Suggestions for a Smooth Testing Process

✓ Start testing preparations early and plan ahead. Assign a building coordinator.

✓ Gather testing materials as soon as online tools/booklets are available. Keep secure and in a locked room.

✓ Read all security requirements; building principals need to sign the security agreement received through email via Echosign. DACs need to sign a confidentiality agreement received through email via Echosign.

✓ Attend training. Prepare to train all test administrators and proctors.

✓ Examine student lists for accuracy and building assignments. Verify all NSSRS testing rosters.

✓ Take advantage of all practice test opportunities.

✓ Develop scheduling plan for testing window.

✓ Establish a testing setting that matches the instructional setting as much as possible (For example, an auditorium setting for testing is not like a classroom setting).

✓ Protect instructional time as much as possible.

✓ Do not wait until the end of the testing window to begin testing.

✓ Avoid Mondays as a test day.

✓ Communicate the testing plan with all staff.

✓ Communicate the importance of the test with staff and with students.