

Diagnostic Proctoring Day 1 Script

- Before you enter the classroom, make sure your packet includes all the necessary items: 30 Lab Work forms, 30 test booklets, 30 Scantrons, an item analysis sheet, a grading checklist, and a Day 1 Script. After you have counted your test booklets, write the number of each booklet on the back of your grading checklist so that you can check off each one as the students hand them to you when they are done with the test.
- Arrive early at the classroom, if possible, and write the following on the board:

Subject: Instructor/Class/Class Time

Period: Booklet #

Good morning/afternoon,

My name is _____. I am here today to give you the Writing Lab Diagnostic Test that your professor requested be administered to your class. The Diagnostic Test will measure 14 different grammatical areas. You will need both a pen and a pencil to fill out the required forms. I have pencils to distribute if you do not have one.

- Pass out Lab Work forms to students.

You will need a pen for this form. Please fill out the top of the form. PRINT your name where it says “student.” Where it says “Prof/Class” write the name of your professor and the class time. Ignore the second line, as the grader will fill that in.

- Read the deadline policy to students, emphasizing that there are NO make-ups. Instruct them to sign.

Please SIGN your name under the deadline policy to signify your understanding of the Lab’s deadline policy. Finally, PRINT your last name on the very bottom of your sheet where it says “Last name.” You should have written your name 3 times—once on the top, once to sign it, and finally on the bottom. Pass your forms to the front, and I will collect them.

- Collect Lab Work forms.
- Pass out Scantrons and pencils to students. Refer students to what you have written on the board.

Use your pencil on the Scantron and fill in the lines on side 1, starting with your name. Where it says “Subject,” write your professor’s name, the class, and the class time. Where it says “Period,” write the number of your test booklet when you receive it so that your test can be graded appropriately.

As soon as you get your test booklet, you may begin.

- Pass out test booklets.
- Remind students of the following:

If you make a mistake, be sure that you erase completely.

Do not write in the test booklet!

If you are not finished with your test, let me know when you hand me your test. I will take it back to the Lab, and you may come to the Lab and finish your test either today or tomorrow.

When you are finished, bring your test booklet and Scantron to the front. I will be returning on _____ with the results of your test and some information about the Writing Lab. Good luck!

- As students finish with the test and bring their results up to you, do the following:
 - make sure each Lab Work form is signed
 - have students sign the unsigned forms before they leave the classroom
 - alphabetize Lab Work forms
 - alphabetize Scantrons
 - put test booklets in numerical order and cross out each number on the list as the booklets are brought to you