Preparing Yourself & Students for Online Assessments:

5 Steps to Ensure You’re Ready!
Step 1 - Plan

- Convene an assessment team (district or school) - “Many hands make light work”
- Coordinate test development - “Put everyone on the same page”
- Discuss question formats, test design and implementation and platform for delivery
- Review the Assessment Blue-Print
Step 1 - Plan
Review & Proof The Test!

Why a Blue-Print?

- Provides a view to how the assessment was constructed
- Ensures that all curriculum components are covered - standards, topics, rigor
- Provides a road map for designing a post assessment as the Blue-Prints should match

Does your current assessments have a Blue-Print?
Step 2 - Conduct a Beta Test

- Have the students and teachers participate in beta-tests which would mirror the assessment
  - Including but not limited to:
    - Sign-in steps
    - Navigation
    - Question formats
    - Test taking strategies
    - Training for Proctors

Practice Makes Perfect!
Step 3 - Post the Agenda

- Create a short and understandable agenda for the students and proctors
  - Arrival Time
  - What to bring
  - Starting Time
  - Test duration
  - What to do if there is a computer problem
  - Is there a back-up plan?
Step 4 - Is The Technology Ready?

- Are all devices/units working adequately
- Boot-up all useable computers *(early)*
- Have sign-in sheets ready
- Have all sign-in information available per student
Step 5 - **End & Get Results**

- What is the completion process for the Students and Proctors?
- Is the test locked down?
- Who will handle gathering the results?
- Schedule a meeting to review the data
Thank You!

- As basic as these steps sound some are ignored or forgotten prior to delivering an online assessment.
- Missing one or two can make the whole assessment experience miserable for teachers, administrators and students.