Western Wayne School District – PSSA/Keystone Exam Policy
Breaks and Disruptions During Testing Sessions

STUDENT BREAKS:

- All students will be reminded and provided an opportunity to use the restroom facilities just prior to each testing session.
- Non-emergency, individual or group breaks will not be permitted if there are any students actively involved in testing.
- A student needing to take an emergency restroom break during a testing session (shorter than 5 minutes) should alert the Test Administrator of the situation, and with permission, take the necessary break with as little disruption to other testers as possible.
- If testing online, students will use the "Pause" button to lock their computer screens, before they take a planned or unplanned break.
- Students taking paper test versions will close answer sheet inside their test booklet to mark their location of where they left off, and will leave their test booklets closed until they return to the testing.
- All students will resume testing as soon as they return to the testing session, being reminded to cause as little disturbance to other testers as possible.

OTHER DISRUPTIONS:

- It is the responsibility of each Test Administrator to keep all disruptions to testing environments at a minimum throughout the testing sessions.
- All testing locations will be posted with a "Do Not Disturb" sign, which should be observed by all school personnel and students throughout the testing sessions.
- School announcements made over the intercom, or phone calls to classrooms should not be made during testing sessions, unless in the case of an emergency.
- "**Emergency**" disruptions are the only exceptions to this disruption policy, and are constituted by an eminent threat of safety or well-being for one or more students, or the entire school.

EMERGENCY EVACUATIONS:

- In the event of an emergency or need to evacuate a given classroom, area or the entire building, the concern is always the safety of the students. All testing materials should be closed and left on the desks in the classroom, or computers can either be set to "Pause mode" or left as is. All students should exit the room quickly, quietly, and as orderly as possible. After all students have exited, the classroom door should be locked, if possible.