

Guidance and Procedures for Student Participation in the DeSSA-Alternate Assessment

Background Information:

All students who take the DLM assessment require test administrator assistance to some degree. In 2018-2019, 98% of students taking the DLM assessments had at least one teacher administered assessment. The DLM assessment is an individualized assessment and not conducive to group administration. All DLM testlets are administered between the student and the test administrator and based on consortium data more than 80% of students have accessibility features requiring a 1 on 1 assessment administration.

In-Person Logistical Considerations

Mandatory practices for safe testing administration:

- Test administrator and student should both wear masks and use hand sanitizer before and after each session. The test area should be sanitized with a sanitizer wipe after each session.
- Both test administrator and student should wear gloves for the duration of each session.
- If Testing on a Desktop Computer: Use of a Sanitizer wipe is permissible if there are no gloves and should be used to wipe down only the plug-in keyboard and plug-in mouse if using a desktop computer.
- If Testing on Portable Devices - Laptops, Tablets and iPads: Both test administrator and student should wear gloves for the duration of the test session which will eliminate the need for sanitizing. If there are no glove available, use a damp cloth with excess water squeezed out to gently wipe the keyboard and then wipe with a dry cloth. Do not use Sanitizer wipes on these kind of electronic devices. No liquid can get into the crevice of the electronic device.

Physical Distancing:

When possible, a distance of six feet should be maintained between the test administrator and student. If six feet is not plausible or possible, the test administrator and student should wear masks and use hand sanitizer before and after each session.

Use of Familiar Objects:

Substitute familiar objects with items that can easily be sanitized or disposed of after testing.

Extra Precautions for Students with Coexisting Medical Conditions:

Test administrator and student should wear mask and gloves. Do not give more than one test session a day. Provide breaks where necessary. Ensure that any other individuals present wear masks and gloves and have completed Test Security Training.

Special Assessment Schedule or Appointments:

A test administrator should test in a one-on-one environment. Schedule appointments when students can come in to test. Use flexible scheduling in order to maintain test security.

Other Personnel Present:

Others are permitted to be in the room while a testlet is administered provided that distractions are minimized and only the student and test administrator have access to the device screen/test content.

Off-Site Test Administration Logistical Considerations

- Off-site testing site should be approved by the Delaware Department of Education.
- If there is a circumstance where a test administrator is testing offsite, the test administrator should be a familiar person.
- Test administrator and student should maintain a distance of at least six feet. Both test administrator and student should wear gloves and masks for the duration of the testing session.
- **Devices:** The devices used should be provided by the school district with Kite Student Portal loaded. The student's personal equipment should not be used.
- **Internet Connectivity or Hotspot:** The test administrator should use a portable WIFI connecting device provided by the school or district/charter. Do not use personal WIFI or hotspot device to ensure that there are no security breaches or violations.

Remote Testing

The Delaware Department of Education do not support remote testing situations such as testing in a student's home. All state assessments will be administered on school/district/charter sites or in an approved off-site location.

For further questions and concerns, please contact Theresa Bennett at Theresa.Bennett@doe.k12.de.us