

## **Procedures for the Conduct of Examinations/Tests Template:**

### **Before the Test**

- Notify students of the date, time, and location of the test/examination
- Provide students with a clear description of the format, duration, and scope of the test/examination
- Make sure all necessary materials (e.g., answer sheets, question booklets, pens, etc.) are available in sufficient quantities
- Inform students of any rules or regulations related to the test/examination (e.g., use of dictionaries, calculators, cell phones, etc.)

### **During the Test**

- Make sure students have a clear understanding of the instructions before starting the test/examination
- Ensure a quiet and distraction-free environment
- Monitor the test/examination to ensure students are following the rules and not cheating
- Answer any questions that students may have about the test/examination
- Provide additional materials (e.g., extra answer sheets) if needed
- Keep a record of any incidents or issues that arise during the test/examination

### **After the Test**

- Collect all answer sheets and question booklets
- Grade the tests/examinations in a timely and fair manner
- Provide students with feedback on their performance, if applicable
- Address any concerns or complaints that students may have about the test/examination
- Keep a record of the test/examination results and any related data for future reference.