

Interim Assessments Guidance for SY 2021-22

This document provides general information on the purpose and administration of interim assessments during in-person, remote, or hybrid schedules.

High quality interim assessments:

- provide information to identify students who may need additional supports to demonstrate proficiency of grade level content standards
- allow administration with accommodations for students with disabilities and multi-lingual learners
- measure the knowledge and skills included in your curriculum
- measure the learning goals you developed

Local education agencies (LEAs) should ensure the following steps have taken place prior to administering interim assessments.

1. Determine school test dates within RIDE testing windows

- ✓ Select testing dates for reading and for mathematics from RIDE's 2021-22 testing window
 - Fall: August 30 – November 15, 2021
 - Winter: January 3, 2022 – February 26, 2022
 - Spring: May 2, 2022 – June 24, 2022
- ✓ Plan for make-up testing, technology issues, or other difficulties

2. Plan to test all students in-person. The expanded testing window should accommodate the in-person testing of most students. Develop plans to remotely test only the few student learning remotely at the time of testing. Hybrid students, if any, should be tested in-person.

- ✓ Work with your assessment vendor to accurately determine the setting each student tests in.
 - How will the student be flagged as testing remotely or in-person?
 - Will the student select location during testing or will the vendor track this information?
 - How will you ensure this information is accurate?
- ✓ For fully in-person student learning at the time of testing (most students)
 - Schedule rooms and technology during the testing window
 - Maintain stable pods of students according to your school's COVID protocols
 - Ensure teachers track student testing progress so all students participate
- ✓ For fully remote student learning at the time of testing (few students)
 - Plan to test remotely
 - Communicate test plans with teachers, students, and families
 - Work with vendor to open discrete testing time window during school hours
 - Ensure teachers track student testing progress so all students participate
- ✓ For hybrid learning students, if any, at the time of testing
 - Test students on their regularly scheduled in-person day, not the day of remote learning
 - Schedule rooms and technology during the testing window
 - Maintain stable pods of students according to your school's COVID protocols
 - Ensure teachers track student testing progress so all students participate

3. Train all test administrators and provide resources on how to administer the assessment and interpret its results

- ✓ Consult vendor-specific training information and provide testing resources.
 - [I-Ready Assessment: Diagnostic](#)
 - [Star Reading / Star Math](#)
- ✓ Make sure all teachers receive the training, guides, and manuals need so they are familiar with the platform, test directions, student experience, and results analysis.

- ✓ Work with your vendor to identify training sessions for your test administrators.
- ✓ School administration should have a system in place to log teachers attendance at trainings, whether training takes place in-person or virtually.
- ✓ If the LEA has additional policies regarding testing (e.g., such as availability of students' cell phones, materials students can and cannot use or access during testing, room preparation), distribute those as well.
- ✓ Training and preparation is especially important if the LEA is administering a new/different assessment or the teacher has not administered the assessment before.
- ✓ Ensure all teachers whose students will be using accommodations are trained in how to administer the accommodations, whether embedded or non-embedded.
- ✓ Ensure all teachers know where to go for vendor-specific assistance should they encounter a technical difficulty.

4. Communicate with students and families.

- ✓ Inform students and families of testing dates
- ✓ Explain why these assessments are important, how the district, school, and teacher will use the test results, and what kind of feedback families and students will receive about the student's performance on the tests.
- ✓ Educate families of the importance of maintaining fidelity of the test by not providing assistance or subject resources during administration.
- ✓ Develop a plan that ensures parents are provided with the necessary information and resources to conduct remote testing if that becomes necessary. Refer to [Resources for Families](#) for your selected interims vendor.
- ✓ Develop a plan to ensure parents know where to go for vendor-specific assistance should they encounter a technical difficulty in the event of remote testing.

5. Create a training plan for students. This is exactly the same as what RIDE emphasizes for state assessments.

- ✓ *Computer skills:* Do students need to know how to click-and-drag, use a drop-down box, or expand a text box to type their answers? There is a list of common computer skills in Appendix A of the [Test Coordinator Handbook](#). Look through this list to determine which skills students will need to know to complete the interim assessments. Provide the list to their teachers, the families, and students who will be taking the test and plan for a practice session for students prior to the first administration.
- ✓ *Knowledge of how the online test platform works:* Students will need to know how the online test platform works. How do you log in? Which button takes you to the next test item? How do you submit the test when you're done? How do you pause the test so the student can take a bathroom break? Are there accommodations that have specific settings that someone needs to make sure are set before testing?

6. Determine accommodations: Make sure students who require accommodations for testing receive them.

Below is a list of some of these accommodations:

- Text-to-speech/read aloud
- ASL translation
- Translation of test directions into student's native language
- Special tools like manipulatives for math; talking calculators, etc.
- One-to-one administration
- Scribe/speech-to-text

7. Review technology to be used in interims administration. Ensure students and teachers have sufficient technology for administration on the testing dates, and that all devices are up-to-date with the latest software and security upgrades.