Kirwan High Test Protocol

Testing procedures, or protocols, are important elements of the educational process. Not only are the procedures important for effective assessment of learning, but they also are a crucial aspect of classroom management technique. Active supervision is critical in all year levels and departments.

Prior to the Test:
- Inform students of the test date and required materials [e.g. paper, calculator, dictionary].
- Organise to differentiate for students with specific needs [e.g. extra time for ESL students, a 'reader' for students with low literacy].
- Ensure you have the correct number of test papers and other resources.
- Consider the impact classroom displays may have on student results.

On the Day of the Test:

Before the Test:
- Separate desks into single student work spaces in neat and tidy rows. Ensure there is adequate room for teachers to walk around during supervision of the test. Spacing of desks should be such that students are unable to read each other's work. A minimum of 50cm between desks is recommended.
- Place a chair at each desk and distribute test papers face down on the desks.
- Write the test conditions and times on the board.

Admitting Students to the Room:
- Follow Kirwan High entry procedures with all necessary test equipment out.
- Enter one line at a time, the teacher directs students to specific rows of desks.
- Place their bag under their chair and stand silently behind their chair.
- Sit down when directed [without touching test paper].
- Maintain silence once in the testing room.

Administering the Test:
- Directs students to put their name on the test.
- Explains any specific test procedures [e.g. time limits, notes if allowed].
- Instructs students to begin the test at the same time.
- Gives time warnings throughout e.g. 1 hour remaining, 30min, 20min, 10 min, 5min remaining etc.
- Moves throughout the room during the test and encourages students when appropriate.
- Ensure students do not communicate with each other throughout the test.
- Teachers must not be completing other work during the test and must actively supervise the test.
- Manages the test environment as students complete tests.
- Remind students to check they have completed all questions and check for accuracy.
- Has a routine for collecting test papers.
- Follows Kirwan High exit procedures.

Procedures for Late Students
- If a student arrives late before the test has begun the student should take their seat immediately and proceed with the other students.
- Once the actual test has begun discretion should be used as to whether the late student should be given the test or work quietly on other class work and then complete the test at another time.

Leaving the room during the test
- Students who ask to leave a test may do so only if it is essential. In this case the teacher must collect the test materials when the student leaves the room and record the times of departure and return on the test paper.
- Materials are to be returned to the student when they re-enter the room and the student then allowed to complete the test.
- The total time the student engages with the test should be uniform for all students. Extra time should not be given for things like toilet breaks.

A school wide Test Protocol ensures equity and the best possible outcomes for all students at Kirwan High.