



2015 DC PARCC Administrative Guidance
Timing, interruptions and cell phones
Updated: February 12, 2015

How do Test Administrators keep time during stretch breaks, bathroom breaks, or frequent breaks?

As per the PARCC Test Administrator Manual, Test Administrators must keep time during testing, both for computer-based testing and paper-based testing. Timekeeping should be “paused” only in the cases of:

- A three minute stand-and-stretch break which may be granted once per unit at the discretion of the Test Administrator, explained in the PARCC Test Administrator Manual.
- Beyond the three minute stand-and-stretch break, students identified as needed frequent breaks in a PNP, who do not have an extended time accommodation, may have their time “paused” during a break. These students are recommended, but not required, to be in a separate test session. Generally, breaks should be no more than three minutes each, tests should be closed or paused, and students should not talk to one another during the break. Breaks of any length between units are available to all students without pre-identification.
- Interruptions listed below (technical difficulties, medical emergencies, school emergencies, disruptive students).

Individual bathroom breaks by students are allowed, but they will take away from testing time and Test Administrators should not pause time for an individual student during a bathroom break.

What should Test Administrators/Test Coordinators do if a student’s test is interrupted by...

1. Technical difficulties?

First, follow the guidance on troubleshooting computer based testing, in the Test Administrator Manuals. If a timely solution cannot be found, Test Administrators should exit students from testing in Pearson Access Next, and note the time of the interruptions. Students should complete the unit with however much time was remaining as soon as it is feasible. This should be reported to OSSE as a testing irregularity.

2. A medical emergency?

If a student experiences a medical emergency that interrupts testing, the test administrator should note the time of the interruption, pause or collect the test from the student, and dismiss the student as per school policy for illness (for example, send them to the nurse). In the event of a damaged or contaminated test (for instance, due to a nosebleed), Test Administrators should follow instructions in the PARCC manual. Students who are able to resume testing within the school test window should finish the unit as soon as they are able with the amount of time left in their unit when the interruption occurred. If a student will not be medically able to resume testing during the school test window, the school should apply for a medical exemption for the student. This should be reported to OSSE as a testing irregularity.

3. A school emergency, like a fire drill or a weather emergency?

Test administrators should, first and foremost, follow school safety procedures and make sure students are safe. They should note the time of the emergency, pause computer based tests or secure paper based tests in a locked location, if possible. Students should resume testing in that unit with the time remaining as soon as possible after the emergency has been resolved. This incident should be reported to OSSE as a testing irregularity.

4. A student disruption?

If a student is disruptive during testing, School Test Coordinators may relocate the student to complete the test in a location where he or she will not disturb others, if such a location is immediately available and meets all other testing environment requirements. The unit in which a student was disruptive should be completed in the same testing day. If the student refuses to complete the unit in the same testing day, that unit will be left incomplete. Any instances of moving students during testing due to student disruption should be documented as a testing irregularity, and particular attention should be paid to testing time.

When, if ever, may cell phones be used during testing?

Cell phones (including cell phone watches) may not be used in the testing environment by students or Test Administrators under any circumstance, with one exception below.

Paper-based tests: During the administration of paper based tests, the LEA/school should establish a cell phone collection policy whereby no cell phones may be present or used in the following testing environments: *testing group rooms, centralized test materials distribution, and storage areas at any point during testing.*

Computer-based tests: During the administration of computer-based tests, School Test Monitors and School Technology Coordinators may only use cell phones for the sole purpose of communicating with vendor technical support services if such support is necessary for a student to complete a test.

In the event that there are technical irregularities experienced by a student or students' testing devices (freezing, error messages, or blank screens) preventing the student(s) from the normal continuation of testing, the Test Administrator should alert the Test Monitor and Technology Coordinator. It is expected that if a Test Administrator has a cell phone on his/her person for the purpose of responding to technical difficulties, the cell phone must be **turned off** and away from view of the students and other authorized personnel until such time that it is used.

If a runner or test proctor is unavailable to personally relay the request for assistance and/or a desk phone with a fixed line is unavailable; the Test Administrator may use his/her cell phone to alert the Test Monitor, Technology Coordinator and/or test vendor to the situation. In this case in which a cell phone has been used by a Test Administrator, an **incident report** must be filed with the school, LEA and OSSE. Additionally, the school/LEA reporting the incident has the responsibility to indicate the exact time and circumstance, search photo app, my pictures, and and/or text messaging folder to determine whether an image has been recorded or texts divulging secure item content have been transmitted and alert the school/LEA/OSSE to this occurrence for immediate resolution.