



# STOP SIGN Policy

For NH administration of the NECAP  
Fall 2010

Active Proctoring is a critical part of a smooth administration of the NECAP assessments. Despite our best efforts, some students slip past the stop signs used to designate the end of a test session in the test booklets and answer booklets. This policy outlines a procedure for addressing the issue should it ever occur in your school.

During Session A, a student progresses past the stop signs and begins working on Session B.

## Case 1: **You catch it during Session A.**

1. Ask the student to stop working on the session B. The student may continue to work in Session A as long as there is time left in the session.
2. After Session A is over, talk with the student about stop signs. Get the student's assurance that he or she will not talk with anyone about Session B prior to Session B. If need be, contact the parents for help at night.
3. When Session B starts, the student may work forward from where he or she left off in Session B. The student may not go back to re-evaluate Session B problems that he or she completed during Session A.

## Case 2: **You catch it between Session A and Session B.**

This has two sub-cases. In both sub-cases, talk with the student about stop signs and determine if he or she has talked with anyone about the material from Session B. If the student has, it is a test breach and we'll have to deal with it. In any case, get the student's assurance that he or she will not talk with anyone about Session B prior to Session B.

Subcase 2A: The student has not completed Session B yet.

1. Follow step 3 of Case 1.

Subcase 2B: The student has completed Session B.

1. Have the student sit out Session B. The student may not go back to re-evaluate Session B problems that he or she completed during Session A.

This will not be considered a breach in test administration policies unless you have evidence that students shared information inappropriately, but we would like to know how large a problem it is. So, after you deal with situation, please email me ([Tkurtz@ed.state.nh.us](mailto:Tkurtz@ed.state.nh.us)) – include the number of student(s) with their grade level and the affected sessions. Do not include any personal information about the student (name, SASID, etc).

Suggestion: If a student is having trouble with the stop signs, you might try using sticky notes to indicate the end of a session. The sticky note may be used as a flag that sticks out from the booklet or as a clip by folding it over the remaining pages.