MCAS November Retest
November 9,10,14,15,16

Submitted by Brockton High School
Contact Sharon Wolder at
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PREPARATIONS

- SEATING CHARTS

- CAREFULLY READ THE INSTRUCTIONS AND THE ADMINISTRATION MANUAL

- CROSS OUT AND HIGHLIGHT
ATTENDANCE: ONLY MARK ABSENT STUDENTS WITH AN “a” OR “A”

LUNCH LISTS: RECORD the names and ID#s of students who get a lunch
TEST SECURITY

- CELL PHONES POWERED OFF
- SILENT BATHROOM BREAKS
- SEATING CHARTS
- CIRCULATE, CIRCULATE, CIRCULATE
STUDENTS STILL TESTING AT LUNCHTIME CAN only BE DISMISSED AT BELLS AFTER THEY HAVE COMPLETED TESTING!!!
RETURNING THE BOXES

- Separate
- Pile
- Alphabetize

absent students separate from present students’ materials
test booklets
answer booklets
Math reference sheets (out of Test Booklets after Session 2)