



Checklist for Administering the Diagnostic

1 Get Organized

- ☐ **Set or review your schedule** for administering the Diagnostic.
See Diagnostic Scheduling Information table below.
- ☐ **Review accuracy of class roster(s)** and obtain student login information for each class.* If you teach reading and mathematics, confirm accuracy for both subjects. Contact your administrator if you notice discrepancies.
- ☐ **Test technology students will use to take the Diagnostic:** Run the *i-Ready Connect™* system check at cdn.i-ready.com/systemcheck to confirm computers are functioning properly. Confirm headphones and audio are working.
- ☐ **Gather paper and pencils** for your students. Students will need scratch paper to solve problems on the Diagnostic for Mathematics and may find it helpful to take notes during parts of the Diagnostic for Reading.

Diagnostic Scheduling Information**

Recommended testing sessions are based on average total testing time. Consider adding buffer time for transitions, logging in, viewing tutorial videos, and allowing students who are absent or need more time to complete the Diagnostic before it expires. Some students may need more or less time, based on a number of factors.

Grade	When to Schedule the First Diagnostic	Recommended Testing Sessions for Each Diagnostic (per Subject)
K	4–6 weeks into the school year	Three 20-minute sessions ^{††}
1	Start as soon as possible [†]	Two 20- to 30-minute sessions ^{††}
2–5	Start as soon as possible [†]	Two 40- to 50-minute sessions ^{††}
6–8 & 9–12	Start as soon as possible [†]	- Plan number and length of testing session based on your schedule. - Most students complete within 60–90 minutes (e.g., two 45-minute sessions); some will need additional time.^{††}

2 Prepare and Motivate Students

- ☐ **Explain the student Diagnostic experience and important test procedures** by using the Preparing Students for the Diagnostic presentation and/or introductory videos.
- ☐ **Motivate students to do their best** on the Diagnostic.
- ☐ **Communicate with families** so they can convey the importance of the Diagnostic to their students.

3 Actively Proctor

- ☐ **Monitor and encourage students** as they are testing.
- ☐ **Watch for students who seem to be rushing** or are spending too long on individual items.

4 Track Completion

- ☐ **Use the Diagnostic Status report to:**
 - Check for Rush alerts. Collaborate with your administrator to make decisions about retesting.
 - Ensure that each student completes a Diagnostic before their test expires and within the Diagnostic Window.

*Single sign-on users will access i-Ready through their district's login portal.

**We recommend 12–18 weeks between each Diagnostic administration, including kindergarten.

[†]Administer the Diagnostic as soon as possible for your district/school, based on priorities and needs of your community.

^{††}For more information, search test duration on i-ReadyCentral.com. Please note that we do not recommend students at any grade level try to complete the Diagnostic in one session.