

POLICY NUMBER	POLICY SERIES			
<b>4310</b>	<b>4000: Academic Services</b>	EFFECTIVE DATE:	REVISION DATE:	PAGE:
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SUBJECT:				
<b>Academic Testing</b>				

**Policy Purpose:** To outline the procedures for testing students at home and in the classroom.

**Policy Information:** Due to the nature of Applewood's schedule and the limitations of the facilities, alternative testing procedures have been developed.

#### **4310.1 Take Home Testing**

If at test is sent home, the following procedure should be followed:

- 4310.1.1** A copy of the test and this procedure will be sent home in a sealed envelope with the parent's name and due date written on the outside of the envelope.
- 4310.1.2** At the time of testing, a parent should open the envelope. The test will be taken in one sitting with a parent monitoring the student at all times.
- 4310.1.3** There should be no help given to the student by the parent, sibling, other family member, or friend.
- 4310.1.4** Students should not have access to outside resources such as textbooks, notes, computers, or calculators unless permission is granted by the teacher.
- 4310.1.5** Once completed, the test is to be returned the next school day in a sealed envelope with the parents' signature across the seal.

#### **4310.2 In School Testing**

Due to the number of students and the size of our classrooms, alternative testing scenarios have been developed to enhance the testing environment.

- 4310.2.1** Students may use a cover sheet or a study carrel.
- 4310.2.2** Use a larger room or area (e.g. ROC stage or AWANA room, with clipboards) and have students spread out. Use of these areas must be requested in the office (ROC or elementary)
- 4310.2.3** No talking is allowed during testing. Distractions can greatly impact a student's performance. Students that have completed the test should sit quietly or do other work.

ACS POLICY

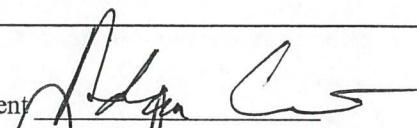
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**4310.2.4** If a teacher observes a student cheating, the student will receive a zero on the test and the administration will be notified.

**4310.2.5** If for some reason the student is unable to take the test on the appointed day, the teacher can either give the test to the student at a later time or send the test home for the parents to administer.

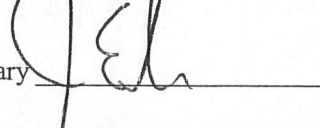
Signed by:

Board President



Date: 12-7-17

Board Secretary



Date: 12/7/17