

Proper Testing Practices

Educate yourself about proper testing practices to avoid inadvertently violating district and/or state policies.

Do Not

- Restate items in different words or defining words for students
- Provide students with accommodations that have not been pre-approved
- Allow students access to resources that have not been approved
- Erase or changing student answers
- Provide any type of special help
- Prompt a student to change his/her answer
- Read aloud portions of the test that are not indicated as teacher-read (unless a pre-approved accommodation)
- Allow a student to take a test without a proctor
- Leave the room while proctoring a test
- Fail to administer an assessment to eligible students

Checklist

1. Test Plan

- 1 hour per subject and 1 test per day

Galileo Subjects

	Math	ELA	Science
3rd grade	yes	yes	no
4th grade	yes	yes	yes
5th grade	yes	yes	yes

- Test administration is shared by both English and Spanish sides

2. Starting

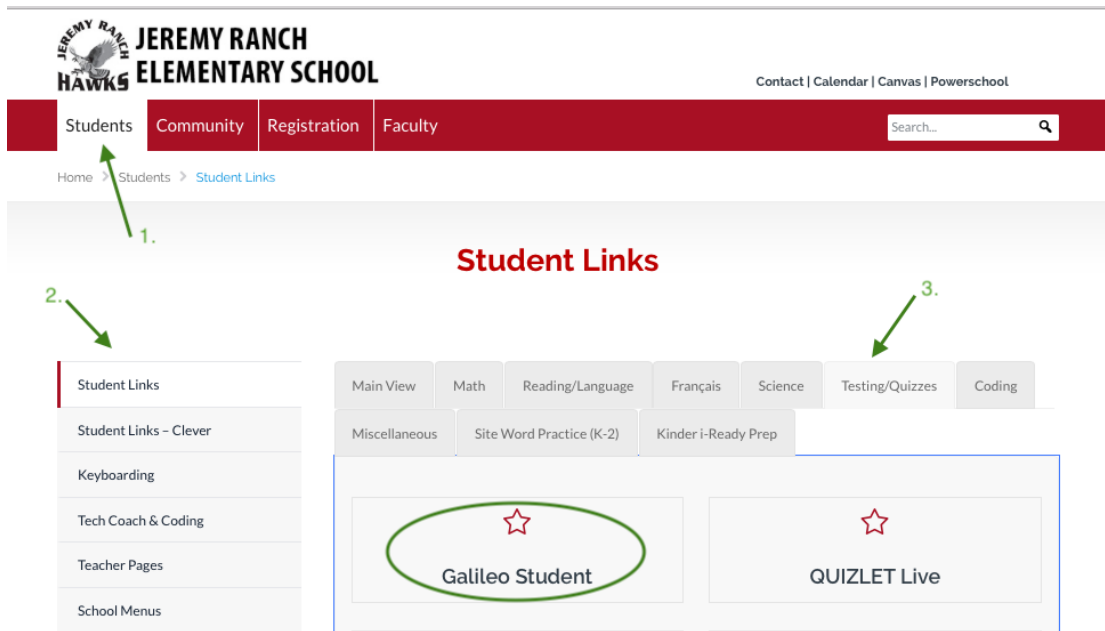
- All students should have blank scratch paper and a pencil
- All students may have headphones -- **ONLY** available Math & Science tests
 - no headphones on ELA tests
- Confirm student's computers have **Test-to-Speech** enabled *
- Teachers may want watch progress in real time with **Test Monitor***
- Teacher may want a roster available to track absences

Galileo Instructions

Login

All students log into student laptops with their normal student login.
Use the Chrome Browser.

% Go to JRES website and select Student Tab - Student Links - Testing/Quizzes



- **short_name + pcsd**
- **student's 5 digit number + pcsd**

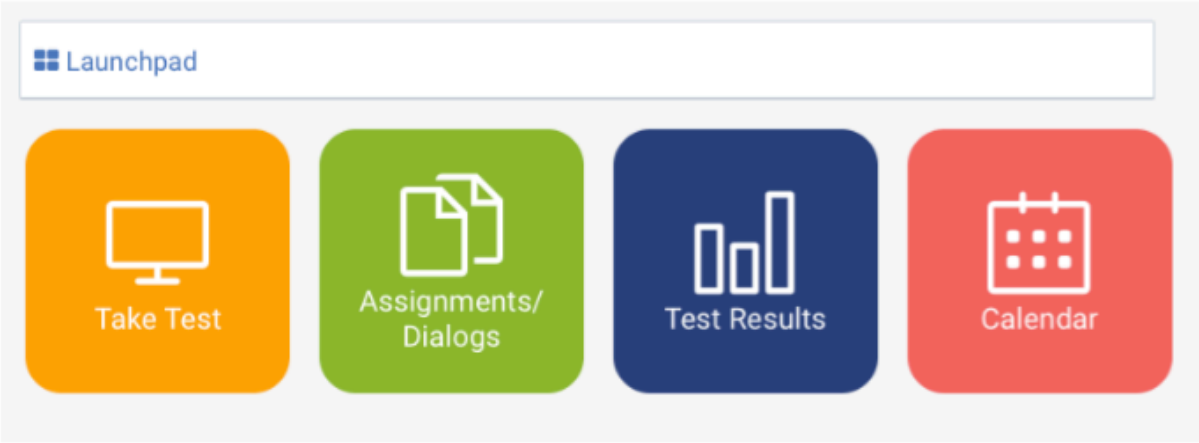
All students log into Galileo with

The screenshot shows the login form for the Galileo K-12 Student-Parent Center. The form has a dark blue background with a green 'SIGN IN' button. The fields are:

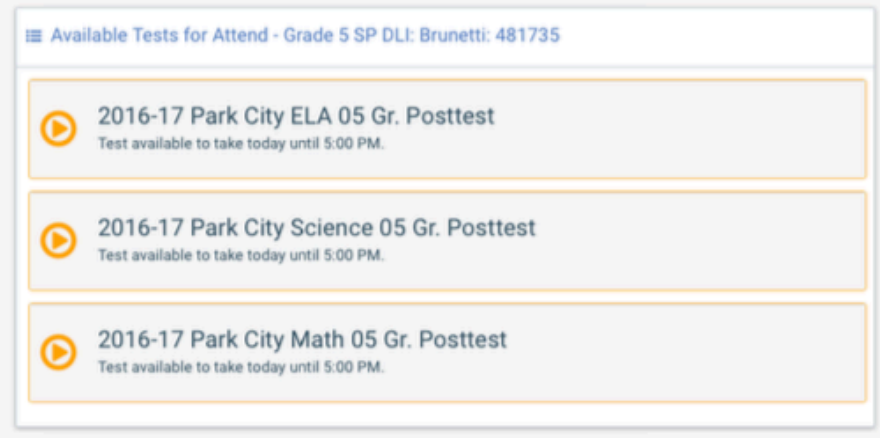
- Login Name: jhawks55pcsd
- Password: 12345pcsd

- Student's Galileo Launchpad

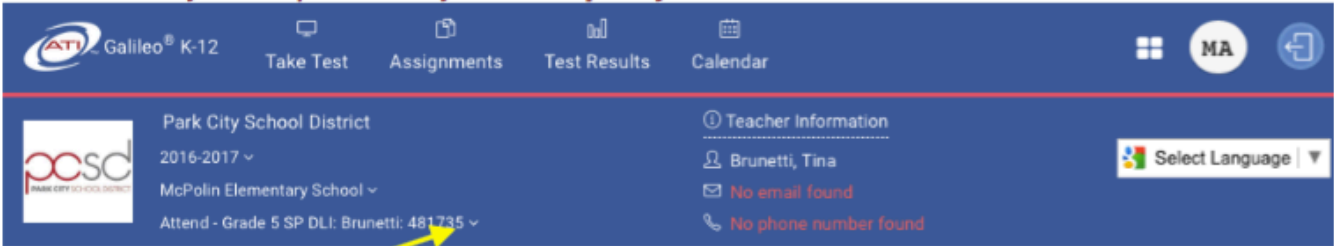
Click "Take Test"
Click "Calendar"



See your test options and select ...



If you don't see any test options ... you need pick your Homeroom Teacher.



- click down arrow here and select English side teacher

Galileo Test: [Navigation](#)

Galileo Test • [Review Your Answers](#)

- 2 ways the review page may look

When you've completed the test, **make sure there are no unanswered questions**, only then choose [Exit Test](#)

Galileo Test • [Exit](#)

Close windows - Quit - Logout . . . as appropriate