

John E. White Elementary School (TUSD)
State Testing Procedures During COVID-19 SY2021

Testing Windows:

- **AzSCI – Grade 5 only**
 - March 29 through April 30
 - Two sessions needed
 - *The District is recommending that schools do not test during the week of 3/22 to allow for a focus on re-entry.*
- **AzM2 – Grade 3**
 - April 5 through April 16 (Writing)
 - One session needed
 - April 5 through April 30 (Reading and Mathematics)
 - Four sessions needed (2 for Reading and 2 for Math)
- **AzM2 – Grades 4 and 5**
 - April 5 through April 23 (Writing)
 - One session needed
 - April 5 through May 14 (Reading and Mathematics)
 - Four sessions needed (2 for Reading and 2 for Mathematics)

Scheduling
Testing Schedule
<ul style="list-style-type: none"> • Students attending in-person classes will test with their regular classroom teacher. Students will be socially distanced to the extent possible. • Students who remain remote will test with School Test Co-coordinators in a designated location apart from in-person students on alternate days. • Non-testing students on a given testing day will be assigned asynchronous individual work while their classmates are testing. • Non-testing grades will be conducting classes and lessons as normal in their classrooms and/or on Zoom. • Makeup schedules will be created for both in-person and remote learners independently so that the groups remain separated.
Staffing
<ul style="list-style-type: none"> • Classroom teachers will proctor their own students who are in-person on scheduled testing days. • School Test Co-coordinators will proctor students who are learning remotely on scheduled testing days. • In-person students who are absent for their scheduled testing day will do makeup testing on scheduled “in-person” makeup day with STC. • Remote students who are absent for their scheduled testing day will do makeup testing on a scheduled “remote” makeup day with STC. • Additional staff will be assigned as alternate proctors in the event a teacher is ill and unable to proctor on their scheduled day. • Student to staff ratios will not exceed regular classroom sizes and/or the number of students permitted under reasonable social distancing. • School Test Co-coordinators will coordinate with site food service to make meals available for students who may still be testing.
Tests for each day
<ul style="list-style-type: none"> • Students who are in-person will take only one test per school day. • Students who are learning remotely will take either one test or two tests, per parental decision. Parents will make the decision when scheduling testing on campus to limit the trips to campus. • Families with multiple students learning remotely will be offered the opportunity to bring all testing-age students to campus on the same day to limit the number days parents will need to bring students to campus. • Breaks may be necessary for remote students testing on campus if they will be taking two tests. An outdoor area will be established for students to take their break, have a snack, and drink water. Students will be encouraged to bring their own snacks and water bottles. • School Test Co-coordinators will review the list of students testing each day for any students eligible for accommodations. • School Test Co-coordinators will communicate with all proctors testing daily to identify students who were absent and missed testing. A spreadsheet will be created and maintained to monitor and schedule makeup testing.
Transportation
<ul style="list-style-type: none"> • School Test Co-coordinators will communicate with parents of remote students to explain procedures for drop-off and pickup of students. • Parents will not be permitted to enter the building so proctors will wait with students during drop-off and pickup at the pre-determined location. • McKinney-Vento and ExEd students who arrive by bus will be met by a proctor and escorted into the school to the designated testing location. • Students who arrive late will need to be dropped off in the front of the building and escorted to the designated testing location. • Students who are picked up late will be picked up from the front of the building where they will be supervised until they are picked up.
Plans for one-to-one and small group testing
<ul style="list-style-type: none"> • School Test Co-coordinators and classroom teachers will coordinate with Exceptional Education teachers and the School Counselor to identify which students are eligible for alternative testing environments and establishing a testing space for those students. • Technology, loaner laptops, will be provided, if necessary, for students in the alternative testing locations. • If there are disruptive students, they will be removed from the testing environment and escorted to an alternative location in order to keep testing. • Additional proctors will be scheduled and available to facilitate a student’s opportunity to continue testing.

Proctoring

Safe Proctoring

- Teachers will proctor “in-person” students only.
- Testing co-coordinators will create a schedule to proctor “remote” students in the computer lab.
- If technical issues arise during testing, the proctor will attempt to resolve the problem verbally in the moment. Additional proctors will be assigned to grade levels; a schedule will be created based on availability.
- If necessary, the proctor will join the student in the hallway to provide further verbal instructions.
- The proctor may need to pause the student’s test so that they can log in to a different computer.
- When finished, students will log out of the computer and be provided reading material or quiet activities.
- Students will not be permitted to use computers after testing.

Testing Materials

Handout of testing materials and testing tickets

- All student testing materials will be bagged individually in Ziploc bags (pencils, paper, tickets)
- No testing materials will be permitted to be shared between students at any time.
- Additional pencils will be sharpened and ready if a student’s pencil breaks. (clean pencils will be provided, and used pencils will be collected and cleaned separately)
- Currently, there is no identified need for Special Paper Version tests.
- All students will receive their own headphones. No headphones will be shared between students.

Collection of testing materials

- At the conclusion of a student’s test, scratch paper will be collected in a box for later shredding.
- Pencils will be collected in a container marked “used pencils” for later disinfecting with disinfecting wipes.
- Headphones will be disinfected at the end of each testing day.
- Students will return their Ziploc bag with unused scratch paper, pencils, and testing ticket to the proctor for secure storage until the next testing session.
- Testing materials will be secured each day by the school testing co-coordinators in a safe location.

Sign-in and Sign-out for bathroom/drink

- Only one student will be allowed out of their seat at any time during a testing session.
- Students who leave to get a drink of water will sign in and out on a sheet on a clipboard provided near the door. Used pens will be collected and kept separate from clean pens.

Technology

Student Devices

- Only TUSD devices can be used for secure state testing.
- No devices will be shared between students while in school.
- Loaner devices will be provided in each testing area for students who do not have a TUSD device assigned/loaned to them.
- Students who have been assigned/loaned a TUSD device will need to bring their device and charger with them for testing.
- If a device stops working, a backup computer will be provided.
- When the assessment is complete, the student will log out of the secure browser and shut their computer off. If the student brought their TUSD computer to school, they will return it to their backpack. If it is a loaner, the proctor will collect the computer while wearing gloves.
- Loaner laptops, computers, mice, and keyboards will be disinfected after each session according to District protocols by proctors (teachers and teaching assistants).
- Testing classrooms will be equipped with power strips for charging devices

Communication

Test Administrator (Proctor) Notification / Communication

- Safety protocols for testing will be created and posted at the Front Office, testing locations, and available for review online on the school website.
- Schedules of dates for testing both in-person and remote learners will be created and communicated to administration, proctors (classroom teachers), students, and families.
- Schedules of dates for testing will be posted in the Front Office for review.

Parent Notification / Communication

- Safety protocols for testing for students learning remotely will be communicated to parents verbally when calling to schedule students to take assessments in person at school.
- Safety protocols for testing will be created and posted at the Front Office, and available for review online on the school website.
- Parents will be notified of the schedule and which days their children have been assigned for testing.
- Parents will be contacted if their child misses their testing day and provided with dates for make-up testing.
- Parents will be reminded that if they have a TUSD device (laptop, Chromebook, etc.) that they will need to bring their device and the power cord.

Plan for students who may need one-to-one and small group administration

- Students with identified need for one-to-one or small group accommodations will test with alternative proctors in accordance with requirements and protocols (i.e. ExEd teacher, ELD teacher, school counselor).
- Disruptive students will be removed from the testing area and escorted to an alternative setting where the students can continue their assessments. (The student's assessment will be paused; they will be escorted to the alternative setting; they will log back into the testing session; and allowed to continue testing.)
- Additional computers will be prepared in the alternative setting with proper distancing.
- A proctor will be provided in the alternative setting for monitoring any disruptive students.
- Lunches will be coordinated with cafeteria for students testing that are not finished at the end of the testing session and did not bring a lunch from home. Students will eat their lunch in the designated testing area.

- Students who have completed their assessment before the end of the planned session will be moved from the testing area to a location outside where they can be well-spaced.

April 5	April 6	April 7	April 8	April 9
Preparation Day	Grade 5 – AzSCI Session 1 Grade 4 – Writing	REMOTE LEARNERS Gr 5 AzSCI Writing Session	Grade 5 – AzSCI Session 2 Grade 3 - Writing	Grade 5 - Writing
April 12	April 13	April 14	April 15	April 16
Grade 5 – Reading Session 1 Grade 4 – Reading Session 1 Grade 3 – Reading Session 1	Grade 5 – Reading Session 2 Grade 4 – Reading Session 2 Grade 3 – Reading Session 2	REMOTE LEARNERS Writing Session (3 rd Gr needs to be completed 4/16)	Grade 5 – Math Session 1 Grade 4 – Math Session 1 Grade 3 – Math Session 1	Grade 5 – Math Session 2 Grade 4 – Math Session 2 Grade 3 – Math Session 2
April 19	April 20	April 21	April 22	April 23
REMOTE LEARNERS	Grades 3-5 Makeup Session	REMOTE LEARNERS Writing Session (4 th and 5 th needs to be completed 4/23)	Grades 3-5 Makeup Session	REMOTE LEARNERS R/M Session 3-5
April 26	April 27	April 28	April 29	April 30
REMOTE LEARNERS R/M Session 3-5	Grades 3-5 Makeup Session	REMOTE LEARNERS R/M Session 3-5	Grades 3-5 Makeup Session	REMOTE LEARNERS R/M Session 3-5 (testing deadline for all 3 rd Grade)
May 3	May 4	May 5	May 6	May 7
REMOTE LEARNERS R/M Session 4-5	Grades 3-5 Makeup Session	REMOTE LEARNERS R/M Session 4-5	Grades 3-5 Makeup Session	REMOTE LEARNERS R/M Session 4-5
May 10	May 11	May 12	May 13	May 14
REMOTE LEARNERS R/M Session 4-5	Grades 3-5 Makeup Session	REMOTE LEARNERS R/M Session 4-5	Grades 3-5 Makeup Session	REMOTE LEARNERS R/M Session 4-5 (testing deadline for all 4 th and 5 th)