

Fruchthendler Elementary
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)

Scheduling

Parameters/Guidance

Considerations for Site Plan

Testing Schedule for each grade

(more guidelines to come from TUSD Leadership)

- How many students per class can test?
 - 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.
 - Contact parents for makeup test date.

Testing Schedule for each grade

See attached schedule.

Non-testing classes will continue with instruction and there will be no announcements so as not to disrupt the testing environment.

Third grade will be the first-grade level tested in each subject. We will complete testing for all grades within the original dates.

We will communicate with parents the testing schedule and the Make-up days so we can test as many students as possible.

We will make-up students as we go.

Staffing (ALL staff should support in some form)

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.

Staffing

Classroom teacher will be the primary proctor.

If a classroom teacher is absent another testing certified teacher (not testing) will cover the testing and the substitute will be with the proctor's class.

We will have additional testing certified proctors who will check with the teacher for bathroom breaks and help with cleaning as needed.

We will let food service know that there is a group of students testing and that my impact lunch service for those students.

Students can be brought food to the classroom if they need to work on testing and lunch is wrapping up.

<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) <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>Test for each day</p> <p>Students will take one test per testing day, no required breaks for 1 test.</p> <p>Ex Ed teacher along with the classroom teacher will ensure accommodations are in place for students who have them.</p> <p>Teachers will keep record of who did not take the test and communicate that to the testing coordinators to keep a list who need to make up test.</p>
<p>Transportation</p> <p>Send out transportation schedule to families.</p> <p>Transportation will reach out to ExEd and McKinney Vento students</p> <p>Procedures for students arriving by bus and by car.</p> <p>Procedures for student leaving by bus and by car.</p> <p>Where will students be before and after school if they arrive early or are picked up late?</p>	<p>Transportation</p> <p>As an elementary school, our transportation will be the same as it is every day. No need for additional schedules for transportation.</p>

<p>Plan for students who may need one on one and small group. 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>	<p>Plan for students who may need one on one and small group. Students who have an accommodation for small group or one-on-one testing will be tested in that setting. If a student becomes disruptive during testing, the student will be moved to the principal's office for testing with Mrs. Anderson. The student's test will be paused and started again in the new space when they arrive. The student will use the same device if it is a laptop, otherwise they will be provided a clean laptop in the new room. Students will be brought lunch in the testing room if it is determined that they will not be able to finish before lunch service ends.</p>
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Proctoring	
Parameters	Considerations for Site Plan

<p>Safe Proctoring 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>	<p>Safe Proctoring Teachers will be the Proctors and will walk around and monitor student testing. They will safely help children with technical issues and will wear masks. They will be encouraged to wear gloves. If additional technical help is needed, they will text the testing coordinators. Additional computers will be available if one needs to be exchanged. Cleaning protocols will be enforced. All students will have a chapter book out on their desk to read quietly when they are finished with their test. Computer will be wiped down/sanitized.</p>
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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> <p>We will have a zip-lock bag for each student that will include sharpened pencils, scrap paper and the testing ticket. The teacher will have extra sharpened pencils in case they need to provide students with a sharpened pencil during the testing period.</p> <p>The testing ticket will be kept inside a smaller zip-lock bag within the large individual bag.</p>
<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> <p>The teacher will walk around with a basket and students will place their scratch paper in it. They will shred it.</p> <p>Test tickets will be kept in a small zip-lock bag and collected in a basket at the end of the test and locked up until the next testing session.</p> <p>Students will be provided several sharpened pencils to use and keep in individual zip-lock bag. Extra clean pencils will be available if needed. We will not collect used pencils; they can be thrown away.</p> <p>If needed EX ED teacher will pass out and collect special paper versions.</p>

	Materials will be locked in teacher's cabinet.
ACT Photo ID How to check IDs in a safe way? What if a student does not have an ID?	ACT Photo ID Not applicable at elementary schools.
Sign in Sign out for bathroom/drink <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 	Sign in Sign out for bathroom/drink Since this is an elementary school, Student will ask the proctor to use the rest room. The proctor will pause the student's test and then sign out the student and proctor will sign the student back in with the time. School protocols in place to limit crowded bathrooms.

TECHNOLOGY	
Parameters	Considerations for Site Plan

<p>Student Devices (more guidance to come from Technology)</p> <p>Devices for students using personal device (only TUSD devices can be used)</p> <p>Hand out of devices</p> <p>Collection of devices</p> <p>Cleaning between student use</p> <p>Plan for switching device if the device stops working.</p> <p>Storage of devices and material when not in use</p> <p>If laptops are used, plan for recharge/plugin?</p> <p>Remind students to bring power cords.</p> <p>Students may want to bring their own mouse if they are used to using one at home.</p> <p>Use of Computer labs</p> <p>Cleaning between groups</p> <p>Where can students be placed (space between each student)</p> <p>Headphones (students will need headphones for Reading, Math and Science)</p> <p>Hand out of headphones</p> <p>Collection of headphones</p> <p>Cleaning of headphones</p>	<p>Student Devices</p> <p>Students will be assigned a computer to take the Test.</p> <p>Computers will be wiped down before each use by the student.</p> <p>Devices will remain at school during testing so they are not forgotten and so that they may be cleaned and charged and ready for testing.</p> <p>We will have back-up devices available in case there are technology issues with a computer.</p> <p>All students will be asked to bring their own headphones to use for testing. The school will provide headphone for students who need them. They will be cleaned after each use to ensure that they are clean.</p> <p>The teacher will clean the keyboard and the screen of the computer before student can use it.</p> <p>We will make a zip-lock bag that includes headphones, mouse, scrap paper and pencils to be used by one student only.</p>
<p>Secured Browser</p> <p>Plan to check that icon (TestNav for ACT/AzSCI or AzM2 Secure Browser for AzM2) is on all student devices before test day.</p> <p>For remote students this may need to be done via zoom.</p>	<p>Secured Browser</p> <p>We will check all TUSD computers. Teachers will check with students who have them at home to ensure they have the Secured Browser for AZSCI and AZM2. This will need to be done via Zoom if the student is not on campus.</p>

Communication	
Parameters	Considerations for Site Plan

<p>Test Administrator (Proctor) Notification/Communication</p> <p>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>	<p>Test Administrator (Proctor) Notification/Communication</p> <p>All proctors will be trained and provide a copy of their two training certificates to the School Testing Coordinators.</p> <p>All teachers will sign the Test Affidavit and provide it to one of the Testing Coordinators.</p> <p>The principal will sign the testing agreement that will be scanned and sent to Michelle Sigafus.</p> <p>We will train all teacher proctors and co-proctors the procedure for cleaning the computers, headphones, and mouse to ensure students are safe during testing.</p> <p>We will review protocol for teachers to sign students out to use the restroom, moving to another room for testing, and being moved to a small group to allow the class to move to the next test session.</p>
<p>Parent Notification/Communication</p> <p>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>	<p>Parent Notification/Communication</p> <p>We have already communicated with parents the testing window for AZSCI, AZM2 Writing, AZM2 Reading and AZM2 Math tests for 3rd, 4th and 5th graders. Teachers will communicate their testing dates with their families.</p> <p>We will provide Make-up days for students who miss testing.</p> <p>We will also communicate the protocol being used for cleaning devices and providing social distancing during testing.</p>