



Summer Administration or Diagnostic Days

- With this option, the school will receive results prior to school start to help make program and instructional decisions.
- Plan pre-scheduled dates 3-4 weeks prior to start of your staff professional development days.
- Provide parents with sign-up dates over multiple weeks to obtain an optimal participation rate.
- Schedule Kindergarten through third grade as separate test sessions due to test level differences in the Directions for Administration.
- Schools may schedule grades 4-5, 6-8, and 9-12 as group administrations because the Teacher Directions are the same at these levels.
- Use existing Spring 2020 Test Coordinator Kit to package and return materials.
- Schools may use existing Spring 2020 barcode labels on test booklets/answer sheets.
- Class/Grade Level Groupings
 - Students can be grouped by their 2019—2020 classes.
 - Students can be grouped by their 2020—2021 classes.
- Ideas to incorporate with summer administration dates.
 - Schools can combine testing with the pick-up of materials or uniform purchase dates.
 - Schedule a school/family social after the final session of grade level testing is completed.
 - Use this time for a possible early family orientation student handbook.
 - Incorporate grade level hands on activities after testing, such as grade level science experiments.

Back to School (BTS)

- Schools will administer the assessment within the first two weeks of school.
- Use existing Spring 2020 Test Coordinator Kit to package and return materials.
- Schools may use existing Spring 2020 barcode labels on test booklets/answer sheets.
- Class/Grade Level Groupings
 - Students can be grouped by their 2019—2020 classes.
 - Students can be grouped by their 2020—2021 classes.
- Schools may schedule grades 4-5, 6-8, and 9-12 as group administrations because the Teacher Directions are the same at these levels.
- Easily test middle school and high school students in a few class periods following your regular schedule.
- Elementary students can test in the morning and then follow-up with a specials class that day, group hands-on projects with classroom teacher, or extra recess.
- Schedule a professional development day to review assessment data as soon as results arrive.
- Incorporate back to school activities with testing such as a review of the student handbook after testing times, team building, or get to know you activities. Provide a structured testing environment to ensure students do their best.
- Provide snacks and drinks for breaks, or as a reward after testing is completed for the week.
- Schedule testing for Grades 6-12 with Homeroom teacher and either have students go to all periods after testing, or split periods (Day 1=1-3; Day 2=4-6, etc.).