



BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

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Pam Van Ravenswaay
Administrator

Proposal for TSI testing at the campus:

Testing Site

1. A student will not be allowed to enter the building without a valid picture id (see list on page 2).
2. Testing will be held in one location with an easy access in and out. For example, what business are using for good practice, one door to entry and another door for exit.
3. A drop-off site will be designated close to the testing entry site.
4. All personnel and students will maintain social distancing of at least 6' from drop off to pickup (or parking lot) and at all times while on campus property.
5. Before testing all surfaces will be cleaned following CDC and local guidelines, including testing devices, tables, desks, keyboards, listening devices, etc.
6. After testing all surfaces will be cleaned following CDC and local guidelines, including testing devices, tables, desks, keyboards, listening devices, etc.
7. School Personnel and Students will have temperature taken before entry into testing area, if they have a temperature or symptoms they will be sent home and not allowed to enter the building to take the test or proctor the test. School nurse will take the temperature and observe for any COVID-19 symptoms.
8. All personnel and students will wear masks.
9. All desks/tables will be at least 10 feet apart and students will be seated at least 6 feet apart.
10. Students will be excused as they finish the testing.

Testing Protocols

1. Priority students, students who need the TSIA to take a Dual course this summer or in the Fall semester.
 - a. A student that plans to take either Algebra 2, Comp I, or US History, in SY 2020-21, we could hold off on these students as high priority, since the actual college course does not occur until the Spring Semester. This wait can't occur for students taking Summer 2020 dual-enrollment courses
2. In the event a student fails the TSI (Reading, Math or Writing) he/she is required to complete 8 hour tutorial prior to attempting to test again.
3. No more than 10 – 15 students will be tested per session. Less students will be permitted per session, if space (6' distance) does not allow that many testers.
4. A proctor who has been trained and completed and passed the on-line ACTA test will give the test.
 - a. Reminder: Sharing proctor/site manager usernames and passwords is not permitted and is a violation of ACCUPLACER's policies. Each user must have a unique login and password.
5. Proctors must ask each test taker to present at least one current, valid form of identification that includes the test taker's name, signature (on required IDs), and a recognizable photograph, The identification must be checked before they begin testing and rechecked at the end of testing.

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities. BISD no discrimina a base de raza, color, origen nacional, sexo, religion, edad, incapacidad o información genética en el empleo o la disposición de servicios, programas o actividades.

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- a. Acceptable forms of photo identification include current and valid:
 - i. Driver's license
 - ii. State-approved or federal ID
 - iii. Military ID
 - iv. College ID
 - v. High School ID
 - vi. Middle School ID
 - vii. Passport
 - viii. Tribal ID
 - ix. Naturalization card or certification of citizenship
 - x. College Board Test Taker ID Form
6. The Texas Success Initiative (TSI) Rule 4.55 (b) requires that all testing sites provide a Pre-Assessment Activity (PAA) for all of its test takers PRIOR to test administration.
 - a. Verify by checking in Eduphoria Aware (student profile – testing history)
7. Pop-Up Blockers must be disabled to enable test administration. If you are presented with the locked administrator access screen after selecting “Administer Test” and no test administration window opens on top of the locked administrator access screen, then you likely have pop-up blockers enabled. Use the System Requirements to ensure that your workstation conforms to [system requirements](#).
8. TSI is an untimed test.
9. Do not administer the same test twice in one day!
10. Do not allow cell phones or other electronic devices in the testing room
11. A Proctor MUST monitor following social distancing and be in the room at all times
12. A Proctor should not have a “vested interest” in the outcome of the test (for example, math teacher cannot proctor a math TSI)
13. Students may use scratch paper, if needed
 - a. The proctor will collect any used scratch paper and turn it in to the campus site manager to be destroyed
14. TSI is computer adaptive. Be aware that all portions of the TSI Assessment (placement, diagnostic, and ABE) are required for each student, even for dual enrollment purposes. **Do NOT mess with the Branching Profile rules, you could invalidate your student tests**
15. Proctor will complete seating chart
 - a. Give to Campus Site Manager after testing is completed
 - b. Include date, name of Proctor(s), student names/local ids
 - c. Contact Advanced Academics, Guidance & Counseling, or A.R.E. with any questions.