

## Safe Testing Practices

### Communications

Sharing the plan with families

- Be certain to share your test administration plan with families as soon as you have “finalized” them. Let families know that they may change due to safety concerns! Notify families that students will need to be screened prior to testing.

Testing students who have selected virtual instruction

- All students, including those being instructed virtually, are expected to test this spring. Creating a location near the entrance and scheduling students to come in for small group testing is one possibility.

Declining to test for safety reasons

- If families choose to decline testing for safety reasons, this needs to be recorded by the Office of Assessment Administration. This option can be found in a form embedded in the family letters that each school will share.