

# GUIDANCE FOR SAFE TEST ADMINISTRATION

January 14, 2022

This guidance provides Local Education Agencies (LEA) remote testing information and COVID-19 safety reminders. This guidance may be updated and is subject to change.

## INTERIM ASSESSMENTS

As districts and charter schools increase remote instruction, it might be necessary for some interim assessments to be administered remotely. Below is guidance for state-supported interim assessments.

### Istation

To administer an Indicators of Student Progress (ISIP) from a non-district location IP address, a DTC must ensure that the appropriate ISIP Configuration is enabled on their dashboard. Failure to update the configuration may result in students' inability to see the ISIP during the appropriate times in the testing window while at home. Please view the [Recommendations for ISIP at Home Guidelines](#) for support to update the ISIP Configuration. [Istation support](#) is also available to help update configuration settings.

English and Spanish guidance for families preparing to administer the ISIP at home can be found [here](#).

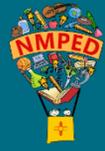
### iMSSA and Other Grades 3-8 Interim Assessments Reported to PED

Per the Public Education Department's (PED) [memorandum](#) on required interim assessments for students in grades 3-8, schools that decide to offer remote instruction, the interim Measures of Success for Student Achievement (iMSSA) and all other locally procured interim assessments can be administered remotely. To determine if data from interim assessments given remotely are confounded, PED may need to collect the location of test administration information from DTCs (or from the interim vendors) at the end of the year.

To administer the iMSSA remotely in a browser, students will need to log in to <https://newmexico.cognia.org/student/login> instead of the kiosk. There is no change to the DTC administration tasks; students still need to be scheduled for the test in the same manner as usual. Please refer to Cognia's [Quickstart Guide to Testing at Home](#) for all instructions. A customizable family resource letter is also available on [Cognia's iMSSA Resource page](#).

### PED Pandemic Waiver Guidance

The [Pandemic-Related Nonstandard Assessment Administration waiver](#) is available for districts unable to administer assessments at official district locations. For programs and assessments identified in the waiver, if DTCs are facing proctor shortages, please reach out directly to the [assessment bureau](#).



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## SUMMATIVE ASSESSMENTS

### General Testing Expectations for All Students to Participate in Required Summative Assessment

All summative assessments on the 2021-22 [Assessment Schedule](#) are required by federal law and must be administered at an official district location. Only students who qualify for a [medical exemption](#) can be excluded from summative state testing. No other exemption from summative testing exists. PED does not authorize or facilitate parent refusals. If a parent demanded an exemption, the LEA should document this locally.

### NAEP Test Administrators Safety Protocols

National Assessment of Educational Progress (NAEP) developed COVID-19 safety protocols using CDC guidelines with the input of health professionals. These protocols are intended to be flexible to adapt to the changing landscape presented by COVID-19. NAEP field administrators will work with districts and schools to ensure that **local school** COVID-19 protocols are followed. The NAEP protocols are available at: [NAEP 2022 COVID-19 protocols](#).

### Masks and ACCESS for ELLs Speaking Domain Test

Students must wear masks throughout testing, following all state and local pandemic guidelines. This includes the speaking portion of the ACCESS for ELLs administration. Encourage students to speak loudly and clearly. WIDA's reviews show that the recordings come through while speaking with a mask on if the student is loud enough. Review the [COVID document](#) on the [WIDA website](#) and [WIDA Secure Portal](#) covering best practices during testing.

### College Board

Based on feedback from educators, College Board is continuing to offer flexible start times when administering tests to support schools in adhering to safety and social distancing guidelines.

Schools can start testing earlier and/or later in the day than usual and split their students into different testing groups on a single day. All testing must begin before the first group to test completes testing. In other words, no group of students can begin testing after another group has completed the test.

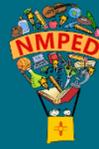
More information on College Board's flexible testing options can be found [here](#).

### Test Administration Staff Requirements

The district may consider training or supporting additional staff members to administer assessments to maximize the number of students who take the assessment in-person at one time. The district may also consider scheduling substitute teachers to cover classrooms while trained educators meeting the certification requirements 6.10.7 NMAC administer the assessment. An exception to this will be SAT School Day, as long as School Day proctors have been trained according to [College Board Guidelines](#).

### Student-to-Proctor Ratios

There are no COVID-specific parameters to student-to-proctor ratios. DTCs should follow the guidance found in the [DTC Manual](#) on page 9: *The ratio of students to TAs in any standardized test setting may not exceed 25 to 1 unless a proctor is present. With a TA and proctor, up to 30 students may be tested. Each additional 25 students requires another TA. An additional five students can be tested with a proctor in the room.*



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## COVID-Safe Practices for Testing

Just as all in-person learning in New Mexico must occur per the COVID-Safe Practices outlined in the New Mexico Public Education Department's School Reentry Guidance and Rapid Response Toolkit [NMPED COVID19ResponseToolkit PublicSch011122 PublicVersion.pdf \(state.nm.us\)](#) – so must in-person testing.

Familiarize students with any changes to safety protocols that the district or school will be implementing during testing. Recommendations\* for safer student testing include the use of:

- Masks (\*masks are required as part of school site PPE)
- Plastic wrap or keyboard covers
- Dividers
- Spray bottles
- Rags/wipes/paper towels
- Hand sanitizer (60% alcohol)
- Pencils for students to keep
- Sheet protectors
- Thermometers
- Having students face forward in the same direction to lower risk of transmission

## Administration Day Safety Guidance

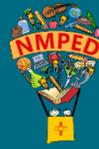
Allow sufficient time between testing sessions or days for handwashing, sanitization, rotating students, and other safety steps implemented locally. Follow [Centers for Disease Control and Prevention \(CDC\) guidelines](#) for sanitization and guidelines of local health officials when planning and setting up testing space.

All assessment administration participants, whether students, proctors, or staff, are required to wear masks at all times unless otherwise determined by a 504 Plan or an IEP team and deemed medically necessary. For those cases, students would need special consideration and plans that isolate them from the groups of students.

Schools should follow the [Center for Disease Control \(CDC\) recommendation](#) that all assessment sites provide gloves, face coverings, hand sanitizer with at least 60% alcohol, and other personal protective equipment (PPE) for all students/staff.

When students arrive on exam day, and before letting them into the testing site, PED recommends the following:

- Have students agree to wear a mask and follow instructions from testing staff, otherwise they will be dismissed.
- Designate areas of the hallway (i.e., lanes) as flow paths to keep students separated and minimize the congregation of students as they enter/exit the testing room.
- Require that students bring their materials deemed acceptable by the testing requirements (calculators, water bottles, etc.).
- Seat students 6 feet apart to the best extent possible.



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## What to Do in The Event of Illness During Testing

- Ahead of testing, work with school administrators and healthcare staff to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.
- Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.
- Notify staff and families of a positive COVID-19 case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas of the school building that have been used by a COVID-19 positive individual for 24 hours and then clean and disinfect the area. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members and children not to return until they have met NMDOH criteria to discontinue home isolation.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow NMDOH.
- To report a positive COVID-19 individual in the school community, please go to: <https://nmgov.force.com/pedrapidresponse/s/>.
- Maintain a seating chart to help notify close contacts if a student might subsequently be identified as having exposure to a positive COVID-19 case during testing.