



# LOUISIANA DEPARTMENT OF EDUCATION

## Permission to Test in an Environment Different From the Usual Classroom

As required by the State Board of Elementary and Secondary Education's Test Security Policy in Bulletin 118 §305, permission for testing in environments that differ from the usual classroom setting must be requested **in writing at least 30 days prior to testing**. This form must be completed and emailed to [assessment@la.gov](mailto:assessment@la.gov).

A separate form **must** be submitted for each test **and** each change in testing environment. If a student has an IEP, IAP, LEP, or PNP with accommodations selected, this form does not have to be completed. The student's plan serves as documentation of the need.

District \_\_\_\_\_ School \_\_\_\_\_

Date of Request \_\_\_\_\_ Testing Dates \_\_\_\_\_

To which test does this request apply? (circle all that apply)

LEAP   iLEAP   EOC   PLAN   EXPLORE   ACT   WorkKeys   LAA1

Why must these students test outside of their usual classroom?

\_\_\_\_\_

Where will these students test?

\_\_\_\_\_

Describe in detail the testing environment. (e.g. layout of rooms, desk or table configuration, student proximity, restriction of interruptions, etc.) *Attach additional pages, if needed.*

\_\_\_\_\_

\_\_\_\_\_

Number of testing groups \_\_\_\_\_ Number of students to be tested \_\_\_\_\_

Number of test administrators \_\_\_\_\_ Number of proctors \_\_\_\_\_

*(There must be at least one test administrator for each testing group of fewer than 30 students and a proctor for each additional 30 students. All test administrators and proctors must be trained in test security and administration.)*

\_\_\_\_\_ District Test Coordinator's Name

\_\_\_\_\_ School Test Coordinator's Name

\_\_\_\_\_ District Test Coordinator's Signature

\_\_\_\_\_ School Test Coordinator's Signature

<b>FOR INTERNAL USE ONLY</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved

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### Frequently Asked Questions

#### **When do I need to submit a request for permission to test in an environment different from the usual classroom?**

When students are not testing in class-sized groups (Bulletin 741) and/or when students are testing in an environment that is different than his/her usual classroom environment. Districts do not need to submit a request for permission if the alternate environment is an approved testing accommodation documented on the student's IEP or 504 IAP.

#### **What must I include in the request for permission?**

Districts must describe the testing environment entirely, including size and arrangement of the room in detail, provisions for adequate spacing between students (3 to 4 feet or providing dividers), as well as sufficient space for students to handle materials including tables for large print forms. **If the request includes testing in multipurpose spaces (e.g., cafeteria, library, computer lab, activity or P.E. room, teachers' lounge, teachers' workroom), describe procedures for maintaining test security**, including but not limited to

- *A school-wide daily announcement will be made before testing begins that these multipurpose spaces are closed during testing.*
- *All computers, monitors, speakers, and electronics are off during testing.*
- *The lunch delivery schedule will be adjusted or bag lunches will be served to accommodate the testing schedule.*
- *Signs will be posted on all doors – "Do Not Disturb! - Testing!"*

#### **How many groups can be tested in one room at the same time?**

Districts and schools may not schedule different assessments in the same room at the same time. Partial partitions in a room and spaces which are not soundproof do not create a separate room. Guidance is to follow the 1-1-1 rule: one test program for one group in one room at the same time.

#### **When is the deadline to submit a request for permission to test in an environment different from the usual classroom?**

30 days prior to test administration

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