

# Healthy and Safe Testing Planning Guide

## Plan Ahead

Use this document along with the Healthy and Safe Testing Plan template provided to help think through the logistics of planning for the 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 assessments.



**Healthy and Safe Testing Guidance**

**Resources**

**Healthy and Safe Testing Plan**

## Healthy and Safe Testing Guidance

### Test Administration Healthy and 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 state assessments while maintaining the health and safety of staff and students.

Use these guiding questions and considerations for each aspect of testing to draft your plan for test administrations. An editable planning template is available at [https://www.michigan.gov/documents/mde/Safe\\_Testing\\_Planning\\_Word\\_Template\\_716136\\_7.docx](https://www.michigan.gov/documents/mde/Safe_Testing_Planning_Word_Template_716136_7.docx). This link can also be found at the end of this document.

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 healthy and successful test administration. Additional resources can be found on page 8 of this document.

# Healthy and Safe 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 is required to be used by staff and students, 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.

## Remote Testing Options

Remote testing is not available for the ACT WorkKeys, PSAT 8/9, PSAT 10, MI-Access FI, P, SI, M-STEP, WIDA ACCESS for ELLs, or WIDA Alternate ACCESS for ELLs assessments.

Remote testing is available for the Early Literacy and Mathematics Benchmark Assessment (ELMBA).

## 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.
  - Shared materials/accommodated materials (such as audio CDs, enlarged print and braille materials) are to be handled according to state/local health guidelines as appropriate..
- ▶ 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 safety and health reasons or if an incident occurs?

# Healthy and Safe Testing Guidance

- 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 school closures due to health and safety concerns 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.

## 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 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 adding additional staff as trained backup test administrators to accommodate increased staff absenteeism due to illness.



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

# Healthy and Safe 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 if it is required?
  - Consider providing remote professional development opportunities.
  - Consider offering makeup training opportunities.

## Testing Environment

If social distancing is required, plan ahead to ensure that rooms used for testing are large enough to allow for students to be appropriately distanced. 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.





# Healthy and Safe Testing Guidance

## Test Scheduling

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

### Guiding Questions:

- ▶ How will you plan to complete testing within the testing window based upon instructional format (ie: in-person, hybrid, online)?
  - 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 staff 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.

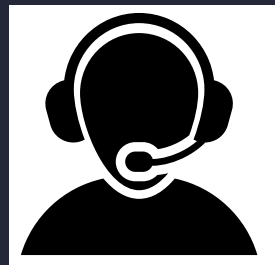
## Parent Communication

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.

# Resources



## Additional Resources

**MI-Access Website:** [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)

**M-STEP Website:** [www.michigan.gov/mstep](http://www.michigan.gov/mstep)

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

**MME Website:** [www.michigan.gov/mme](http://www.michigan.gov/mme)

**PSAT Website:** [www.michigan.gov/psat](http://www.michigan.gov/psat)

**Early Literacy and Mathematics Benchmark Assessment Resources:**

[MDE Early Literacy Webpage](#)

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

[Remote Testing Options for 2021-2022](#)

[Online Test Directions](#)

**Office of Educational Assessment and Accountability (OEAA) website:**

[MDE - Student Assessment \(michigan.gov\)](#)

**Assessment Integrity Guide:**

[https://www.michigan.gov/documents/mde/Assessment\\_Integrity\\_Guide\\_291950\\_7.pdf](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](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html)

**Coronavirus K-12 Resources**

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_104699---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_104699---,00.html)

# Healthy and Safe Testing Plan

## Healthy and Safe Testing Planning Template

Use this editable document or the [Healthy and Safe Testing Planning Microsoft Word Template](#), in conjunction with the Healthy and Safe Testing Planning Guide above to think through the logistics of planning for the Spring test administration of the Michigan assessments while maintaining the health and safety of staff and students. 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:

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2. Surface cleaning:

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3. Hand washing:

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4. Providing PPE:

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5. Disposal of PPE:

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### Test Session Scheduling

6. Number of testing locations and sessions:

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# Healthy and Safe Testing Plan

7. Make-Up testing and extended testing sessions:

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

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9. Additional staff needed:

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10. Scheduling for families with multiple children:

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## Test Administrators and Staffing

11. Test administrators needing to be used:

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12. Staff training:

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13. Staff absences and shortages:

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14. Plan to ensure that staff have appropriate PPE:

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# Healthy and Safe Testing Plan

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## Materials

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

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16. Material sanitization and cleaning:

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17. Material distribution and collection:

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18. Material storage in event of closing:

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## Technology

19. Devices being used:

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20. Software update installation:

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21. Sanitization of shared devices:

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# Healthy and Safe Testing Plan

## Testing Environment

22. Spaces used for testing:

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23. Sanitization of testing rooms:

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24. Seating to maintain social distancing:

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25. Additional materials to ensure safe testing environment:

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## Parent Communication

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

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27. Multiple family members testing:

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## Transportation

28. Student transportation to and from school:

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