Administering the Test

- Tests may be given only by certificated school staff who have received appropriate training in how to administer the tests.

- A proctor is required for a classroom of 25 students or more, but encouraged for all classrooms.

- Tests must be administered according to the publisher's guidelines. Instructions to students must be read exactly as printed in the publisher's directions.

- The person administering the test must count the number of answer sheets and booklets distributed and make sure that all of them are collected before students leave the testing room. All scratch paper must be collected to be destroyed by the test coordinator.

- Coaching students, providing hints or answers, and suggesting that students review particular answers during or following testing are all strictly prohibited.

- Persons administering or proctoring the test should watch for cheating and the use of notes or reference materials. Students in grades 6 and 8 may use calculators, or reference sheets, as specified in the test directions. Students must turn in all testing materials, including scratch paper, before they leave the testing room.

- Students may not be left unattended during testing.

- Students may not work on test sections previously taken or those that will be taken at a later time.

Confidentiality

Test scores are confidential. A student’s scores must be communicated privately to the student. Staff is not permitted to publicly announce students’ scores to their classmates without the consent of students’ parents or guardians. Other students or parents (including parent volunteers) may not have access to a student’s scores.
General

Test security is necessary to protect the integrity of the Stanford Achievement Test (SAT 10). Everyone involved in administering or handling materials for the SAT 10 should understand and abide by the guidelines outlined. All persons who will have access to this test must understand the crucial need for security.

- All eligible students must be tested.
- If there is reason to believe a student’s scores may be invalid, contact the principal and test coordinator promptly, prior to the deadline for reporting such occurrences. Some common causes of invalid scores are a student being ill or becoming ill during testing, a student forgetting his or her glasses, a disruption in the testing room, a death, serious illness or other traumatic event in the student’s family, and/or inappropriate test administration (e.g., not reading directions). Note that this list is not exhaustive.
- Schools are prohibited from having and/or purchasing SAT 10 materials.
- Do not destroy or discard any test booklets or answer documents without permission from the Department of Student Assessment.
- Any departure from these guidelines or unusual circumstances that arise during testing should be reported to the principal and test coordinator immediately. The principal or test coordinator will then contact the Department of Student Assessment at 773-553-2430.
- The Department of Student Assessment and the CPS Law Department will investigate violations of these security guidelines and determine necessary sanctions and/or disciplinary actions.

Storing, Distributing, and Returning Testing Materials

- Test booklets, answer documents, reference sheets, and rulers must be kept in centrally located locked storage (e.g., a vault or a locked cabinet in an administrator’s office) in the school, except while the tests are being administered.
- Testing should be consistent across classrooms. If different tests will be administered on different days, test materials must be returned to the centrally located locked storage as soon as testing is over for the day by an authorized member of the school staff.
- Students and parents may not distribute or collect testing materials.
- Test booklets, answer documents, reference sheets, and rulers may not be removed from the school building.
- The school must return ALL test booklets, answer documents, reference sheets, and rulers following the instructions provided by the CPS Department of Student Assessment. Schools must comply with established deadlines for testing and returning materials.
- Answer sheets that are to be hand delivered to the Testing Intake Center must be brought directly from the school. They are not to be taken home and kept overnight.

Security and Access to Testing Materials

- Teachers are not to have access to test reading passages, questions, or answers prior to the time the test is administered.
- Students are not to have access to test reading passages, questions, or answers prior to the time the test is administered.
- Answer documents, test booklets, reference sheets, and rulers must be returned to a centrally located locked storage by authorized school staff (not students or parents) immediately after testing is over for the day.
- Test booklets, answer documents, reference sheets, and rulers may not be photocopied or duplicated in any way unless specified by the publisher.
- Teachers must retain a copy of all materials used for test preparation, unless the materials are used school-wide. A copy of materials used school-wide must be retained by the principal.
- Altering students’ answers or otherwise tampering with answer sheets is strictly prohibited.
- Staff at the school may not erase stray marks or incomplete erasures, nor may they darken light bubbles.