DEPARTMENT OF EDUCATION

Health and Safety Guidance for Test Monitors

The following are health and safety considerations provided by MDE for Test Monitors as they prepare for test administration. Follow your school's health and safety procedures throughout test administration, and collaborate with your District or School Assessment Coordinator as needed.

- Ensure to allow for a minimum of 6 feet of space between students when planning seating arrangements and follow school guidance on desk or chair spacing.

- Consider wearing gloves when handling or collecting materials to minimize the direct handling of materials between adults and students. Note: Any kind of glove may be used; medical-grade gloves are not required.

- Consider setting up the room before students enter with the applicable test materials already placed at their work areas (e.g., scratch paper and testing tickets for online administrations, paper test books and stickers for sealing segments for paper administrations). At the end of the testing session, have students return materials to a specific container to minimize handling materials between you and students.

- If students will be taking breaks during testing, how will breaks be coordinated to ensure the number of students in one location (e.g., hallways, restrooms) is minimized?

- Similarly, what is the plan for ending testing sessions to ensure students can leave or move to a new location while maintaining physical distance?

- Does the schedule allow enough time in between sessions to sanitize or replace materials and equipment?

- Will writing utensils be provided for students so they do not need to share them?

- Specifically for online administrations:

  o How can the sharing of devices between students be minimized? Will students be asked to bring in personal headphones to reduce required cleaning?

  o If students must test on shared devices, are there disposable barriers (e.g., plastic wrap) that can be placed over keyboards or screens to provide a sanitary surface for each student?

  o How will shared devices be sanitized between uses by students? Note: Some electronics cannot be sanitized in the same way as other surfaces. Confirm with technology staff the best way to sanitize devices and headsets.

- Consider the following in line with your district and school policies:

  o The use of face coverings and/or face shields.

  o Providing hand sanitizer and cleaning supplies for each testing room.

  o Designating someone to be responsible for cleaning frequently touched surfaces between testing sessions if room or supplies used by different groups.