

# Testing Tips



## **Before the test:**

- Discussion of testing strategies or subject review should be completed the day before the test.
- Only allow district provided calculators and dictionaries for high schoolers.
- Scratch paper is not allowed.
- No highlighters for third graders.
- Awards or incentives for student performance or use of strategies are not allowed.

## **During the test:**

- Keep all testing materials secured in a locked cabinet or room when not in use.
- Talking is not allowed during a test. Reading assistance should not be given in a regular classroom, except for third grade math, where all students are eligible.
- Stay in the testing room at all times, unless a trained person comes to give you a break.
- Do not ask to see a student's work.
- Do not change an answer on a student's test or ask a student to change an answer.
- Only a student can transfer answers from a booklet to an answer document. Remind students to do so before allowing them to turn in the test. The teacher should not go page by page in the third grade booklet looking for blanks.
- Only a student can erase stray marks from the answer document. Remind students to erase these marks. If you see that there are still too many marks, talk to the campus coordinator about transcription.

## **After the test:**

- Do not make photocopies of any testing material.
- Return everything in the testing box to the campus testing coordinator.
- Refrain from discussing any part of the test.