

Written Assessment Testing Guidelines

Middle Grades/High School

1. Students taking High School Mathematics begin testing ten minutes before the rest of the students.
2. ALL other students must report at the start time for Testing Time Frame 1. If a student is late for the first Written Assessment time frame, no exams may be taken. This is necessary to protect the integrity of the testing materials.
3. Students must take exams in this order: Mathematics, Science, Social Studies, Language Arts, and Arts/Humanities.
4. Students who complete their exams early sit quietly at their table. When the time is up, proctors collect the exams and scoresheets and sort them by content area.
5. If a student asks to leave the room to use the restroom or for emergency reasons, that student must be escorted by a proctor.
6. As students finish each Testing Time Frame, the scoresheets are forwarded to the Head Scorer.
7. Inquiry Process: Inquiries are due at 11:45, are posted; rebuttals are due at noon.
8. Between testing time frames, students may take an escorted trip to the restroom.



Elementary

1. ALL students must report at the start time for Testing Time Frame 1. If a student is late for the first Written Assessment time frame, no exams may be taken. This is necessary to protect the integrity of the testing materials.
2. Students taking multiple exams must take them in this order: Mathematics, Science, Social Studies, Language Arts, and Arts/Humanities.
3. Students who complete their exams early sit quietly at their table. When the time is up, proctors collect the exams and scoresheets and sort them by subject area.
4. If a student asks to leave the room to use the restroom or for emergency reasons, that student must be escorted by a proctor.
5. As students finish each Testing Time Frame, the scoresheets are forwarded to the Head Scorer.
6. Inquiry Process: Inquiries are due at 10:40 and are posted; rebuttals are due at 10:55.
7. Between testing time frames, students may take an escorted trip to the restroom.

