Clathe
Unified School District 233

# Best Practices for Testing – Do's and Don'ts

**Please read and sign below your understanding of the Best Practices for Testing.**

| Test Prep Practices…DO: | Test Prep Practices…DON'T: |
|---|---|
| ☐ Provide students with the opportunity to learn the content included on the test.<br><br>☐ Use curriculum standards and objectives as a resource for instruction. (tested indicators – one pagers) | ☐ Use actual test questions for practice!<br>☐ Use similar or altered test questions for practice or instruction. |
| ☐ Integrate teaching of test taking skills with regular classroom instruction and assessment.<br><br>☐ Long Range Plan for teaching the indicators. | ☐ Reveal, copy or otherwise reproduce tests and test questions. |
| ☐ Assure that students have had prior experience with the testing FORMAT!<br>☐ Schedule time to walk students through the on-line practice tests that model the format and tools. | ☐ Intentionally prime for prior knowledge by giving students readings on the same themes or topics as those on the KS Reading Assessment. |
| ☐ Encourage a positive atmosphere for testing. | ☐ Allow there to be classroom posters, word walls or materials on display that assist students taking the assessments. These should be removed prior to testing. |
| ☐ Apply the following standard when thinking about test preparation practices….No test-preparation practice should increase students' test scores without simultaneously increasing students' mastery of the content. | ☐ Look at the test items and think.. oh my, I did not teach this so I better hurry up and teach it this morning so we can test on it in the afternoon. |
| **Test Administration and Test Security** | |
| **Test Administration Practices…DO:** | **Test Administration Practices…DON'T:** |
| ☐ Tests and administration guidelines should be kept in a secure (locked) location.<br>☐ Examiner's Manuals should be distributed and read prior to testing. | ☐ Leave tests out for students and others to see or take.<br>☐ Make copies of test items<br>☐ Allow a substitute to administer the state assessment. |
| ☐ Adhere strictly to standardization requirements of the assessments (See Examiner's Manual) | ☐ Coach or cue students in any way during test administration. This includes gestures and facial expressions. Student work is not to be edited. |
| ☐ Schedule quiet breaks during testing sessions. | ☐ Allow test booklets to be taken out of the testing area. |
| ☐ Insist upon student attendance during testing. Plan for make-up testing. | ☐ Respond to questions during testing that would help students understand the questions, aid them in responding to any item, or advise/encourage them to edit or change a response. |
| ☐ Administer the assessments simultaneously throughout the building if possible.<br>☐ Make sure staff assisting with accommodations are familiar with testing protocols and do's and don'ts for testing. | ☐ Construct answer keys for the assessments.<br>☐ The entire section of an assessment must be completed in one sitting. Students MAY NOT complete certain problems within a section one day and come back another day and complete more problems in that section. |

Teacher Signature: _____ Date:_____

Principal Signature: _____