

**Arizona Cultural Academy & College Prep.
Secondary School Testing**

In an effort to help our students enhance their academic performance, students are eligible for at least one test retake per quarter. If any student missed a quiz or a test or has to retake a test, he/she can be sent to Testing Room on designated days and time.

Days	Location	Teacher on duty	Time
Monday	B205	Ms. Fozia	12:45-1:40 pm
Tuesday	B205	Ms. Fozia	12:45-1:40 pm
Wednesday	E200	Ms. Rawia	12:45-1:40 pm

Important Notes:

- No student with an actual class should ever miss his/her class for a retake.
- Supervisors will be in their respective rooms from 12:40 to 1:40 pm, so please bring your papers to the room.
- If you have **10 or more students** please let the supervisor know in advance so that she can make sure she has enough room to accommodate all students.
- Bring your quiz/test to Testing Room **at 12:40 pm sharp**. (Nothing will be accepted after 12:45 pm)
- Have the students' **full names** and grade written on the test or a sticky note.
- Specify the duration of the assessment (like 30 min. or 40 min. or 55 min. max.)
- If an assessment is not more than 40 min, please tell your students to come to testing room after praying Zuhr.
- If a student needs anything else besides a pencil, let the supervisor know.
- If a student finishes early, they are not supposed to leave before 1:40
- Please stop by at the end of the testing time to pick up your completed assessment from the supervisor.
- Students' attendance is taken at the bottom of this document.

All Bonus Hour Teachers: Please make sure you check the second page of this document if a student is not in your class to see if they're in the testing session before marking anyone absent for the period.