CAMPUS NAME
Testing Procedures
2016-2017

NAME
Principal

_____ (SIGNATURE)

NAME
Vice Principal

_____(SIGNATURE)

NAME
Campus Test Coordinator

_____(SIGNATURE)

Date Reviewed and Approved (BY Campus)

_____

Date Received in Testing

_____(Testing will fill this in.)

To ensure the security and confidential integrity of the state-testing program, CAMPUS NAME has the following procedures:

Before:

- All employees involved in the testing program are trained and sign an **Oath prior** to handling any secure materials.
- Trainings and grade level STAAR preparation meetings are conducted before each test administration.
- **Grade level meetings will be held to verify precoded demographic information.**
- Campus has a designated Campus Test Coordinator.
  List Name
- Campus has designated Support Personnel for testing.***(NEW)***
  List Name(s)
- All secure test materials are kept in locked storage when not in use.
- Only testing staff has access to the secure storage when secure materials are being used. List names of people with keys to testing materials room (and their titles) ***(NEW)***. For example, CTC, Principal, Support Personnel.
- (List who will do this) will verify that all testing rooms and hallways are covered and ready to go the list the day before the testing week. **See attached.** Attach any forms you have for this.
- The (list the day) before the testing day, **Restroom break and Active Monitoring forms** will be posted outside of each testing room. **See attached.** Attach forms you have for this.
- Two weeks before the testing week all test administrators will get a copy of all the small group testers and accommodations for one last check for any additions or deletions.
- **Bells will be turned off** on (list the day) afternoon.
- **Cell phones must be turned off** and collected before testing materials are past out.

- **Testing signs** must be posted on doors of testing rooms and on the FRONT door(s) of the campus.
- Post a "No Visitors on Testing Days" sign at front desk the Friday before the test.
- Classroom telephone ringers are off.
- No recess in courtyard. Courtyard must stay quiet so testing classrooms are not disturbed.

During testing

- **Computers** in testing rooms may only be used for timers**, otherwise computers must be turned off.**
- Classroom teachers are to post **attendance outside** their door by **8:10** A.M. so that front office team can call students that are absent as soon as possible.
- Testing day starts at 8:30 A.M. We will test for 4 hours straight and will have lunch upon completion of 4 hours. (STAAR)
- Nurse will come to classrooms to pull students needing medication.
- A District Monitor is assigned to campus for each day of testing.
- All materials are accounted for before and after each test administration. Test administrators must verify their counts and testing material supplies. (See attached **Materials control form**.)
- Test administrators will come at their designated times to check out testing materials
- Check-out teams (list who is on the team) ***(NEW)*** are utilized to verify materials after each test administration. Check in teams will utilize **Test materials checklist, Materials control form, and STAAR classroom spreadsheet. (Was Blue last year)**
- Check-out forms with booklet security numbers and student names are utilized to verify materials after each test administration. **See STAAR classroom spreadsheet**
- All documents will be kept on file for 5 years.

- Any and all testing irregularities are investigated and reported immediately to the District Test Coordinator, Traci Leineweber.
- Seating charts are developed and used on testing days. **See attached form.**
- Noncertified Hallway monitors will monitor hall ways and restrooms and will use a **log to account** for all students using the restroom. **See restroom log attached.**
- Hallway monitor will ensure there is only one student at a time in the restroom.
- Hall way monitors will ensure there are no visitors in the hallway.
- **Certified hall monitors** will be available for restroom breaks for test administrators.
- **Certified monitors** must sign in and out on form posted outside door, when relieving a test administrator. The test administrator taking the break must also sign out and in on posted form. **See attached restroom break form**.
- Certified monitors and administration will do Active monitoring checks. (List who on the campus will be doing monitoring.) ***(NEW)*** **See attached Active monitoring form.**
- When the last student completes their test, DTC, Traci Leineweber will be notified.

After testing:

- Check-in teams (list team members) ***(NEW)*** are utilized to verify materials after each test administration. Check in teams will utilize **Test materials checklist, Materials control form, and STAAR classroom spreadsheet. (Was Blue last year)**
- Check-in forms with booklet security numbers and student names are utilized to verify materials after each test administration. **See STAAR classroom spreadsheet**

- Oaths, seating charts, restroom break forms and Active monitoring forms will be collected as test administrators check in their materials.
- Secure all testing materials.

Guidelines for Completing Campus Testing Procedures

- Everything in **BLACK** MUST be included in your Campus Testing Procedures.
- Items in **RED** MUST be included, but you need to personalize based on your campus.
- Items in **BLUE** need to be addressed. You can leave as is **IF** that is what your campus does or you need to **CHANGE** based on what your campus does for those areas.
- ***(NEW)*** items have been added this year.