

Proper Testing Practices

Educate yourself about proper testing practices to avoid inadvertently violating district and/or state policies.

Do Not

- Restate items in different words or defining words for students
- Provide students with accommodations that have not been pre-approved
- Allow students access to resources that have not been approved
- Erase or changing student answers
- Provide any type of special help
- Prompt a student to change his/her answer
- Read aloud portions of the test that are not indicated as teacher-read (unless a pre-approved accommodation)
- Allow a student to take a test without a proctor
- Leave the room while proctoring a test
- Fail to administer an assessment to eligible students

Checklist

1. Test Plan

- 1 hour per subject and 1 test per day

Galileo Subjects

	Math	ELA	Science
3rd grade	yes	yes	no
4th grade	yes	yes	yes
5th grade	yes	yes	yes

- Test administration is shared by both English and Spanish sides

2. Starting

- All students should have blank scratch paper and a pencil
- All students may have headphones -- **ONLY** available Math & Science tests
 - no headphones on ELA tests
- Confirm student's computers have **Test-to-Speech** enabled *
- Teachers may want watch progress in real time with **Test Monitor***
- Teacher may want a roster available to track absences

Galileo Instructions

• Login

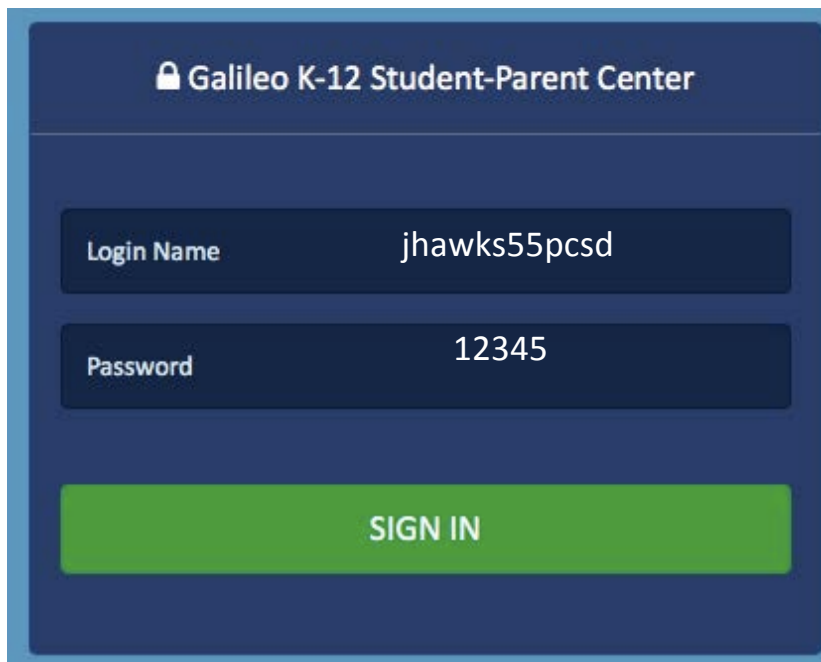
A. All students log into student laptops with **pcsdtest / pcsdtest**

1. They'll see a short dock
2. Open Galileo Firefox



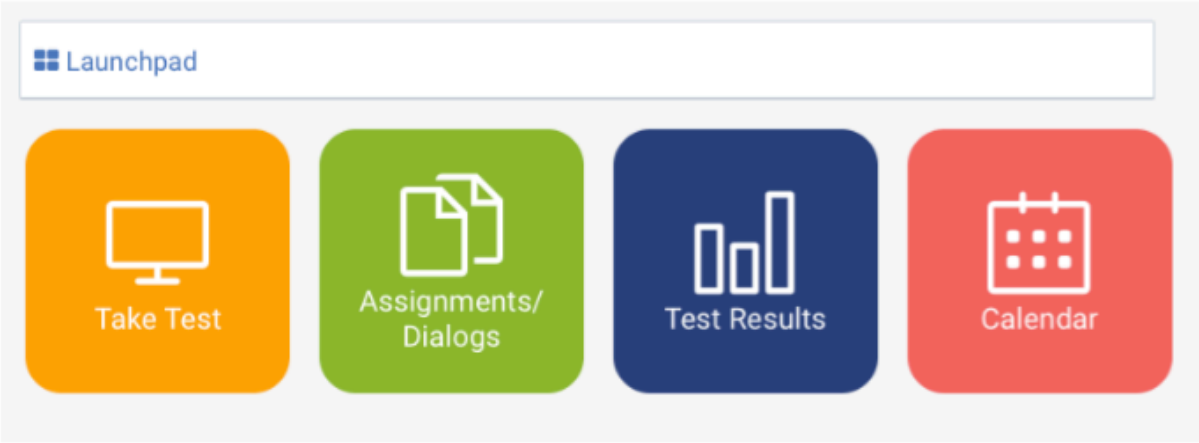
B. All students log into Galileo with

- short_name + pcsd
- student's 5 digit number

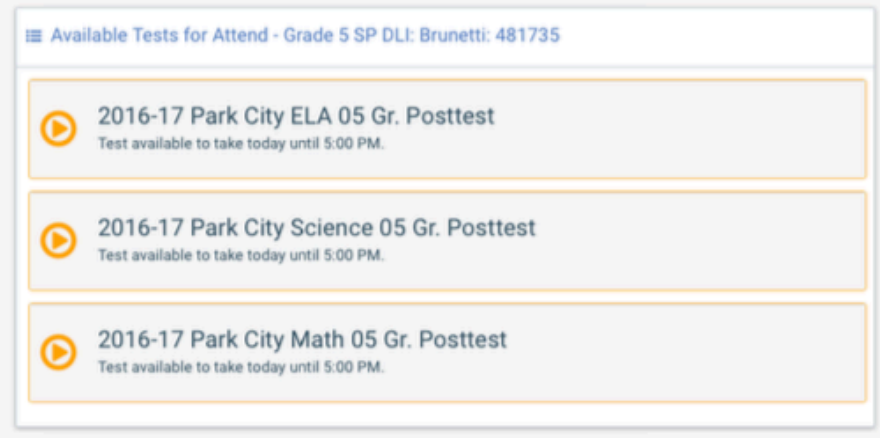
The image shows a screenshot of a login form for the Galileo K-12 Student-Parent Center. The form has a dark blue background with a light blue border. At the top, there is a lock icon and the text "Galileo K-12 Student-Parent Center". Below this, there are two input fields: "Login Name" with the value "jhawks55pcsd" and "Password" with the value "12345". At the bottom of the form, there is a green button with the text "SIGN IN".

- Student's Galileo Launchpad

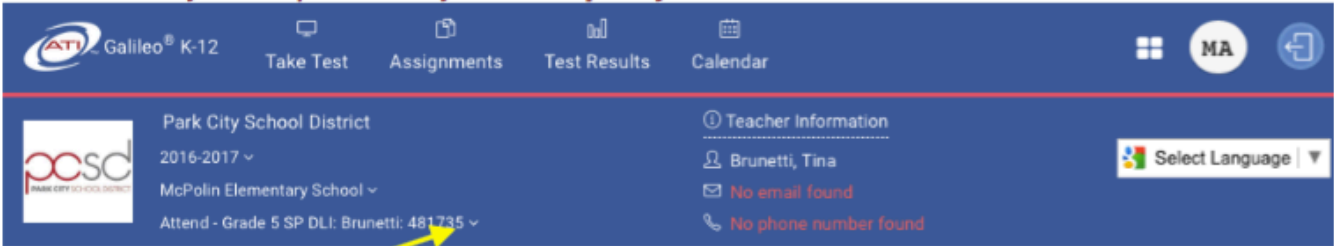
Click "Take Test"
Click "Calendar"



See your test options and select ...



If you don't see any test options ... you need pick your Homeroom Teacher.



- click down arrow here and select English side teacher

Galileo Test: [Navigation](#)

Galileo Test • [Review Your Answers](#)

- 2 ways the review page may look

Review Your Answers EXIT

1

Click on the items you wish to revisit. Once you have finished reviewing your answers, you may exit the test by clicking the home icon at the top of the page.

Item is marked for review.
Item is unanswered.

Items:

1	4	7	10	13	16
2	5	8	11	14	17
3	6	9	12	15	18

2

US Government ASK Test EXIT

Answered Questions (27)		Unanswered Questions (2)
Question 1 Question 2 Question 3 Question 4 Question 5 Question 6 Question 7 Question 8 Question 9 Question 10 Question 11 Question 12 Question 13	Question 16 Question 17 Question 18 Question 19 Question 20 Question 21 Question 22 Question 23 Question 24 Question 25 Question 26 Question 27	Question 14 Question 15

When you've completed the test, **make sure there are no unanswered questions**, only then choose [Exit Test](#)

Galileo Test • [Exit](#)

Close windows - Quit - Logout . . . as appropriate