**Guidance for Testing in Stage 2, Spring 2021**

The [M-DCPS Testing Calendar](http://oada.dadeschools.net/TestingCalendar/TestingCalendar.asp) lists each required test administration for the 2020-2021 year, with updates provided as they become available. School Operations provides direction to District schools with regard to school facilities and equipment; the guidance that follows will serve as “best practices” for successful testing, to be implemented to the degree possible for individual school sites.

**Scheduling Students**

In Stage 2, when some students are attending the Schoolhouse for in-person instruction and others remain in distance learning via My School Online (MSO), schools will administer assessments during the published testing windows. The testing windows for many of these assessments have been extended to facilitate scheduling.

* All eligible students are expected to test.
  + Students in the Schoolhouse model should be scheduled using normal scheduling practices while following the CDC safety guidelines on social distancing in testing rooms.
  + Students in the MSO model should be invited and encouraged to return for testing and scheduled at any time during the testing window.
    - MSO students should utilize separate facilities to the extent possible, including a designated entrance, separate wing, designated rooms, as feasible.
  + Schools will be advised of any changes to participation requirements from the Florida Department of Education (i.e., ACCESS for ELLs, Briefing #29349).
* Several models for accommodating eligible students have been recommended: school day; evenings; Saturdays.
  + Schools must submit a written plan to Assessment, Research and Data Analysis and their Region Center for anything other than a traditional school day administration.
  + The School Assessment Coordinator and/or a school administrator must be present for evening/Saturday administrations.
  + School-level funding must be available to cover the cost of test administrators/proctors, security, custodians, and other costs.
  + Health screenings should be carried out for students/staff, as during Schoolhouse attendance.
  + Evening and Saturday administrations may require transportation. As MSO students have not been routed for transportation, hubs may be used.
  + Lunch may be provided for Saturday administrations.
  + Saturday administrations should not be held on days when the school site is being used for Saturday ACT or SAT administrations.
* For the FSA **Retake** assessments, participation is not mandatory (FSA ELA and/or Algebra 1 Retakes)
  + Concordant scores may be applied for students who missed taking the Grade 10 FSA ELA or Algebra 1 assessments in Spring 2020 without sitting for the graduation tests one time.

**Best Practices for Schoolhouse Testing**

*General Practices*

* Students must maintain social distancing at all times.
* Establish procedures for assigning students to seats and dismissing students to continue social distancing.
* Seating charts must be maintained for contact tracing, if needed.
* Have sufficient numbers of pencils so that they need not be returned (or disinfect after use).
* Gloves should be used in the distribution/retrieval of paper testing materials.
  + Bins/envelopes may be used to collect worksheets/test tickets from students.
* Calculators, heritage language dictionaries, or other items approved for use during testing must be sanitized between use or remain unused for at least 24 hours between sessions.
* Between sessions sanitize rooms, door handles, visual barriers, etc.
* Handwashing or hand sanitizer station made available on entrance/exit.
* Determine protocol to be used for restrooms
* Personal Protective Equipment (PPE) available for students, test administrators, proctors, and other applicable staff before, during, and after test administrations.
* Post signage with expectations for student behavior.
* Verify availability of a sufficient number of test administrators/proctors.

*Practices for Computer-Based Assessments*

* Schools’ computer labs, student workstations, and district-issued laptops may be used for computer-based testing.
* Verify that a sufficient number of student workstations or laptops are available to conduct testing, taking into account social distancing requirements.
* Run an infrastructure trial prior to test administration.
* If deployed devices are considered for use, verify that they are functional and have any required software updates in advance.
* Determine number of stations available to test while following social distancing guidelines
  + In typical computer labs, skip stations between students for 6 ft. distancing.
  + Visual barriers must be sanitized between sessions
* Schedule one student per day to minimize access to computer stations.
* Assign the same station to students back-to-back on subsequent administration days.
* Between sessions, sanitize computer equipment: keyboard, mouse, screen, controls.
* Students should bring their own headphones, or school should provide disposable earbuds.

*Practices for Paper-Based Assessments*

* Test administrators should use gloves to distribute and retrieve test materials to and from students.
* The School Assessment Coordinator should use gloves to distribute and retrieve test materials from test administrators.
* Have sufficient pencils so that they need not be returned (or disinfect after use).
* Handwashing or hand sanitizer station available on entrance/exit.

**Best Practices for Remote Proctoring (when allowed)**

* Schedule testing sessions with small groups of students to allow for proctoring (recommend six students per group).
* Live “meeting” via Teams or Zoom with teacher’s and students’ cameras, speakers, and microphones turned on.
  + “Gallery View” to monitor all students simultaneously.
  + Once established, begin test within the online testing platform.
* Actively proctor students in the live meeting as they work, as in an in-person testing session, to ensure no assistance is being given or outside resources are being consulted.
* Monitor students’ progress within the testing platform as they complete the test to prevent rushing.
* Communication with students and their families is essential and must be specific to the test to be administered.
  + Purpose of test
  + Characteristics of computer-adaptive testing (CAT), if applicable
    - No student gets 100% - testing only stops when the student gets several questions wrong. Eye test analogy – need accurate, valid results to ensure proper prescription/instruction
  + Date/time scheduled, number of sessions
  + Requirements for administration: quiet place to work, technology, supplies (pencil/paper, calculator)
  + Expectations for remote proctoring
  + Pledge for independent work

**Resources**

The guidance which is provided in this document is a summary of best practices and the following resources provided by the federal, state, and district sources. Due to the evolving nature of this event, schools should continue to monitor developments.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.ed.gov/coronavirus>

<http://www.fldoe.org/em-response/index.stml>

<https://www.miamidade.gov/global/initiatives/coronavirus/openings.page>

<http://covid19.dadeschools.net/>