

Testing Dos & Don'ts for every test session

DO:	DON'T:
<p>Monitor student behavior by moving about the room ensuring that students are:</p> <ul style="list-style-type: none"> • On task • Doing their own work • Using appropriate materials and resources • Etc. 	<p>Don't engage in activities that prevent full attention being paid to monitoring such as:</p> <ul style="list-style-type: none"> • Personal use of cellphones • Grading papers • Reading • Etc.
<p>Provide appropriate materials according to manuals.</p>	<p>Don't allow student access to unapproved electronic devices.</p>
<p>Maintain test materials security at all times including during breaks.</p>	<p>Don't copy or discuss secure material in any manner.</p>
<p>Notify BAC immediately of any problems or questions.</p>	<p>Don't engage in verbal or nonverbal behavior that would provide a testing advantage to students.</p>
<p>Follow manual instructions.</p>	<p>Don't allow students to engage in behavior that would provide a testing advantage.</p>
<p>Read scripts as printed in manuals.</p>	<p>Don't alter student responses in any way.</p>
<p>Follow school testing schedule.</p>	<p>Don't leave students or test materials unattended.</p>
<p>Complete seating charts.</p>	<p>Don't provide evaluative feedback to students until the designated time set by the district.</p>
<p>Ensure each student has his/her <u>own</u> labeled materials.</p>	<p>Don't use cellphones or other electronic devices for personal reasons during testing sessions.</p>
<p>Post start and stop times for all students to see.</p>	<p>Don't put yourself in a compromising situation.</p>
<p>Make sure students are working in the correct area of both the test booklet and student response book.</p>	
<p>Ensure that appropriate and current accommodations are provided to students with specific plans.</p>	
<p>Verify that all test materials are collected and each individual student's materials are accounted for before leaving the testing room.</p>	