

March 13, 2020

Dear Colleague,

As many of you are considering contingency plans for the coming weeks and remainder of the school year, we want to provide helpful information regarding your spring testing program.

1. We are working with Riverside Insights to extend the current spring testing event in DataManager beyond May 31.
2. You may schedule or reschedule testing anytime during the spring test window. You do not need to adhere to the testing dates you listed when ordering licenses, and you do not need to communicate any changes to ACSI.
3. If testing begins and needs to be suspended, you may reschedule the remainder of the testing to a later date within the spring testing window).
4. Students that are absent during regularly scheduled testing may make up testing any time during the spring testing window.
5. Schools may consider participation in online testing options for Back to School/Fall 2020. If you would like to pursue either of these options, please contact Gina Kinnard (gina_kinnard@acsi.org).
 - Back to School Testing Window using spring norms. This window will be open late summer/early fall and is designed to be used within the first weeks of returning to school.
 - Fall 2020 testing using fall norms. This testing would take place September-November, after some instruction has taken place.
6. Do not allow students to take assessments from home. A proctor must be present whenever online assessments are administered.
7. An emergency test cancellation will not affect ACSI Accreditation requirements.

We will provide regular updates as we know more. Do not hesitate to contact us as you have questions.

Sincerely,



David Smitherman
ACSI Student Assessment Program Manager