**TEMPLATE - FAQs for school-level staff members**

*<<This is a template for test coordinators to use as a base for an “In-Person Test Administration during a Pandemic FAQ“ specific to your school and shared with school-level staff members.>>*

**Why are we testing this year?**

Requirements for the 2020-21 administration of statewide assessments remain unchanged under federal law and BOE policy. We recognize schools are facing many challenges related to safe and effective instruction and assessment. The Department of Education is monitoring the situation closely, is working with state and local partners, and will share information as it becomes available.

**Why is there no remote (virtual) test administration option available?**

At this time, testing partners do not offer a remote assessment option. Proctored, on-site testing ensures standardized administration that includes equitable access to technology and optimal testing environments, test security, and validity.

**How will participation affect our StriveHI accountability calculation this year?**

It is understood that participation may be a challenge this year. Participation requirements are still in place at the federal level. We will keep you informed about any changes as they occur.

*<<The following questions are examples that may be customized according to your school’s needs.>>*

**How can we encourage parents to bring students in for testing?**

Parents are provided with a *<<school, principal, parent>>* letter providing information regarding the assessment requirements, and safe assessment practices including…

* *<<add school specific practices>>*
* *<<add school specific practices>>*
* *<<add school specific practices>>*

*<<Include a link to the parent letters.)*

**What is the schedule for testing this year?**

*<<Provide the schedule for your testing windows. Let your teachers know how the schedule will affect them and their class schedules. Provide rationale for scheduling, i.e., all day testing vs. a series of several smaller testing sessions.>>*

**How do we handle make-ups?**

*<<Describe how specific times will be scheduled throughout the window for make-up exams.>>*

* *<<add school specific plans>>*
* *<<add school specific plans>>*
* *<<add school specific plans>>*

**How will I keep the students safe?**

*<<Describe how your school will implement safety protocols such as PPE, materials handling, social distancing, cleaning, etc.>>*

**How will I keep myself safe?**

*<<Describe how your school will implement safety protocols such as PPE, materials handling, social distancing, cleaning, etc.>>*

**What will happen if a student/staff person shows up sick?**

*<<Consider Department/school policy.>>*

**What if a proctor is sick and unable to administer the test?**

*<<Describe how you will have planned to have extra test administrators and proctors trained and ready to step in if needed.>>*

**Will there be additional staff on-site for student support (counselors, nurses, school psychologists)?**

*<<Describe how you will have planned to have support personnel available during the testing sessions.>>*

**Will there be IT staff available to assist me with testing issues?**

*<<Describe the plans for the availability of IT support during the testing sessions.>>*

**What do I do if students have issues with devices (a student shows up without their device or charger, etc.)?**

*<<Describe plans for handling technology issues.>>*

**Will we be providing snacks/lunch for students during testing?**

*<<Describe plans for meeting the nutritional needs of students while on-site for testing.>>*

**How will students be directed to my testing space?**

*<<Describe plans for student entry and exiting of the testing space and/or building.>>*

**Will students and staff be allowed to bring in any additional items into the school (food, water, personal devices, personal items)?**

*<<Describe what students will need to bring to the testing site and what items may be prohibited.>>*

**Where will students and staff store personal items?**

*<<Describe where and how students and staff will safely and securely store personal items while present for testing.>>*

**Will there be changes to evacuation and building safety procedures?**

*<<Describe any changes to evacuation and building safety procedures that might be necessary.>>*

**How will attendance be taken?**

*<<Describe processes for attendance and any other record keeping procedures that may be specific to test administration days.>>*

**Will parents be allowed inside the building?**

*<<Describe processes for student drop off and pick up, as well as procedures for adult admission to the building.>>*

**How will I provide virtual education and proctor in-person testing?**

*<<Describe how your school will address this situation.>>*

**Will I have additional roles on assessment day(s)?**

*<<Describe how your school will assign teacher/proctor responsibilities.>>*