



Creative Solutions for Administering Statewide Assessments

Thank you to all the LEAs that have shared their creative ideas with us! We hope these ideas help as you prepare for testing and may even help you to generate your own creative ideas!

- Use plastic baggies to prepare a pencil and scratch paper (as applicable by assessment and grade) for each individual student.
- Have additional pencils that have been wiped down available for students who may need them.
- If there will be a student sign-in sheet area, include extra pens that have been wiped down for students to use. As pens are used and wiped down, they could be replaced in holders marked “clean pens”.
- Print test tickets for students completing online testing and place in baggies.
- Use disposable gloves/have gloves available for students.
- Any materials that are placed in baggies can be wiped or sanitized throughout the process. Remember to collect all secure test materials, including test tickets and used scratch paper, and securely discard after testing.
- Allow students to bring in their own headsets. *
- Utilize larger rooms for testing groups of students, such as gymnasiums and auditoriums, to allow for greater social distancing while testing more students at one time.
- Set aside rooms or buildings specifically for testing students who are in virtual learning arrangements to avoid contact between them and students participating in in-person learning.
- Consider bringing only the students who are testing on a given test day to the campus. Other students could participate in virtual learning on those days.
- Consider a late start for students who are not testing on a given day to reduce the number of students on campus and to allow for more proctors and smaller testing rooms.
- Consider testing during out-of-school hours or on a Saturday for students in virtual learning. Please note that tech support might not be readily available if choosing this option.
- Teachers in non-testing grade levels (for example, in Kindergarten through Grade 2 for AASA) could be prepared to step in as Test Administrators if other teachers are sick, quarantined, or absent for other reasons. Substitute teachers could then go to the K-2 classes instead of being responsible for test administration.
- Create a bus schedule to transport students to/from campus at varying times for testing in small groups.
- Create a parent acknowledgement form to be completed prior to testing, explaining details parents should be aware of in preparation for testing day. This could be an electronic Google form to eliminate need for paper and person-to-person contact.
- For assessments with more than one section, such as AASA Reading or Math, or AzSCI, consider administering both sections of the assessment (Part 1 and Part 2) on

the same day for a particular group of students, with a significant break between test sessions. This could help to limit the number of days each student must be on campus.

- For testing where students need photo identification and also need to complete their mailing address, such as ACT, print the student demographics page from your Student Information System, including the photo. This can limit the need for testing staff to handle dirty IDs, etc.
- Schedule a separate day or days for completing any makeup testing.

**Follow the AZELLA and AASA requirements for the use of microphone headsets for the Spring Reassessment Speaking tests and AASA Grade 3 Oral Reading Fluency Unit.*

If you have any questions or would like to share more ideas, contact us at Testing@azed.gov.