Supplementary Guidance
Physically distant in-person testing guidelines: BEST Plus 2.0

The following guidelines are intended to help your program and its test administrators ensure that both students and staff stay safe and healthy and prevent the spread of COVID-19. This guidance is for test administrators but should also be reviewed by other program staff, considering the collaborative effort that test administration involves takes place between the two. As programs help and support test administrators, guidelines pertaining to both roles are included. Roles and responsibilities may vary from one site to the next, but the following information remains consistent across all locations administering BEST Plus 2.0 via physically distant in-person (PDIP) testing.

Test administrators can review the BEST Plus 2.0 training for general information relating to administration of the BEST Plus 2.0 test at any time by accessing the training modules on the ACLS Test Help Blog. This guidance is a supplement to the existing training to provide guidance specific to physically distant in-person (PDIP) testing.

Test administrators and programs should also review the NRS Remote and Physically Distant In Person Test Administration: Guidance for MA NRS Test Administrators distributed by ACLS (July 1, 2020).

Before Testing

Preparing as a Test Administrator
☐ Review local/program guidance on physical distancing and handwashing/sanitizing
☐ With program administration, develop protocols to maintain social distance when students are entering and exiting the building and moving through the building (including to and within restrooms) when feasible
☐ With program administration, develop plans to ensure that students do not congregate in common spaces
☐ With program administration, develop plans to guide and maintain routine cleaning and disinfecting
☐ Be prepared to respond to the presence of COVID-19 at the test site, including shutdown for cleaning/disinfecting high-touch surfaces, and contact tracing and communication around isolation/self-quarantining of people in contact with sick individual(s)

Scheduling Test Events
☐ Contact student(s) to schedule test session
- o Programs should use their established methods/strategies to communicate with students to make initial contact for testing as well as follow-up to scheduling
- o Texting / WhatsApp is fine for communication if students and programs use such approaches/apps
☐ Limit the number of program staff and examinees in the testing location to adhere to program physical distancing guidelines

- ☐ Communicate with students about expectations for hand washing and hand sanitizing, either at time of scheduling or leading up to testing
    - o Encourage students to wash hands before arriving to their testing session
- ☐ Inform students that they must wear face coverings/masks at all times while at the testing site except in cases where masks cannot be worn for medical reasons
- ☐ Inform students that they must complete a health self-assessment before going to a program site on the day of testing (one online option is *Buoy* from the Massachusetts Department of Public Health)

Setting Up the Testing Site
- ☐ Arrange the testing site so that the test administrator and the examinee are spaced at least six feet apart and facing each other.
- ☐ The test administrator should be able to show the screen to the student for the BEST Plus 2.0 questions that involve picture cues, and if necessary, can step back six feet if the student needs to move closer to the screen in order to see the picture cues better. If maintaining six-foot distancing is not possible, consider using a plexiglass screen between the test administrator and the examinee, or projecting the test screen on a far wall in the room. If a screen or projector are not available, after the student has responded to a specific picture cue, the student should return to their original seating position and the test administrator can go back to their original seat as well.

Day of Testing

Setting Up the Testing Site
- ☐ Ensure restrooms and adequate supplies are available for proper hand hygiene
- ☐ Determine assigned seating for students in advance of testing
- ☐ Make hand sanitizer available to all persons at the testing event

Personal Behavior Guidance for Test Administrators
- ☐ Complete a health self-assessment before going to a program site
- ☐ Wear a cloth face covering at all times while at the testing site except in cases where masks cannot be worn for medical reasons
- ☐ Maintain a distance of at least six feet between students and test administrators to the maximum extent possible (e.g., use signs or tape to mark six-foot distances and where to stand)
- ☐ Engage in frequent hand washing and hand sanitizing
- ☐ Abide by local guidance in addition to guidance from the state of Massachusetts and the Massachusetts Department of Elementary and Secondary Education/Adult and Community Learning Services unit

Advising Students
- ☐ Advise students to frequently wash and sanitize hands according to Massachusetts state guidelines
- ☐ Advise students to avoid touching their face

- ☐ Inform students that they must wear face coverings/masks at all times while at the testing site except in cases where masks cannot be worn for medical reasons

Maintaining the Testing Site
- ☐ Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, desks, tables, telephones, and keyboards) according to local and/or Massachusetts guidelines

Administering the BEST Plus 2.0
- ☐ Given these physically distant conditions, test administrators should otherwise follow the usual procedures for administering the BEST Plus 2.0, using a device with the BEST Plus 2.0 software installed, to ask the student to answer questions in English as prompted by the test software

After Testing

Advising Students
- ☐ Encourage students to wash their hands after testing
- ☐ Remind students to keep face covering on until they have exited the testing site, at a minimum
- ☐ If anybody reports symptoms after testing, provide recommendations for contact tracing & communication about isolation/self-quarantine

Maintaining the Testing Site
- ☐ Clean and disinfect each testing space used at the end of each test and also at the end of the day