

Steps for Testing Day – Paper

STEP 3: DURING THE TEST

- ***Note!** Students are **not** allowed to stop testing and continue at another time.*

Circulate during testing

- Make sure that everyone is working individually.
- Make sure students are marking answers at the correct number on the answer sheet.
- Make sure students are not marking in the test booklets.
- Make sure students are progressing through the test.

Ending the test

- Announce when ten minutes remain.
- As students finish, have them put their answer sheet inside their test booklet and wait.
- Announce when time is up.
- Allow students who are not finished an extra few minutes to answer the question they are working on.

Interrupting a test in progress

- In certain circumstances, a proctor may need to intervene if a student is clearly struggling on the test and give the student a lower-level test instead. In this case, do not score the last test attempt.
- If a student falls ill during testing and is unable to complete the test, do not score the test. Give the student the alternate test form at the same level upon return.
- Proctors should always follow the local policy of their agency for permissible interruptions that are not likely to compromise test integrity.

BEFORE Dismissing Students

1. Collect and count all test booklets and answer sheets. The count should match the number of students tested in the session.
2. Collect pencils and scratch paper. Be sure to shred scratch paper.
3. Collect calculators from students who took a Math GOALS test.



For more information about **Testing Guidelines**, go to: [Home > Product Overviews > Software > CASAS eTests > Testing Guidelines](#)