

Trenton Special School District

Tennessee Comprehensive Assessment Program

Requested Time Option/Tennessee Code Annotated § 49-6-6015



Attention parents/guardians:

Any student participating in a Tennessee Comprehensive Assessment Program (TCAP) state assessment is eligible to request additional time to complete an assessment. Required assessment time limits are appropriate for 95% of the students being tested, but the requested time option allows test administrators to add a specified number of minutes to the end of a testing session for students who have not completed their test. This option is only available for **certain** subparts of the TCAP assessment. The Tennessee Department of Education has defined this additional time to be 20% of the established time limit. Trenton Special School District will automatically build the 20% additional time into each subpart schedule so that all students will have the opportunity to receive requested time.

Students with an **extended** time accommodation in their IEP plan, 504 plan, or ILP plan are also eligible to request additional time. This time would be in addition to what is required in their individual plan.

Listed below are two ways for a student to be granted extended (optional) time:

- 1) At the end of a testing session the test administrator will tell students that if they have not completed their assessment they can request additional time by raising their hand. At this point, requested time will be granted. **All** students are eligible for requested time and students will be made aware that the requested time option will be available to them, prior to TCAP testing.
- 2) Parent/guardian can email the building testing coordinator (listed below), requesting additional time for his/her student. Please make sure you include your student's name and grade in the email. Requests must be received by November 17th, 2023.

Peabody High School

Sunni Cope

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Trenton Rosenwald Middle School

Holly Pillow

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Trenton Elementary School

Lois Ellison

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If you have any additional questions, feel free to reach out to me or a building testing coordinator listed above.

Thanks,

Michele Elliott

Supervisor of Instruction/District Testing Coordinator

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