

Faribault Public Schools Cell Phone, Device and Wearable Technology District Guidelines for State Testing

Test proctors and other staff members are responsible for adhering to this procedure at all times during student testing. Post the “No Cell Phones or Other Devices Allowed” sign on the last page of this procedure up in every testing area.

Prior to beginning any test session, proctors should explicitly remind students to turn/take off their cell phones and other devices, place them in their locker or backpack and remove backpacks from the testing area. Students should be reminded that if a cell phone or device is taken out at any point during a test session, the student’s test has been compromised and needs to be invalidated, even if the student did not use the cell phone or device. Even if the student has completed testing, cell phones or other devices cannot be used in the testing room.

***iPads used for testing are the exception to this procedure, but cannot be used for any other purpose, including during test session breaks, and must be turned off or put away after the student has completed testing.*

Proctor Guidelines:

- Students may NOT use or access cell phones, wearable technology, or any other devices at any time during testing, including during breaks or when testing is completed.
- If a student has a cell phone or device out at any point during a test session, the student’s test has been compromised and needs to be invalidated, even if the student did not use the cell phone or device. Even if the student has completed testing, cell phones or other devices cannot be used in the testing room. Record the event on the TAR in your proctor folder and notify DAC after testing session is completed.

Prior to Testing:

- Post the *No Cell Phone Sign* in every testing area
- Before beginning testing, ask all students to turn off and place their phones in a backpack or locker, **out of reach** during testing.
- Session proctors should be vigilant in checking that every student follows these directions.

During Testing:

- If a student fails to follow the policy stated above and receives a cell phone notification (ringtone or vibration) the student will hand the phone directly to the Test Monitor and/or silence the phone without looking at it. In these cases, MDE does not require the district to invalidate the test if the student simply hands over the phone or silences it without looking at it.
- If there is any question that the student accessed the phone or other device, the test must be invalidated.
- Notify the School and District Assessment Coordinators if a cell phone violation occurs during testing, once the session is complete. The violation must be recorded on the Test Administration Report included in your proctor documents.

Proctor Use of Cell Phones and Other Technology Devices During Testing:

- Test Monitors may use the text feature of their cell phone to alert their SAC or DAC of urgent issues during the test session.
- Test content can never be photographed or communicated, including when the Test Monitor needs to alert others of an issue . Test Monitors cannot check email or work on their cell phones, and cell phones should be silenced to reduce disruption.
- Test Monitors will need to circulate around the room to ensure that test security is maintained and students are working independently. Walking around the test room discourages prohibited behavior and also makes Test Monitors available to answer allowable questions and respond to unexpected situations.

If you are proctoring and need assistance with a student, technical, or any other assistance, please communicate that request to your school or district assessment coordinator by text.

