

Safe Testing Practices

Scheduling

- Know the duration of the test window, use as much as you can.
- Do not wait to test students, as staff and student absences may make it difficult to ensure testing of all students
- Create backup plans for staff shortages, student absences, school closures, and possible test day cancellations (training additional staff-particularly for DLM and ACCESS, alternative test days, alternate testing site).
- Plan a flexible testing schedule with makeup dates and longer testing windows in anticipation of student and staff illness.
- Use small test groups to your advantage but remember that this increases the number of adults needed to proctor. Find the balance that works for you and your school.
- Food and nutrition requirements must be met for students attending school for testing. Plan for lunches (in an appropriate space) -- especially for students who are coming in for testing but normally in virtual instruction.
- Be creative in creating small student pods. (Example: grouping families together, keeping student cohorts or classrooms together as much as possible, etc.)
- Allow time to maintain social distancing during breaks.