



WIDATM

2020-2021
**Assessment Best
Practices**
during COVID-19

WIDA MODEL ONLINE
WIDA MODEL FOR KINDERGARTEN
WIDA MODEL PAPER

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Best Practices for Test Coordination

While communities adopt physical distancing practices in public spaces and schools adjust instructional practices to incorporate virtual or hybrid learning, English language proficiency testing will most often still need to be completed in person. This document supplements the guidance provided in manuals for WIDA MODEL Online, WIDA MODEL for Kindergarten, and WIDA MODEL Paper.

All administrations of WIDA MODEL Online, WIDA MODEL for Kindergarten, and WIDA MODEL Paper must be conducted in person. On the recommendation of WIDA Consortium members, WIDA has no plans to develop remote administration protocols for these assessments at this time.

Read this document carefully, and then consider your testing strategy. Plan ahead to ensure you have the equipment, supplies, training, and communication in place to keep everyone safe and healthy during and after testing.

The guidance in this documentation reflects WIDA’s analysis of current best practices. It is not medical advice. It does not replace or amend guidance provided by your local health authority.

Managing Test Materials

As much as possible, avoid having test administrators share materials. Manuals as well as test administrator's scripts for WIDA MODEL Online can be printed as needed.

Modify paper materials for easy cleaning

If you plan to disinfect reusable test materials between administrations, you have a few options:

- You can disassemble some materials and place each page in a sheet protector, which you can wipe down after each test administration.
- You can laminate materials. This is a particularly good option for the activity pages in the back of the storybook required to administer kindergarten tests.
- You can place materials in clear plastic bags, which can be wiped down or discarded after each test administration.

Keep in mind that some materials, like the activity board and cards used for kindergarten and Grades 1-2, can be wiped down without any modification.

Only some test materials can be modified! Do not modify any test material in which students mark answers.

Do not modify:

- Student Response Booklets
- Summary Score Sheets

You may modify:

- Test Administrator Scripts
- Speaking and Listening Student Test Booklet
- Reading Student Test Booklet

Preparing for Testing

Identify testing locations

When testing groups of students, test in a room large enough that students can be seated at a distance from one another. Follow local guidance on desk or chair spacing. Test in small groups if necessary to maintain physical distance between students. As always, be sure all students can hear the test administrator and any recorded audio that will be played during testing.

For individual test administrations, identify a testing room as large as is possible and practical. For example, avoid testing in a small office.

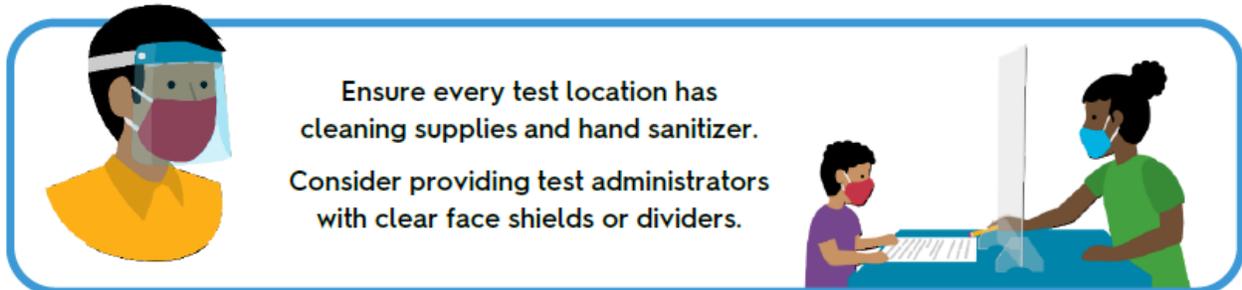
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If your school is currently offering virtual instruction, test administrators might need special access to buildings. Plan ahead to ensure test administrators know the arrangements. Coordinate as necessary with building security staff, janitorial service staff, school and administrative staff, teacher leadership, or student families.

Identify the supplies and equipment you need

There are a variety of steps you can consider taking in addition to providing hand sanitizer and cleaning supplies to test administrators:

- Encourage students to bring their own pencils for testing, provide pencils that students can keep, or set out two clearly labeled containers, one for used pencils that need cleaning and another for pencils that have been disinfected and are ready to be used again.
- Provide clear face shields that test administrators can wear in addition to masks.
- If at all possible, set up a clear divider between the student and the test administrator.



Considerations for online testing

If students will test on an individually assigned device that they have been using at home, plan ahead to ensure the device is configured and tested prior to testing day. If students will test on shared devices, consider placing plastic wrap or another disposable barrier over keyboards or screens to provide a sanitary surface for each student.

WIDA continues to recommend headphones and headsets for online testing. Whenever feasible, do not use the speakers and microphone built into a testing device. Sanitize shared equipment after each test administration.

Review your test schedule

Allow time between test administration sessions for students to move in and out of the room while maintaining physical distance. Also, schedule time for test administrators to sanitize materials, surfaces, and equipment. These activities could add as much as 30 minutes between each scheduled test administration.

As much as possible, maintain the groups of students who are already in contact in the classroom. Avoid creating a testing schedule that brings together students who normally

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would not interact. During individual administrations of online Speaking tests, help students feel comfortable speaking loudly enough to be heard through a mask.

Review your staffing plans

As you build extra time for health and safety protocols and extra test administrations for small cohorts into your testing schedule, you are likely to find that you need more test administrators than usual this year to ensure all testing is completed within your state’s testing window.

Consider who can serve as a test administrator under your local testing policies. Individuals available to help with testing might include bilingual, resource, and classroom teachers as well as assistant principals, coaches, or school administrative staff. Communicate with these individuals about expectations for this year’s testing process, and arrange time for these new test administrators to complete training. Work with test administrators, especially those new to testing, to ensure that they review training materials and are prepared to score speaking and writing responses. Consider assigning an experienced test administrator as a mentor to each individual who will be new to testing this year.

Communicating with Students and Families

It is especially critical this year to keep students and families informed of testing plans and procedures. Communicate early and often with details of testing logistics, including what students should bring on testing day and what safety precautions you’re taking.

If practical for your situation, use the WIDA MODEL Online sample items in the TAI to let students practice taking the test while observing all the safety protocols you’ve planned.

Best Practices for Test Administration

Sanitize

Disinfect surfaces, writing utensils, technology, and—if possible—test materials before and after each test administration. Wash your hands before and after each test administration. Have students use hand sanitizer as they enter and exit the testing room.

Set up

Minimize close interaction by placing all testing materials on students’ desks before they arrive. Have students leave materials on their desks when they finish testing. Collect all materials after students leave the testing room.

Stay safer

Whenever possible, have students continue to wear masks throughout testing, even during the Speaking test. Encourage students to speak loudly.

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Avoid sharing materials! In situations where you or a student can turn pages in a booklet, allow the student to do so on their own. Alternatively, particularly with young students, keep the booklet to yourself and don't have the student assist with page turning. If you must write in a student test booklet, for example to transcribe a student response during a kindergarten test, use scratch paper instead during test administration. After testing, update the booklet and securely destroy the scratch paper.

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