

Test Procedures.

Due to the fact that different students progress through various courses at different rates, quizzes and tests are not always taken at the same time by various students. As a result, the test procedure that is outlined below has been developed.

Test Security.

Quizzes and tests are intended to be secure materials. This means that steps must be taken in order to ensure that evaluation materials are :

1. Not accessed by students without supervision from a teacher or a key parent. Other than the writing of the quiz or test, the student should never access the evaluation materials.
2. Not proliferated. **No digital copying** of test materials is permitted. Students must be supervised while accessing test materials to ensure that no digital copying occurs **of any sort**. This means key parents or we connect coordinators must be present in the room with the student as they write their exam.

Test Procedure

Students who are registered with RVS online or RVSCLC have the option to write quizzes and exams at home if and only if someone can act as an exam supervisor (key parent). The test procedures must be adhered to strictly or online students can lose their privilege of writing off campus. **We-connect students have no off- site options.** For RVS online students the following procedure must be followed.

1. All assignments and tutorial summaries that proceed the quiz or exam in chronological order must be completed prior to a password request being made. Key parents are to check Powerschools to see that there are marks entered for all of the prerequisite assignments and tutorial summaries. If in doubt, contact the instructor.
2. When a student is ready to write a quiz or test, the **key parent or teacher** assigned to the student needs to submit a request to the online teacher for the password from their personal email. Please **be specific** as to which quiz or test you are referring to including the subject, exam name and student writing the exam. ie. Unit 1 Chemistry 30 exam, for John Smith. **Not** , “the exam”. The online teacher will then send the requested password **to the key parent/contact**.
3. Once a password has been obtained, it **is not to be disclosed to the student**. The key parent is to input the password for the student and supervise the writing of the test until it has been completed. Individuals supervising exams should be making sure that only approved materials are being used for the test. Calculators and formula sheets **without notes** are permitted however text materials are not. Formula sheets and data booklets are found on the info tab of the Moodle site of

each subject. The student should not have access to communication with any outside materials or persons. ie. MSN, Google, websites etc.

4. **No digital copying of text or images is permitted.** Key parents are to monitor the student to ensure that test materials are not copied in any way.

Adhering to these procedures will ensure that test materials remain secure and will safeguard the ability of students to write tests at remote locations. Thank you for your cooperation. If you have any questions feel free to contact me at ngrieb@rvschools.ab.ca