

Before Testing

Preparing students for testing

- Remind students of the importance of the test and encourage them perform at their best level
- Provide practice test opportunities via <http://il.mypearsonsupport.com>
- Discuss prohibited items in the testing environment
- Provide suggestions of appropriate activities if they finish earlier than their peers (reading for pleasure, work in a different subject area, etc.)
- Allow students to use the bathroom prior to starting the test

Preparing the testing environment

- Remove or cover all content-related or testing strategy materials
- Arrange desks to limit visibility of other students' devices
- Post the "TESTING" sign on your door

Retrieval of testing materials

- The Test Coordinator (Jen) will be available on each testing day from 7:00am to 8:05am to distribute materials in the Conference Room
- Test Administrators will be required to verify the contents of their bin and fill out the chain of custody form

Preparing the testing devices

- Test Administrators may choose to use the generic student login to start computers before students enter the room
 - Username: d131
 - PW: student

During Testing

Test Administrator responsibilities

- Provide directions for students according to the Test Administrator script only
- Manage student tests via the Pearson Access Next website
- **DO NOT** coach students or provide any assistance in answering test questions
- Actively monitor student progress by circulating around the room regularly (**DO NOT** work on other tasks)
- Monitor the room for prohibited items and/or any form of cheating
- Maintain a quiet testing environment
- **DO NOT** leave the students unattended for any amount of time
 - Text Jen if you need something: 331-422-9832
- Monitor the time and adhere to the exact minutes allowed for each unit (not including Pre- and Post-administration tasks)
- **Breaks:**
 - Individual students may go to the bathroom **one at a time** (test time will not be extended)
 - Test Administrators may provide one "stretch break" up to 3 minutes and extend testing time for the exact duration of the stretch break
 - There should be NO conversation, and NO devices during any breaks
- Report testing irregularities to the Test Coordinator (Jen) immediately
- **DO NOT PANIC**
 - Students will smell your fear!
 - Text Jen if you need anything: 331-422-9832

After Testing

Test Administrator responsibilities

- Collect all testing materials
 - Tickets
 - Scratch paper
 - Math reference sheets
- Ensure students are logged out of the TestNav software
- Remind students (quietly) of allowable activities when they finish
- Report any absent students to the Test Coordinator so a makeup test can be scheduled
- Return all testing materials to the Conference Room and fill out the chain of custody form



Week	Schedule
1 (3/11)	ELA Testing, Elementary & Middle School
2 (3/18)	3h over 9d per grade
3 (3/25)	Spring Break
4 (4/1)	Mathematics Testing, Elementary & Middle School
5 (4/8)	3h over 13d per grade
6 (4/15)	Running Makeups, ELA & Mathematics
7 (4/22)	Final Makeups

