

Dear CdM families:

CdM is preparing for the annual AP testing administration which will occur during the month of May. CdM students take AP classes that give them an opportunity to earn college credits. We are looking for volunteers to help us proctor the AP exams. A brief training or written instructions will be provided to each volunteer. The only restriction is that you cannot proctor an exam if your child is taking that exam. This is a great opportunity for parents to visit the campus, learn more about AP testing, and see our amazing students in action. Please see the descriptions below of the roles that need to be filled.

If you are willing to help with the exams, please add your name and contact information to this shared [Google Sheets document](#). Each slot needs a volunteer. I know that your circumstances may change after you sign up, but adjustments can be made. If you are not able to sign up for a specific slot now but are willing to volunteer, please add your information at the end of the google sheets document.

Thank you,

Jake Haley
Principal
(jhaley@nmusd.us)

Lead Proctors

- read the testing script to students
- in charge of test security
- one-hour training session required
- 1 needed for each testing room

Proctors

- low-stress
- help with student check-in
- make sure students are testing appropriately
- detailed written instructions are provided
- no training session required
- 1-7 needed for each testing room

In general, the required time for these roles will be from 7:15am to 12:15pm for morning exams and from 11:15am to 4:15pm for the afternoon exams. The actual ending time will vary depending on the length of the exam.

Contact Mrs. Freeman (kfreeman@nmusd.us) or Mr. Sizer(dsizer@nmusd.us), AP Coordinators, if you have questions or need additional information.