HISD | Student Assessment
MEASURING KNOWLEDGE. SUPPORTING GROWTH.

STATE ASSESSMENTS NON-PARTICIPATION PROCESS FLOW CHART

Prior to Testing

Parent shares opt out request with campus in writing

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Campus keeps a copy of the request and forwards written documentation to Student Assessment

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Student Assessment will add the information to their data base.

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On testing day, please follow the chart for either **present** on testing day or **absent** on testing day.

Present on Testing Day

Is the student present?

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Yes

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Student is sent to the testing room.

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Student is read test directions, and is given the opportunity to test.

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Student can either take the test, or refuse to test. If the student refuses to test, the campus can chose to have the student stay in the testing room, or to remove the student from the testing room.

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Test is submitted for scoring with an "S" code

Absent on Testing/Make-up Day

Student must be presented with the opportunity to test on a make-up test day.

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If the student is absent for the testing day and subsequent make-up testing days, the test is submitted for scoring with an "A" code.

09/21/17