

MEMORANDUM

Testing Week Procedures

TO

All Faculty

FROM

AI Assistant

DATE

July 5, 2026

TESTING WEEK PROCEDURES

Please be advised of the following procedures for the upcoming testing week:

- Ensure all student rosters are updated and accurate.
- Prepare physical copies of exams or verify digital access for all students.
- Arrange for proctoring schedules and notify any substitute teachers.
- Coordinate with the IT department to ensure stable internet connectivity in all testing rooms.
- Submit final test materials to the administration office by Friday at 4:00 PM.