

Plan Ahead

Use this document along with the Safe Testing Plan template provided to help think through the logistics of planning for the Spring 2021 test administration of Michigan's assessments.

Start planning early so your district/building is as prepared as possible to face the coming challenges

General Guidelines for Administering Assessments

Schools must follow Michigan Department of Health and Human Services (MDHHS) and local health department requirements when administering Spring 2021 assessments.

- ▶ Require the use of appropriate personal protective equipment (PPE).
- ▶ Require social distancing be observed, as much as possible.



**Overall Testing
Guidance**

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Specific Guidance**

Resources

Safe Testing Plan

Overall Testing Guidance

Spring 2021 Test Administration Safe Testing Planning Guidance

The Office of Educational Assessment and Accountability (OEAA) has collaborated with testing vendors and educational staff to create this planning document as a guide to help districts as they plan to administer the Spring 2021 state assessments.

Use these guiding questions and considerations for each aspect of testing to draft your plan for Spring 2021 test administrations. An editable planning template is provided at the end of this document for your convenience.

This planning document is split into two sections:

- ▶ **Overall Testing Guidance** – contains guiding questions and considerations that should be taken into account for all assessments
- ▶ **Assessment Specific Guidance** – contains guiding questions and considerations that should be taken into account for a specific assessment

This document is to be used in conjunction with assessment-specific Test Administration Manuals (TAMs) and other documentation, the Assessment Integrity Guide, and state and local district/school health guidelines, to ensure a successful and safe test administration. Additional resources can be found on page 8 of this document. A Safe Testing Planning template has been provided on pages 9-12 to help facilitate your safe testing planning.

Overall Testing Guidance

PPE and Sanitization

Plan additional time into the schedule to ensure that local guidelines for sanitization and PPE requirements are met.

- Consider how sanitization of materials and space, hand washing, and social distancing will occur.

Guiding Questions:

- ▶ Who will be responsible for cleaning frequently touched surfaces during testing?
 - Consider who will clean/sanitize the testing room and shared materials after testing.
- ▶ What PPE will staff and students be required to use, and when will they use it?
 - Consider who will be responsible for providing PPE for students and staff and for ensuring that those materials are available at the time of testing.
 - Consider how staff and students will dispose of PPE during and after testing.
 - Consider how materials used as supports or accommodations for students will be stored, used, and sanitized.

Materials

It is important to have sufficient testing materials for all test administration staff and students, and that the sharing of materials be minimized as much as possible. When testing materials have to be shared, local safety guidelines are to be followed.

Guiding Questions:

- ▶ Have you ensured that you have enough testing materials for all staff and students?
 - Consider having students bring their own pencils for testing or provide pencils that students can keep.
 - If single-use personal writing utensils are not available, students may use shared utensils. For example, students can pick up a pencil from a “clean” box in the testing room, and return it to a “used/dirty” box when they are finished. Testing staff could consider cleaning the pencils for re-use.
 - Consider asking students to bring their own headphones, to reduce required cleaning of shared equipment.
 - Accommodated materials (such as audio CDs, enlarged print and braille materials) are to be handled according to state/local health guidelines.
- ▶ What is your building plan for the distribution and storage of materials during testing to maintain safe handling of materials for staff and students?
 - Consider limiting the number of staff and students who handle materials.
 - Consider covering some materials with plastic sheet protectors or other coverings that are easily cleaned.
- ▶ What is your plan for ensuring the security of test materials if a building or district must close for reasons related to COVID-19 or if an incident occurs?
 - Consider ensuring that each building in the district has a protocol for securing materials prior to everyone leaving the building. Ensure that staff know who is responsible for filing any needed Incident Reports in the OEAA Secure Site.
 - If closures prohibit the return of materials by shipping due dates, contact the OEAA or testing vendors as soon as this impact is known for direction on the next steps to be taken.

Overall Testing Guidance

Technology

Districts/buildings must make sure that the devices being used for testing are configured and tested prior to testing day.

Guiding Questions:

- ▶ Which devices will students be using for testing?
- ▶ If students have been using and keeping these devices at home, what is your plan for ensuring required software updates are installed prior to testing?
- ▶ If students are testing on shared devices, how will you sanitize the devices between use?
 - Consider covering keyboards with plastic wrap or using keyboard covers.
 - Consider placing plastic wrap or another disposable barrier over screens. Be sure that the screen is not distorted by the covering.
 - Consider talking with district/building IT staff about the best ways to sanitize devices and headsets.

Staffing

Additional testing staff might be required this year to accommodate more testing sessions, limited staff availability, staff absences, and other circumstances. It is important that testing staff are trained in test administration and test security practices. Ensure your staff understands the safety procedures that are being put in place for testing and their role in these procedures.

Guiding Questions:

- ▶ Who will be your test administrators this year?
 - Consider increasing the number of people you have administering the tests.
 - Consider adding additional staff as trained backup test administrators to accommodate increased staff absenteeism due to illness or quarantine.

Continued on next page.



To learn more about the requirements for allowable test administrators/proctors refer to the [Assessment Integrity Guide](#).

Overall Testing Guidance

Student Transportation

In some cases, families will have to bring testing students to and from the testing site if transportation is not available through the school.

Guiding Questions:

- ▶ Will families/parents be responsible for bringing students to the testing site for the assessment?
- ▶ If families bring their student(s) to the testing site and want to wait on-site to take them home after the testing sessions, where will they wait?
- ▶ If families do not wait on-site and are not available for student pick-up when testing is complete, where will the student wait?
- ▶ What is the protocol for contacting the student's "ride home"?

- Consider including other staff willing to serve as test administrators to increase the number of students you might be able to test. Requirements for who can serve as test administrators can be found in the AIG.
- ▶ How will you train test administration staff while maintaining social distancing?
 - Consider providing remote professional development opportunities.
 - Consider offering makeup training opportunities.

Testing Environment

Plan ahead to ensure that rooms used for testing are large enough to allow for students to be seated socially distanced from each other. If your school or district is currently offering remote instruction, test administrators might need special access to buildings. Coordinate as necessary with school and district administrative staff, district IT staff, building security staff, and janitorial service staff.

Guiding Questions:

- ▶ Where will students test?
 - Consider selecting rooms that are well ventilated and are large enough to allow for current social distancing guidelines between seated students, as well as for test administrators who will be moving around as they actively monitor testing.
 - Consider ensuring that restroom facilities are well stocked prior to testing.
- ▶ Will additional barriers, where allowed by the testing vendor, between students be needed?



- Consider using study carrels or plexiglass barriers when students and educators are unable to maintain six feet of separation.

Overall Testing Guidance

Test Scheduling

Scheduling of testing may be different this year to accommodate student needs, ensure social distancing, allow for varied testing staff availability, and for various learning plans that are in place.

Guiding Questions:

- ▶ If your district has shifted to hybrid or online instruction due to COVID-19, how will you plan to complete testing within the testing window?
 - Consider planning which groups of students or grade levels will test earlier in the testing window and those who will test later.
- ▶ Does your schedule take into account the possibility of an increase in the number of test sessions while following local and state health and safety guidelines?
- ▶ Does your schedule take into account measures to prevent crowding in hallways, bathrooms, lunchrooms, and other common areas during testing breaks?
 - Consider having additional staff on hand to monitor public areas and help ensure students maintain social distancing.
 - Consider altering testing session times to limit the numbers of students in staff in common areas.
- ▶ Does your schedule allow time between students/groups to sanitize materials/equipment?
 - Consider scheduling additional time between sessions for cleaning and sanitization.
- ▶ Does your schedule take into account a longer-than-normal testing session setup due to required cleaning of the testing area?
- ▶ Does your schedule allow time for makeup testing?
- ▶ Will you be able to schedule siblings/other household members on the same day(s) of testing?
 - Consider planning for this, as it will lessen the transportation responsibility for the parents.
- ▶ What will you do if a student does not come to the testing location at the scheduled time?
 - Consider having a communication plan in place to reach out to families for follow-up and rescheduling if necessary.

Parent Communication

Parents must feel comfortable about testing and have access to information in the language they understand.

Guiding Question:

- ▶ What is your plan for ensuring your students' families understand the purpose and benefits of the test and understand the testing schedule?
 - Consider providing translations of your communications to families about transportation and other testing issues.
 - Consider including information that details the precautions the school is taking for safety and wellness.
 - Document your attempts to contact parents and any parents' refusal to allow their students to test for reasons related to COVID-19. Your district might be asked at a later date to submit this information for the Students Not Tested window in the OEAA Secure Site. Refer to the [Spotlight](#) newsletter for more information on this topic as it becomes available.

Assessment Specific Guidance

MI-Access (FI/SI/P) Resources

MI-Access Website:

www.michigan.gov/mi-access

Note: Remote administration of the MI-Access assessments is not available.

M-STEP Resources

M-STEP Website:

www.michigan.gov/mstep

Note: Remote administration of the M-STEP assessments is not available.

WIDA Resources

WIDA Website:

[MDE - WIDA \(michigan.gov\)](http://MDE - WIDA (michigan.gov))

Note: Remote administration of the WIDA assessments is not available.

WIDA ACCESS Planning Document, Spring 2021:

https://www.michigan.gov/documents/mde/2021_WIDA_Planning_Document_710115_7.docx

[WIDA List of Important Dates](#)

MI-Access - Functional Independence, Supported Independence and Participation (FI, SI, & P)

Test Session Scheduling

- ▶ The online MI-Access FI tests require the test administrators to login, monitor, and submit test for students. How will this be accomplished while maintaining appropriate social distancing and limiting exposure to shared materials?

Paper/Pencil Testing

- For in-person SI/P testing, continue to practice instructionally embedded observations in as many content areas as possible with proper distancing.
- Consider using a variety of adaptive items for SI/P to minimize contacts between students.

Test Administrators

- When planning the assessments, consider conducting test administrator meetings to review the needs of the students as they test. This is especially true for SI/P activity-based testing and the use of adaptive/classroom items during testing.

Parent Communication

- ▶ How are you engaging with parents to help them understand the purpose and benefits of the tests?
 - Consider using student IEP team(s) to facilitate parent dialogue about the assessment schedule.
 - Consider including parents in safety discussions so they feel comfortable about testing.



Assessment Specific Guidance

Early Literacy and Mathematics Benchmark Assessments

Test Session Scheduling

In response to the COVID-19 pandemic, and due to the low stakes nature of benchmark assessments, a remote testing option is being provided for the 2020-2021 Early Literacy and Mathematics Benchmark Assessments. Guidance can be found on the ELMBA website.

Parent Communication

- ▶ How are you engaging with parents to help them understand the purpose and benefits of the tests?
 - Share the [What It Is, What It Means, What It Offers](#) document.
 - Consider sharing the Individual Student Report or the Student Trend Report with the parents.

ACT

Test Administrators

- ▶ ACT is offering a number of flexibilities for the Spring 2021 administration of ACT WorkKeys. Updates to the Contingency Test Dates and Flexibilities Options document will be communicated through the Spotlight newsletter.

PSAT 8/9, & 10 and SAT with Essay

Test Session Scheduling

- ▶ The College Board is offering a number of flexibilities for the Spring 2021 administration of PSAT 8/9, 10, and SAT with Essay. Updates to the Contingency Test Dates and Flexibilities Options document will be communicated through the Spotlight newsletter.

Early Literacy and Mathematics Benchmark Assessment Resources

[MDE Early Literacy Webpage](#)

[ELMBA Test Administration Manual \(TAM\)](#)

[Remote Testing Options for 2020-21](#)

[Online Test Directions](#)

ACT WorkKeys Resources

MME Website:

www.michigan.gov/mme

[Spring 2021 Contingency Test Dates and Flexibility Options \(michigan.gov/mme\)](#)

Note: Remote administration of the ACT WorkKeys assessment is not available.

PSAT 8/9 & 10 and SAT with Essay Resources

PSAT Website:

www.michigan.gov/psat

MME Website:

www.michigan.gov/mme

[Spring 2021 Contingency Test Dates and Flexibility Options \(michigan.gov/mme\)](#)

Note: Remote administration of PSAT 8/9 & 10 and SAT with Essay is not available.

Resources

Additional Resources

MI Safe Start K-12 School Opening Guidance:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_104699---,00.html

MDE Covid-19 Education Information and Resources:

[MDE - MDE COVID-19 Education Information and Resources \(michigan.gov\)](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html)

Office of Educational Assessment and Accountability (OEAA) website:

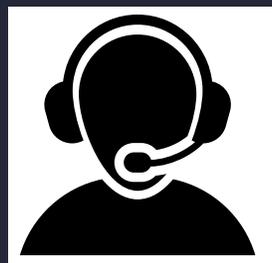
[MDE - Student Assessment \(michigan.gov\)](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html)

Assessment Integrity Guide:

https://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf

Spotlight Newsletter

https://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html



Safe Testing Plan

Safe Testing Planning Template

Use this editable document or the [Safe Testing Planning Microsoft Word Template](#), in conjunction with the Safe Testing Planning Guide above to think through the logistics of planning for the Spring 2021 test administration of the Michigan assessments. Start planning early so your district is as prepared as possible to face the coming challenges.

Use the blank spaces below to list the names and roles of people involved in safe testing. Document your plan to ensure that each of the key components of safe testing is in place.

PPE and Sanitization

1. Sanitization of materials:

2. Surface cleaning:

3. Hand washing:

4. Providing PPE:

5. Disposal of PPE:

Test Session Scheduling

6. Number of testing locations and sessions:

Continued on next page.

Safe Testing Plan

7. Make-Up testing and extended testing sessions:

8. Measures to prevent crowding in common areas such as hallways and bathrooms:

9. Additional staff needed:

10. Scheduling for families with multiple children:

Test Administrators and Staffing

11. Test administrators needing to be used:

12. Staff training:

13. Staff absences and shortages:

14. Plan to ensure that staff have appropriate PPE:

Continued on next page.

Safe Testing Plan

Materials

15. Plan to ensure there are enough materials available for all staff and students that limits sharing:

16. Material sanitization and cleaning:

17. Material distribution and collection:

18. Material storage in event of closing:

Technology

19. Devices being used:

20. Software update installation:

21. Sanitization of shared devices:

Continued on next page.

Safe Testing Plan

Testing Environment

22. Spaces used for testing:

23. Sanitization of testing rooms:

24. Seating to maintain social distancing:

25. Additional materials to ensure safe testing environment:

Parent Communication

26. Testing communication plan including how you plan to communicate with families who need a language other than English:

27. Multiple family members testing:

Transportation

28. Student transportation to and from school:
