

## **Supplementary Guidance**

### **Physically distant in-person testing guidelines: MAPT-CCR**

The following guidelines are intended to help your program and its test administrators ensure that both students and staff stay safe and healthy and help prevent the spread of COVID-19. The provided guidance is for test administrators but should also be reviewed by programs, considering the collaborative effort that 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 MAPT-CCR via physically distant in-person testing.

Test administrators can review the MAPT-CCR training for general administration of the MAPT-CCR at any time by accessing the training modules on the [ACLS Test Help Blog](#). This module is a supplement to those existing training module to provide guidance specific to physically distant in-person (PDIP) testing, related to requirements for the health and safety of program staff and students due to COVID-19.

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).

If programs need help with the MAPT-CCR, questions should be sent to UMass CEA ([aclstesthelp@educ.umass.edu](mailto:aclstesthelp@educ.umass.edu)).

#### **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
  - Programs should use their established methods/strategies to communicate with students to make initial contact for testing as well as followup to scheduling

- Texting / WhatsApp is fine for communication if students and programs use such approaches
- Limit the number of examinees per test event 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
  - 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 workspaces so they are spaced at least six feet apart and facing the same direction. This may mean seating examinees at every other computer or spreading out students with laptops.

## 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 (i.e., each student should be assigned to a specific computer workstation)
- Make hand sanitizer available to all persons at the testing event
- Students can have access to scratch paper and pencils during the MAPT-CCR
- Print or otherwise make easily accessible MAPT-CCR/OWL log in information in advance of testing
- Log in to the test delivery portal **for** students **immediately prior** to the start of the test session, once attendance has been taken/students are ready to begin testing
- Alternatively, test administrators may place login information for individual students at each computer workstation
- To access the OWL/MAPT-CCR login page:
  - *For all programs except County Houses of Corrections use:*  
<http://mapt-ccr.owl.umass.edu/start>
  - *County Houses of Corrections should use:*  
<http://mapt-ccr-cf.owl.umass.edu/start>

### 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 MAPT-CCR

- Given these physically distant conditions, test administrators should otherwise follow the usual procedures for administering the MAPT-CCR, logging into the OWL platform to have the students complete the test items
  - [OWL for community based learning programs](#)
  - [OWL for Corrections](#)

## 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 station used at the end of each test and also at the end of the day
- Properly store testing materials at the end of each test (e.g., pencils set in a box marked for disinfecting, used scratch paper stored in a plastic bag, etc.)