

TUSD State Testing Procedures During COVID 2021

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)

Scheduling

Parameters/Guidance

Considerations for Site Plan

<p>Testing Schedule for each grade (more guidelines to come from TUSD Leadership)</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"> • Up to 12 in-person students can test in the computer lab using physically distanced desktops. Up to an additional 6 in-person students can test in room 4 with Mrs. Warnock. Up to 12 remote students at a time can test in person using room 11. • All students in a particular class will test at the same time. • Non-testing grades will run their regular schedule. • We have a testing schedule in that calls for make-up days per grade level and in-person/remote status. CSP/MTSS will proctor all make-up assessments.
<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? • 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"> • The 3rd, 4th, and 5th grade teachers, the VI Resource teacher, and the ExEd Resource teacher will proctor the assessments. All students in a class will take the assessment simultaneously. • Additional proctors include our principal, CSP/MTSS, counselor, and ELD teacher. • We will need three proctors per test (one gen ed, one small group ExEd, and one for remote students). CSP/MTSS will proctor all make-up testing.
<p>Test for each day</p> <ul style="list-style-type: none"> • How many tests will students take each day (1 or 2)? <ul style="list-style-type: none"> ○ If students take one test a day, they may need to come to campus 3, 5 or 7 times depending on grade. ○ The ability for schools to give 1 or 2 tests a day may impacted by the modality of learning and availability of transportation. • Procedure for required break between tests 30 mins. (if needed) 	<p>Test for each day</p> <ul style="list-style-type: none"> • Students will take all subsections of the particular test on the same day (Writing – 1, Reading – 2, Math – 2, Science – 2). • Students will have a snack break between the test sections on the Reading, Math, and Science days with the snacks provided by the district. Those snacks will be distributed in the morning with their breakfast. • ExEd Resource teacher will supervise assessment of all students will small group accommodations. The teacher for students with visual impairments

<ul style="list-style-type: none"> ○ Encourage snacks between breaks be eaten outdoors. ○ Encourage students to bring water bottles. ○ If schools provide snacks they must be individually packaged. ● Make sure student accommodations are available for students who qualify. ● Check daily to see who did not take an assessment that should have. <ul style="list-style-type: none"> ○ Mark Completed or Missed on Site Spreadsheet 	<p>will administer the test to our student with visual impairments.</p> <ul style="list-style-type: none"> ● Proctors will submit attendance to Site Test Coordinator for each assessment. Site Test Coordinator will compile make-up lists. Site Test Coordinator will contact families of all remote students who are absent on their testing days.
<p>Transportation</p> <ul style="list-style-type: none"> ● Send out transportation schedule to families. ● Transportation will reach out to ExEd and McKinney Vento students ● Procedures for students arriving by bus and by car. ● Procedures for student leaving by bus and by car. ● Where will students be before and after school if they arrive early or are picked up late? 	<p>Transportation</p> <ul style="list-style-type: none"> ● In our letter to remote families, we provided information regarding transportation including contact information for TUSD Transportation. ● Procedures for drop off/pick up were mailed to families on March 1. ● Student drop off will begin at 7:30 a.m. in the south parking lot (the horseshoe). From drop off, students will go immediately to their classroom. Remote students who are being dropped off for testing will report immediately to room 11.
<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 they move to a new room? ● What device will they use? ● Protocol for switching device. (if needed) ● Who will proctor students/Where will they go? ● What if there are several students? ● Proctoring for student who may need Adult transcription or ASL Interpreter (if needed) ● How will student eat lunch if still testing (they may not leave the test to eat). ● Consider moving the testing site outside for students who need extra time or make sure students are well spaced as they take off their mask to eat lunch while testing. 	<p>Plan for students who may need one on one and small group.</p> <ul style="list-style-type: none"> ● Small group students will test in room 4 (ExEd Resource class). ● Disruptive students will be escorted to front office. They will log in to extra device in principal's office. Extended testers will be escorted to computer lab. They will log in to a desktop that has not been used in the previous session while maintaining physical distancing requirements. CSP/MTSS will proctor. Late testers will have to complete a make-up test at a later date. ● Student lunches will be delivered to computer lab for any students who were not able to finish prior to their scheduled lunch time and to room 11 for all remote students who are on campus testing that day. Students will be allowed to eat at their computer while testing if it is their designated lunch time.

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. • 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. • 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"> • The main proctors will be classroom teachers and ExEd Resource staff. • Testing rooms will have chairs to delineate where students may sit. Proctor areas in the classroom will be marked with tape on the floor. • In-person students will have reading materials provided by the teacher. Remote students will have their own reading materials. If students elect to not read, they will remain quietly in their seats, with the computer logged off/shut off.
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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? • Handout and proctoring for Special Paper Version tests (if needed) 	<p>Handout of scratch paper, testing tickets, pencils.</p> <ul style="list-style-type: none"> • Paper, pencils, and testing tickets will be distributed by the proctor to students entering the testing room. These materials will all be inside of a Ziploc bag with the student's name on the outside of the bag. • Each testing room will have a supply of clean, pre-sharpened pencils in case students need them. Proctors will distribute as needed. • The teacher for the visually impaired will handle and proctor the Special Paper Version test for student with visual impairment.
<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? • Collection and Data Entry for Special Paper Version tests (if needed) • Where will the material be kept and secure? 	<p>Collection of testing materials</p> <ul style="list-style-type: none"> • Students will place all paper, pencils, and testing tickets in their Ziploc bag for CSP/MTSS or proctor to collect. The Site Test Coordinator will then collect and shred all scratch paper and testing tickets. • The Site Test Coordinator will sharpen and disinfect pencils in preparation for next testing session. • The teacher for the visually impaired will collect the Special Paper Version test and record the data in the AZM2 portal. She will then mail the Special Paper Version to Michelle Sigafus.
<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>Not applicable – elementary testing site.</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"> • Room proctor will have sign-in/sign-out sheet and will sign in and out for students to limit touch exposure. • Restroom usage will follow site re-entry plan.
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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) • 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? • 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 • Cleaning between groups • Where can students be placed (space between each student) • Headphones (students will need headphones for Reading, Math and Science) • Hand out of headphones • Collection of headphones • Cleaning of headphones 	<p>Student Devices</p> <ul style="list-style-type: none"> • Remote students testing on site will bring their own device, power cord, and headphones to testing room. Extra devices will be available in the testing room for students who do not have a TUSD device. Proctor will hand out loaner devices as needed. Custodial staff will disinfect all testing rooms after each testing session. • Loaner devices will be plugged in in the remote testing room at the end of each testing day to ensure a fully charged laptop for the next session. • The computer lab will be used for in-person students. Custodial staff will disinfect all testing rooms after each testing sessions. Signage is already available on computers to designate physically distanced locations. • Students will bring their own headphones. Loaner headphones will be available in each of the testing rooms for students who need them. Custodial staff will disinfect all testing rooms after each testing session.

<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. • For remote students this may need to be done via zoom. 	<p>Secured Browser</p> <ul style="list-style-type: none"> • Computer lab has already been checked for these icons. • There are separate instructions for reaching the secure browser on Chromebooks. Proctors will have access to that information in the testing rooms.
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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> <ul style="list-style-type: none"> • Testing protocols sent to parents via email and ParentVUE in the week prior to testing. • Site Test Coordinator will distribute testing schedule to all staff the week of March 22. • Site Test Coordinator will communicate with office and cafeteria to notify them of remote students on campus for the day. Classroom teachers will take attendance of all in-person students on campus.

Parent Notification/Communication

- 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**.

Parent Notification/Communication

- Testing protocols sent to parents via email and ParentLink in the week prior to testing.
- Site Test Coordinator will distribute testing schedule to all staff the week of March 22.
- Site Test Coordinator will communicate with office and cafeteria to notify them of remote students on campus for the day. Classroom teachers will take attendance of all in-person students on campus.
- School sent letter home via email and snail mail to notify remote families of testing dates. School staff will call parents if remote student misses testing date to re-schedule.
- Necessary equipment will be sent out in ParentLink and on school Facebook and web pages.