

Good morning, everyone.

Today, I'd like to go over the standardized testing procedures to ensure clarity and consistency across the board. As you all know, standardized tests are crucial in assessing our students' progress and abilities, so it's essential we administer them correctly.

Firstly, please ensure that all test materials are kept secure until the day of the test. This means storing them in a locked drawer or cabinet. On test day, hand out the materials only when all students are seated and ready.

During the test, maintain a quiet and distraction-free environment. Walk around the room to ensure students are staying on task but avoid hovering as it can cause anxiety.

Please remind students to read all instructions carefully and to manage their time wisely. Encourage them to answer every question, even if they have to make an educated guess.

After testing, collect all materials immediately. Double-check that all sections of the test are completed and return all materials to the secure location.

Thank you for your attention to these procedures. Your cooperation ensures that our testing process is fair and efficient. If you have any questions, please feel free to reach out.

Have a great day!