

Northampton County Schools-School Testing Plan

Commit to Shaping Global Learners

School Name: _____

Test Name: _____

Test Dates: _____

1. Please complete and have this document at the front desk attached to the school's master testing plan each day of testing.
2. Testing Team (Testing Coordinator/Backup Testing Coordinator)
3. Test Material Pickup (Who will pick up materials (at least two people)?)
4. Retrieving and Storage of Testing Materials (Explain the process that will be used).
5. Testing Procedures (Explain the process that will be used).
6. Testing Procedures (In the event that testing will run into students' scheduled lunch).

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7. Handling of items that are not permitted during testing (cell phones, ipods, food, etc).
8. Completion of Test (Explain the process to be used-how will materials be collected and returned)?
9. Editing of Answer Sheets (Explain the process to be used).
10. Returning materials to Central Office (Explain the process-who will return the tests (two people)?
11. Emergency Procedures (explain what will be done in case of emergency evacuation).
12. What will be the testing process in the event of an emergency lockdown or weather related emergency?

*****Please bring a copy of this plan and the items listed below to the Accountability Office when testing materials are turned in.**

1. Signed Testing Code of Ethic Signature Sheets for all administrators and proctors who gave the assessment.
2. Copies of the Review of Accommodations Used During Testing