

7/2020

TEA and DRC: LAS Battery of Assessments – **ON-SITE** Test Administration Guidelines During COVID-19

In order to support the safety measures your LEA has implemented during this unique time of COVID-19, DRC recognizes the need to provide you and your students some flexibility in testing protocols that will not only help to protect the health and well being of all, but will also allow the assessment to maintain its test validity and test fairness. With this in mind, please apply the following approved test administration allowances as needed when testing students in a brick and mortar setting:

preLAS Administration:

Standardized Administration (normal)	Allowable during COVID-19
All sections: Prompt the student no more than two times.	If you are unable to hear/understand the student due to their facemask or a plexiglass barrier, you may prompt the student a third time.
Simon Says, item #1 “Simon says touch your ear”	Change “ear” to “hand” “Simon says touch your hand”
Part 4: Human Body Point to the pictures in the Cue Book only – do not ask the student to point to the body part but to just answer verbally.	Part 4: Human Body No change - Point to the pictures in the Cue Book only – do not ask the student to point to the body part but to just answer verbally.
preLAS Español: Simón Say, item #7: “Simón dice muéstrame una cara alegre”.	If the student is wearing a face mask you may prompt with: “Simón dice cierra los ojos”.
preLAS Español: Simón Say, item #8: “Simón dice muéstrame una cara triste”.	If the student is wearing a face mask you may prompt with: “Simón dice abre los ojos”.

- Please continue to use your professional discretion when applying these administration allowances with the goal to maintain test validity and fairness.
- If you do not have a barrier between the student and the cue picture book, be sure to follow district and CDC guidelines for wiping down the cue picture the same way you would do for the table/desk/chair, etc before testing the next student.

LAS Links Paper Administration

Standardized Administration (normal)	Allowable during COVID-19
<p>Speaking Subtest: Prompt the student no more than two times.</p>	<p>If you are unable to hear/understand the student due to their facemask or a plexiglass barrier, you may prompt the student a third time.</p>
<p>Listening Subtest: May be group administered.</p> <p>(Grades 4-12) Each student will have their own Student Book which will then be shared with the next group of the same grade span.</p>	<p>Student Book options:</p> <ol style="list-style-type: none"> 1. Do not allow a “new” group of students to use the same Student Books until the CDC and district determined amount of time has elapsed. 2. You may scan the student book and provide the scanned pages on the whiteboard for the students to look at while answering the listening questions. 3. You may photocopy the student book and provide the copied pages to each student. For safety reasons, photocopied versions should be destroyed after each use or should not be used again until the CDC and district determined amount of time has elapsed. <p>Students will still enter their answers into their Student Answer Book.</p> <p>Provide the student with clear directions on how/where you would like them to turn in their completed Student Answer Book.</p> <p>Allow sufficient time between student test completion and administrator scoring based on CDC and district guidelines.</p>
<p>Reading Subtest: May be group administered.</p> <p>(Grades 4-12) Each student will have their own Student Book which will then be shared with the next group of the same grade span.</p>	<p>Student Book options:</p> <ol style="list-style-type: none"> 1. Do not allow a “new” group of students to use the same Student Books until the CDC and district determined amount of time has elapsed. 2. You may photocopy the student book and provide the copied pages to each student. For safety reasons, photocopied versions should be destroyed after each use or should not be used again until the CDC and district determined amount of time has elapsed. <p>Students will still enter their answers into their Student Answer Book.</p>

	<p>Provide the student with clear directions on how/where you would like them to turn in their completed Student Answer Book.</p> <p>Allow sufficient time between student test completion and administrator scoring based on CDC and district guidelines.</p>
<p>Writing Subtest: May be group administered.</p> <p>(Grades 4-12) Each student will have their own Student Book which will then be shared with the next group of the same grade span.</p>	<p>Student Book options:</p> <ol style="list-style-type: none"> 1. Do not allow a “new” group of students to use the same Student Books until the CDC and district determined amount of time has elapsed. 2. You may photocopy the student book and provide the copied pages to each student. For safety reasons, photocopied versions should be destroyed after each use or should not be used again until the CDC and district determined amount of time has elapsed. <p>Students will still enter their answers into their Student Answer Book.</p> <p>Provide the student with clear directions on how/where you would like them to turn in their completed Student Answer Book.</p> <p>Allow sufficient time between student test completion and administrator scoring based on CDC and district guidelines.</p>

- Please continue to use your professional discretion when applying these administration allowances with the goal to maintain test validity and fairness.

LAS Links Online Administration

- Be sure to adhere to district and CDC guidelines regarding social distancing and other safety protocols including:
 - Be sure there is at least 6’ between each student workstation (or an empty workstation between each student)
 - Provide one-way traffic guidelines so that students are always 6’ apart when walking to and leaving their workstation
 - Clean and sanitize student workstations and devices and don’t forget to clean the headsets
 - Have a set protocol for student receiving and returning their test tickets

Standardized Administration (normal)	Allowable during COVID-19
Speaking	<p>Students are able to take the test as-is.</p> <p>If the student is wearing a mask, be sure that they are able to be understood during the microphone check process at the beginning of the practice test and at the beginning of the live test. Make adjustments as needed to be sure they are recorded clearly.</p>
Listening	Students are able to take the test as-is.
Reading	Students are able to take the test as-is.
Writing	<p>Students are able to take the test as-is.</p> <p>If Writing Sheets are utilized be sure to sterilize the student workstation prior to the test administrator entering either the score or the student written response into the online test.</p>

Please continue to use your professional discretion when applying these administration allowances with the goal to maintain test validity and fairness.

Remote Testing guidance documents and checklists for Remote Testing can be found at www.laslinks.com/Texas