

TOPS Testing Policy 2016-2017

<http://tops.education/testing>

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Tennessee Online Public School (TOPS) will administer state mandated tests at specific locations across Tennessee. TOPS will follow the rules and regulations set by the state of Tennessee.

TNReady testing

State testing is for the following subjects: Integrated Math 1 B, Integrated Math 2 B, Integrated Math 3 B, English I, English II, English III, U.S. History, Chemistry, and Biology.

Tests will be administered online and/or paper/pencil as determined by the state. If administered online, students will still need to test in-person at one of the designated test sites.

Students will test 0-3 times a semester depending on their current class enrollment.

“TNReady is Tennessee's new and improved TCAP test for English language arts and math in grades 3-11, and it replaces the old TCAP tests for those subjects starting in the 2015-16 school year. The TNReady TCAP will provide all of us – educators, parents, and students – with better information about our students' progress toward college and career readiness. Annual assessments serve as a crucial academic check-up to make sure all students are moving forward. TNReady is designed to assess true student understanding and problem-solving abilities, not just basic memorization skills. Parents and teachers have told us that these are the critical-thinking abilities they want our children to have in order to be successful, lifelong learners. TNReady will be a major transition. While it is absolutely essential to the overall and long-term growth of our students, these changes will likely bring challenges – as well as opportunities to learn. To help prepare, this website contains a variety of information and resources <https://www.tn.gov/education/topic/tnready>.”

Schedule Requests

TOPS will test students in the range of 1-3 times a semester as mandated by the State. TOPS will notify the students and families of the day, time, and location at least one month prior to the test. Once the test schedule has been posted parents and students have **one week** to request a schedule change. (Any requests sent in after the one week deadline will not be granted.) This might include a change of test site, a change of test time, and/or a change of test day. TOPS will review each request and will accommodate them to the best of their ability. Not all schedule requests will be granted.

Medical Exemption

If the student will be unable to attend the test due to medical reasons then the student will need to file for a medical exemption. A medical exemption must be filed within **one week** after the test schedule has been posted. Failure to file for an exemption within the one week window might cause the exemption to not be considered. The State will approve/deny all medical exemptions. Please contact the Testing Coordinator at TOPS to file.

Test Identification

Students are required to test in person and to provide proper identification at the test site. Proper identification includes, a TOPS ID, Driver's License, State ID, or Passport. If the student fails to show proper identification the student may be refused to test.

Inclement Weather

In the case of inclement weather, TOPS will notify the students and families by email of a cancellation and/or new schedule as soon as possible. Tests will only be rescheduled or canceled in extreme cases. Parents and students may have to test on another day or time of the same test week. If TOPS does not cancel or reschedule a test and the family or student feels their safety is in danger they have the right to contact the TOPS office immediately and reschedule. TOPS will reschedule as it is fit.

Student Behavior

Students will not be allowed to have their cell phones on during testing. All personal belongings will be placed at the front of the room along with all electronic devices which should be turned off. Students will be allowed to leave the test room for the bathroom, however this time will be lost during the test. Students will not be allowed to have food or drink in the test room (unless stated in the IEP/504). Students should dress appropriately for the representation of their school. Some rooms may be hot/cold so students are advised to dress in layers. Students who refuse to test or are disruptive in the testing environment will be removed immediately and will face consequences including being removed from TOPS.

Lunch

If the student is testing both in the morning and the afternoon they will be allowed to leave for lunch. A parent/guardian should pick them up and return them in time for the afternoon test. If the student wishes to remain at the test site in between tests then the student will need to notify the test administrator the

morning of the test and the student should also bring their own packed lunch. The student is not allowed to remain at the test site unless a test administrator is present.

Accommodations

Students who have an active IEP or 504 will receive accommodations as stated in their most recent IEP/504 plan.

Absent

If a student is absent from the regularly scheduled test, then the Testing Coordinator will schedule one make-up test within the same test week. If the student does not show for the make-up test then the student will receive an Incomplete (IC) for the class or an "F" (failure) for the class (the outcome is dependent upon the student's current grade in class). If the student receives an Incomplete then the test will be rescheduled for the following semester or for the summer. If the student does not take the test in the following semester or summer, then TOPS has the right to deny the student for enrollment for the following school year or place the student on academic probation. If the student received an "F" on the test due to not taking the test, then TOPS has the right to deny the student for enrollment for the following school year or place the student on academic probation.

Refusal to test

Any student who refuses to test, leaves the test before being dismissed ,and/or does not participate in testing will be dismissed from TOPS. Actively attending mandated state tests and fully participating are requirements of the TOPS student.

Start time/End time

The time posted for each test is the *start time* of the test. Doors will close at the start of the test and no late admittance will be allowed. Students should plan on arriving at least 15 minutes prior to the start of the test and should plan time for travel, parking, and in some cases traffic. If the student is going to be late to the test then the student will need to contact the TOPS office immediately. Failure to contact the TOPS office before the start of the test might cause the student not to be let into the test upon arrival. Once the test has started no one will be allowed to leave until everyone has finished. If a student chooses to leave before everyone has finished then the test for that student will not be scored. The Test Administrator will release the students once everyone has finished testing and the tests have been collected.

ACT

It is a requirement that all juniors (11th grade) take the ACT. Juniors who fail to take the ACT during their junior year will be dismissed from TOPS. TOPS will provide one voucher to each junior to test. The student may take the ACT as many times as he/she chooses, but only one voucher may be used. It is the responsibility of the student to request the voucher and to sign up for the ACT. The ACT is a state test and is **not administered** by TOPS. A senior (12th grade) may request a voucher if he/she did not use a voucher their junior year.

The SAT is also offered through the state. Vouchers are not used for the SAT. For questions about the SAT or ACT please contact the school counselor.

TOPS understands that parents/guardians have to request off work for their child to test. We appreciate your patience and flexibility with our testing. We are doing our best to accommodate all families while following protocol with the State.

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