

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. You may schedule or reschedule testing anytime in the spring testing window. You do not need to adhere to the testing dates you listed when registering for scoring, and you do not need to communicate any changes to ACSI. We are working with Riverside Insights to extend the spring testing window beyond May 31, and details will be forthcoming.
2. 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.
3. Students that are absent during regularly scheduled testing may make up testing at a later date.
4. Do not send tests home to be administered by parents. Maintain current test security and administration protocol at school.
5. We are also discussing with Riverside Insights the possibility of a Back-to-School testing window (late summer/early fall) with spring norms and have students take the test they would have taken this spring. Again, details are forthcoming.
6. Schools also have the option of participating in the fall 2020 testing program with fall norms. The fall window is the month of October and students take the current grade level test.
7. An emergency test administration 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