

Universal Daroff PSSA TESTING PLAN

FALL 2021

Weekly Testing Schedule

Monday, September 13	Tuesday, September 14	Wednesday, September 15	Thursday, September 16	Friday, September 17
TESTING ELA	TESTING ELA	TESTING ELA	Holiday	ELA MAKE-UP
Monday, September 20	Tuesday, September 21	Wednesday, September 22	Thursday, September 23	Friday, September 24
TESTING MATH	TESTING MATH	MAKE-UP	TESTING SCIENCE (Current 5th only)	TESTING SCIENCE (Current 5th only)

Virtual Students

For any student in grades 4-8 attending the UDCS virtual academy, students will be testing in the auditorium from 1-3:15pm on testing days. The following schedule will be implemented:

<u>ELA Testing Dates:</u>	September 13 th , 14 th and 15 th from 1:00 to 3:15
<u>Math Testing Dates:</u>	September 20 th and 21 st from 1:00 to 3:15
<u>Science (grade 5 only)</u>	September 23 rd and 24 th from 1:00 to 3:15
<u>Make-up Days (if any days have been missed)</u>	September 17 th , 22 nd , and 27 th from 1:00 to 3:15

During PSSA testing days, have your ZOOM open for only attendance and to give scholars directions for independent work posted on your Google Classroom. Virtual students will be expected to log back onto ZOOM at 11am. Please post the PSSA daily schedule on your Google Classroom.

Daily Testing Morning Schedule

8:20-8:45	Take attendance, bathroom breaks, cell phone collection, breakfast.
8:40	Proctors report to the assigned classroom.
8:45	Test administrators sign out PSSAs in Room 201
8:50	Test Administrators can start reading testing instructions and begin testing after instructions are completed.

COVID-19 Safety Plan

CDC Guidelines

- 3 feet apart at all times and facing the front of the classroom.
- Students and staff members must wear a mask at all times.

Bathrooms

- Climate staff will monitor bathrooms.
- Students will be encouraged to go to the bathroom prior to testing.
- Students must be accompanied to the bathroom by a proctor.
- 1st grade bathrooms will be used. Only 1 girl and 1 boy are allowed in the bathroom at one time.

Classroom Environment on Testing Day

- All backpacks and jackets must be hung up in the closet in the room.
- Students may not have any materials at/on their desk, including bags, books, papers, pencils, or pens.
- Students may not have any food or drink on their desk.
- All cell phones must be collected and turned off. If a student refuses to give up their cell phone, please alert climate staff or a leadership team member.

Cell Phone Policy

- If students must bring a cell phone, it will be collected before tests are brought into their classroom. Cell phones will be collected by Mr. Waller and Ms. Thompson and stored in a safe location.

Student Arrival Procedures

- Please have your homeroom eat, put their coats and backpacks in the closet, turn in cell phones and use the bathrooms.

Policy for Late Arrival Students

- Students will be allowed to enter the classrooms until 8:49 am.
- At 8:50, students will not be allowed to go to their rooms and go to the auditorium. Students will be sent to their rooms when testing is completed. **Ms. Brown** will supervise late students.

Actively Monitoring

- ALL teachers should be actively monitoring during the PSSAs.
- Actively monitoring means that teachers are walking around the classroom throughout the whole test. Teachers should not be sitting at a desk or on cell phones during testing.

Testing Distribution and Collection

- Testing Coordinators will come to Room 201 to sign in at 8:45am.
- When testing is over, test administrators should collect all testing materials.
- At the close of the testing period, a staff member will come to each classroom to gather any students who are still testing.
- At the close of the testing period, a Testing Administrator will monitor any extended-time students.
- Students may NOT talk until all tests are removed from their classroom
- An announcement will be made when testing is complete.

Bathroom/Hallway Procedures

- Prior to testing, all students should have the opportunity to go to the bathroom.
- Climate staff should facilitate the bathroom schedule and be at the bathrooms to quickly get the students in and out.
- Only one boy and one girl should be in the bathroom at a time.
- If a student needs to use the bathroom during the test, their test should be collected before they leave the room and returned when they are back in their seat.
- Only one student at a time should be allowed to go to the bathroom.
- Students should only use the bathroom if it's urgent, as movement should be greatly limited during testing.

Policy for Materials Needed

- If you need materials or have another concern, please inform climate staff or the person overseeing your grade in the hall, and they will assist you.

Testing Administrators and Proctors & Settings (ELA and MATH ONLY)

GRADE	LOCATION	TEST ADMINISTRATOR	PROCTOR
4th Grade	212	Fink	1. Hooks (8:40 - 9:00) 2. V.Vaughan (9:00 - 11:00)
	214	Guild	Torres
	216	Gateward	Byron / Meyer (alt days)
4th SPED	Cafeteria	Friedman	Brinkley
5th Grade	208	Moore	Perry
	210	O'Brien	Tabb
	204	Ricketts	Morrison / Zalena (alt days)
	206	Satchell	Hudson
5th SPED	Cafeteria	Levicoff	Murphy
6th Grade	200	Relvas	Binder
	202	Thomas	Slaughter
	203	Piening	Gethers
	205	Scott	Williams
6th SPED	117	Chesboro	Santiago
7th Grade	207	Griffin / Thompson	Toni
	209	Oyola	George
	211	Perkins	White
	213	Harris	Baroudi / Hirdt (alt days)
8th Grade	215	Snyder	Johnson
	217	D. Lee	Rorie
	219	B.Lee	Qiu
R.I. - 5-6	218	Wells	D. Jones
R.I. - 7-8	113	Molineaux	Fluellen

7th SPED	STUDIO	J. Vaughan	Stokes
8th SPED	STUDIO	Kauffman	Young Francis

Additional Staff

Testing materials and coordination: Polinchak, Taylor (3-4), Harmon (Cafeteria, 113, 117), Harrison (5-6), Thompson (7-8)

Additional Staff (If Needed): T. Booker, Booker, Ottey, Vanderslice, C.Brown (auditorium)

Universal Daroff's Testing PREP Schedule

	K	1	2	3	4	5	6	7/8
11:00 – 11:30	Specialist Teachers Prep							
11:30 – 12:00	Prep							
12:00 – 12:30		Prep						
12:30 – 1:00			Prep					
1:00 – 1:30				Prep				
1:30 – 2:00					Prep			
2:00 – 2:30							Prep	7C, 7D Prep
2:30 – 3:00						Prep		
3:00 – 3:30								7A, 7B and 8th Prep

*All lunches will remain the same