



***Administrative Test Refusal Procedures for
3rd – 8th Grade State Assessments***

- A. Parents who submit a written/electronic letter for test refusal from the 3rd-8th Grade State Assessment **at least a week prior to the first day of administration:**
1. Student's name will be recorded for organizational/planning/audit purposes.
 2. Parents will be auto called/emailed a re-consideration/expectation letter from the principal.
 3. These students will be given a seat assignment in the back of the examination room:
 - a. All students must have a grade-level book or reading assignment with them that is placed under their desk;
 - b. All students will sit quietly at their desks through directions and test distribution;
 - c. Once the examination time has been started, directions read, and exams distributed and started, the test refusal students may read from the material they brought to the exam;
 - d. Students who are test refusals, are not to disrupt the testing environment in any way or they will be subject to administrative action;
 - e. Students are not allowed to exit the room until the testing session is completed in order to be recorded as being seated and refusing the exam;
 - f. Students who provide a legal excuse for the day of the test are subject to the make-up procedures if they have not completed the testing session;
 - g. All students who complete the testing process will not be subject to any make-up procedures for these state assessments;
 - h. Once the exam sessions are completed, students will be returned to their normal educational day;
 - i. In the case in which a student is required to legally leave during the administration of the assessment, for a scheduled appointment, the parent should pre-arrange this excuse with the school prior to the examination period. The student will be held back from the exam to convenience the parent in picking the child up for their appointment. However, the student will be subject to any make-up procedures for state testing. If an emergency arises, during the exam, the building administration will have to address this rare situation in the best interest of all.
- B. Parents who indicate their students are refusing the 3rd- 8th Grade State Assessments **less than a week prior to the first day of administration and who submit a written letter of refusal:**
1. Student's name will be recorded for organizational/planning/audit purposes.
 2. Parents will be auto called/emailed a re-consideration/expectation letter from the principal.
 3. These students will be given a seat assignment in the back of the examination room (If Timing Permits), otherwise the student will take their assigned seat in the examination room:
 - a. All students must have a grade-level book or reading assignment with them that is placed under their desk;
 - b. All students will sit quietly at their desks through directions and test distribution;
 - c. Once the examination time has been started, directions read, and exams distributed and started, the test refusal students may read from the material they brought to the exam;
 - d. Students who are test refusals, are not to disrupt the testing environment in any way or they will be subject to administrative action;

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- e. Students are not allowed to exit the room until the testing session is completed in order to be recorded as being seated and refusing the exam;
- f. Students who provide a legal excuse for the day of the test are subject to the make-up procedures if they have not completed the testing session;
- g. All students who complete the testing process will not be subject to any make-up procedures for these State assessments;
- h. Once the exam sessions are completed, students will be returned to their normal educational day;
- i. In the case in which a student is required to legally leave during the administration of the assessment, for a scheduled appointment, the parent should pre-arrange this excuse with the school prior to the examination period. The student will be held back from the exam to convenience the parent in picking the child up for their appointment. However, the student will be subject to any make-up procedures for state testing. If an emergency arises, during the exam, the building administration will have to address this rare situation in the best interest of all.

C. Students who **verbally** indicate they are refusing the 3rd-8th Grade State Assessment **on the day of the exam**:

1. The student will not be presented with the test until a parent or guardian is reached by the principal or his/her designee and the verbal refusal is verified.
2. The student will need to sit quietly at their desk, during the exam, while confirmation from a parent is being sought by the district.
3. If the parent refutes the student's verbal test refusal, the student will begin his/her examination and make-up any appropriate portions of the exams missed during the waiting period that they were present for in the examination room.
4. If the parent confirms the test refusal, they will also need to submit a written request on the next school day:
 - a. The student's name will be recorded for audit purposes;
 - b. During the verification phone call, parents will be informed of the district's expectation during the examination period by the principal or his/her designee;
 - c. The students will remain in their assigned seat in the examination room:
 - i. All students should have a grade-level book or reading assignment with them that is placed under their desk;
 - ii. All students will sit quietly at their desks through directions and test distribution;
 - iii. Once the examination time has been started, directions read, and exams distributed and started, the test refusal students may read from the material they brought to the exam; If no materials were brought by the student, then the student is expected to sit quietly and attentively at their seat during the examination period without distractions to others in the room;
 - iv. Students who are test refusals, are not to disrupt the testing environment in any way or they will be subject to administrative action;
 - v. Students are not allowed to exit the room until the testing session is completed in order to be recorded as being seated and refusing the exam;
 - vi. All students who complete the testing process will not be subject to any make-up procedures for these State assessments;
 - vii. Once the exam sessions are completed, students will be returned to their normal educational day;

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- viii. In the case in which a student is required to legally leave during the administration of the assessment, for a scheduled appointment, the parent should pre-arrange this excuse with the school prior to the examination period. The student will be held back from the exam to convenience the parent in picking the child up for their appointment. However, the student will be subject to any make-up procedures for state testing. If an emergency arises, during the exam, the building administration will have to address this rare situation in the best interest of all.

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The Mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth, and a sense of civic responsibility.