# Testing Tips and Best Practices

Scantron presents the following strategies, based on feedback from teachers experienced with Performance Series testing. They offer helpful advice for all students, including those who may need specialized support during testing.

How can I group students for testing?	How can I help students succeed at finishing the test?	How can I keep track of who has finished?	What strategies can I use to support my students while they test?	What if students aren't taking the test seriously?
Group students for testing sessions based on **anticipated finish time** (advanced students will take longer to finish).	**Discuss the PS test, format, and possible testing experiences** with students well in advance by using *Proctoring Performance Series Tests Best Practices* and one of the the grade-appropriate proctor scripts, located on the Documents tab.	Use the Performance Tests tab to see reports on **completed, incomplete, and spoiled tests**.	Allow students in grades 3 through 9 to use **calculators**, and allow all students to use **scratch paper**.	Remind students that the **test will spoil** if they click through questions too quickly and/or use the same answer repeatedly.
Plan ahead for students who may need **one-on-one support** during testing.	Prepare **testing cards** for students with Site ID and student ID so that they can get started right away.	Check class **rosters** for students that have not started ANY tests (they will not be included in testing reports).	Make any testing **accommodations** that are listed in a student's IEP.	Retest students who have **extremely high standard** error scores, and remind them to give their best effort.
Bring quiet activities for **students who finish early,** such as books or puzzles.	Students have **two weeks to finish each test**, so allow breaks when needed.	Schedule **1–2 makeup days at end** of testing window for students who missed or were unable to finish.	**If necessary, change the grade level starting point** if students are far above or below grade level.	Show students their scores and gains within **1–2 days of testing**, so that they can be involved in immediate results.

Getting Help

From the Performance Series homepage, click **Help** in the far upper right-hand corner.
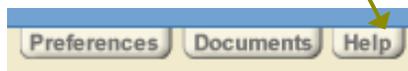
The Help system provides reference and step-by-step guidance on performing tasks, linked to the screen you are using.

From the Performance Series homepage, click **Documents** in the far upper right-hand corner.

Within the Documents area is a wealth of documentation, including online eLearning courses, User's Guides, and reference materials.

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