

# Flagging Proctor Instructions

1. Please take time before the start of the class to verify that the video and audio for the presentation are working correctly.
2. Print one copy of the Flagger Test (double-sided) for each participant, however do not give the test to the participant(s) until the end of the class.
3. Once all participants are assembled, play the video. A link for the video is located on the KWORCC website at:
4. Ask participants if they have any questions regarding what has been covered. If you are unable to answer the question(s), feel free to call Brandon Mann at 785-250-5118 for clarification.
5. When the video is finished, hand out the test to all participants, along with a writing instrument.
6. Please ask the participants to legibly print their name, their department, and the date of the class at the top of their test.
7. Monitor the participants to ensure that each person is completing their own test without discussion with other participants.
8. Gather all tests and mail to: KWORCC 700 SW Jackson St. Ste 200 Topeka, Kansas 66603.
9. All participants scoring 80% or higher on the test will receive a flagger card, good for two years, within approximately two weeks.