

## Code of Conduct for Test Takers

### DO...

- Get a good night's sleep and eat a good breakfast.
- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the "best answer". Also, be sure to read any open-ended items and writing prompts carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.
- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online.
- Report any suspected cheating to your teacher or principal.

### DO NOT...

- Have notes in your possession during the test.
- Have any unapproved electronic devices (e.g., cell phones, smart phones, smartwatches etc.) in your possession during the test. You may have an approved calculator, if applicable, during the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers by making marks in multiple bubbles and erasing. Mark only the bubble for the one correct answer(s) you have chosen.
- Talk with others about questions on the test during or after the test. (Students should be assured they may discuss the testing process or issues of concern with their parent/guardians)
- Take notes about the test to share with others.
- Use social media to post information about the test and/or test items.

### Potential Consequence of Testing Violations

#### Consequences for students violating test security (Cheating, taking pictures of test questions):

- If a student violates test security, it is the responsibility of the school district to determine the consequences for the student. These may include disciplinary action and/or the student retaking the test. All Test security violations by students must be reported to the Pennsylvania Department of Education immediately.
- Per Line Mountain School District Code of Conduct cheating is a Level 1 infraction and will result in an immediate removal from the testing room, phone call home, and possible detention/suspension (to be determined by administration).
- Per Line Mountain school district policy 237, Electronic Devices and the Pennsylvania Department of Education's Electronic Device Policy (See attached Policy)- students may not bring these devices into the testing room. Anyone seen using any device inside the testing room will result in the students removal from the testing room and the device being confiscated.