K12 North Carolina Family State Testing Guide

2020-2021

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K12

NORTH CAROLINA VIRTUAL ACADEMY

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PURPOSE OF STATE ASSESSMENTS & USE OF DATA

The primary purpose of state assessments is to provide feedback to staff, parents, and students of where each child stands, in terms of showing growth and determining proficiency on curriculum standards. The data gleaned from state assessments helps teachers and other staff determine areas for improvement in the curriculum, as well as topics to address to fill any gaps in a student's understanding of the content. On a broader scale, the North Carolina testing program is developed to meet federal and state-level testing requirements. Results from these assessments are used to calculate our school's report card data, as well as in the evaluation of the effectiveness of our teachers. In addition, the results from high school course level exams are used as a minimum of twenty percent (20%) of the student's final grade for each respective course, per SBE policy TEST-003.

SCHOOL POLICY

All students enrolled in public schools in North Carolina are required to participate in the state assessments. This includes any student enrolled in the Occupational Course of Study or Adaptive programs. NCVA students are required to participate in state-mandated academic assessments, all assessments required by NCVA, and other assessments as mandated by local district policy. Failure to participate in required assessments may result in student withdrawal from NCVA.

STUDENT AND FAMILY EXPECTATIONS

Prior to Testing:
➢ Families will place all testing dates on their family calendar and will not schedule vacations, doctor appointments, etc. on testing weeks.

➢ Parents will complete the required Health/Release form (bit.ly/ncvahealthreleaseform) online once, at the beginning of each school year. Subsequent submissions of the form will override any previous form submissions, so it is important to complete the form in its entirety each time an update is needed.

➢ Families will confirm testing schedules through Testing Nirvana for EACH in-person test administration.

➢ If a change of test site is needed, families will reach out to the Testing Coordinator right away.

➢ Students will arrive on time and ready to begin their assessments on the date(s) and time(s) assigned by school staff.

➢ Families will wait for their student to complete their assessments away from the testing site or in their vehicle. We are unable to provide space for families to wait during the test at our test sites.

➢ The student will NOT bring active cell phones or any other electronic devices into the testing room, including smart watches or any wifi-enabled devices, unless approved for IEP/504 accommodation needs. If a student has a personal electronic device, it must be powered off and placed in a purse or bag – NOT kept in a pocket. NCVA will not be held liable for lost/damaged devices while in our possession.

> ➢ Students are expected to dress and behave appropriately. Disruptions at the test site could result in dismissal from the test site.

> ➢ Students may bring along a novel or other non-textbook to read until the testing session ends (excluding PreACT & ACT testing).

> ➢ Parents will promptly pick up students at the end of the testing session. Please plan accordingly. We do not provide extended childcare.

During Testing:

> ➢ Quiet is to be observed in all testing rooms and other areas within close proximity to testing rooms by students AND parents.

> ➢ All participants shall show respect for the property and facilities used during this event and assume financial responsibility for any damages they cause. Act with courtesy always!

> ➢ Comply with requests and direction from facility staff, instructors, and facilitators who are acting in the performance of their duties.

> ➢ Unauthorized use of site facilities or equipment (such as hotel buffets, pools, and workout rooms) is prohibited.

> ➢ Carrying or concealing objects that may be used as weapons is prohibited.

> ➢ No use or possession of illegal chemicals, substances, or alcohol is allowed.

> ➢ Do not obstruct access to facility entrances, hallways, or passageways.

> ➢ Smoking is allowed in authorized areas only.

> ➢ Pets or animals, other than service animals directly within the control of the individual with an ADA-certified disability, are not allowed in the facility.

> ➢ The safety and security of your child is our highest priority, and we are committed to provide a safe learning environment for your child. If you have any questions or concerns, please contact the Testing Coordinator.

WHAT TO EXPECT ON TESTING DAY

NCVA provides test sites across the state. Sites range in size from very small to very large, depending upon the number of students in the area. We assign our students to the site closest to the home address we have on file. It is imperative that families keep their address updated in our system.

Testing sites will vary and may be at hotels, convention centers, community centers, colleges, etc. Sites might be chilly or warm. It is best to dress in layers, so you will be able to adjust your comfort accordingly.

Students will be supervised at all times while at the testing site. They may not leave the site or access their personal electronics until they have completed testing and been signed out of the session. The parent/guardian who signed them in will be notified to come sign them out if they finish early.

Check-in time varies, depending on the test. Check-in starts 20 minutes before the test's scheduled start time. Please do not arrive at the site earlier than the scheduled check-in time. Most sites will begin reading instructions promptly at the start time, with testing starting immediately after. The release of

students will also vary by test (students could be released at the end of the test session, or at the built-in breaks as determined by the test-creator). Be sure to ask during check-in what the policy is for your test.

Cell phones and other electronic devices are strictly prohibited, including smart watches and other wifi-enabled devices, unless required for a student's 504/IEP accommodations. Students need to leave these items with their parents/at home or powered off and in their purse or bag. Students found with electronic devices in the testing room could have their test scores invalidated. **NCVA is not responsible for any lost or stolen items.** Please leave your valuables at home.

Most tests are computer-based. Each student will be provided a computer and any applicable resources at the test site to complete their test. You should not bring a computer from home. Students will go through a required tutorial of the NCTest testing software before taking state-made exams.

The following is an outline of what your testing day will look like:

20 minutes before testing – students arrive at your testing location
(please do not come early as staff will be busy setting up the testing site and preparing the testing portal)

- Student should use the restroom before getting in the sign-in line.
- Parent/LC will show ID to the testing staff and sign student in on a paper sign in sheet.
    - Parents who have not completed a digital copy of the Health/Release form will need to submit a paper copy at check-in.
    - High school students may sign themselves in and out **only** if they have their own transportation, a photo ID, and a completed Health/Release form.
    - Student should leave all personal belongings with their parent/LC or in their vehicle.
- Student will be escorted to the testing room by school staff and will be shown where to sit for testing.
- Please sit quietly and wait for staff to check in any other students before we can start testing. Do not touch the computer/testing equipment until told to do so.

Ready to start the test session
- Parents/LCs will be asked to leave the testing area and staff will begin reading the instructions to start testing.
    - Parents/LCs should stay within close proximity to the testing site (no more than a 15-minute drive) in case of emergency. Site staff can suggest local places for parents/LCs to wait during testing.
- Some tests will ask you to use the headphones and do an audio check to make sure you can hear sound on your computer. If you cannot hear the sound or need help, raise your hand and a staff member will help you.
- Once the directions are read and students are logged into their tests, testing will begin.

After testing

- For state-created tests (BOG, EOGs, EOCs), students may leave during one of the breaks once they have finished their test.
- Staff will call the parent/LC when their student is ready to be picked up.
- Parent/LC will show photo ID to staff and sign student out on the paper sign out sheet.
- That's it! Pat yourself on the back for giving it your best effort, and we will see you next time!

Please check the FAQs listed in Appendix A for more information.

STATE ASSESSMENTS

ACCESS/Alternate ACCESS
Who: Students with an LEP
Exempt: N/A
Dates: 1/25/2021 – 3/5/2021
Format: Online
Notes: Most student with an LEP take the ACCESS test, while students in the Adaptive Program take the Alternate ACCESS. The ACCESS and Alternate ACCESS are both comprised of four sections (Reading, Listening, Speaking, Writing). Students self-pace themselves from one section to the next and generally take about 3 hours to finish all four sections.

ACT/CCRAA11/Extend1
Who: All students with official 11th-grade classification
Exempt: Students who are repeating the 11th grade and previously took the ACT/CCRAA11/Extend1 in school
Dates: 2/23-25/2021
Format: Online (ACT, CCRAA11) and Paper (Extend1)
Notes: Most juniors take the ACT; students following the Occupational Course of Study take the CCRAA11, and students in the Adaptive Program take the Extend1. Students are encouraged to bring a calculator (see Appendix B for ACT's Calculator Policy), but supplies will be provided for all students who do not bring their own. The ACT has four sections (English, math, reading, science), the CCRAA11 has four sections (English, math, reading, science), and the Extend1 has three sections (reading/English language arts, math, science). During the ACT, there is a break and time for a snack between the math and reading sections; standard time testing takes around 3-3.5 hours, and only students with extended-time accommodations on their IEP/504/LEP will be allowed additional time. For the CCRAA11, students work at 50-minute intervals with 3-minute breaks between. Most students finish the CCRAA in less than an hour. Students taking the Extend1 test generally finish in less than an hour.

Advanced Placement (AP) Exams
Who: Students enrolled in AP courses
Exempt: N/A
Dates: 5/3-7/2021 and 5/10-14/2021

Format: Paper

Notes: AP exams generally take about 3.5 hours. The number of sections and time between breaks varies for each AP exam, but all exams have a 10-minute break around halfway through. Visit College Board's website for specific information related to each AP exam.

Beginning-of-Grade 3 Reading/ELA (BOG)

Who: 3rd Grade Students

Exempt: Adaptive Program Students

Dates: 8/31/2020 – 9/4/2020

Format: Online

Notes: Standard setting students test in 30-minute intervals with 3-minute breaks between. Most students take less than 90 minutes to complete the test, but extra time is available to any student who needs it, up to a maximum of 180 minutes total. Students with extended-time accommodations on their IEP/504/LEP will receive additional time beyond that. Students who finish early will be released at the breaks.

Career & Technical Education Post-Assessment

Who: Students taking high-school level CTE courses

Exempt: N/A

Dates: 12/14-18/2020 (fall semester classes); 6/3,4,7-9/2021 (spring semester classes)

Format: Online

Notes: Students are encouraged to bring a four-function calculator, but supplies will be provided for all students who do not bring their own. There are no breaks built in to CTE post-assessments; students will be released once all students in the room have finished testing, or the maximum time has passed (whichever happens first). Most students finish in under an hour, but all students have up to two hours to complete the exam. Only students with extended-time accommodations on their IEP/504/LEP will be allowed additional time.

End-of-Course (EOC)

Who: Students taking high-school level Biology, English II, Math 1, or Math 3

Exempt: N/A

Dates: 12/14-18/2020 (fall semester classes); 5/26-28/2021 and 6/1-4,7-9/2021 (year-long classes); 6/3,4,7-9/2021 (spring semester classes)

Format: Online

Notes: Students taking Math 1 and Math 3 are encouraged to bring a graphing calculator, but supplies will be provided for all students who do not bring their own.
- Biology: Standard setting students take a 2-minute break every 50 minutes, and generally finish in about an hour.
- English II: Standard setting students take a 2-minute break every 50 minutes, and generally finish in about 2.5 hours.
- Math 1 & Math 3: Standard setting students take a 2-minute break every 60 minutes, and generally finish in about 3 hours.

On all EOCs, extra time is given to any student who needs it, with up to 240 minutes total (maximum for Biology is 180 minutes). Students with extended-time accommodations on their IEP/504/LEP will receive additional time beyond that. Students who finish early are released at the break.

End-of-Grade (EOG)
Who: 3rd-8th Grade Students
Exempt: Adaptive Program Students
Dates: 5/26-28/2021 and 6/1-4,7-9/2021
Format: Online
Notes: Students in 3rd, 4th, 6th, and 7th grade take two EOG tests: reading and mathematics. Students in 5th and 8th grade take three tests: reading, mathematics, and science. Students are encouraged to bring a scientific calculator for their math test, but one will be provided for all students who do not bring their own.
Standard setting students test in 40-minute intervals with 3-minute breaks between. Most students take less than 120 minutes to complete the test, but extra time is available to any student who needs it, up to a maximum of 180 minutes total. Students with extended-time accommodations on their IEP/504/LEP will receive additional time beyond that. Students who finish early will be released at the breaks.

Extend1
Who: 3rd-8th and 10th Grade Students in the Adaptive Program
Exempt: N/A
Dates: 5/26-28/2021 and 6/1-4,7-9/2021
Format: Online
Notes: Students in 3rd, 4th, 6th, and 7th grade take two tests: reading and mathematics. Students in 5th, 8th, and 10th grade take three tests: reading, mathematics, and science. These tests are untimed, but most students finish in less than an hour with breaks given as needed. Extend1 tests are administered individually, so students may be picked up as soon as they finish testing.

PreACT/CCRAA10
Who: 10th Grade Students
Exempt: Adaptive Program Students
Dates: 10/14-16/2020
Format: Paper (PreACT) and Online (CCRAA10)
Notes: Most sophomores take the PreACT; students following the Occupational Course of Study take the CCRAA10. Students are encouraged to bring sharpened wooden #2 pencils and a calculator (see Appendix B for ACT's Calculator Policy), but supplies will be provided for all students who do not bring their own. Both tests are made up of four sections (English, math, reading, science). During the PreACT, there is a break and time for a snack between the math and reading sections; standard time testing takes around 3-3.5 hours, and only students with extended-time accommodations on their IEP/504/LEP will be allowed additional time. For the CCRAA, students work at 50-minute intervals with 3-minute breaks between. Most students finish the CCRAA in less than an hour.

WorkKeys

Who: 12th grade CTE Concentrators
Exempt: N/A
Dates: 12/9-11/2020 (Dec. graduates only); 4/19-21/2021
Format: Online
Notes: Students are encouraged to bring a calculator (see Appendix B for ACT's Calculator Policy), but supplies will be provided for all students who do not bring their own. The WorkKeys is comprised of three sections (Workplace Documents, Applied Math, Graphic Literacy). Standard time for each section is 55 minutes, and students self-pace themselves from one section to the next. Only students with extended-time accommodations on their IEP/504/LEP will be allowed additional time. Most students finish after about 1.5 hours, and students are dismissed individually once they finish all three sections.

For more information about any of these assessments, please visit:

https://www.dpi.nc.gov/districts-schools/testing-and-school-accountability/state-tests

https://apstudents.collegeboard.org/

Test Schedules

Students will be assigned to one session for each test assigned. Schedules will be sent to Learning Coaches via email approximately four weeks in advance. It is imperative that the LC confirms their assignment in Testing Nirvana as soon as possible. If a student cannot make it to their scheduled assignment, they will be offered one make-up date/time at their original test site, if available. If a student misses the local make-up, they will be offered a final make-up date/time that will be administered at our office in Durham. If a student misses all three opportunities, they may be administratively withdrawn from NCVA.

TESTING NIRVANA CONFIRMATIONS

Testing Nirvana is used to manage the task of identifying an appropriate testing site for your student, as well as assigning testing dates and times. It is extremely important that you confirm your testing location and dates. By default, we do our best to keep your one-way travel to the site below 45 miles. Errors to your testing location or schedule can be corrected if you contact us right away.

Testing schedules will be sent out to students approximately four weeks before their test date. You will receive an email that contains a link to confirm your testing details. The link will look like this:

Click here to confirm your scheduled assignments

Follow the link to view and confirm your assigned testing schedule.

You may also log into Testing Nirvana at any time to see available tests using the following link:
www.testingnirvana.com/login

➢ You will then fill in all the information as shown in the example below:

o Select "North Carolina Virtual Academy" from the "Select your School" in the drop-down menu.
o Enter your student school email address
o Enter your student's last name.
o Click "Submit"

➢ Select the test that you are confirming from the confirmation screen by clicking the blue arrow:

➢ Your testing assignments will appear next:

- o Click the green CHECK to confirm your testing schedule.
- o Click the red "x" if you are unable to keep your assigned testing schedule.

➢ When you confirm ALL assignments, you will receive an email from Testing Nirvana with all your test schedule details for your reference.

➢ If you click the red "x" because you are unable to keep your assigned testing schedule, the screen below appears. Be sure to specify why you need a new schedule and any other details so your request can be reviewed.

CTE/EOC/EOG ONLINE PRACTICE

As explained previously, students will take their CTE, EOC, and EOG exams through an online testing portal. The NC Department of Public Instruction requires all students complete an online tutorial in school each year to practice using the testing portal and its features prior to their first CTE/EOC/EOG assessment. Students who fail to take the online tutorial—and complete the Online Tutorial Completion Form—prior to test day may be denied entrance to the test.

STUDENT ASSESSMENT RESULTS

The time it takes for assessment results to be sent to the school varies from test to test. Once individual student reports are received by the school, they will be shared with parents within thirty days.

General information and tips on how to interpret your state-created score report can be found here: https://www.dpi.nc.gov/districts-schools/testing-and-school-accountability/testing-policy-and-operations/individual-student-reports-isr

If you'd like to request an additional copy of a score report, use the following link: https://ncva.scriborder.com. In the "Specials Instructions" box, be sure to include the name of the test(s) for which you would like a report.

APPENDIX A: FAQS

How long will the test take?
Test times vary depending on assessment. See the "State Assessments" section of this guide for additional details. Parents should be prepared to pick up their student as soon as they finish their exam or the end of the test session, whichever comes first.

Why do we have to test?
State and Federal laws require that all students attending public school participate in state assessments to help evaluate how well schools are doing to educate students. Participation in all state testing is a requirement of our school program as well. Please refer to your Parent/Student Handbook for more information.

Can I opt-out of testing?
No, North Carolina Department of Public Instruction does not allow students/parents to opt-out of required testing.

Who do I contact if my address changes?
If you move during the school year, please let us know! We want to make sure you are assigned to the nearest site available and may be able to move you to a closer site if space allows. Complete the Account Change Form to request an update to your student(s)'s address in our system.

How can I change my test site and/or schedule?
If your situation changes and you need a new testing schedule, contact your Site Lead. He/she can reschedule you in Testing Nirvana. You may also send an email directly to the Testing Coordinator with your request. We will do our best to accommodate you. You may revisit Testing Nirvana at any time to view your site assignments.

Why do I need to turn my cell phone and other electronic devices off?
Cell phones and other electronic devices are strictly prohibited by the North Carolina Department of Public Instruction. Such devices compromise test security and confidentiality. If a student is found with an electronic device on their person in the testing room, their test could be invalidated and not scored. Disciplinary action from the school could follow.

I want to pop in and check on my child during the test. Is this possible?
Parents and other unauthorized persons are not allowed in the testing room. NCVA employees must protect the confidentiality and security of these tests at all times. Each employee or proctor who has any contact with the tests or students go through extensive training regarding this confidentiality. All staff must pass background checks before having any contact with our students.

Why are families/parents asked to leave the test site while the student is testing?
You have done everything that you can to prepare your child for testing. Now is the time to let them shine! When your child enters the testing room, they work hard to put all that knowledge to the test. It can be stressful. When they take a restroom break and spot you in the hallway, their emotions often take over and their concentration can be broken. This is can be especially true for many younger students.

We also must ensure we have established a quiet testing area for our students. Additional people at the site are often a distraction. Please help us ensure we maintain a quiet testing area for your student and make arrangements to wait elsewhere during the test.

Students are supervised at all times to ensure their safety. All our staff pass federal background checks before they are allowed to work with our students.

Why can't my student leave when they are done?
Most of the time when students have to wait to be dismissed, it is because of required procedures put in place by the test creator. When possible—during EOC and EOG testing—we will dismiss students at the next break after they finish. However, dismissing students during a test administration can be very distracting to other students that are still testing. It is very important that students take their time and check their work before submitting their test. Students will be encouraged to establish a plan and use their time wisely. It is encouraged that students bring a book to read after they complete the assessment.

Do I need to sign my student in and out? Why can't they come in by themselves and walk out to my car when they are done?
Student safety is our number one priority. Only students high school students (with a photo ID and properly listed on the Health/Release form) will be able to sign themselves in and out. Please walk your student into the testing facility to sign them in and provide us with/confirm emergency contact information. You will also be required to come into the testing facility to sign your child out so we are able to ensure the child left with the correct person and can arrive home safely. Please keep in mind that you will need to pick up your child immediately after testing has been completed for the day.

What happens if my student is sick on the test day?
If you know your child will not be able to attend, please contact your Site Lead as soon as possible to let us know. We will work with you to reschedule.

Why did my testing date change?
Until you confirm your student's testing schedule in Testing Nirvana, your dates may be adjusted due to site capacity or other site related needs. Once you confirm your testing schedule, your dates are locked. Any change after this point will only be due to an emergency or by family request. Please confirm your dates as soon as possible to lock in your schedule.

If we live far away, do we have to attend testing?
Yes. All students enrolled in North Carolina public schools are REQUIRED to attend testing.

Is there any financial assistance available to get to testing?
If you are unable to afford transportation to get your student(s) to/from testing, please reach out to our Testing Coordinator as soon as you get your testing assignment.

I do not have a car. How do I get to testing?
Many of our testing sites are accessible by public transportation. Rental cars, ride-sharing services (such as Uber and Lyft), and taxi services may be other viable options in your area. Please watch for emails with testing schedules and check Testing Nirvana as well. This will allow you to set up any arrangements you will need in order to get your student to testing.

 I work full time. How do I get my student to testing?
We set your student's testing schedules as early as possible in order to allow you time to make scheduling arrangements. Students testing at our testing sites will have several weeks notice of their specific schedule. Please plan accordingly and make any arrangements you will need in order to get your student to testing.

May we wait in the lobby while my student tests?
Once a student has been registered it is recommended that any persons who accompanied the child to the testing site depart. Families will be provided with suggestions on places close by where they can wait if needed (coffee shops, etc). If your student requires assistance because of medical reasons, you may be able to wait onsite. You will be asked to silence your cell phone and wait quietly so as not to disturb the testing sessions.

Can my anxious child test in a small group or alone?
We do our very best to make our testing sites as safe and welcoming as possible for all students. Testing groups are set up to allow students plenty of personal space. However, only students with a documented need in an IEP, 504, and/or LEP plan will be provided with a small group accommodation.

If you have further concerns, please contact your homeroom teacher in advance to discuss your student's needs.

What do we do if we are late?
Please continue to make your way to the test site if you are running late. If you are contacted by one of our staff, let them know you are on your way. If possible, the late arriving student may still be able to join the test.

What does my student need to bring to testing?
Students are strongly encouraged to bring their own calculator for math tests, if they have one they're familiar with, and students with read aloud accommodations on their IEP/504/LEP plan may bring their own headphones. All required test related materials will be provided at the testing site. It is recommended that students bring a light sweater or jacket, a time piece (such as a watch) that doesn't make noise, and sharpened No.2 pencils. Leave all valuables at home. Site Staff are not responsible for lost or stolen items. No electonic items are allowed.

May we bring snacks/lunch?
This depends. We recommend bringing a light snack and a bottle of water with a secure lid for ACT, AP, and PreACT testing, as these tests are quite long; these are the only tests that allow snack breaks. If your student is scheduled to test in a morning and afternoon session on the same day, we recommend they bring a lunch with them that doesn't require cooling/heating. Eating or drinking during a test is only permitted for students who's IEP/504 plan includes this accommodation. Please be sensitive to possible food allergies at the testing site when packing your food. We want every student to be safe and healthy at the sites.

My student has an IEP/504 plan. How does the site know what accommodations my student has?
The Testing Department works closely with our Special Programs Department to gather all information regarding accommodations and provide them to the site staff. Allowable testing accommodations that are documented in IEPs/504s/LEPs will be received at the test site. If you have questions about your students testing accommodations, please reach out to your IEP/504/LEP Case Manager.

APPENDIX B: ACT CALCULATOR POLICY

ACT Calculator Policy

ACT® Test
ACT® WorkKeys®
PreACT®
PreACT 8/9
ACT® Aspire®

Updated August 5, 2019

This calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the test room, and protect the security of the test materials. Examinees found not following this policy may be dismissed and their tests voided for prohibited behavior.

Examinees may use any 4-function, scientific, or graphing calculator, as long as it is not on the prohibited list and it is modified (see below), if needed. Examinees are encouraged to use a familiar calculator, but all problems may be solved without a calculator. Calculators may only be used on the mathematics test, including ACT WorkKeys Applied Math. Sharing calculators during the test is not permitted.

Accessible calculators (such as audio/"talking" or Braille) are allowed if authorized in advance of testing by ACT for the ACT and by the test coordinator for all other products.

Examinees are responsible for:

- Bringing—and using—a permitted calculator
- Knowing whether their calculator is permitted (for the most current information on the calculator policy, visit www.act.org/calculator-policy.html or call 800.498.6481 for a recorded message containing highlights from this policy)
- Making sure their calculator works properly and has new batteries, if battery-operated
- Bringing a backup calculator and/or extra batteries, if they wish, in case their primary calculator fails

Testing staff is responsible for:

- Monitoring during the test to ensure examinees are using only permitted calculators
- Dismissing any examinee found to be using a prohibited calculator during testing

The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality, including:

Texas Instruments:	Hewlett-Packard:	Casio:
o All model numbers that begin with TI-89 or TI-92 o TI-Nspire CAS *Note: The TI-Nspire (non-CAS) is permitted.*	o HP Prime o HP 48GII o All model numbers that begin with HP 40G, HP 49G, or HP 50G	o fx-CP400 (ClassPad 400) o ClassPad 300 or ClassPad 330 o Algebra fx 2.0 o All model numbers that begin with CFX-9970G

- Handheld, tablet, or laptop computers (including PDAs)
- Electronic writing pads or pen-input devices
  Note: The Sharp EL 9600 is permitted.
- Calculators built into cell phones or any other electronic communication devices
- Calculators with QWERTY format letter keys
  - o This does not apply to calculators that are provided in a secure test delivery platform.
  - o Letter keys not in QWERTY format **are** permitted.

The following types of calculators are permitted, but only after they are modified as noted:

- Calculators that can hold programs or documents: Remove all documents and remove all programs that have computer algebra system functionality.
- Calculators with paper tape: Remove the tape.
- Calculators that make noise: Turn off the sound.
- Calculators with an infrared data port: Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape. These calculators include the Hewlett-Packard HP 38G series, HP 39G series, and HP 48G.
- Calculators with power cords: Remove all power/electrical cords.

In a computer-based testing environment:

- An on-screen calculator may be available. Test coordinators can check the administration instructions for details.
- Calculators may not be connected in any way to the computer or device being used for testing.

Note for ACT Aspire Tests

Calculators may not be used on the ACT Aspire mathematics test in Grades 3–5.

K12 NORTH CAROLINA TESTING TEAM

Name	Role	Email	Phone Number (919-346-0121)
Emily Brown	Testing Coordinator	ebrown@ncvacademy.org	x2147
Shanna Cater	Special Education Lead/Greenville Site Lead (BOG & Dec. Semester Finals)	scater@ncvacademy.org	x2031
Taryn Brown	504 Coordinator/Greenville Site Lead (PreACT, ACT & WorkKeys)	tbrown@ncvacademy.org	x2092
Casie Copple	EL Coordinator/Murphy Site Lead (PreACT, Dec. Semester Finals, WorkKeys)	ccopple@ncvacademy.org	x1029
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Site cities may be added and/or removed throughout the year based on need and availability