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| Testing Windows | <ul style="list-style-type: none"> • AzSCI - Grade 5 <ul style="list-style-type: none"> ○ 3/29 – 4/30 • AzM2 - Grade 3 <ul style="list-style-type: none"> ○ 4/5 – 4/16 Writing ○ 4/5 – 4/30 Reading & Math • AzM2 - Grades 4-8 and 10th grade cohort <ul style="list-style-type: none"> ○ 4/5 – 4/23 Writing ○ 4/5 – 5/14 Reading & Math |
| Testing Schedule for Each Grade | <ul style="list-style-type: none"> • There will be 10 students per classroom testing. Alternate classrooms will be used if more space is needed. • Remote and In-person students will be testing on the same day, but in different locations in the school. • Non-testing students will be working asynchronously while the rest of the class is testing. • Non-testing grade levels will continue normal classes • Complete testing schedule coming in March. <ul style="list-style-type: none"> ○ 1 grade level will be testing per day and students will only take 1 test per day. ○ Mondays will be used for make-ups from the previous week ○ Testing begins promptly @ 9:00 am |
| Staffing | <ul style="list-style-type: none"> • Teachers will be the main proctor. • Administrators, Non-classroom Certified Staff and Testing Coordinator will act as back up proctors |
| Test for each day | <ul style="list-style-type: none"> • All grade levels will take 1 test per day. • Test completion will be checked daily and records of completion will be kept. |
| Transportation | <ul style="list-style-type: none"> • Transportation will run their regular schedule. They will have designated bus stops that remote students can use to access campus for testing. |
| Small group testing plan | <ul style="list-style-type: none"> • EXED small group students will work with their EXED teacher in a location to be determined based on group size. • EXED students will use the laptop/computer normally used during class time. • If device switch is needed, student will receive a cleaned laptop that has not been used that day. • If students are still testing during lunch time, lunch will be brought to the student. |
| Safe Proctoring | <ul style="list-style-type: none"> • Teachers will be the main proctors but will be supported by other certified staff. • Proctors will monitor room, while maintaining social distancing. • Students who finish testing will remain in their seat and read quietly until the end of the testing session. (photocopies of stories will be available for students to read and keep in their materials bags). |
| Handout of scratch paper, testing ticket, pencils | <ul style="list-style-type: none"> • Teachers will place materials in Ziplock bags for each student (scratch paper, pencils, testing tickets, headphones, etc.). Student will keep all materials in their bag for the next testing session, except for scratch paper, which will be collected in a bin for shredding. • Materials will be set up for students before they enter the classroom. These materials will include extra paper and pencils for students who need them. This will also include a Special Paper Version for any students who needs it. • If a student needs a sharpened pencil, the teacher will provide a new one for them. |

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| Collection of testing materials | <ul style="list-style-type: none"> • Scratch paper will be shredded • Headphones and devices will be disinfected for the next testing session • Any secure materials will be kept in locked closet |
| Student Devices | <ul style="list-style-type: none"> • Students will use the device that they normally use during the class time. Students who are using personal devices during the normal school day will be issued a district laptop to use for testing. • All devices will be checked for a secure browser before the start of the testing session. • Every device will be disinfected at the end of every testing session. • Nonfunctioning laptops will be switched out with a clean replacement. • After the testing session, normal student devices will be cleaned and returned to the normal classroom. Borrowed district devices will be cleaned and returned to Technology Room to be charged for the next day. • Technology room will be used for testing if needed. Computers will be disinfected after each testing session. The Technology Room will be limited to 11 students in order to maintain social distancing. • Students will be highly encouraged to bring the own headphones. Any student who does not have a pair of headphones will borrow a pair of disinfected headphones for the testing session. At the end of the testing session, any borrowed headphones will be returned and disinfected for future use. • Testing Coordinator/Teacher Technology Liaison will be cleaning computer and headphones for the next testing session. |
| Test Administrator Notification/Communication | <ul style="list-style-type: none"> • Testing procedures and safety protocols will be emailed to staff members. • Professional Development will be provided to go over these protocols. • Office hours will be offered to further support staff members. • Testing schedule will be emailed out to all staff members |
| Parent Notification/Communication | <ul style="list-style-type: none"> • Teachers will notify parents of their students' testing schedule, including what days students will need to be on campus for testing. • Teachers will remind students to bring their device and charger to school on testing days. |