

# Best Practices for Paper/Pencil Testing Sessions

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The following measures should be implemented when setting up test sessions for paper/pencil testers.

1. Test only one program (either all OCCT or all OMAAP) within the same session. Testing directions and examples are different per program and grade level (OCCT) or grade span (OMAAP).
2. Test only one grade level within the same session (OCCT) or by grade spans (OMAAP) when there is no read-aloud.
3. If there is to be a read-aloud, it should be done in a small group (limited to no more than 5 students) for the same subject test and same test program. If the test is an OCCT with a read-aloud accommodation, give all students in the small group the same test form number. There is only one form for each grade level and subject OMAAP assessment.
4. Testing breaks vary depending on the type of test and the permitted student accommodation. Unless the accommodation for frequent breaks is written in a student's IEP or 504 plan, the only break permitted is between sections.
  - a. OCCT-Breaks may only be taken between sessions, (grades 3-5 and EOI's) and there are no section breaks for grades 6-8.
  - b. OMAAP-the test is given in one setting, with no section breaks. The number of test questions and answer options has been reduced to shorten.
5. One Test Administrator (TA) and Test Proctor (TP) for each different type of test is required. If the number of students in a session exceeds 35, an additional TP must be added to the session.
6. **Mixed Group Make-up Testing sessions:** The following EXCEPTIONS for make-up testing have been granted for this year. It is at the discretion of the district to decide to implement these exceptions. These exceptions may be applied to the general guidelines:
  - a. Several small groups of students may test within the same room for the same testing program (OCCT or OMAAP) even if different grade levels.
    - (1) The groups are to be spaced far enough apart that quietly reading directions for one group will not disturb another group.
    - (2) Each tested group needs its own TA to read the directions at the start of each session. However, after the assessment is underway and students have begun answering questions, one TA can stay to monitor all makeup groups with an individual TPs being assigned to each group of students. The TA must roam from group to group to answer questions and supervise the testing session.
    - (3) Absolutely no read-aloud is to be conducted within the mixed make-up session.
  - b. Practice caution when implementing this practice, as student performance may be hindered due to distractions between student groups, inadequate spacing, and students who are anxious about testing or those who do not perform well on the assessment will have frequent erasures due to being easily distracted in this type of setting.

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7. If a student or group of students needs additional time to complete a paper/pencil assessment, it must be given as an extension of the immediate testing session.
  - a. Best practice is to let students have something they can read or occupy themselves with while others finish the assessment. Keep it on the floor until they are done testing.
  - b. The student(s) can be moved to an alternate testing location to complete the test. Be sure that there is a trained TA and TP in the room.
  
8. When assigning the Test Administrator (TA) and Test Proctor (TP), if at all possible, check that they are NOT related to a student testing within that session.