



Proficiency Tests - updated for COVID-19

Frequently Asked Questions*

Why does Pres have proficiency tests?

We use proficiency tests to place students in courses where they will be appropriately challenged and can be successful. Presentation High School attracts students from over 60 middle schools across the Bay Area; given the diversity of curriculum that our students experience prior to matriculating at Presentation, our proficiency tests, rather than middle school grades, are the most effective placement tools.

How is Presentation protecting students from COVID-19 exposure during the proficiency tests.

In order to protect the entire Presentation community from unnecessary exposure to COVID-19 all proficiency tests for the Class of 2024 will be proctored electronically and remotely. There will not be any on-campus proficiency testing this year.

How do I register for these tests?

On the Class of 2024 webpage we have resources to orient you to our curriculum and scheduling process using Powerschool. When you enter your course requests into the Powerschool Scheduling Portal you will select the day you would like to take a proficiency test. By selecting either the MAIN testing date or the MAKEUP testing date, you are automatically registered for this test. In advance of the test we will send you an email confirmation that includes instructions for how you will be taking the test remotely. The Powerschool Scheduling Portal will open on April 22, 2020.

What do I need to bring to the tests?

- Due to the COVID-19 pandemic we will not be proctoring proficiency tests on campus. All proficiency tests will be proctored electronically and remotely. In order to take the proficiency test each student will need a stable Internet connection and an electronic device, such as a laptop, computer or tablet.
- Students will need their PHS issued email address and password. This is a Google account and will be required for signing into the Google form proficiency test.
- Students will need a paper and pencil in order to work through the problems for the math test and to handwrite answers for the French and Spanish tests. For the open ended questions in the math and modern language tests students will be asked to upload a picture of their work. Uploading a picture requires having an electronic device, such as a smartphone, that can take a picture, and the ability to transfer the photo file from the device with the camera to the device the student is using for the test, if using two different devices. If this is not possible or is too complicated, the student will also have the option to type these answers.
- The modern language exam has an oral component that students will be able to submit electronically through the Google form and the Flipgrid software. In order to do this students will need a working microphone and use of the Chrome browser on their laptop or tablet. If the electronic device being used does not have a microphone the modern language teacher will follow up with the student for a



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quick phone call or Zoom session, or assess the student in person on the first day of school.

What if I don't have a stable Internet connection or electronic device? Can I still take proficiency tests?

Yes. Please contact Dr. Duwel at aduwel@presentationhs.org or (408) 264-1664 (ext. 2933) to make alternative testing arrangements.

What if I have trouble with my Internet connection during the proficiency test?

When your Internet access resumes please email aduwel@presentationhs.org to reschedule a makeup exam. If you do not have an Internet connection please call Dr. Duwel at (408) 264-1664 (ext. 2933).

Since I'm taking the test at home, am I allowed to collaborate with another person? Am I allowed to use notes or other resources on the test?

- **No** is the answer to both questions. The expectation is that the student taking the test works 100% independently without consulting any outside resources or people.
- At Presentation High School we hold our students to a high expectation regarding academic integrity and we take all cheating or dishonesty extremely seriously. Before taking each online proficiency test students in the Class of 2024 are required to read the PHS Academic Integrity Policy, as well as select a checkbox to "sign" the Proficiency Test Academic Integrity Pledge.
- Additionally, we reserve the right to reassess students on the first day of school to ensure proper placement. Students who have completed their own work on the proficiency test should expect the reassessment to demonstrate their readiness for the class.

How long are the proficiency tests?

Math: one hour for Algebra I; one hour and 15 minutes for the combined Algebra/Geometry test

French or Spanish: one hour

Honors English and/or Honors World History: one hour (For students interested in both classes we have designed the test to take one hour for both courses.)

Honors Biology only: one hour

Honors Biology and Honors English and/or Honors World History: one hour and fifteen minutes (For students interested in more than one of these tests we have designed the test to take one hour and fifteen minutes total.)

**** Students should plan to "arrive" at their home testing location 15 minutes early in order to read and agree to the Academic Integrity Pledge. Students may begin the exam as soon as they complete the pledge.****

What is the test format?

Each test consists of both multiple choice, and free response questions. The language tests include a listening and informal speaking portion as well.

How will students be able to listen and speak during the online proficiency test?

The French and Spanish tests will be given through a Google form that will contain Youtube links for the listening portion. Students will be able to upload audio recordings during the test for the oral



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portion. Instructions will be provided.

How should I prepare?

- We recommend that students review the test descriptions and practice questions posted on the scheduling page of the Class of 2024 website. The Honors Biology, Honors English, Honors World History, French and Spanish tests are all skill-based and no preparation is required. Math test-takers might want to brush up on topics they don't remember. However, no specific test preparation is recommended or required. The purpose of the test is to assess where students are and 100% mastery is not required for advancement. See the math FAQ for more information about cutoffs for math advancement.
- Students should be physically prepared to take the test. This means being well-rested, and we recommend eating a satiating, healthy snack prior to the test.
- Students should find a quiet, private place in the home to work independently and complete the online test.
- Students should arrive 15 minutes early to the online testing location in their home so they have time to settle, prepare mentally and complete the Academic Integrity Pledge.

When will I get my proficiency test results?

We communicate proficiency test results once all tests have been completed. We plan to send an email containing proficiency test results and placements the week of May 26th. However, with the rapidly unfolding COVID-19 situation and our new online testing we appreciate your patience should we need to alter this timeline.

Do I need to change my registration in Powerschool after I get my results?

No. We will change your registration for you based on the classes you place into.

If I place into more than one honors class, can I decide not to take all of them?

Yes. Just because you place into an honors class does not mean that you have to take it. You will be given the option to opt-out of any honors classes in which you place.

What if I place into summer Algebra or Geometry? What will show up on my schedule?

When you receive your schedule over the summer it will show the class for which you currently qualify. If you are taking Algebra or Geometry over the summer, your fall schedule will also show Algebra and Geometry. We will update your fall schedule the week of August 3rd, after all summer school sessions are complete and grades have been processed. Given that different classes are offered at different periods, your entire schedule, including electives, is subject to change.

I wasn't feeling well the day of the test and don't think I did my best. Can I retake it?

We do not offer test retakes. Students should be mentally and physically prepared to take the test. If your student is sick and cannot perform at their best please request a makeup test date prior to sitting for the test.



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It's the beginning of May and I still have a month left in my math class. Will this hurt my math proficiency test score?

We recognize that students who are currently enrolled in Algebra I or Geometry have not completed the course. Our test is designed to take that into consideration.

My school closed due to COVID-19 and I did not complete my math curriculum. What should I do?

We recommend that you take the proficiency test to see what you qualify for. We will place you in the appropriate math class based on your test results.

**If you have any additional scheduling questions please contact the Academic Scheduling Coordinator, Dr. Andrea Duvel, aduvell@presentationhs.org or (408) 264-1664 x 2933. Se habla Español.*

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