



2017 – 2018

Success Academy (District 4232) Testing Policies and Procedures

Frequently Asked Questions

TESTING FAQs:

1. Who will answer questions from staff involved in test administration and how will staff ask questions without leaving students unmonitored?

Erin Boettcher and Larry Ronglien will be available to answer questions during testing. Test Monitors should text Erin and Larry immediately when there are questions and not leave the testing room. Larry's cell phone is 612-402-4102. Erin's cell phone is 763-464-9019.

2. Who should Test Monitors contact in case of emergency? This includes health emergencies or any building emergency matters.

Larry Ronglien 612-402-4102

Erin Boettcher 763-464-9019

Magdy Rabeaa 612-267-5562

3. Who ensures that students get to the correct rooms for testing administration?

Classroom teachers and Mohamed Mohamed ensure that students get to the correct testing rooms.

4. Who ensures that students do not use cell phones or other electronic devices?

Classroom teachers must ensure that no students enter the testing room with cell phones or other electronic devices. These devices can be stored in a locked classroom or in the school office during testing.



2017 – 2018

Success Academy (District 4232) Testing Policies and Procedures

Frequently Asked Questions

5. What is the procedure for bathroom breaks during testing?

Students will be allowed to leave the testing room with an escort one at a time during testing sessions as granted by the test monitors. One test monitor must be in the testing room at all times when students are working on the test.

6. What should happen if a Test Monitor or student becomes ill during the testing?

If a Test Monitor becomes ill during the testing, the other Test Monitor should text the DAC or SAC for replacement assistance. If a student becomes ill during the testing, the Test Monitors should contact the DAC or SAC for assistance.

7. What if an entire group of students need to leave during testing due to an emergency?

The Test Monitors will escort students to the safe area of the school or outside of the school. The students will be reminded not to discuss test items.

8. What will students do if they finish testing early?

For ACCESS testing students will be sent back to their classrooms. For MCA testing, the Test Monitors will have a series of books or magazines available for students to read quietly.