



# 10 MINUTE MEETING

## TESTING DOs and DON'Ts what NOT to do before, during and after testing.

FEA realizes that testing places great stress on our students and staff. Nevertheless, in order to best protect yourself from any allegations of testing impropriety, the following are some common mistakes to avoid.. Always report any problems to the testing coordinator in writing and save a copy for your records.

### **Before Testing Begins:**

**DO NOT** sign security agreements acknowledging training received if you have not received the training. **DO NOT** back-date such agreements.

Don't just do the FSA training. Get the actual training materials, rules, and testing policies. Memorize them and keep them on file.

Make sure you understand all of the testing rules and procedures. If you don't understand, ask for clarification. **Never Assume.**

Make sure all names on the sign-out sheet are students you will be testing and that you receive all materials listed on the inventory. Follow all other sign-out procedures.

Be mindful of all IEP accommodations for testing. Check these procedures well in advance and ensure that the appropriate additional staff has been hired to fulfill these testing requirements. If a child must be proctored privately on a computer, do not make the child do the paper version of the test and do not make the child complete the test with the other students in the class, etc.

**DO NOT open the tests.** Sometimes they are not sealed (e.g. prompts for writing test).

### **During Testing:**

**DO NOT** say anything during the test other than reading the script provided.

**DO NOT** make any gestures or even cough during the test, as it could be construed as hinting.

**DO NOT** allow students to move about the testing room, even if they finish early. **Maintain the exact amount of testing time with all students in their seats for the entire time.** Be cautious. Even encouraging students to review their work could be considered inappropriate hinting. Students should not be allowed to read or engage in non-testing related activities while in possession of the testing booklets.

**DO NOT** allow students to jump ahead or take tests out of the prescribed sequential order.

Unless required as an accommodation for a student with an IEP or 504 Plan, **DO NOT** provide scratch paper to a student other than the official paper provided with the administration materials; students should use the space in their testing booklets if scratch paper is needed.

If a student needs "comforting" or becomes ill during the test session, notify the school testing coordinator.

**DO NOT** let students keep writing after test time is up.

**DO NOT** leave out extra erasers or the children may tend to make lots of erasures. You should not have a lot of erasure marks on your test answer sheets.



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## During Testing Con't.

**DO NOT** write, grade papers, look at your cell phone or computer or do anything that could be construed as taking notes during testing. Your complete attention must be on your students for the entire test time.

Make sure you never see any of the test questions OR answers of your general education students. If a child calls you over because he or she is having a problem with the test, tell the child that you are not allowed to see the test and cannot help if the child's question has anything to do with exam content.

**Never** help a child during the test even if you do NOT give any hints or guidance. **DO NOT** even say, ***“Remember the strategies we learned in class.”*** This can be construed as impermissible hinting.

**DO NOT** leave the testing room. Make sure ALL adults sign the administration log if they enter the room.

**DO NOT** copy, photograph, write down or otherwise duplicate anything from the testing materials. This includes scripts and instructions too.

**DO NOT** share or discuss test content with anyone else. Do not even discuss it with your co-proctors, especially if they are not in the testing room with you.

## After Testing:

**DO NOT** pick the tests up early unless specifically directed by your school procedures. You must avoid any possibility of being alone and with access to the testing materials. This could lead to allegations of viewing the tests, or other improprieties. Make sure both administrator and proctor are always present and materials are stored inside a folder or box until returned to the collection site.

**DO NOT** allow yourself to be alone with the answer sheets after collecting them. Whatever the protocols are, immediately return the completed answer sheets to the person authorized to collect them.

**DO NOT** leave the testing materials at a collection site without having the testing coordinator or designee verify that all materials have been returned.

**DO NOT** make erasures on the test answer sheets, even if the children have made stray marks.

**DO NOT** retain copies of test materials, or practice test materials, or make notes about your observations for later use in guiding your students.

**DO NOT** create practice tests consisting of old test questions.

**DO NOT** hold debriefing sessions after testing. If parents insist on having such a session, advise them to have it at home with their child. Make sure any discussion at which you are present focuses on the testing experience and does not involve recalling items from the test.



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## **What about Teacher Tests?**

Some of the principles applicable to student testing should also be used when taking tests as a teacher. Most commonly, this includes ESOL recertification exams, but also includes other recertification coursework and your initial certification exams as well. For example:

**DO NOT** share past tests with anyone else.

**DO NOT** share any past assignments from prior offerings of the course. Do not allow yourself to receive any tests or assignments from individuals who have taken the course previously.

**DO** every exam and course assignment without assistance. This even includes open-book tests.

**DO NOT** view, participate in, accept an invitation to join, or “friend” any social media sites posting test questions or materials for other teachers to review or prepare with. It’s never a secret. Even your profile associated with that kind of Facebook page may put you in jeopardy.

**DO NOT** bring anything into the testing room which you are not absolutely allowed to have with you. Do not guess. Study guides and practice books are not allowed. Do not wait for a proctor to tell you to put it away or else it is too late. Even if your textbook is closed during the test, this won’t help you defend against allegations of dishonesty.

**READ** the fine print in every test security agreement and know that it is taken seriously, regardless of what past test-takers tell you. Times have changed.

**DO NOT** do any assignment as a team or in pairs. Even if groupwork is permitted, be sure that you hand in a completely different assignments from your classmates or you will be accused of plagiarism. Even assignments submitted a decade ago will result in plagiarism allegations today because districts and the DOE track everything. Do not recycle even a single sentence.

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*These are some of the common scenarios from past cases which FEA lawyers have handled for union members. Don't let it happen to you. Protect yourself.*