chromebooks is \_\_\_\_\_. Students with other windows open may be considered cheating, and this should be brought to the attention of their teacher.
2. Prior to the exam, please check the attendance list and give the names of the absentees to the teacher. Please have students place all electronics besides their school-issued Chromebook (cell phones, airpods, etc) to the front of the room. If a student is caught with one of these devices it will result in an automatic zero as per NYS guidelines.
3. Please be vigilant and monitor all student activity on their Chromebook screens; you may wish to stand in the back of the room to have a view of all students' screens. Please be considerate of your colleagues and do not read or be on your cell phone. It is very important that during the "listening" comprehension you do NOT take a break. The teacher will be reading from a script and will not be able to monitor the students while doing so. **Please stay in the back of the room and watch everyone as it is easy to cheat during this section of the exam.**
4. Students must remain in the room without the use of their personal devices until the end of the assigned time. This exam runs from 12:00pm – 2:00pm.
5. If the teacher has not yet arrived by the beginning of the exam, please have students begin with the "Interpretive Reading Section" (Question #11) until the teacher arrives.
6. Students should not have any other materials such as books, magazines, airpods, cellphones, etc. at their desks. The only device students should have is their school-assigned Chromebook.
7. At no point should students be communicating with one another, verbally or in ASL. Either will be considered cheating.

Thank you for your diligence.