

Intradistrict Communication

DATE: Thursday, August 27, 2020

TO: Elementary Principals
Elementary Administrative Assistants

FROM: Shelley Nordick, Ph.D., Administrator of Teaching and Learning
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: Fall 2020 Acadience Reading Testing – In-person and Online Students

Acadience Reading Benchmarks are once again required this year by the state – both students receiving their instruction in-person and online. USBE has extended the testing window by two weeks to October 14, 2020. This memo contains information on how the benchmark administration will be accomplished for both.

Students Receiving Instruction In-person:

Principals should have received an updated Monday-Thursday schedule of when district testers will be in schools to administer the state-mandated K-3 Acadience Reading Benchmarks. For questions about scheduling, please contact Shannon Johnson at 801-567-8873 or shannon.johnson@jordandistrict.org.

There may be 10 or more testers during your assigned testing time. To better be able to social distance between individual testing areas, we are requesting the use of each school's media center. If this is not possible, please contact Ben Jameson at 801-567-8243 to make other arrangements. Each district tester is equipped with an 18x18 plexiglass shield along with their Chromebooks and student materials. For this reason, we will need access to the larger tables found in media centers rather than student desks.

For information on the cleaning and disinfecting procedures district testers will follow after each student, please see the document entitled **Acadience Reading Testing Protocols and Procedures for COVID-19** that accompanies this memo.

Besides the changes listed above, our district testers will follow a similar routine for testing that they have followed in the past.

Students Receiving Instruction Online:

We are required to administer the Acadience Reading Benchmarks to all students – including our students who have opted to learn online this year. Testing of online students will take place on Fridays at each elementary school. Evaluation, Research & Accountability will be sending a small team of district testers to meet with and administer the benchmark assessments *in-person* to online students. In the next few days, principals

will be notified of the Friday their school has been assigned for district testers to meet with online students at the school, how many testers will be coming, and the time frame the testers will be at your school. We are requesting that schools set aside a location for the testers to administer the benchmarks that will have access to larger table spaces to accommodate the plexiglass shield, Chromebooks and student materials.

In order to facilitate the testing of online students, we are asking that each school set up a general conference via Skyward's online scheduler (the same mechanism used to set up parent conferences) so that parents may set up a time to bring their online student to be tested. Instructions for how to set up a general conference accompany this memo (please use **Option 2** and set up the scheduling for the online teachers only). Schools will need to create enough time slots at 10-minute increments so that each tester has a time slot. For example:

Your school has been assigned 5 testers on Friday, Sep. 11th. Testing will begin at 8:30 am and conclude at 11:30 am. Administrative assistants would set up five time slots on the Skyward scheduler starting at 8:30 am.

	Tester 1	Tester 2	Tester 3	Tester 4	Tester 5
8:30					
8:40					
8:50					
And so on until...					
11:20					

For questions on how to set up your Skyward online scheduler, please contact Terry Gammon in Info Systems at 801-567-8410 or terry.gammon@jordandistrict.org.

Schools are asked to communicate with parents of online students and request that they sign up for a time that they can bring their student to the school to be tested. Principals may wish to consider adding instructions for how the student should enter the school.

For those parents who do not want to bring their student to the school to be tested, please refer them to Shannon Johnson at 801-567-8873 or shannon.johnson@jordandistrict.org who will work with them to make other arrangements.

Please contact Ben Jameson with any questions or concerns. We look forward to working with you on a smooth Acadience Reading test administration.