

EMERGENCY PLAN FOR TESTING

Idabel Public Schools

In case of emergencies where students must evacuate the classroom, students will be instructed to “close your test book.” Once test books are closed, normal district evacuation procedures will occur.

The BTC should immediately contact the DTC about this incident. If it is seen that time will not permit for testing to continue that day – and once it has been deemed safe enough for all staff to re-enter the building – the DTC/BTC will appoint staff to immediately retrieve testing materials from rooms and return them to a secure, locked area until testing can resume.

If the “emergency” passes and students are to re-enter the testing room(s), the Test Monitor/Proctor or Test Administrator should enter the room before the students to ensure that the testing materials have not been disturbed. If the testing session is to be continued, the TA/TM should view the closed testing books to ensure students are seated at the proper test.

If students have been out of the testing room for an extended period of time (over 20 minutes), the BTC/DTC will contact the SDE to determine if invalidation of those tests will be necessary.

Regardless of time out of the testing room, if the BTC/DTC realizes or strongly suspects that the tests have been tampered with, he/she should call the SDE for direction.

Test security is important but STUDENT SAFETY IS CRUCIAL!

If the TA needs to contact the BTC regarding an emergency (removal of disruptive student, sick student in room, etc.), TA may do this by texting the BTC. The phone that the TA uses to contact the BTC in emergencies should be placed in vibrate mode.

ADDITIONAL TIME FOR TESTING POLICY

If, during a testing section, students are through testing except one or two students, and the Test Administrator (TA) sees that the student(s) not finished is looking around and suddenly seems anxious to finish:

- The TA may contact the Building Test Coordinator (BTC).
- The BTC will determine whether the student will be taken to another room to finish the test.
- If the BTC determines, for test consistency, student(s) should be moved to an alternate room to finish testing, the following procedures must be observed:
 - Student(s) will be instructed to close the test book.
 - Student(s) will be told that he will be taken to another room to finish testing.
 - Student(s) and test book(s) will be taken directly to the alternate room for completion of the test.
 - A TA and a Test Monitor/Proctor (TM) **must** be in the room with the student(s) the entire time of testing. This does not have to be the same TA and TM who were in the initial testing session, but both the TA and the TM must have been previously trained for testing/monitoring.
 - Upon completion of the test, all normal security procedures will be taken to return testing material to the BTC.

TEST MONITOR/PROCTOR REPORT/NOTES

Test Monitor Name (print): _____

Test Monitor Signature: _____

Testing Room: _____ Test Administrator's Name: _____

Testing Date: _____ Testing Time – beg: _____ end: _____

IN THE SPACE BELOW, PLEASE DRAW A BRIEF MODEL OF THE SEATING ARRANGEMENTS IN THE CLASSROOM. INCLUDE STUDENT NAMES IN THE APPROPRIATE SEATS.

IN THE SPACE BELOW (AND ON BACK IF NECESSARY), PLEASE MAKE ANY NOTES YOU FEEL WOULD ASSIST US IN DETERMINING HOW THE TESTING SESSION PROGRESSED. DOCUMENT ANYTHING THAT MIGHT BE PERCEIVED AS IRREGULAR. It is far better to record something that may later be deemed unnecessary than to omit something that later may prove to be crucial information.

DO NOT

DISTURB

TESTING