

# **Universal Testing Conditions**

## **Edgemont Jr. - Sr. HS**

### **Student Information**

The Edgemont Faculty and Administration have worked together to create the following guidelines for all testing environments at the Junior-Senior High School. When a standardized test is administered, guidelines for (state or national) standardized tests are to be used in conjunction with these guidelines. Cheating and plagiarism are prohibited, as stated in the Code of Conduct, Section VI, subsection G. Students may be subject to disciplinary action if they engage in any form of academic misconduct.

#### **1. Prohibited Devices**

All bags/books/cell phones/mp3 players/hats/headgear (with the exception of head gear/hats worn for medical/religious/cultural purposes) should be placed in the front/back of the room. Cell phones are to be turned off. If a student does not comply with the previous requirement and is caught looking at any of the items listed during a test/quiz, for any reason, then this will be considered cheating. The test/quiz will be taken away immediately with the time/date and reason for removal of the test written on the top of the paper. Cell phones may not be used as calculators.

#### **2. Student Conduct During Exams**

Students are discouraged from leaving the room to get a drink of water or go to the bathroom during a test/quiz. Students are encouraged to do this before the test/exam begins. Students may only leave the room with teacher permission. If a student is feeling ill, he/she may be allowed to go to the nurse prior to the beginning of a test/quiz. The teacher must call the nurse to inform her that the student is on the way.

#### **3. Make-up Exams**

- i. Tests/quizzes must be taken on the date scheduled by the teacher unless alternative arrangements have been made with the teacher in advance of the testing day. A student who misses class the day before a test/quiz, which has been previously announced before the absence, may be required to sit for the test/quiz on the day that it is scheduled. "Pop quizzes" are also expected to be taken, unless the teacher determines that it is not appropriate.
- ii. A student who is absent the day of a test/quiz is expected to make up the test or quiz on the day the student returns to school, unless alternative arrangements are made with the teacher's approval. Students who are absent the day of a test/quiz and for multiple days immediately before that date are expected to make up all tests and quizzes within one week after the return to school. Students who do not make arrangements to make up a test/quiz within five days after the originally scheduled test or return to school may receive a zero.
- iii. Tests/quizzes can only be made up during a student's freeblocks, before school or after school. Tests/quizzes should not be made up when a student has another class. An exception may be made for students in resource room or support classes such as ENL. If an exception is to be made, a student can take a test during another class only if the teacher from the class to be missed has communicated directly with the teacher whose test is being made up.

- iv. Make-up tests for all students will be taken in the Testing Room or with a teacher in a classroom, not in the hallways or in an empty classroom. Teachers and students must collaborate when arranging make-up times for tests/quizzes.
- v. Students are expected to attend class for all tests or quizzes; they should not make other appointments during that class. A student who is absent for the class when a test/quiz is given but is present for the rest of the school day may receive a zero for the test or quiz missed during that class unless it is verified that the student is in the nurse's office. A student should get prior approval from the teacher before going to the nurse's office.

#### **4. Testing Room Procedures**

- i. If a student is taking a test/quiz in the Testing Room during the same block that the class is meeting and completes the test/quiz before the end of the block, the student is required to return to his/her regular classroom immediately.
- ii. Regarding segmenting of tests for students with extended time: A student will be able to keep each page of the test that he or she completes during the immediate testing period until the end of that block. When a student returns to complete a test, he or she will be given a blank copy of the test pages that he or she has already seen, not the actual pages the student has previously completed.

#### **5. Protocol regarding issues pertaining to cheating and plagiarism**

- i. Cheating and plagiarism are prohibited, as stated in the Code of Conduct, Section VI, subsection G. Students may be subject to disciplinary action if they engage in any form of academic misconduct.
- ii. If a student is caught with cheat notes of any kind (including on a cell phone or other electronic device), the notes (phone/device) will be confiscated.
- iii. Teachers will notify administrators when dealing with and handing down consequences for all incidents of cheating and/or plagiarism. Assistant Principals may be involved in the decision-making process regarding consequences.
- iv. An Academic Integrity Committee has been created that can be convened to review cases of plagiarism and/or cheating. Any party involved in the situation may ask for the case to be brought to the Committee. The Academic Integrity Committee will review the case as soon as possible. The student's name will be kept confidential and will not be shared with the Committee members, unless the student chooses to appear before the Committee. Members of the Committee will review the documentation provided by the teacher and may hear testimony from the student(s) accused (with parent(s)/guardian(s) in attendance if requested), teacher and Assistant Principal. After the review of the facts, the Committee will deliberate and will make recommendations regarding suitable/appropriate consequences and/or reflections about process issues to the administration.