

Suggestions for a Smooth Testing Process

- Start testing preparations early, plan ahead, and assign a building coordinator.
- Gather testing materials as soon as online tools/booklets are available. Keep testing materials secure and in a locked room.
- Read all security requirements; building principals must sign the Building Principal Security Agreement and District Assessment Contacts must sign the DAC Confidentiality agreement and return to NDE.
- Read all applicable test administration manuals.
- 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 a scheduling plan for the 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 test days.
- Organize and communicate decisions about accessibility supports.
- Communicate the testing plan with all staff.
- Communicate the importance of the test with staff and with students.
- For online testing, prepare the computer room setting or the laptops ahead of time.
- Prepare "Testing in Progress" signs for the doors.
- Encourage students to do their best.
- **Develop a consistent building plan for what students are to do when they are done with the test.**
- Follow the scripted directions for all testing, both online and paper/pencil.
- Use common sense.