Assessing Readiness: Recommendations based on the Virginia Experience

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Readiness: A Shared Responsibility
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- Technology
- Assessment
- Training
- Communications

District and School Readiness: Technology

Communicate technology requirements early and often.
- Preliminary information is better than no information.

Provide documentation to all stakeholders regarding:
- Device requirements
  - Minimum specifications for student testing devices (processor speed, operating system, memory, screen resolution, input devices, etc.)
  - Minimum specifications for administrative devices
  - Software requirements (browser, plug-ins, client software, etc.)
  - Any known hardware or software incompatibilities or concerns
- Infrastructure requirements and guidelines
  - Server requirements, firewall configuration requirements, IP address requirements, content filter configurations, etc.
  - Any known infrastructure or configuration incompatibilities
District and School Readiness: Technology

Provide documentation to all stakeholders regarding:

• Bandwidth requirements and guidelines
  – Minimum bandwidth per test item or test form
  – Compatibility of caching devices or software

• Electrical power requirements in testing areas

• Appropriate testing areas (sufficient workspace, secure and quiet environment, etc.)

• Potential printing requirements for student authorizations, student score reports, reports for teachers, etc.

• Need for improved communication with examiners or proctors during testing (two-way radios, instant messaging software, etc.)

District and School Readiness: Technology

• Provide software tool(s) to
  – Verify device requirements and configurations
  – Verify infrastructure configurations and connectivity
  – Verify network capacity (during potential testing times)

• Multi-stage readiness certification process
  – Self-reported checklist based on minimum specifications
  – Network capacity testing
  – “Just before testing” checklist

• Alternative certification process for technologically challenged districts
  – Technology integrators to evaluate and provide solutions
District and School Readiness: Assessment

• Scheduling and planning
  – Consider testing dates, available labs, number of testing devices, number of tests to be administered
  – Staff testing environments (examiners & proctors)
  – Plan for test accommodations (specific hardware, software, testing environments).
  – Plan for make-up tests, retests.

• Simulate live testing

District and School Readiness: Training

• State-provided training
  – Overview to district level superintendents and leaders
  – Policies and procedures for designated technology and assessment staff
  – Needed to augment vendor training
  – Ongoing process for training and mentoring new district testing staff

• District-provided training
  – Roles and expectations related to assessment, technology, and test security
  – Guide school level staff in assessment planning
    • Testing windows, order of test administration, avoid scheduling school events during testing, etc.
  – Handling test irregularities
District and School Readiness: Training

- School-provided training
  - Roles and expectations related to assessment, technology, and test security
  - Administration of accommodated tests
  - Handling technology issues during testing

- Facilitate sharing of model training resources

District and School Readiness: Communications

- Provide a common framework for all stakeholders
- Offer public access to testing information (released tests, examples online test interface, etc.)
- Ensure policy and procedures documents are archived and available to districts
- Monitor and provide details of 3rd party software updates
- Provide a web-based system status page