**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).**
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**