

Proper Testing Procedures for TAKS

This document condenses information included in the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*. This is intended as an optional quick reference guide for administrators who might find the format more appropriate.

Before Testing

Question: How should the testing room be prepared for an administration?

Answer: The testing room should be quiet, well lighted, well ventilated, and comfortable. Each examinee should have enough space in which to work. Bulletin boards and instructional displays that might aid examinees during testing must be covered or removed. Any rooms to which examinees may be relocated must also be prepared. Books and other materials not used for testing must be cleared from desks and computers. A “Testing—do not disturb” sign should be posted outside the testing room.

Question: How should seating charts be completed?

Answer: Seating charts must include the names of examinees testing, the locations of the examinees in the room, and the names of all test administrators/monitors involved in the session. Additional seating charts must be made available and completed when examinees are moved to another room during testing.

During Testing

Question: What if an examinee arrives after the test session begins?

Answer: An examinee who arrives after testing has begun may be tested if sufficient time remains in the day and if the examinee has not obtained prior knowledge of test content through contact with examinees who have already finished testing.

Question: What is meant by “active monitoring”?

Answer: Test administrators must ensure that examinees remain seated during testing, except when they are acquiring or returning authorized reference materials or calculators. Do not allow examinees to talk to one another while online tests are open. Test administrators may not view or discuss individual test questions or responses.

Question: Can examinees be reminded of testing strategies?

Answer: Reinforcing, reviewing for, and/or distributing testing strategies during an assessment is strictly prohibited.

Question: How does a test administrator reply to an examinee’s question if a direct answer is not permitted?

Answer: Test administrators are not allowed to answer any questions related to the content of the test itself. If an examinee asks a question that the test administrator is not permitted to answer, the test administrator may respond, for example, “I can’t answer that for you; just do the best you can.” Test administrators and school personnel are not allowed to translate test questions or passages (including the written composition prompt) into another language (except sign language); rephrase or add information to questions or the prompt; discuss test questions with anyone before, during, or after testing; score test questions; or discuss with examinees how they performed.

Question: May examinees' compositions or short answer responses be copied?

Answer: Districts are not permitted to make copies of examinees' compositions and/or short answer responses.

Question: May school personnel discuss test questions?

Answer: Test administrators and school personnel are not allowed to discuss test questions with anyone before, during, or after testing; score test questions; or discuss with examinees how they performed.

Question: Where can I find mathematics and science charts?

Answer: Mathematics and science charts are available as tools in TestNav. Additionally, separate mathematics and science charts may be printed for examinees to use during the test administration.

Question: May examinees be given breaks during testing?

Answer: Test administrators may allow examinees to take brief breaks in the testing room during a test session. Breaks are not mandatory. During breaks, examinees must not discuss the content of the test, and online tests must be exited. Examinees may be allowed to take restroom breaks one at a time.

Question: May examinees be given lunch breaks during testing?

Answer: Examinees may stop testing to take a supervised lunch. Examinees must exit online tests. Examinees must be monitored by trained testing personnel and are not allowed to discuss any test content during lunch.

Question: May examinees use cell phones during testing?

Answer: Examinees are NOT permitted to have cell phones or personal electronic devices that allow internet access turned on during testing. These devices can disrupt the testing environment and could be used to compromise the security and confidentiality of the test. Districts are required to have procedures in place to prevent the use of these devices during test administrations.

Question: What procedures should be followed if examinees need to be moved to another testing room?

Answer: If necessary, examinees may be moved to another testing room during testing. The campus coordinator must work with staff to ensure that test security is not breached. Examinees must exit online tests. The test administrator must collect and carry all secure test materials, accompany the examinees to the new testing room while ensuring that they do not discuss the content of the test, and then resume the tests once examinees are ready to continue testing. The new testing area must be properly prepared to receive the examinees, including removing or covering all instructional aids. Additional seating charts must be completed if examinees are moved to another room during testing. If applicable, the name of the new test administrator(s) must be recorded on the new seating chart.

After Testing

Question: What can examinees do after completing their test?

Answer: After examinees finish their tests and their test materials have been collected, they may be allowed to quietly read books or to leave the testing room. Examinees may not read books between the written composition and revising and editing sections of the writing assessment.

Question: Can a test administrator allow an examinee who has completed the test to leave the room?

Answer: Yes. Before an examinee leaves the room, the test administrator must review the *Session Details* screen to ensure that the examinee has submitted their test for scoring.