Suggested Guidelines for Physically Distancing Test Administration

During this time of coronavirus disease 2019 (COVID-19), the health and safety of students and staff is the highest priority. The information and suggestions in this document are offered to local educational agencies (LEAs) and schools as guidance to complete required testing for the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC). **This information should not be interpreted as a state mandate.**

While what is described in these guidelines will provide information regarding the administration of the CAASPP and the ELPAC, LEAs should review the State Superintendent of Public Instruction's Coronavirus Response and School Reopening Guidance web page for information from the CDE.

It is recommended that all students and staff always wear a mask during testing. Please note that this information does not supersede any regulations or rules set in place by the Centers for Disease Control and Prevention; the State of California; the California Department of Education (CDE); county, or city agencies; or LEAs. LEAs need to work with their local health departments and local stakeholders to ensure that their public health protocols align with the most current scientific knowledge and community expectations. Finally, it is also reasonable to expect that the protocols schools implement will change as the local conditions change.

Suggestions for the following testing scenarios are presented in these guidelines:

- Group Testing
- One-on-One Testing
    - Transparent Plastic Divider with the Test Examiner Entering Answers
    - Transparent Plastic Divider with the Student Entering Answers
    - Distance with the Test Examiner Entering Answers
    - Distance with the Student Entering Answers
    - Facing the Same Direction with the Test Examiner Entering Answers
    - Facing the Same Direction with the Student Entering Answers
    - One-on-One Testing Projected to a Screen

Group Testing

A possible group layout is illustrated in figure 1. This configuration is laid out with computers on rows of tables. Computers on the tables are each 6 feet apart and staggered on adjacent tables. Table rows are at least 5' 3" apart from the near edges. The teacher's desk is at the front of the room, at least 6 feet from the nearest student. There is hand sanitizer available at the entrance to the room.

Hand Sanitizer

6'

6'

6'

6'

5' 3"

Teacher's Desk
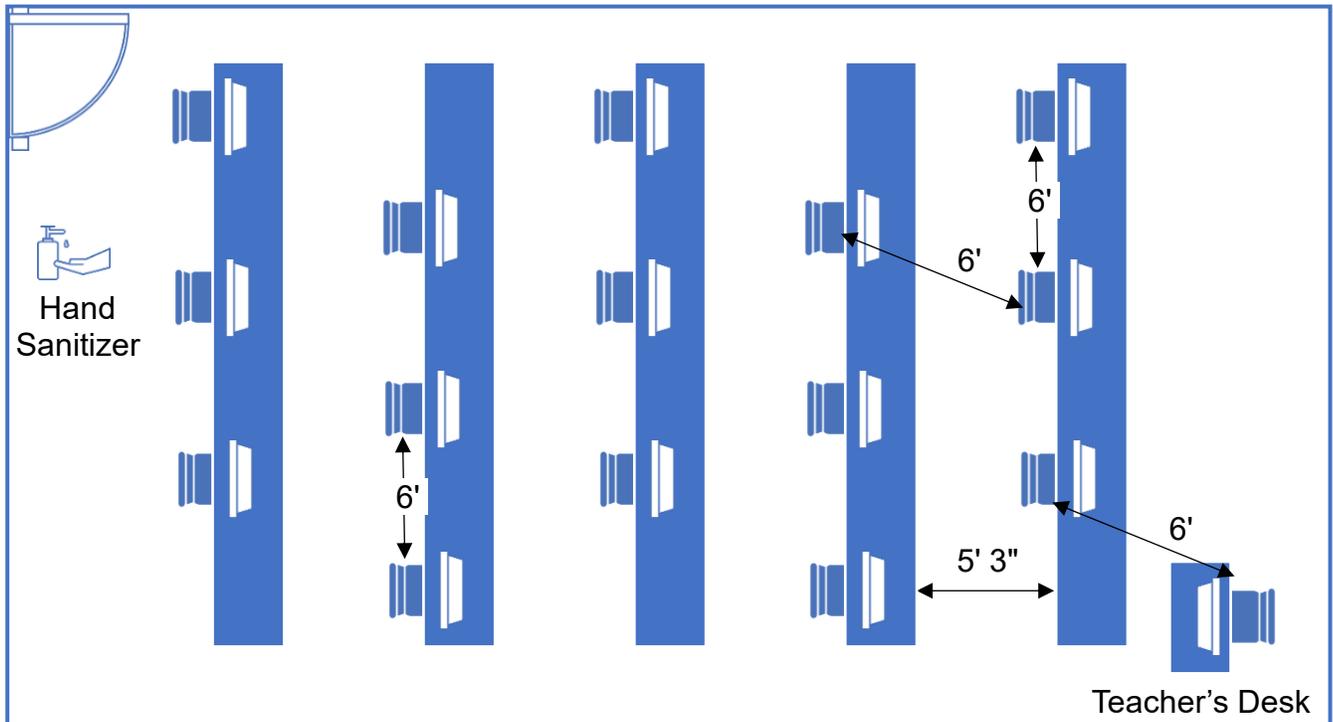
Figure 1. Possible Setup for Group Testing

The setup for group testing will need to take into consideration the distance between students. Other important considerations include the following:

1. Hand sanitizer should be available to students as they enter the room for testing.

2. Students should bring their own pencils and blank paper into the testing room.

3. If students use approved external devices that need to be moved to the testing location, a staff member may bring those items into the assessment room and sanitize them prior to when students enter the room.

4. If a session contains any printed test items or passages, including embossed braille printouts, scratch paper, notecards or paper that include student logon information, and printed *DFA(s)* for the CAAs, they must be collected and inventoried and then immediately and securely shredded upon a student's completion of the test.

5. Seating should be spaced to allow a 6-foot distance in all directions.

6. The test administrator or test examiner's computer should be placed so that it has a 6-foot distance from any student computer.

7. A recycle bin should be placed at the door for students to deposit any scratch paper or manipulatives used during the testing session upon exiting the room.

8. If students use testing booklets that need to be collected, they should leave this material at their seats for the test administrator or test examiner to collect.

9. At the end of a testing session, tables, chairs, headphones, keyboards, monitors, computers, mice, and any other external devices should be disinfected according to LEA protocol.

One-on-One Testing

One-on-one testing is required for the following assessments:

- Initial ELPAC in kindergarten through grade two
- Parts of the Initial ELPAC for grades three and above
- Summative ELPAC in kindergarten through grade two
- Parts of the Summative ELPAC for grades three and above
- All of the alternate assessments in both the CAASPP and ELPAC administrations

These assessments may call for the test examiner to be close to the student for ease of use and access and to promote the validity of the assessment.

The diagrams in figure 2 through figure 8 show possible setups for computer-based assessments. However, similar setups can be used for paper–pencil assessment. Test examiners and students would each have a copy of the paper–pencil assessment to use. Note that paper–pencil assessments are not available for the CAAs.

Additionally, providing specific assistance through accessibility-related roles for the ELPAC, such as the Test Navigation Assistant or Designated Interface Assistant, or fulfilling some item-level directions as indicated in the *Directions for Administration,* may require a test examiner to be in close proximity to a student.

Important considerations include the following:

1. Hand sanitizer should be available to students as they enter the room for testing.

2. Students should bring their materials (e.g., pencils, blank paper, preprinted manipulatives) into the testing room.

3. If students use approved external devices that need to be moved to the testing location, a staff member may bring those items into the assessment room and disinfect them prior to when students enter the room.

4. Should an assessment include equipment or manipulatives that both the student and test examiner are required to handle, the test examiner should disinfect the item(s) before switching users according to LEA protocol. The test examiner may also use gloves when the gloves will not interfere with the assessment or do not present a health issue.

5. Any printed or embossed material used by the student should be securely destroyed after the testing session.

6. Take steps to ensure the safety of testing manipulatives for alternate assessments.

   a. Any hard manipulatives (e.g., coins, rocks) should be disinfected after each session using standard LEA protocol.

   b. For soft manipulatives, the test examiner should be encouraged to wear gloves when handling the materials. LEAs will need to research the best method for disinfecting such items between uses.

7. If possible, a second computer monitor should be used for the student or, in cases where the student is able to independently manipulate the test delivery system, for the test examiner.

   - Connect the second monitor to the device that will be running the secure browser.
   - Set the second monitor to duplicate the primary monitor.

Transparent Plastic Divider with the Test Examiner Entering Answers

The arrangement in figure 2 can be used if the student is unable to access the technology independently. This configuration is laid out on two tables separated by a transparent divider. On one side of the divider, for the test examiner, is the test examiner device with the Test Administrator Interface, as well as a separate computer, with an attached monitor, on which the secure browser is loaded. On the other side of the divider, for the student, is a monitor that duplicates the content displayed in the secure browser on the test examiner's computer.
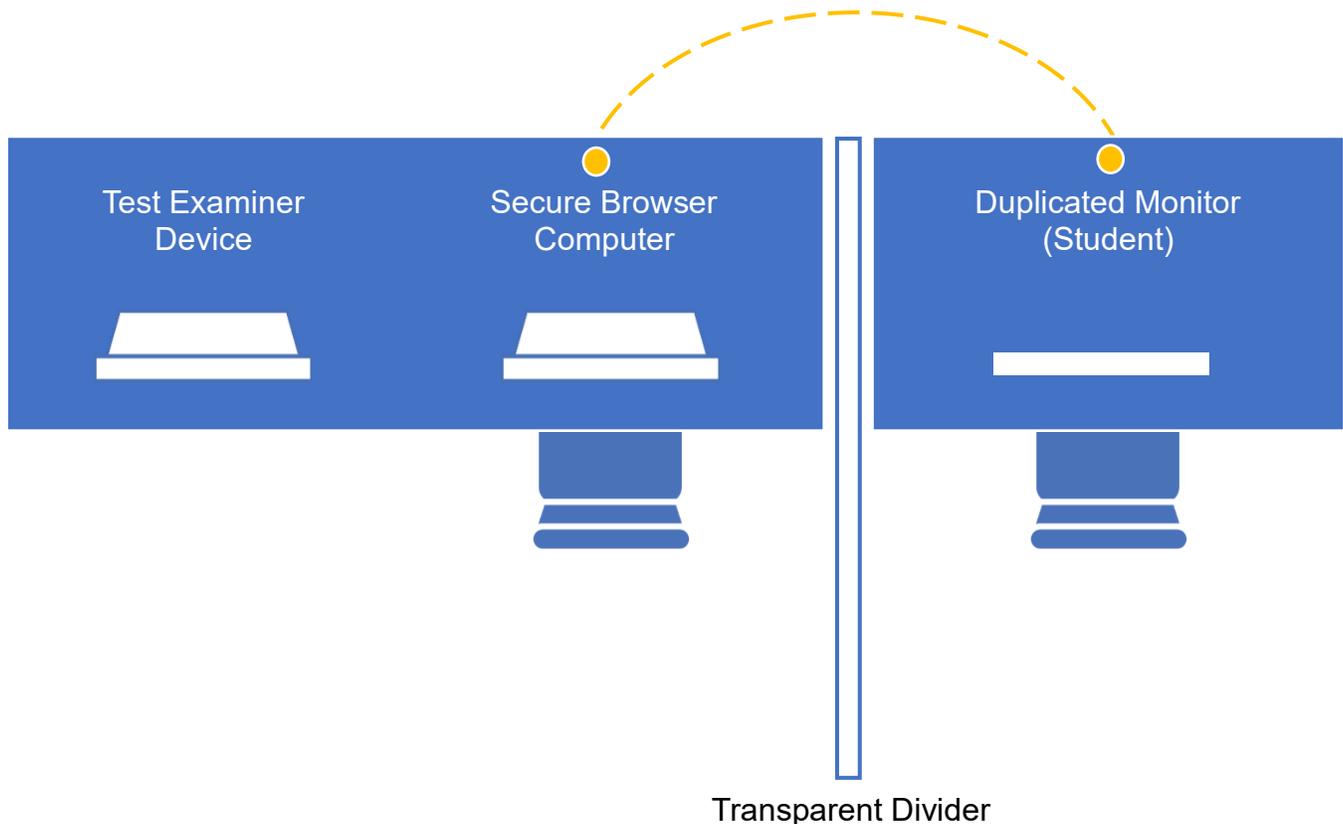
Figure 2. Possible One-on-One Testing Table Setup: Transparent Plastic Divider with the Test Examiner Entering Answers
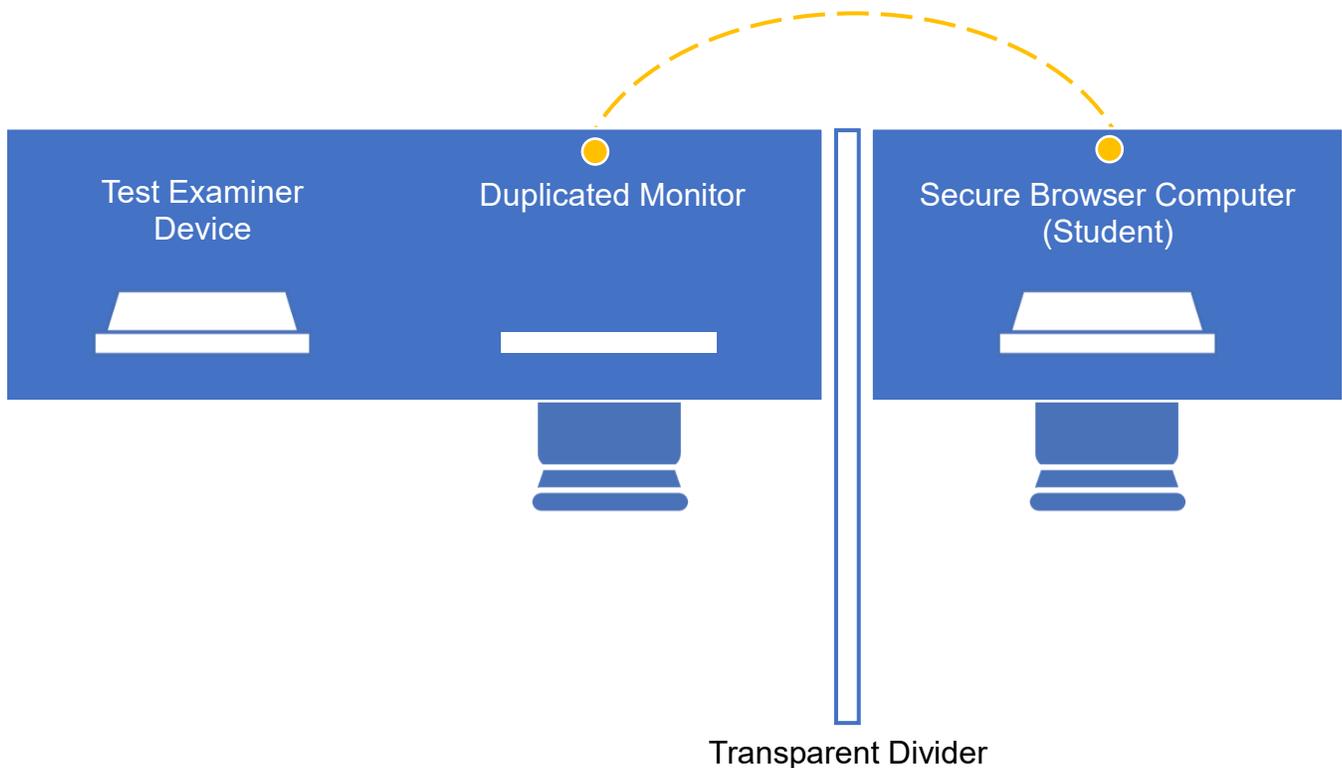
Place a piece of transparent plastic or plexiglass between two tables. Ensure that the plastic is large enough to extend from the floor to higher than the tallest person while seated, and long enough to reach from the back of the table to 2 to 3 feet beyond the front of the table.

The **test examiner** needs both a device to log on to the Test Administrator Interface and a computer, with a monitor attached, to use with the secure browser when moving through the assessment and entering student answers. The **student** needs a stand-alone monitor that can duplicate the display the test examiner uses with the secure browser so the student can follow the assessment.

1. Where the documents specify for the test examiner to point at an item on the screen, the test examiner will use the mouse pointer to bring the student's attention to the specific portion of the screen. On the computer running the secure browser, the cursor can be enlarged to assist both the test examiner and student in determining its location on the screen. This embedded designated support, called "mouse pointer," must be either assigned by the LEA coordinator or site coordinator or, for the Initial ELPAC, set in the Test Administrator Interface. The test examiner will need to ensure that the larger cursor does not distract the student or cover test content.

Transparent Plastic Divider with the Student Entering Answers

The arrangement in figure 3 can be used if the student is able to independently control the mouse, keyboard, or other computer-manipulation device. This configuration is laid out on two tables separated by a transparent divider. On one side of the divider, for the test examiner, is the test examiner device with the Test Administrator Interface and a monitor that duplicates the content displayed in the secure browser on the student's computer. On the other side of the divider is the student's computer on which the secure browser is loaded.

Test Examiner Device | Duplicated Monitor | Secure Browser Computer (Student)

Transparent Divider

Figure 3. Possible One-on-One Testing Table Setup: Transparent Plastic Divider with the Student Entering Answers

Place a piece of transparent plastic or plexiglass between two tables. Ensure that the plastic is large enough to extend from the floor to higher than the tallest person while seated, and long enough to reach from the back of the table to 2 to 3 feet beyond the front of the table.

The **test examiner** needs both a device to use to log on to the Test Administrator Interface and a stand-alone monitor that duplicates the display of the student's computer so the test examiner can observe the student's work and monitor the student's progress. The **student** needs a computer, with a monitor attached, to use for moving through the assessment and entering answers in the secure browser.

Distance with the Test Examiner Entering Answers

The arrangement in figure 4 can be used if the student is unable to access the technology independently. This configuration is laid out on a single table with the test examiner and student facing each other. On one side of the table, for the test examiner, is the test examiner device with the Test Administrator Interface as well as a separate computer, with an attached monitor, on which the secure browser is loaded. On the other side of the table, for the student, is a monitor that duplicates the content displayed in the secure browser on the test examiner's computer.
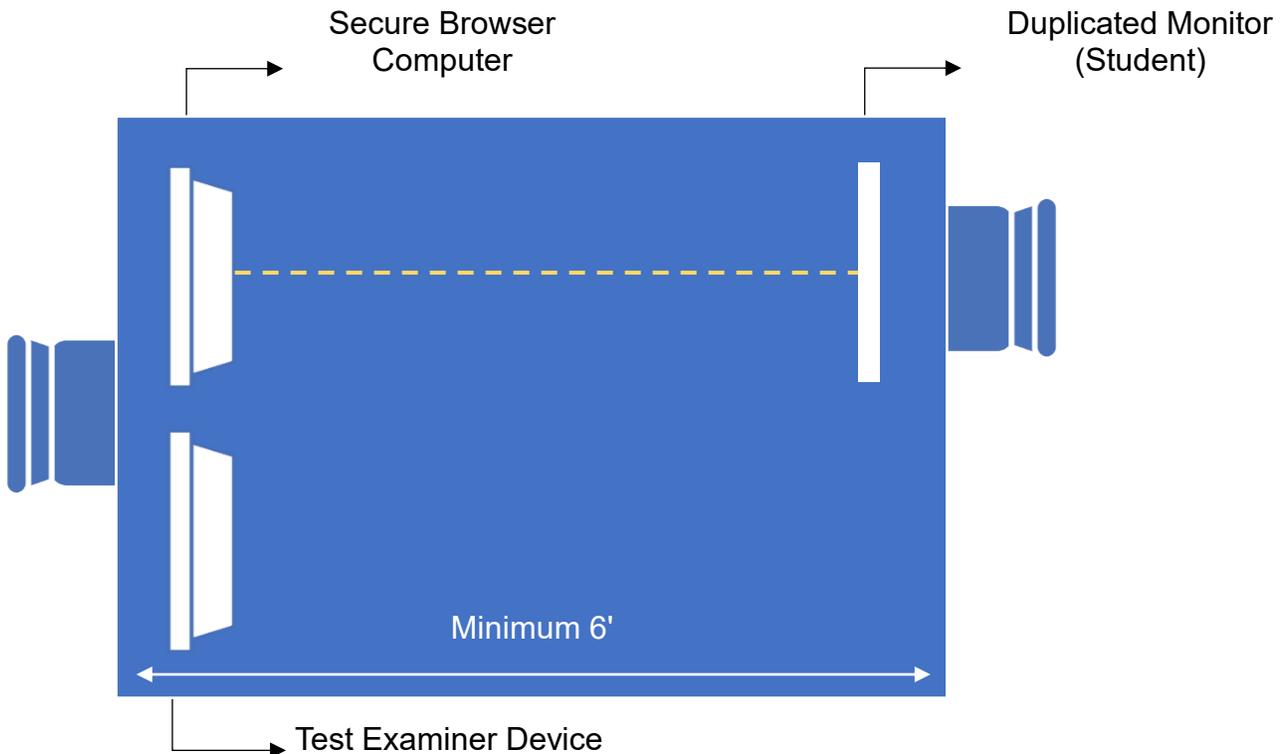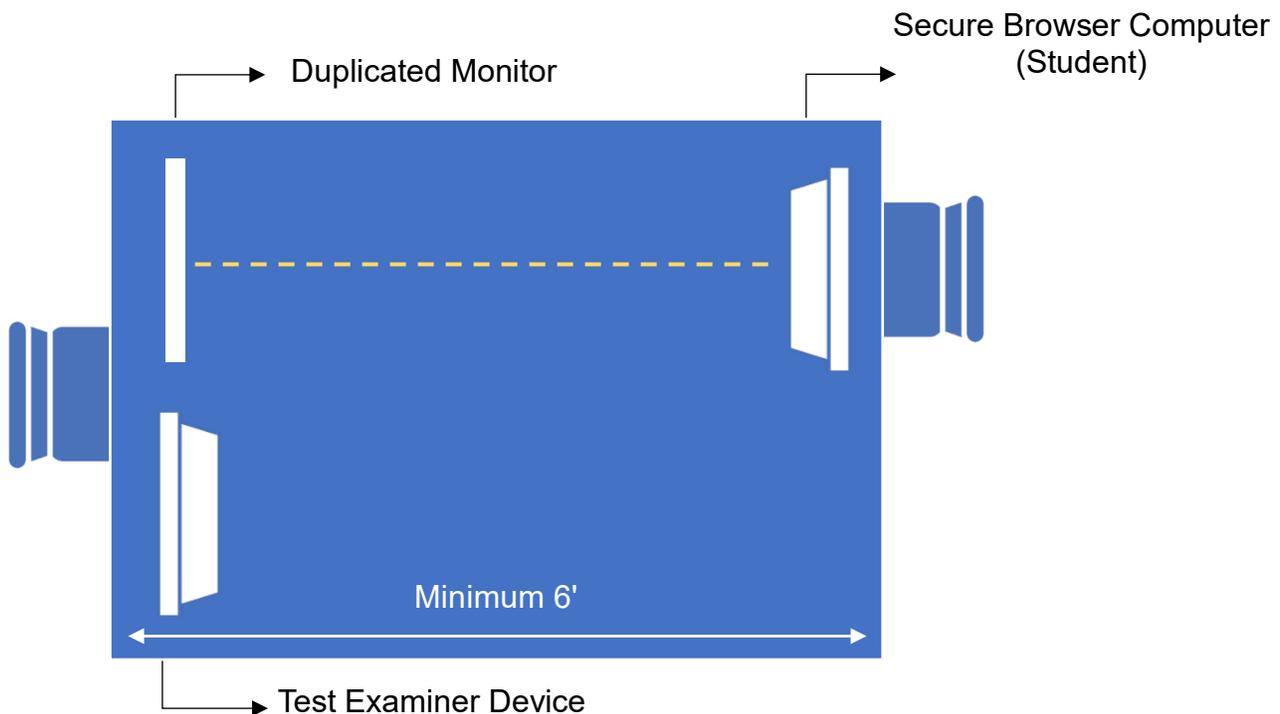

Figure 4. Possible One-on-One Testing Table Setup: Distance with the Test Examiner Entering Answers

A distance setup requires a table or desk separation that will provide a distance of 6 feet or greater. The test examiner and student sit at opposite ends of the table facing each other.

The **test examiner** needs both a device to log on to the Test Administrator Interface and a computer, with a monitor attached, to use with the secure browser when moving through the assessment and entering student answers. The **student** needs a stand-alone monitor that can duplicate the display the test examiner uses with the secure browser so the student can follow the assessment.

Distance with the Student Entering Answers

The arrangement in figure 5 can be used if the student is able to independently control the mouse, keyboard, or other computer-manipulation device. This configuration is laid out on a single table with the test examiner and student facing each other. On one side of the table, for the test examiner, is the test examiner device with the Test Administrator Interface and a monitor that duplicates the content displayed in the secure browser on the student's computer. On the other side of the table is the student's computer on which the secure browser is loaded.

Duplicated Monitor

Secure Browser Computer (Student)
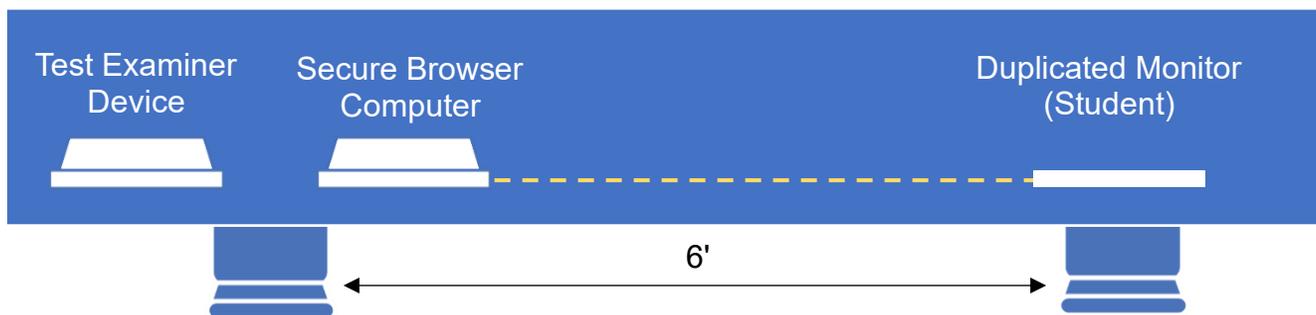
Minimum 6'

Test Examiner Device

Figure 5. Possible One-on-One Testing Table Setup: Distance with the Student Entering Answers

A distance setup requires a table or desk separation that will provide a distance of 6 feet or greater. The test examiner and student sit at opposite ends of the table facing each other.

The **test examiner** needs both a device to use to log on to the Test Administrator Interface and a stand-alone monitor that duplicates the display of the student's computer so the test examiner can observe the student's work and monitor the student's progress. The **student** needs a computer, with a monitor attached, to use for moving through the assessment and entering answers in the secure browser.

Facing the Same Direction with the Test Examiner Entering Answers

The arrangement in figure 6 can be used if the student is unable to access the technology independently. This configuration is laid out on a single table with the test examiner and student on the same side of the table. On one corner of the table, for the test examiner, is the test examiner device with the Test Administrator Interface as well as a separate computer, with an attached monitor, on which the secure browser is loaded. On the other corner of the same side of the table, for the student, is a monitor that duplicates the content displayed in the secure browser on the test examiner's computer.
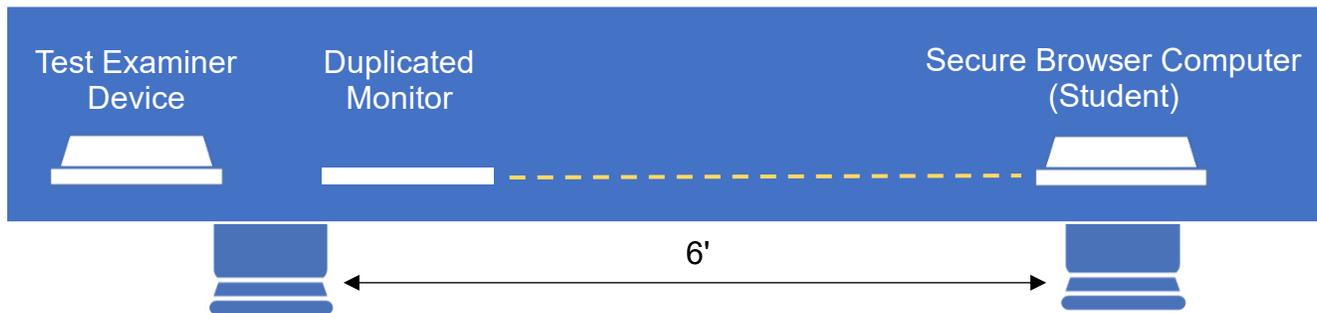

Figure 6. **Possible One-on-One Testing Table Setup: Facing the Same Direction with the Test Examiner Entering Answers**

An alternative distance setup requires a table or desk separation that will provide a distance of 6 feet or greater. The test examiner and student sit at opposite corners on the same side of the table or in desks facing the same wall of the room.

The **test examiner** needs both a device to log on to the Test Administrator Interface and a computer, with a monitor attached, to use with the secure browser when moving through the assessment and entering student answers. The **student** needs a stand-alone monitor that can duplicate the display the test examiner uses with the secure browser so the student can follow the assessment.

Facing the Same Direction with the Student Entering Answers

The arrangement in figure 7 can be used if the student is able to control the mouse, keyboard, or other computer-manipulation device. This configuration is laid out on a single table with the test examiner and student on the same side of the table. On one corner of the table, for the test examiner, is the test examiner device with the Test Administrator Interface and a monitor that duplicates the content displayed in the secure browser on the student's computer. On the other corner of the same side of the table is the student's computer on which the secure browser is loaded.

Test Examiner Device   Duplicated Monitor   Secure Browser Computer (Student)

6'

Figure 7. Possible One-on-One Testing Table Setup: Facing the Same Direction with the Student Entering Answers

An alternative distance setup requires a table or desk separation that will provide a distance of 6 feet or greater. The test examiner and student sit at opposite corners on the same side of the table or in desks facing the same wall of the room.

The **test examiner** needs both a device to use to log on to the Test Administrator Interface and a stand-alone monitor that duplicates the display of the student's computer so the test examiner can observe the student's work and monitor the student's progress. The **student** needs a computer, with a monitor attached, to use for moving through the assessment and entering answers in the secure browser.

One-on-One Testing Projected to a Screen

The arrangement in figure 8 presents another possible distance setup, which requires content from the secure browser to be projected on a screen in the testing room. This configuration has the student's desk facing a screen on the wall. In a corner of the room, the test examiner's desk has the test examiner device with the Test Administrator Interface as well as a separate computer, with an attached monitor, on which the secure browser is loaded.
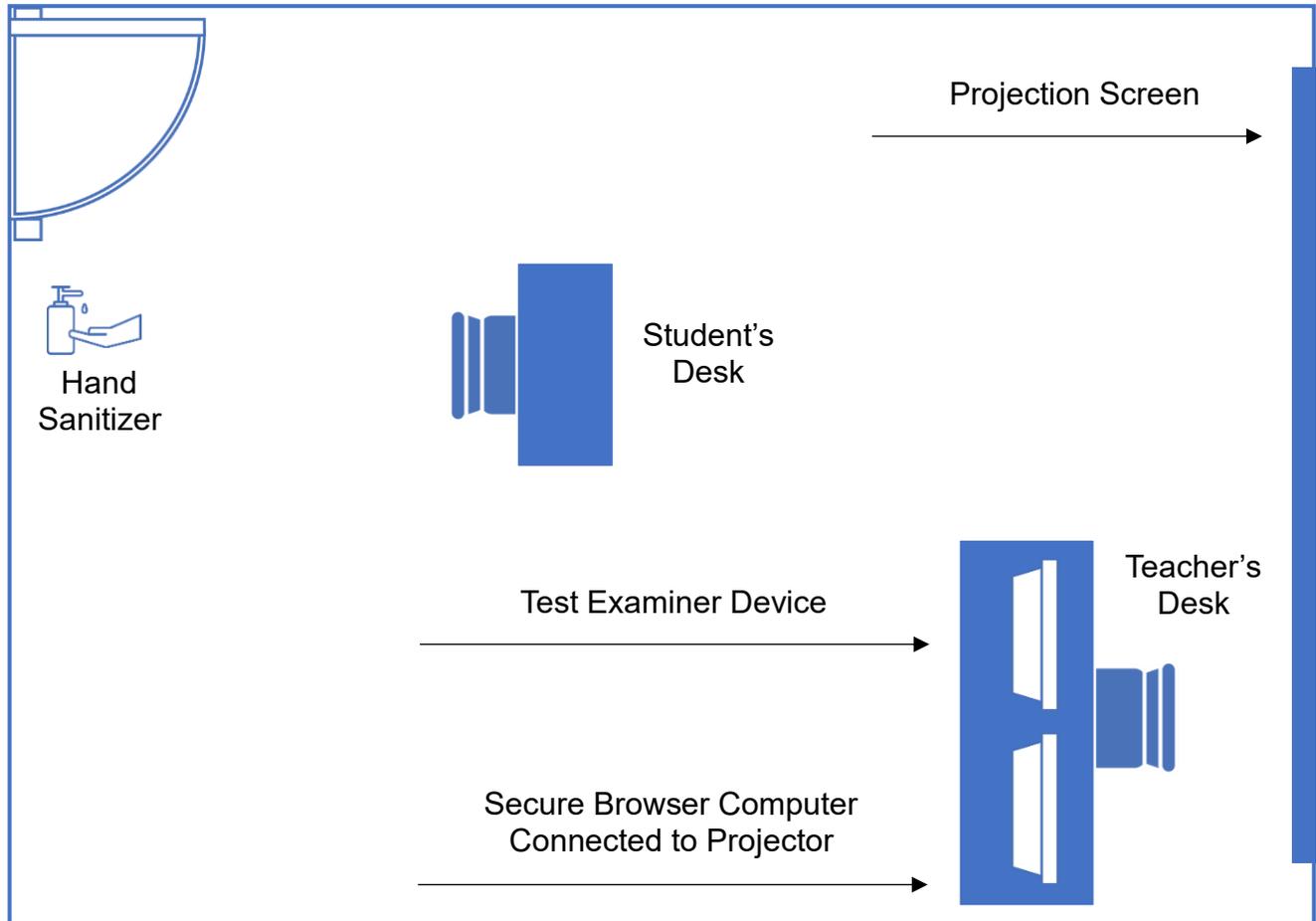
Figure 8. Possible One-on-One Testing Projected to a Screen

What follows are details about this setup:

1. The test examiner is at a desk with two devices. One device is used to access the Test Administrator Interface. The second device, which is running the secure browser, is connected to a projector. Factors to take into consideration with this setup include, but are not limited to, the following:

   - Any windows that allow persons outside of the testing room to see inside need to be covered to prevent others from seeing secure test questions.

- During administration of the ELPAC Speaking domain, a student might be too far from the computer to record the vocal responses. Not capturing the student's responses will not affect the test, scoring, or the completion status of the domain.

- Even though there is a greater distance between the test examiner and student, masks should still be worn during the assessment.

- This setup would be limited to students who can provide answers verbally for the questions. This distance would most likely prevent answers indicated by nonverbal students from being interpreted effectively.

2. On the computer running the secure browser, the cursor can be enlarged to assist both the test examiner and student in determining its location on the screen. This embedded designated support, called "mouse pointer," must be either assigned by the LEA coordinator or site coordinator or, for the Initial ELPAC, set in the Test Administrator Interface. The test examiner will need to ensure that the larger cursor does not distract the student or cover test content.

3. If the student is using a testing booklet that needs to be collected, the student should leave this material on the desk for the test examiner to collect.

4. At the end of a testing session, tables, chairs, headphones, keyboards, monitors, computers, mice, and any other external devices should be disinfected according to LEA protocol.