

Instructions for Students Testing In-Person

- ❑ When you arrive at school, **proceed directly to your testing classroom.**
 - ❑ The gymnasium will serve as the cafeteria during exams. If needed, when you arrive in the morning you may grab a quick bite to eat breakfast but you will quickly be asked to proceed to your classroom.
 - ❑ For Final Exams, this should mainly be your homeroom classroom. Please look at the Finals Room Assignments just in case there is a special case where you are in a different room.
 - ❑ Regents Exams will be given by class section. Please look at the Regents Exam Room Assignments to see your testing classroom if you are scheduled to take a Regents for Algebra 1, Biology, Earth Science or English.

- ❑ For Final Exams, you should be in your classroom **no later than 8:20 for the first exam and by 9:55 for the second exam**. Exams will begin promptly at 8:30 for Session 1 and 10:05 for Session 2.

- ❑ Take your assigned seat (this should stay the same for all tests) and place your cell phone under your desk.

- ❑ You will access all tests from the Google Classroom for your regular classes.

- ❑ **Take a screenshot confirming submission of your final exam.** This is either the confirmation page at the end of a Google Form or of the assignment page in Google Classroom that shows “Turned In” with the appropriate attachment.

- ❑ For Regents Exams, you should **be in your classroom no later than 8:20**. Regents Exams will begin promptly at 8:30.

- ❑ If you fail to show up on the day of your Final Exam or for a Regents exam, you will be required to take the exam(s) on June 25th. Students who fail to attend their makeup exam will receive a score of 0% which accounts for 10% of the final grade.

- ❑ If you feel sick on the morning of your exam, do not report in person. Contact your teacher and the attendance office to let them know as soon as possible. You will have to report for the makeup exam on June 25th.

- ❑ If you are quarantined during the time of Final Exams, you will be contacted by Mr. Washington to confirm whether you are approved to take your exam digitally or if you have to take your exam on the makeup date.

Instructions for Students Testing Virtually

- ❑ **Only students who have been approved for digital testing may take their test virtually.** If you are scheduled to take your test in-person, but show up virtually, you will not be permitted to take your examination and will have to return for the makeup date on June 25th.
- ❑ Prior to exam day, **you must ensure that you have a strong internet connection** in whatever location you plan to take your exams.
- ❑ You will need to have **two devices** available:
 - ❑ Your iPad for taking your exam.
 - ❑ A second device to join Zoom that shows your upper body in frame with your iPad. You will need to keep video AND audio on throughout the duration of the exam.
 - ❑ **Join Zoom Meeting**
 - ❑ <https://zoom.us/j/6932512849?pwd=TFBKSlId0SHFwOEFTYzNzbTFwOEpwUT09>
- ❑ For Final Exams, you should be in the assigned Zoom call **no later than 8:15am for exams during the first session** and **no later than 9:50am for exams during the second session**. Exams will begin promptly at 8:30 for Session 1 and 10:05 for Session 2.
- ❑ You will access all tests from the Google Classroom for your regular classes.
- ❑ For Regents Exams, if you are in Algebra 1, Biology, Earth Science or English, you should be in the assigned Zoom call **by 8:15am**. Regents Exams will begin promptly at 8:30.
- ❑ At the end of your exam, **take a screenshot confirming submission of your exam**. This is either the confirmation page at the end of a Google Form or of the assignment page in Google Classroom that shows “Turned In” with the appropriate attachment.
- ❑ You must show this to the virtual proctor before signing out. They will release you by name.
- ❑ If you fail to show up on Zoom on the day of your Final Exam or Regents Exam, you will be required to take the exam(s) on June 25th. Students who fail to attend their makeup exam will receive a score of 0% which accounts for 10% of the final grade.

Instructions for Students Testing In-Person with Accommodations

- ❑ When you arrive at school, **proceed directly to the Cafeteria**. Once there you will be directed to your assigned seat which will be your seat all through Final Exams and Regents Exams.
 - ❑ The gymnasium will serve as the cafeteria during exams. If needed, when you arrive in the morning you may grab a quick bite to eat breakfast but you will quickly be asked to proceed to your classroom.

- ❑ For Final Exams, you should be in the Cafeteria **no later than 8:10 for exams taken during Session 1**. If you do not have an exam during Session 1, you will report **by 9:45 for your exams during Session 2**. Exams will begin promptly at 8:30 for Session 1 and 10:05 for Session 2.

- ❑ You will access all tests from the Google Classroom for your regular classes.
 - ❑ If you have **reader accommodations**, you will be sent a separate version of the test directly to your email. **NOTE: Please have headphones with you for each exam.**

- ❑ At the end of your Final Exam, **take a screenshot confirming submission of your exam**. This is either the confirmation page at the end of a Google Form or of the assignment page in Google Classroom that shows “Turned In” with the appropriate attachment. Raise your hand and wait for the designated proctor to confirm your submission and before beginning your next exam.

- ❑ For Regents Exams, you should **be in the Cafeteria no later than 8:10**. Regents Exams will begin promptly at 8:30.

- ❑ If you fail to show up on the day of your Final Exam or for a Regents exam that you are scheduled to take, you will be required to take the exam(s) on June 25th. Students who fail to attend their makeup exam will receive a score of 0% which accounts for 10% of the final grade.

- ❑ If you feel sick on the morning of your exam, *do not report in person*. Contact your teacher and the attendance office to let them know as soon as possible. You will have to report for the makeup exam on June 25th.

- ❑ If you are quarantined during the time of Final Exams, you will be contacted by Mr. Washington to confirm whether you are approved to take your exam digitally or if you have to take your exam on the makeup date.

Instructions for Students Testing Virtually with Accommodations

- ❑ **Only students who have been approved for digital testing may take their test virtually.** If you are scheduled to take your test in-person, but show up virtually, you will not be permitted to take your examination and will have to return for the makeup date on June 25th.
- ❑ Prior to exam day, **you must ensure that you have a strong internet connection** in whatever location you plan to take your exams.
- ❑ You will need to have **two devices** available:
 - ❑ Your iPad for taking your exam.
 - ❑ A second device to join Zoom that shows your upper body in frame with your iPad. You will need to keep video AND audio on throughout the duration of the exam.
 - ❑ **Join Zoom Meeting**
 - ❑ Students who are entitled to 1.5 Extended Time use this link
 - ❑ <https://zoom.us/j/88533500287?pwd=cDQzcXpvNkhpQVMwZndKSGp1dExZUT09>
 - ❑ Students who are entitled to 2.0 Extended Time use this link
 - ❑ <https://zoom.us/j/88533500287?pwd=cDQzcXpvNkhpQVMwZndKSGp1dExZUT09>
- ❑ For Final Exams, you should be in the assigned Zoom call **by 8:10 for the first exam.** If you do not have an exam during Session 1, you will report **by 9:45 for your exam during Session 2.** Exams will begin promptly at 8:30 for Session 1 and 10:05 for Session 2.
- ❑ You will access all tests from the Google Classroom for your regular classes.
 - ❑ If you have **reader accommodations**, you will be sent a separate version of the test directly to your email. You will return this version completed to your teacher via Google Classroom and by email.
- ❑ For Regents Exams, if you are in Algebra 1, Biology, Earth Science or English, you should be in the assigned Zoom call **no later than 8:15.** Regents Exams will begin promptly at 8:30.
- ❑ At the end of your exam, **take a screenshot confirming submission of your exam.** This is either the confirmation page at the end of a Google Form or of the assignment page in Google Classroom that shows “Turned In” with the appropriate attachment.
- ❑ You must show this screenshot to the virtual proctor before signing out or beginning your next exam. At the end of the exams they will release you by name.
- ❑ If you fail to show up on Zoom on the day of your Final Exam or Regents Exam, you will be required to take your exam on the makeup day, June 25th. Students who fail to attend their makeup exam will receive a score of 0% which accounts for 10% of the final grade.

