



BIG SPRING SCHOOL DISTRICT

Office of the Assistant Superintendent

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Newville, PA 17241

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DISRUPTIONS TO THE ASSESSMENT SESSION

All efforts will be made to ensure that no disruption happens during the state standardized assessments, with regards to planned building activities. Should an unplanned building disruption take place that requires evacuation of the students, the following procedures should be followed, within reason. As **always**, first priority will go to the safety of students and staff and second priority will go to the confidentiality of the assessments.

If the disruption does not present danger or necessitate the immediate need to evacuate:

1. Assessment materials will be collected by the test administrator and / or proctor and secured prior to evacuation.
2. The classroom door will be locked after all members have evacuated the classroom.
3. The students will be monitored to ensure that no discussions happen that pertain to the assessment.
4. When prompted to return to the classroom, students will return to their seats.
5. Depending on the nature of the delay, the materials may be redistributed for assessment completion immediately OR administrative discretion will be utilized regarding a delay of starting the assessment again.

If the disruption does present immediate danger, the students and staff safety will be the focus. Any possible measures will be taken to ensure test security, as appropriate.