

Student Breaks

1. If the student asks to leave the testing room, he or she must be accompanied to their destination. The assessment booklet must be collected while the student is not in the testing room. The TA must alert the proctor or DAC to transport the student.

Disruptions

2. If there is a disruption during the testing session, such as a fire drill, the TA's first priority is to get the students to a safe location then maintain test security by locking the door.

If a student becomes a disruption, the TA is to alert a proctor or DAC and the student will be removed from the testing room. It will be the decision of the DAC and principal if the student may continue and finish the assessment.

Assessment completion

3. Once the student has completed the section or sections, the TA will immediately collect the test and answer booklet. The student then may pleasure read or work on other classroom assignments. However, the student may

not work on assignments of the same academic subject being tested that day.