



## Achievement Assessments Test Administration Guidance for the 2020 – 2021 School Year

The following guidelines are intended to help prepare districts and charters, testing staff members, and students for the administration of the 2020-2021 Statewide Achievement Assessments and are intended to help address new challenges posed by COVID-19. These guidelines should be considered a baseline. If your district or charter has more stringent requirements, the more stringent requirements should be followed. The Arizona Department of Education (ADE) recommends that your district or charter start planning early for test administration to be as prepared as possible to face the coming challenges.

To ensure the validity and reliability of the Statewide Assessments, tests need to be administered following the procedures and scripted directions outlined in the *Test Coordinator's Manual* and *Test Administration Directions* for each assessment. All Statewide Assessments are to be administered in-person in a secure testing environment.

To facilitate a safe administration both for students and testing staff, ADE is issuing the following provisions and guidance:

1. It is important to set up the test environment to be in line with the CDC guidelines. The student(s), the Test Administrator (TA), and any Proctors in the testing room should have 6 feet between each other.
2. Follow your district's protocols for social distance to determine the number of students that should be administered the testing sessions in each room.
3. Students, TAs, and Proctors are encouraged to wear face masks throughout the testing process.
4. Each student, TA, and Proctor should wash his/her hands right before entering the testing room. Gloves may also be worn. ADE strongly recommends the use of gloves to handle paper test materials.
5. It is recommended that hand sanitizer and sanitizing wipes be available on test day.
6. Follow your district's protocols to clean and sanitize surface areas prior to testing and between test administrations. Contact surfaces such as tables and chairs need to be sanitized between each individual administration.
7. Student work stations, including peripherals for computer-based testing (e.g., keyboards, mice, and headsets), should be clean and sanitized between test administration sessions or groups.

ADE recommends that districts and charters communicate to parents and school communities the processes and procedures that are being used to administer the Statewide Assessments safely in your school(s).

If you have any questions, please contact us at [AzM2@azed.gov](mailto:AzM2@azed.gov) or at [AzSCI@azed.gov](mailto:AzSCI@azed.gov).