

TUSD State Testing Procedures During COVID 2021

It is of the utmost importance that you be aware of test administration procedures that ensure a valid and reliable administration of our statewide assessments. It is also important to note that all Arizona statewide assessments must be administered in person. We do not have remote proctoring options available for testing this spring for any of our statewide assessments.

Use this document as a guide for your site's on campus testing plan (ACT, AzSCI, AzM2), realizing that these considerations are by no means exhaustive. The state has also prepared some documents that may help with planning.

- [Spring 2021 Achievement Assessments Test Administration Guidance](#)
- [Statewide Assessment Creative Solutions for Achievement Test Administration](#)

If you have any questions you can attend office hours on Wednesday from 3:30-5 and Thursday from 2:30-5. Zoom link:

<https://tusd1.zoom.us/j/85202638240>

Please return this plan to Michelle Sigafus by March 1st.

Testing Windows

- AzSCI - Grade 5, 8, 11th grade cohort
 - 3/29 – 4/30
 - *The district is asking schools to not test the week of 3/22 to allow a focus on re-entry.*
- AzM2 - Grade 3
 - 4/5 – 4/16 W
 - 4/5 – 4/30 R&M
- AzM2 - Grades 4-8 and 10th grade cohort
 - 4/5 – 4/23 W
 - 4/5 – 5/14 R&M
- ACT - Grade 11 cohort
 - 4/6 – 4/8 and 4/13 – 4/15 (Paper Meredith only 4/6)

Borman K-8 AzM2 Testing Protocols

Scheduling	
Parameters/Guidance	Considerations for Site Plan

<p>Testing Schedule for each grade <u>(more guidelines to come from TUSD Leadership)</u></p> <ul style="list-style-type: none"> • How many students per class can test? <ul style="list-style-type: none"> ○ According to district guidelines students must be physically distanced as much as possible. • What will non-testing students do? • What will non-testing grades do (on campus or not)? • 3rd grade must be tested first as their deadline is sooner than other grades. • Makeup Schedules for missed assessments. <ul style="list-style-type: none"> ○ Contact parents for makeup test date. 	<p>Testing Schedule for each grade</p> <ul style="list-style-type: none"> - Per Consensus- all students will test when their class is testing - Non-Testing Students- Quietly reading at seats - Non-Testing Grades- Regular School Day - Remote Learners will test in the library at the same time as their class, physically distanced.
<p>Staffing (ALL staff should support in some form)</p> <ul style="list-style-type: none"> • Who will proctor assessments/Who will teach students not testing? <ul style="list-style-type: none"> ○ District Leadership has directed that teachers will be the primary proctors. • Who will cover for proctors who might be ill during testing (subs and student teachers cannot administer a state assessment)? • How will you maintain a proper student to staff ratio? How many staff will you need? • Coordinate with food service for lunches. 	<p>Staffing</p> <ul style="list-style-type: none"> - District Leadership has directed the primary Individual for proctoring will be classroom teachers. - Administration/Counselor will cover for teachers who may get sick. - Classroom Teachers will administer tests to all students on roster/in classroom

<p>Test for each day</p> <ul style="list-style-type: none"> • How many tests will students take each day (1 or 2)? • Make sure student accommodations are available for students who qualify. 	<p>Test for each day</p> <ul style="list-style-type: none"> - Students will take 1 test per day. - Students who receive accommodations per their IEP/504 Plan will continue to do so and all students will have access to the universal accommodations embedded within the test.
<p>Transportation</p> <ul style="list-style-type: none"> • Procedures for students arriving by bus and by car. • Procedures for student leaving by bus and by car. 	<p>Transportation</p> <ul style="list-style-type: none"> - Classroom teachers will contact remote families on when they should arrive to the front office to test.
<p>Plan for students who may need one on one and small group.</p> <ul style="list-style-type: none"> • Where will they go? (room must be large enough to social distance) • Disruptive students/Extended testers/Late testers • How will student eat lunch if still testing (they may not leave the test to eat). 	<p>Plan for students who may need one on one and small group.</p> <ul style="list-style-type: none"> - Small Groups will use the library for testing. - Disruptive Students: Will be taken to Principal's Office/Assistant Principal's Office to continue testing. - Teacher will contact office/Counselor and student(s) will be escorted to open space. - Students will use their own device (brought with them by staff member) - Lunch will be taken to any students who are still testing into their lunchbreak.

Proctoring	
Parameters	Considerations for Site Plan
<p>Safe Proctoring</p> <ul style="list-style-type: none"> • District Leadership has directed that teachers will be the primary proctors. <ul style="list-style-type: none"> ○ Other campus staff can be used as needed to support teachers and overflow of students. • Proctors are required to walk around and monitor student tests. Create a safe plan for proctoring. • If student have issues create a procedure to safely help students navigate a technical issue while testing. • Protocols for once students have completed assessments. <ul style="list-style-type: none"> ○ Students may not use a computer after testing. Have students bring or provide students with a reading opportunity. 	<p>Safe Proctoring</p> <ul style="list-style-type: none"> - Proctors will maintain a safe distance from students; if the need arises to help a student with technical issues, the student should follow the directions of the proctor. - Students will be asked to bring their own books to read after finishing a test. Should the school need to provide books to the student, they will not be shared and when finished using, will be put in a separate pile for sanitizing; paper copies of short stories will also be available. (not shared) - Mr. Curran, School Counselor and Assessment Coordinator will be contacted for any technical issues that arise throughout testing.

Testing Materials	
Parameters	Considerations for Site Plan
<p>Handout of scratch paper, testing tickets, pencils.</p> <ul style="list-style-type: none"> • How to hand out in a safe manner? • What if a student needs to sharpen a pencil during testing? 	<p>Handout of scratch paper, testing tickets, pencils.</p> <ul style="list-style-type: none"> - Teachers will hand out scratch paper to students when testing. - Students are to bring their own pencils for school and testing and if they need to be sharpened, teachers will provide a new pencil.
<p>Collection of testing materials</p> <ul style="list-style-type: none"> • How to collect and dispose of scratch paper (needs to be shredded)? • Test tickets need to be collected and reused for each session. • Collection of pencils and sharpening between each test. Disinfect? 	<p>Collection of testing materials</p> <ul style="list-style-type: none"> - Students will raise their hand upon completion of each assessment; teacher will circulate and pick up scratch paper to be shredded at the end of the day. - Test tickets will be printed and handed out to students on the day of testing. After use, they will be stored in plastic baggies in the classroom for next test use.
<p>ACT Photo ID</p> <ul style="list-style-type: none"> • How to check IDs in a safe way? • What if a student does not have an ID? 	<p>ACT Photo ID</p> <p>N/A</p>

<p>Sign in Sign out for bathroom/drink</p> <ul style="list-style-type: none"> • One student at a time • How will student sign in and out in a safe manner? • Plan for multiple students in restroom from different classes 	<p>Sign in Sign out for bathroom/drink</p> <ul style="list-style-type: none"> - Teachers will have a sign in/out sheet in each class and will sign students in and out personally to not share writing utensils. - Only 2 students may be in the restroom at any given time, they must wait in the hall if need be.
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TECHNOLOGY	
Parameters	Considerations for Site Plan
<p>Student Devices (more guidance to come from Technology)</p> <ul style="list-style-type: none"> • Devices for students using personal device (only TUSD devices can be used) <ul style="list-style-type: none"> ○ Hand out of devices ○ Collection of devices ○ Cleaning between student use ○ Plan for switching device if the device stops working. ○ Storage of devices and material when not in use • If laptops are used, plan for recharge/plugin? <ul style="list-style-type: none"> ○ Remind students to bring power cords. ○ Students may want to bring their own mouse if they are used to using one at home. • Use of Computer labs <ul style="list-style-type: none"> ○ Cleaning between groups ○ Where can students be placed (space between each student) • Headphones (students will need headphones for Reading, Math and Science) <ul style="list-style-type: none"> ○ Hand out of headphones ○ Collection of headphones ○ Cleaning of headphones 	<p>Student Devices</p> <ul style="list-style-type: none"> - Teachers check out COW device for students who have used their own devices - Teachers will clean devices between student use(s). - Devices are stored in the COWS - Computer Lab: Teacher will clean devices between student uses - Headphones: - We recommend that students bring/use their personal headphones for AzM2 tests. - Site will purchase ear buds for students who do not bring their own on testing day and students will store ear buds in their desks. - School earbuds will be cleaned at the end of the day if student needs to use them.

<p>Secured Browser</p> <ul style="list-style-type: none"> • Plan to check that icon (TestNav for ACT/AzSCI or AzM2 Secure Browser for AzM2) is on all student devices before test day. <ul style="list-style-type: none"> ○ For remote students this may need to be done via zoom. 	<p>Secured Browser</p> <p>- Teachers will check that all students have the secure browser or apps installed on their devices; if not, Testing Coordinator will be informed and will install on devices.</p>

Communication Parameters	Considerations for Site Plan
<p>Test Administrator (Proctor) Notification/Communication</p> <ul style="list-style-type: none"> • Protocols for communicating safety protocols for testing. • Protocols for communicating scheduling. • Protocols for communicating what students/teachers will and will not be on campus each day. 	<p>Test Administrator (Proctor) Notification/Communication</p> <p>- Teachers will notify and communicate expectations and information with parents and families via text, emails and newsletters.</p>
<p>Parent Notification/Communication</p> <ul style="list-style-type: none"> • Protocols for communicating safety protocols for testing. • Protocols for communicating scheduling. • Protocols for communicating what students will and will not be on campus each day. • Notify parents if student misses schedule testing with makeup dates. • Remind parents that students will need to bring TUSD device (laptop, Chromebook, iPad) and power cord. 	<p>Parent Notification/Communication</p> <p>- Principal will communicate protocols via Parent Link.</p> <p>- Teachers will notify parents for missed students/makeups.</p>