

## CAHSEE Examiner / Proctor Assignments

- **Reminder: Do Not Release Students until you hear the bell ring**
- Non-Proctoring Day – Each department/teacher will work the entire CAHSEE on either Tuesday (English, Social Science, Visual/Performing Arts, & World Language) or Wednesday (CTE, Math, PE, Science). The day you do not proctor, help or supervise you will be expected to be with your departments working on Action Plan.
- Proctor Duties – Responsible for helping pick up and distribute the test, verify students, give the test, proctoring test as needed.
- Building Supervisor – Responsible for regularly checking in with proctors, keeping track of building progress, communicating with the monitor as classes finish the CAHSEE, helping direct student traffic before and after the test.
- Gym Supervision – Supervise students who arrive before the CAHSEE is over. If all of your students are done testing and you have turned in your materials, let the testing center know. We may need your help with supervision.
- Monitors – Will be available to help direct students in the morning, identify students, help with bathroom breaks and communicate with the building supervisors.
- Students – Collect materials from all students before the end of testing and return them to the testing center. Students who are not finished with the exam at the end of testing time should report to the Little Theatre to continue working on their test.

### **Tuesday, February 7, 2012 (8:00-11:05am)**

<u>Room</u>	<u>Proctor</u>	<u>Proctor</u>
A1	Scott	Roberson/Adan
A2	Schrader	Massey
A3	Adams	Wannberg

<u>Room</u>	<u>Proctor</u>	<u>Proctor</u>
C1	Loren	Salas
C3	Souza	Nelson
C4	Vinet	Eaton/Jones
C5	Benoit	Ruggiero
C6	Tipton	Smith
C10	Gonzales	Lam

<u>Room</u>	<u>Proctor</u>	<u>Proctor</u>
E1	McKee	Lundy
E2	Porter	Sullivan
E3	Sussman	Roush
E4	Wren	Marianno
E5	Korynta	San Juan
E6	Kenyon	Lewis

#### Building Supervisor / Monitor

Building A – Hansen - Lucy  
Building C – Kuchinski - LeVon  
Building E – Moses - Rob

Gym Supervision – Herrera / Garcia

Floaters – Haworth

Parking Lot – Sandy

Testing Center – IA – Sandra Dick

Unavailable:

### **Wednesday, February 8, 2012 (8:00-10:25am)**

<u>Room</u>	<u>Proctor</u>	<u>Proctor</u>
A1	Ludwig	Roberson/Adan
A2	Urmaza	Coffman
A3	Caires	Salas/Wannberg

<u>Room</u>	<u>Proctor</u>	<u>Proctor</u>
C1	Centeno	Roman - Leslie
C3	Bates	Sepulvida
C4	Morris	DePonte
C5	Wilson	Manuel
C6	Long	Trefz
C10	De Mille	Carrasco

<u>Room</u>	<u>Proctor</u>	<u>Proctor</u>
E1	Shields	Hernandez
E2	Milton	Nowag
E3	M. Lewis	Triplett
E4	Waldron	McIntyre
E5	D'Andrea	St. Louis
E6	Collins	Huvar

#### Building Supervisor / Monitor

Building A – Vaiuso - Lucy  
Building C – Poe - LeVon  
Building E – Kane - Rob

Gym Supervision – Ratterman / Leslie

Floaters – S. Martinez / Green

Parking Lot - Sandy

Testing Center – IA – Sandra Dick

Unavailable:

## Test Schedule

### **Tuesday, February 7th (English Language Arts)**

7:50	Tardy Bell
8:00-11:05	CAHSEE for <b>ALL Sophomores and Seniors who have not passed.</b>
11:05	<b>All students who did not test report to school.</b>
11:10-11:55	1 <sup>st</sup> period
12:00-12:45	2 <sup>nd</sup> period
12:45-1:20	Lunch
1:25-2:10	6 <sup>th</sup> period
2:15-3:00	7 <sup>th</sup> period

### **Wednesday, February 8th (Mathematics)**

7:50	Tardy Bell
8:00-10:30	CAHSEE for <b>ALL Sophomores and Seniors who have not passed.</b>
10:35	<b>All students who did not test report to school.</b>
10:35-11:30	3 <sup>rd</sup> period
11:35-12:30	4 <sup>th</sup> period
12:30-1:10	Lunch
1:15-2:12	5 <sup>th</sup> period