

2011 Student Achievement Testing

What: Iowa Test of Basic Skills (ITBS)

When: First through twelfth grades: Wed. April 27 - Fri. April 29

Where: First Baptist Church of Mims

Test Administrator: Sharise Deimeke, 453-2884

Test Coordinator: Carrie Backus, 269-9690

For those of you who have signed up to participate in testing this year, here is some information for you:

General Information:

1) Arrival times: Students should arrive no earlier than 8:30 and no later than 8:45. Students will be escorted to their classrooms at 8:50 and testing will begin at 9:00. Each day of testing you must sign your child in on the attendance sheet and leave emergency contact information. Once you have taken your child to his/her grade's designated area, you are free to leave.

2) Student should bring: two sharpened #2 pencils (no mechanical pencils and only pencils that state #2 on them), blank scrap paper, and a small snack. The snack time is a very brief one, 5-10 minutes at the most. Therefore, the snack needs to be something small and not messy: crackers, breakfast bar, etc. Please do not pack sugary items. Sodas are not recommended for a drink. The child can also bring a book to read or paper/pencil to draw with if he/she finishes testing early. This should be something that will not distract them or encourage them to hurry through the test.

3) No Calculators/electronic equipment: Student should not bring a calculator or any other electronic equipment. The ITBS will be marked to show that the students are not using calculators and their test scores will be compared to students doing the same. No electronic toys or games will be allowed.

4) Who can utilize the nursery: Nursery is provided only for parent volunteers and only on the day that they are working.

5) Pick-up times: Please be ready to pick up your children by 11:30 on Wednesday. They should finish between 11:30 and 12:00. On the following days look for pick-up times at the sign-in table. Pick-up location will be designated prior to test dates. A volunteer will be available to sign each student out as they leave with a parent. We ask you to please pick up your children promptly. Please resist the temptation to socialize until you have picked up all of your children so the proctors and nursery workers can complete their assignments and pick up their own children.

6) After testing begins: No parent is allowed to enter a room after testing has begun. You may not deliver a snack or supplies to your child once that child's class has begun to test. You may leave items with the person manning the front table who will try to deliver it during a break time.

7) Morning of test success: A child who is rested and has had a good breakfast will perform better than one who is tired or hungry. Plan ahead as much as possible. Allow extra time in the morning to keep the atmosphere calm and unhurried.

8) Test expectations: If your child has not tested before, it helps to talk about what he/she can expect. There are general resources to help prepare children for testing. Sometimes we become anxious ourselves, and this atmosphere carries over to the child. Be confident in what your child has accomplished this school year. More times than not, a parent is pleasantly surprised at how well their child has performed.

Parent Volunteer Information:

1) Job notification: If you have not been contacted or are unsure of your job, please call Carrie Backus at 269-9690 for your assignment. Please do not switch jobs without notifying Carrie. People are selected for particular jobs and days based on many things and switching can throw things off.

2) Proctor duties: Proctors must be in the staging area by 8:30. First, sign-in your testing child and take them to the designated area. Keep your nursery child with you until all nursery workers are in place, approximately 8:40, when someone will come by to watch your class while you take your nursery children to the nursery and sign them in. Around 8:50 you will be dismissed to take your class to the proper location. The proctor supports the teacher, makes sure that the students have necessary items such as extra pencils and paper when needed (these will be provided in the classroom), and monitors students to be sure they are working on the correct part of the test and answer sheet. Also, proctors monitor break times. Proctors help to create a peaceful and reassuring atmosphere. After testing each day the proctors will quietly escort the students to the staging area and wait until all parents have picked up their students.

3) Nursery worker duties: Nursery workers must be in the nursery by 8:30. Please sign in your testing students and take them to the staging area before going to the nursery. Nursery workers will need to stay in their rooms until all nursery children are picked up. After the last child is picked up the rooms will need to be cleaned according to church specifications. We will watch to make sure that proctors and nursery workers are not stuck waiting on each other to pick up their children.

4) Sign-in/out worker duties: These workers must be at their station by 8:25. They will make sure that each student is signed in and the sign-in sheet is filled out with contact numbers, pick-up information, etc. Sign-in workers are to make sure the testing area is kept quiet and may be given special jobs as necessary. Sign-out and calling the children out of the staging area will take place at the end of each testing day.

5) Room set-up and takedown duties: These parents will help move tables, chairs, etc. to accommodate rooms for testing. This will be accomplished prior to testing and after testing is completed on Friday.

6) Games: You will have the task of entertaining the children until their parents pick them up after testing is completed for the day. The game of choice for testing is GLORY (similar to BINGO). Please meet with Carrie after the children are in their classrooms for general instructions.