



Test-Taking Tips for Principal/Scheduler

- ❑ If at all possible, schedule the tests in the room where the students learned the information. For example, have students take the math test in the math room with the math teacher.
- ❑ Don't do all the testing on the same day! Spread the testing dates as recommended in the information provided to the scheduler.
- ❑ Schedule during a "typical" week – avoid weeks around "time change," or vacations.
- ❑ Provide frequent breaks!