

CODE OF CONDUCT FOR TEST TAKERS

DO...

- Get a good night's sleep.
- Eat a good breakfast.
- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the "best answer." Also, be sure to read any open-ended items and writing prompts carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.
- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online.
- Report any suspected cheating to your teacher or principal.

DO NOT...

- Bring notes with you to the test.
- Bring any electronic devices (e.g., cell phones, smart phones, etc.) other than an approved calculator, if applicable, to the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers. Mark only the bubble for the one correct answer you have chosen.
- Talk with others about questions on the test during or after the test.
- Take notes about the test to share with others.
- Leave an online test session until the session is complete or until instructed to do so.

CONSEQUENCES FOR CHEATING

1. Student will have the following consequences for cheating:
 - a. DO NOT SCORE LABEL
 - b. Start the test completely over. Tested in private.
 - c. Subject to discipline assigned by the Principal(s) including suspension or expulsion.
 - d. Parent call/ State report – if incident warrants such action.
 - e. If there is phone use suspected in cheating – we will confiscate the phone until it can be reviewed with your parents. If the phone contains test information or data, it will be given to the authorities.

*** If you have been found to have disseminated, copied, or reproduced work that is on the test you are subject to copyright laws. You are also responsible for the financial cost of creating new test questions. The cost per question is \$2,500 and the total cost of a test booklet will be well over \$30,000.

Other Reminders.....

1. NO CELL PHONES OR ELECTRONIC DEVICES....PERIOD. Take them to your locker before testing has started.
2. Once you have completed the test, you will remain in the testing room until the session has completed. You can read, sleep, or draw.