

TESTING REGULATIONS

PROCEDURES FOR ADMINISTERING STANDARDIZED TESTS

The norms on standardized tests are applicable only if the students take the tests under the same conditions as those that existed at the time of the test standardization. The following should be followed when administering a standardized test:

1. Test administrators must follow procedures for giving tests exactly as stated in the test manual. There should be no rewording or deviation from what is to be said and done. Exceptions to this would be for individuals with a current IEP or 504 testing modification form. These individuals may qualify for modifications that deviate from the standardized procedures.
2. The time of the test must begin and end exactly as indicated in the manual.
3. No help will be given the student by the teacher during the testing situation.
4. Test results should be recorded accurately and as specified in the Permanent Cumulative Record Directive and the Guidance Handbook.
5. The use of standardized test data for grading purposes is unacceptable.

TEACHER-DEvised TESTS

All tests, where the test results will be recorded in the class register and used in determining a six-week or term grade, must be checked by the teacher.

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