

Homebound SOL Testing Protocols

1. It is the school's responsibility to be aware of and to arrange for students who need to take an SOL test during homebound instruction. The Division Director of Testing, the Supervisor of Student Intervention Services, and/or the Director of Special Education will provide guidance in coordinating the SOL testing.
2. Whenever possible, SOL testing for students will be conducted at the school site with a full-time Montgomery County Public School (MCPS) employee as the test examiner. If the test examiner is the student's *part-time* homebound teacher, the test session must be proctored by a second person who is a full-time MCPS employee.
3. Testing at MCPS Central Office is the preferred option if the student cannot test at the school site and must be coordinated with the Division Director of Testing and the Supervisor of Student Intervention Services, and/or the Director of Special Education.
4. If SOL testing occurs off the school site (e.g., public spaces, in the home, etc.), the following procedures must be in place:
 - a. One-on-one testing procedures must be followed.
 - b. Testing should occur during the school day, whenever possible. If testing cannot happen during the school day, prior arrangements *and approval* must occur through the Division Director of Testing, the Supervisor of Student Intervention Services, and/or the Director of Special Education.
 - c. The room where testing is conducted can only contain the student, the homebound teacher, and the MCPS employee proctoring the testing.
 - d. The parent/guardian may be within calling distance but cannot be present in the testing room itself.
 - e. Other family members and visitors must not be within hearing distance during test administration.

- f. If an MCPS employee cannot be present during testing, video recording of the testing may be used in lieu of the MCPS employee present. The video recording will be proof of secure testing administration as described in the *School Division Personnel Test Security Agreement* and will be maintained in the Division Director of Testing's office. The test examiner must sign the *Examiner's/Proctor's Transmittal Form and Affidavit for Recorded Test Sessions*.
5. Homebound teachers and the MCPS employee who proctor the testing must be trained for each SOL test administration in which they test a homebound student.
6. Homebound teachers and the MCPS employee who proctor the testing must read and sign the *School Division Personnel Test Security Agreement* as well as verify in writing that the test was conducted using standardized testing procedures.
7. The homebound teacher must pick up test materials from the school's STC the day of the test and return the materials to the school's STC that same day/night. The homebound teacher and STC should make arrangements for the return of materials if they are not returned during the school day.

NOTE: Paper/pencil materials absolutely cannot stay out overnight.