

## **Guidelines for Alternate Test Site**

As you send students to an alternate site to take a test, our instructional support team would like for you to know exactly what we are providing for the students. We assure you that we are not doing anything to compromise the validity or the reliability of the student's performance on the test. If you find the need to question a particular situation, please do so immediately with the teacher who proctored. We are very willing to explain any scenario so that we are all certain that our assessments accurately measure the student's ability.

1. Preview the test. Preview the sections. Read the short answer and/or essay questions. Remind students to look for answers to the test as they work through it. (We will not point these out if we see them.) Jot down any notes or pneumonics they may have used to study.
2. Read the directions to the student, and then ask them to explain them. Clarify as needed.
3. Content area tests: We will read the test to the student if necessary. Not all students need a reader.
4. Reading tests: We will have the students read the test aloud and correct as mistakes are made (acting as a talking dictionary). We will not read any part of the test to the student.
5. Reword short answer and/or essay questions if clarification is necessary.
6. Remind and require students to check over their work.
7. If we see that they have not followed all directions in all sections of the test, we will reread the directions for them, check for understanding and have them review their work.
8. When students ask us questions to gain further explanation, we make attempts to trigger their prior knowledge and allow them the opportunity to talk through their thoughts. Our attempts do not guide them to the "correct" answer. In many cases we'll direct students to write whatever they DO know and to not leave anything blank.