

CM Guidelines and Important Reminders - 2008

FYI – the final date of CM testing statewide this year is April 6th.

Guidelines for CM Testing

Cell phone use by students is prohibited until they have checked out of testing; students are strongly encouraged not to bring cell phones to the test center. If a student's phone makes noise, or they are seen using it at any time (including breaks), they may be dismissed immediately, their scores may be canceled, and the device may be confiscated. This policy also applies to any other prohibited digital and/or electronic device such as a Blackberry, pager, PDA, camera or other photographic equipment, or a separate timer of any kind. We strongly advise students not to bring them. Students may use a watch to time themselves—no separate timers or audible alarms are allowed, as they distract other test-takers. Students are not allowed to share equipment with another test-taker.

What Not to Bring to the Test Center - Students may not bring the following items into the test room:

- Cell phone, pager, personal digital assistant, or any other digital and/or electronic equipment
- Scratch paper
- Notes, books, dictionary
- Compass, protractor, ruler, or any other aid
- Highlighter or colored pencils
- Portable listening or recording device (CD players will be provided)
- Camera or other photographic equipment
- Separate timer of any kind or watch with **audible** alarm
- No electronic devices are allowed in the theory test room. This includes, but is not limited to: MP3 players, Ipods, etc.
- Cameras and camera Cell phones - Students with cell phones have the ability take pictures of the tests with their camera phones, or send text messages to friends in search of answers. (Cell phones may be collected at the door to the theory test room and placed in a box or envelopes.)
- Backpacks are not allowed in the theory test room.
- Once students have entered the test room, they may not leave except when escorted to the restrooms
- Students need to be monitored when using the restroom for the protection of the student and to prevent students from sharing theory questions and answers

Please inform parents that these theory room guidelines will be enforced. Students who are caught violating the guidelines will be escorted from the theory room and will not be allowed to finish the theory test.

Teacher Guidelines

Teachers who are monitoring the theory rooms may not talk on their cell phones during testing.

It is recommended that a theory room monitor move around the test room to support these guidelines

CM Chair Guidelines 2008 – Theory and Path B

Branch chairs shall keep all theory tests in his or her possession until all CM testing is completed statewide.

Path B materials may not be given to teachers until all CM testing is completed statewide.

Advanced Level students who have an exemption from theory, but who then decide to take a lower CM level in a subsequent year (for example, dropping to Level 8 after receiving the exemption) must take the theory test for the level in which he or she is enrolled. The theory exemption is only valid for the Advanced Level.

Technique/Sight Reading Booklets must remain with the Chair until tests are completed statewide

For further review of testing guideline, the national SAT and AP testing guidelines can be found at:
<http://www.collegeboard.com/student/testing/sat/testday/bring.html>