

DLS Extended Time on Tests Policy

DLS is blessed with students with a variety of strengths and gifts. Some of our students have different learning styles which place greater value on the need for extended time on tests. To meet this need, DLS has adopted an official extended time on tests policy.

1. Students must be pre-approved for extended time through one of the following methods:
 - Documented educational testing recommendation
 - Documented SAT/ACT extended time approval
 - Talent Zone testing and approval
 - School principal approval
2. It is the responsibility of the student to seek and provide any requested documentation for the extended time approval process. The school college counselor is the beginning of the approval process and keeps the official approved student list.
3. Students must notify the teacher giving the test **IN ADVANCE** when they believe they may need additional time. The teacher may subsequently, at their discretion, give the test out “page by page” to the testing student (or something similar) as a way to increase test security.
4. When the test period is over and the student needs additional time, the student needs to communicate that to their teacher and turn in relevant test materials. The teacher and the test proctor will be in charge of the test transportation, not the student. Students who leave with test materials will not be allowed additional time.
5. The student will be allowed a specific additional class period **THAT DAY** to complete the test. High school students are offered extended time during 9th hour, middle school students are offered time during 8th hour. In the event there are two tests needing extra time the same day, the test proctor will authorize a solution.
6. The student seeking more time is to come to the designated test proctoring room at the beginning of the proctor period with all of the needed materials. The student will receive their test and have until the end of that period to complete the test. Students who choose to not come to the testing period, come late, or do not bring their needed supplies will **NOT** be given any additional time past that original period.
7. It is the expectation that the student will not seek out test information between test taking times which would give that student an unfair advantage on the test. Students abusing the privilege will have their extended time options removed.
8. If a student is missing a team practice, the student needs to notify their coach that they will be missing that portion of practice.
9. In the event that a student goes home sick between testing periods or needs to leave with their team for an away game, it is the expectation that the student will be ready to finish the test immediately upon their return.
10. This policy does not apply to quizzes and similar evaluation.

DLS reserves the right to amend any portion of this policy at its discretion.



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