LINCOLN HIGH SCHOOL

HUMANITIES/COMMUNICATIONS MAGNET

TIGERS

TESTING PLAN

25 — 26

Make it Legendary

Test: TSIA2
Dates: 10/27-10/30,2025

Testing Team:

Team Member	Duties	Location
Wyatt	Technical Support	Library
Ensley	Testing Coordinator Assistant	Roaming
Rodriguez	Attendance	Front Office
Warren	Special Education	215

Testing Administrators and Testing Monitors:

Team Member	Duties	Collegiate or Comprehensive	Day and Date	Location
Gozales	Test Administrator	Collegiate 12th	Gonzales -Monday Oct 27th	Testing Room
Brown	Test Administrator	Collegiate 12th	Brown - Monday Oct 27th	Testing Room
Hoeris	Test Administrator	Collegiate 11th	Hoeris - Monday Oct 27th	Testing Room
Brown	Test Administrator	Comprehensive	Brown - Tuesday Oct 28th	Testing Room
Perryman	Test Administrator	Comprehensive	Perryman - Tuesday Oct 28th	Testing Room
Gonzles	Test Administrator	Collegiate 10th	Gonzales - Wednesday Oct 29th	Testing Room
P. Lewis	Test Administrator	Collegiate10th	P. Lewis - Wednesday Oct 29th	Testing Room
Mitchell Davis	Test Administrator	Collegiate 9th	Mitch Davis - Thursday Oct 30th	Testing Room
Hines	Test Administrator	Collegiate 9th	Hines - Thursday Oct 30th	Testing Room
Eutsey	Test Administrator	Collegiate 9th	Eutsey -Thursday Oct 30th	Testing Room
Ensley	Testing Monitor		M, T, W, T	Asst. Testing

Lance Williams, Principal

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Time Period	Testing Responsibilities
8:30-8:50	Teachers pick up testing materials from the library
9:00-9:20	Test Administrators & Students will report directly to their testing locations. Teachers & Students who are relocating will report directly to their new locations. Assist students in finding testing rooms and relocation rooms.
9:20-9:35	Complete Pre-Testing Responsibilities (Collect Backpack, Cell Phones, Headphones, Airpods & All Electronic Devices, Signing of Cell Phone Oath, Taking Attendance & **Reading Testing Script**)
9:20 – 4:30	**Official Start Time & End Time**
Lunch	

TSIA2 Testing PROCEDURES

Before Testing

- **Seating Charts – Will be completed by Test Coordinator.**
- **Room Preparation –** All bulletin boards, educational and instructional posters, and student work in classrooms and hallways must be covered or removed. Desks must be numbered and arranged in rows for testing. Rooms should be ready for testing by noon on Friday,????**. ??, 2025**. Room will be checked by Testing Coordinator.
- **Teachers –** Test administrators will pick up testing material in the library by 8:50am and report immediately to their testing location.
- **Reporting –** Students will report to their designated testing room immediately after morning dismissal. Testing rosters will be posted in the cafeteria and second floor for students to identify their testing room.
- **Electronic Devices** –ALL students must place electronic devices in a storage bin. The storage bin will be always kept secure. Do not leave the storage bin out in the open.
- **Test Materials –** All testing material must be kept secured in the testing bucket.

During Testing

- **Test Monitoring** – Test administrators are to ensure that proper testing procedures are being followed. Test administrators should actively monitor students as they are testing. **Students are to always remain seated during the test**.
- **Teachers and Staff Electronic devices**: You may keep your electronic devices; however, you may not use them during testing time. Please, note that it is a testing violation to be on your cell phone, laptop, tablet.
- **Emergencies** – Emergencies will be handled on a case-by-case basis. Get the attention of a test reliever if you need help. Test relievers will inform the test coordinator and/or Administrator of your situation.
- **Hall and Break Monitors** – Test monitors and Relievers are assigned. Some will give breaks to test administrators and others will monitor hall activity/restrooms. Breaks for test administrators will be 15

minutes long. Please be back in your assigned testing rooms by the end of your 15-minute break so that the relievers can move to their next assignment. If you are a hall monitor or break monitor, please note that it is important that you stay at your station for the duration of the test. This is a team thing; we need all the players to be on target.

After the test

- **Returning Test Materials –** Test administrators are to return all testing materials to the library. All test materials must be accounted for. Seating charts must be filled out completely with stop time for each student.

Student's Restroom Breaks

Only (1) student at a time may be excused to the restroom. They must turn in their test materials and sign in/out each time they leave the room.

Do not let the same student out multiple times.

Monitor Duty

Location	Monitor	Duties
Cafeteria	Johnson, Pipkins, A -Team	Move students to class and empty lunchroom. Lunch will be B lunch
1st Floor – Gym	Bell	Observe and help move students to class
2nd Floor by Library South Wing	Pipkins During Per. 1,3,4 & 5, 7,8)	Move students to class and stop students from entering the testing area
2nd Floor by Restroom North Wing	Murry	Sign in students for restroom use.
Arts Hall	Favors	
Collegiate Student Center	Gonzales	Operate and help facilitate the Collegiate center
2nd Floor by Middle Hallway	White	Sign in students for restroom use.
1st Floor by MLK	Tippit	Move students to class and stop students from entering the testing area

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Testing Schedule:

TSIA 2 Colligate Sr & Jr
Monday, October 27, 2025

Test Administrator	# Students Testing	Testing Room	Test Reliever
Gonzales	35 – Senior/Jr	Testing Center A	Gutierrez
Brown	35 – Senior/Jr	Testing Center A	Gutierrez
Hoeris	28- Senior/Jr	Testing Center B	Gutierrez
Total Amount of students	**98**		

Teacher coverage:

Test Administrator	Classroom	Student Move	Periods cover
Brown	209	STAY IN ROOM	1-4
Horeis	210	Students move to 209	1-4

Student Lunches: Teachers will escort students to lunch.

Time	Lunch	Test Administrator
11:15 – 11:45	**A Lunch**	Seniors
11:55 – 12:55	**B Lunch**	Juniors
12:35 – 1:10	**C Lunch**	
1:15 – 1:55	**D Lunch**	

TSIA 2 – Comprehensive SR. Day
Tuesday, October 28, 2025

Test Administrator	# Students Testing	Testing Room	Test Reliever
Brown	33 – Senior	Testing Center A	Gutierrez

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Perryman	30 - Senior	Testing Center A	Gutierrez
Total Amount of students	**63**		

Teacher Coverage:

Test Administrator	Classroom	Student Move	Periods cover
Brown	209	GOTO MS. PERRYMANS	1-4
Perryman	210	Stay in room	1-4
Ensley	231	Stay in room	1-4

Student Lunches: Teachers will escort students to lunch

Time	Lunch	Test Administrator
11:15 – 11:45	**A Lunch**	
11:55 – 12:55	**B Lunch**	Testers
12:35 – 1:10	**C Lunch**	
1:15 – 1:45	**D Lunch**	

TSIA 2 - Colligate Soph.

Wednesday, October 29, 2025

Test Administrator	# Students Testing	Testing Room	Test Reliever
Gonzales	30	Testing Center A	Gutierrez
P. Lewis	27	Testing Center A	Gutierrez

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Total Amount of students	**57**		

Teacher Coverage:

Test Administrator	Classroom	Student Move	Periods cover
Gonzales	Collegiate	STAY IN ROOM	1-4
P. Lewis	Culinary lab	Stay in room	1-4
Ensley			

Student Lunches: Teachers will escort students to lunch

10th	Lunch	Test Administrator
11:15 – 11:45	**A Lunch**	
11:55 – 12:55	**B Lunch**	
12:35 – 1:10	**C Lunch**	Sophomore
1:15 – 1:45	**D Lunch**	

TSIA 2 – Colligate Freshman

Thursday, October 30, 2025

Test Administrator	# Students Testing	Testing Room	Test Reliever
Mitchell Davis	35	Testing Center A	Gutierrez

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Hines	35	Testing Center A	Gutierrez
Eutsey	30	Testing Center B	Gutierrez
Total Amount of students			

Teacher Coverage:

Test Administrator	Classroom	Student Move	Periods cover
Mitchell Davis	214	RM. 243	5-8
Hines	164	Stay in 164	5-8
Eutsey	243	Douglas cover	5-8

Student Lunches: Teachers will escort students to lunch

Time	Lunch	Test Administrator
11:15 – 11:45	**A Lunch**	
11:55 – 12:55	**B Lunch**	Collegiate Freshman
12:35 – 1:10	**C Lunch**	
1:15 – 1:45	**D Lunch**	

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