

Procedures for Handling Disruption of the Testing Process

Disruption of the process is defined as the act or words of a student in a testing environment which in the reasonable estimation of a test administrator: (a) directs attention from the test at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions; or failure to follow directives (b) presents a danger to the health, safety or well-being of the faculty member or students.

Punishment Guidelines for Disruption of Academic Process:

Punishments for disruption of testing process will depend on the seriousness of the disruption and will range from a private verbal reprimand, or if the behavior does not cease, to a removal from the testing room. The Test Administrator will inform the SAC (who is available in the hallway) and the student will be escorted by the SAC to the principal's office where a detention assigned by the Assistant Principal or Principal. Parents will be informed of the infraction.

In the event that the disruption is a fire drill or other unplanned situation that would require students to move from the test room, online testing students will hit the pause key and paper/pencil students will close their test booklets. All students will exit the building and the Test Administrator will lock the door to the test room. After it is deemed appropriate to return, the Test Administrator will check to see that each student has logged into his/her proper computer or is seated in the same desk and is working in his/her test booklet.

Procedures for Handling Student Violations Involving Alleged Academic Dishonesty

Alleged violations of academic dishonesty during the testing process will be handled initially by the test proctor, who will discuss the incident with the student, privately. If the instructor observes the alleged dishonesty occurring during an examination, he/she will, with discretion, notify the student of the fact before the student leaves the examination room.

After the discussion, if the student and instructor have reached a mutual agreement as to the solution, the instructor shall file a statement with the School Assessment Coordinator. If no resolution is reached, the matter should be referred to the School Assessment Coordinator and Principal for resolution.

Punishment Guidelines for Disruption of Academic Process:

The School Assessment Coordinator will report the violation to the District Assessment Coordinator, Dr. Matthew Conner, who will determine if the behavior is reportable to the PDE and if the test will be voided. The student will meet with the building Principal or Assistant Principal, parents will be informed, and a detention will be assigned. At the elementary level, parents will be informed and student recess privileges will be revoked.

Procedures for Handling Bathroom Breaks

Students requiring a bathroom break during online testing will hit the pause key and quietly ask the proctor to use the restroom. Only one student will be excused to the restroom at any given time. The School Assessment Coordinator will be in the hallway to monitor students who use the restroom.

Students requiring a bathroom break during paper/pencil testing will raise their hand and wait for the test administrator to recognize them. He/she will close his/her test booklet and be excused to the restroom. Only one student will be excused to the restroom at any given time. Hallway proctors are assigned to monitor the restroom use.

If a Test Administrator requires a bathroom break, he/she will open the door of the testing room and either the SAC or the Hall Proctor will cover the test room.

Procedures for Handling Students who are Exempt from Testing

Parents/guardians may excuse their child from the state assessment if, upon inspection of the testing materials, they find the assessment to be in conflict with their religious beliefs. Two weeks prior to the testing window, exams must be made available for review by parents. The exam will be reviewed on district property with the School Assessment Coordinator present at all times. Paper copies will be requested for tests that are to be administered online. Parents/guardians must sign the Parent Confidentiality Agreement and a copy of this will be placed in the test administration file.

If after reviewing the test, the parent finds the test to be in conflict with their religious beliefs and wishes their student to be excused from the test, the parent must provide a written request that states the objection to the Superintendent of Schools, Dr. Shannon Wagner. The student will be placed in an alternative learning environment during testing.

Procedures for Handling Cell Phones

Cell phones will be turned off and will be collected by the test administrator and kept in a bin in front of the classroom until the testing in the room has been completed and online tests are closed or materials have been collected.