

Testing Room – 2019-2020

Room 163A

Phone: x2463

REMINDER: THE TESTING ROOM IS ONLY FOR STUDENTS WITH an IEP/504 that require EXTRA TIME.

Special Educations students with an IEP or 504 the testing accommodations of **extended time and/or separate location** may begin their tests in the classroom and complete their tests in the testing room. They may use their lunch periods to complete tests.

Instructions for Teachers:

1. Complete the orange testing room slip and attach it to the students' test. **This slip should NOT have students' names written on it to ensure confidentiality.**
2. The student will receive the bottom portion of the slip as their pass to the testing room.
3. Then hand deliver the test to the testing room and place in the appropriate folder by grade/period.
4. Once the test is complete, the teacher assigned to the testing room supervision will deliver the tests to teachers' mailboxes at the end of the period. Please make sure the teachers' name is on the students' test in the upper corner to ensure an accurate return.
5. STUDENTS SHOULD NEVER TRANSPORT THEIR OWN TESTS.

Extended Time:

- Students with **extended time 1.5x will be given 20 minutes** to complete the test if it was started in the classroom and they were given the entire class period to work on it (*the regular class period plus ½ a period more.*)
- Students with **extended time 2.0 will be given the entire period** to complete the test (*the regular class period plus a full period more.*)
- NOTE: Students may start the test in the testing room and finish in the classroom if their class is later in the day after lunch. *Teachers have sent 1/3 of the test to be administered to ensure students don't look ahead on the test and the rest can be completed in class.*
- Some students choose to eat in the cafeteria the first 15 minutes then come to the testing room for the remaining 20 minutes to complete their test. Those with 2.0x need to test the entire period.

Too Many Students In The Testing Room At Once?

From time to time, a department might all give a test on one day. In this case, should there be an overflow of students, the following rooms will be the alternate testing location on that day and period:

Period 4-Rm. 120

Period 5-Rm. 204

Period 6-Rm. 118

In addition, an ENL testing room has been set up period 5 in room 130 for 8th grade ENL students who need extra time on tests.