



## Tests/Exams & Proctoring/Passwords Policies

### Testing & Term Exam Policies

#### Testing

ACCESS students are permitted to work when and where they want to work. However, an ACCESS facilitator must enter a password provided by the course teacher and proctor all scheduled unit/module and semester/term tests and exams (including unit tests in Credit Recovery).

#### Exam Exemptions

All ACCESS students must take the Term Exams in their course unless exempted by an IEP/ELL/504 plan. Local school exemption policies do not apply to ACCESS Term Exams. **No resubmissions are allowed on Term Exams.**

#### AP Exams

The ACCESS Exam policy includes all AP courses. Students taking ACCESS AP courses will be required to take the term exams.

## Tests/Exams Proctoring and Passwords Policy

#### On-site students

1. All Unit Tests and Term exams must be proctored.
2. The facilitator must enter the password and must be able to view the student taking the test. Under **NO** circumstances should the facilitator give students the passwords.

#### Virtual students (including homeschooled students) -

#### **Remote proctoring must be approved by the ALSDE.**

1. All Unit Tests and Term exams must be proctored. This can be accomplished through the use of remote test proctoring software purchased by the LEA. ACCESS does not provide this. This can also be done by having the student report to the LEA to take the tests or exams as needed.
2. The facilitator must be able to view the student taking the test. This can be accomplished through the use of remote test proctoring software purchased by the LEA. ACCESS does not provide this. This can also be done by having the student report to the LEA to take the tests or exams as needed. The facilitator will email the teacher to let them know what time the student started the test (The teacher can compare that time in Schoology).
3. Students that take tests from a remote proctoring site without permission of the ALSDE and the teacher being notified will receive a 0.