

# CAAP: Collegiate Assessment of Academic Proficiency

## Proctor Training

Presenters: Heather Snider  
George Hernandez

Faculty Development  
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# Agenda

- Description of CAAP
- Results from CY 2009
- Proctor Training
  - Materials
  - Security
  - Procedures

# What is the CAAP?

- Nationally standardized assessment
- Paper-and-pencil administration
- 6 modules (5 multiple choice, 1 essay)

Writing Skills

Reading

Mathematics

Science

**Critical Thinking**

Writing Essay

# Critical Thinking Assessment

## CAAP Critical Thinking

- Item Content
  - Analysis of Elements of Arguments
  - Evaluation of Arguments
  - Extension of Arguments
- 40 minutes
- 4 passages
- 32 multiple-choice items
- [Sample](#)

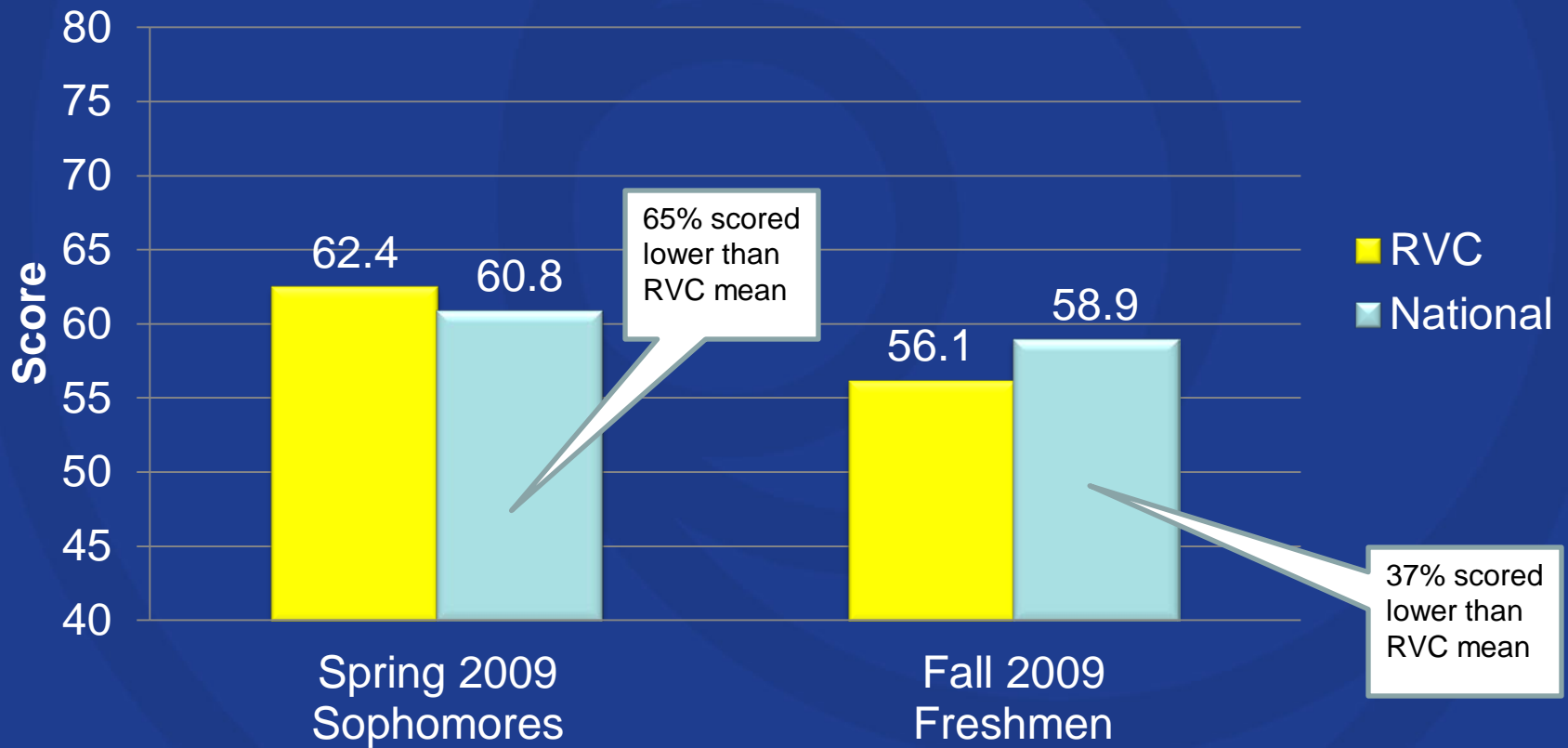
## RVC Student Learning Outcomes

Demonstrate competency in critical thinking

- Identify methods of reasoning
- Examine accurate and reliable information
- Analyze alternatives using valid evidence to support conclusions
- Formulate appropriate solutions
- Evaluate the effectiveness of thinking and problem solving skills

# Calendar Year 2009 Results

## Mean CAAP Critical Thinking Scores



# Calendar Year 2011 Administration

- Spring 2011 – randomly selected 200-level courses
- Fall 2011 – STU 100

# Materials Provided by IR

- Test booklets
- Answer documents
- Test booklet count form
- Seating diagram
- Irregularity report form
- Pencils
- Stopwatch
- Administration protocol (script)

# Security of Test Materials

*Supervisor's Manual, page 7*

- NEVER leave materials unattended
- NEVER leave room unattended
- Only distribute booklets and answer documents when instructed
- Only examinees may break test booklet seals



# Handling Materials

## The Chain of Custody

### Before Testing

- Test supervisor delivers materials to room supervisor with top half of [Test Booklet Count Form](#) completed
- Room supervisor counts booklets, verifies serial numbers, and signs form

### After Testing

- Room supervisor completes the bottom of the Test Booklet Count Form BEFORE examinees are excused
- Test supervisor counts booklets, verifies serial numbers, and signs form

# Facility Requirements

*Supervisor's Manual, page 2*

- Leave adequate space between examinees
- Seat examinees in straight rows and columns
- Face all examinees toward you
- Face all examinees toward the clock if possible
- See *Supervisor's Manual* for proper use of tables (page 3)
- Remove or cover any testing aids

# Seating Examinees

*Supervisor's Manual, page 13*

- Direct each examinee to a specific seat
- Separate friends and relatives
- Spread out as much as possible
- Excuse one examinee at a time for breaks

# Distributing Materials

*Supervisor's Manual, page 13*

- **Personally hand one test booklet to each examinee, in sequential order.**
- Do not allow examinees to handle any booklet except their own.
- Keep track of how you distributed booklets so you can complete the *Seating Diagram*.

# Administering the Test

- Read instructions verbatim (see [protocol](#))
- Keep accurate record of time
- Complete the [seating diagram](#)
- Be available and attentive
- Do NOT engage in other activities

# After the Test

- Collect materials individually from examinees
- Complete and initial bottom of *Test Booklet Count Form*
- Complete *Irregularity Report* if necessary
- The test supervisor will return to pick up **ALL** materials

# Group Irregularities

*Supervisor's Manual, page 16*

- Disturbances and distractions
- Emergency evacuation
- Missing or stolen materials
- Mistiming
- Power failure

# Group Irregularities: Procedure

- Close test booklets with answer sheet inside
- Record elapsed time
- Collect the materials if necessary to maintain security
- Resume testing with remaining time (+ 2 minutes if needed)



# Individual Irregularities

*Supervisor's Manual, page 17*

- Late arrivals – not tolerated
- Defective test materials
- Duplicating materials
- Failure to follow directions
- Illness
- Irrational behavior
- Prohibited behavior

# Dismissal for Prohibited Behavior

- Discretely confront examinee
- Collect test booklet and answer document
- Void answer document
- Complete the Irregularity Report Form

# Student Concerns

- Testing accommodations
- Questions
- Item Challenges
- Confidentiality
- Student score reports