

## **Special Education 1:1 Assessment Protocols**

Because special education testing deadlines have not been waived for the 2020-21 school years and because virtual tests are not possible for all special education testing requirements and those that are would be indefensible if we were challenged, we are required to have special education testing for qualifying and triennial evaluations in person. This testing involves special education teachers, school psychologists, and school nurses.

### **Exemptions for Performing In-Person Testing**

If anyone has a medical reason (for themselves or a family member for whom they are a guardian) why they cannot test in-person, a medical note (for the member) or a medical note for the family member as well as proof of guardianship must be provided in order for accommodations to be made. These accommodations would likely include the writing of reports for students other than your own while colleagues test your students. Department should work collaboratively to work these out; administration could be called on to help facilitate this.

### **Testing space/classroom set up**

1. Testing spaces need to be identified in advance to ensure proper ventilation (12 hours continuous HVAC) and set up in advance of testing. These areas will be sanitized daily at the end of the day.
2. The testing space (office or classroom) shall have HVAC running continuously for 12 hours per day, and all windows and doors shall be open during testing to ensure proper ventilation.
3. Tables where testing is to occur will have a removable separation line to physically keep students and testers apart. Plexiglass dividers may also be used for this.
4. Every testing space will have the following materials:
  - Clear mouth masks
  - Gloves
  - Sanitizing wipes
  - Hand Sanitizer Station
  - Face shields
  - Plexiglass shields
  - Small hand sanitizer bottle for student
  - Pencil for student
  - Document Camera
5. Additional equipment/supplies such as cordless microphones will be supplied if requested

### **Before the Assessment:**

1. Teachers will email/call parent and schedule the assessment:
  - a. Provide parent with information regarding the time and length of the test
  - b. Inform parents you will send them a student instruction sheet with a symptom checklist that must be completed and signed the day of the assessment. This will be turned in to the school nurse or the attendance health technician before the temperature check.
  - c. Inform parents that students will not be tested if they have recent exposure to large groups outside of a social bubble or an approved AUHSD camp. They should be 14 days out from any recent exposure to large groups or gatherings.
  - d. Inform parents that students must wear a mask the day of the assessment and may be provided with a clear mask as part of the assessment. Testing cannot occur if students do not wear masks.
  - e. Inform parents that they should drop off their student at the main office where they will sign in and wait to be escorted to the testing area
2. Teachers should notify the attendance office of their assessment schedule and room in advance so students can be checked in on their test day.
3. Special Education teachers may need to schedule testing during their teaching periods. If a test is going long or has to be scheduled during class period, teachers can utilize IAs to assist with managing zoom lessons. Teachers should initially check in with students, take attendance and start the lesson. IAs can then be made the co-host of the zoom session and work with students during their class period.
4. Parents and staff need to complete the SELPA pre-screening health form and bring that with them for the day of the test. If a student or staff shows any of symptoms on the pre-screening form or has a temperature when checked by the school nurse or health office attendance technician, the test must be rescheduled.
5. Just prior to assessment, ensure testing room is set up according to SELPA instructions:
  - a. Ensure that there is a minimum of 6 feet of distance between the assessor and student and that there is a divider (plexiglass shield, line on the table) that delineates student space and assessor space.
  - b. Ensure tables have wipes that can be used by both student and teacher to wipe area prior to starting
  - c. Ensure the student has a small, personal bottle of hand sanitizer (that they keep) to use before, during, and after testing.
  - d. Ensure there is a pencil for students to use during the assessment so they can point to answers if necessary. Students will keep these pencils.
  - e. Ensure there is a used supplies bin for students

- f. Ensure there is a bin/folder where the student can leave any written materials
- g. Ensure that there is PPE available - clear masks, face shields, gloves for both assessor and student.

### **Day of the Assessment**

- 6. Student Instructions (on their check in sheet):
  - a. Students arrive wearing a mask and go directly to the main office to check in.
  - b. Students arrive at the main office, sanitize hands, and wait for the instructor.
  - c. Attendance/Health office assistant takes temperature.
    - i. If a student has a fever or has any symptoms outlined in the SELPA pre-screening form, the testing shall not occur.
  - d. Students will be escorted to the assessment area/classroom.
  - e. Students must leave campus immediately after assessment.
  
- 7. Teacher instructions
  - a. Review expectations for students for the assessment.
  - b. Remind students that masks will be used the entire assessment.
  - c. Ensure the student sits in the student area during the assessment
  - d. Ensure the plexiglass shield is in place between you and the student
  - e. Ensure the student places used pencils and tests in the bin/folder.

### **After the Assessment**

#### **1. Disinfecting Materials**

- a. All reusable manipulatives should be put into a used testing materials bin by the student.
  - b. Testing materials shall be disinfected per the Pearson guidelines linked [here](#).
  - d. Goggles, masks, and gloves shall be worn by any person handling used testing materials until they have been thoroughly disinfected.
- 2. There shall be at least one hour between testing sessions to allow for disinfecting of the testing space and materials.
  
  - 3. Windows and doors shall remain open after testing to allow for more ventilation through the testing site.

