

Newfield High School

Memorandum

TO: All Faculty
FROM: Lori Mazza
DATE: September 2021
RE: Test Accommodation Room 142

Room 142 will be the Test Accommodation Room for students with test modifications. This includes special needs students with an IEP, general education students with 504 Plans, and declassified students. Dana Aprile, teacher assistant, will supervise the daily schedule and monitor the room. Procedures are as follows:

- 1.) IEP Viewer generates information for all IEP/504 students with test mods. It is the responsibility of all faculty, administration, guidance, psychologist, social worker, and anyone else who is in contact with a Special Education/504 student to read the student's IEP/504 Plan before he/she enters your classroom/office.

ALL TESTS NEED TO BE IN THE TESTING ROOM MAILBOX OR BROUGHT TO ROOM 142 BY: 12 NOON THE DAY BEFORE THE TEST IS GIVEN OR THERE MAY NOT BE COVERAGE FOR YOUR EXAM. ALL TESTS MUST HAVE A TESTING ROOM COVER SHEET.

- 2.) If a student is scheduled for an exam and is absent from class, please notify the Testing Room at Ext. 6344.
- 3.) Please use the Testing Room form when utilizing the Testing Room.
- 4.) If a student is having a test read, please provide two copies of the test. One copy for the student and one read-to copy.

If you have any questions or concerns about these guidelines, feel free to ask.

Thank you for your cooperation.