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# Novi Adult Education

Novi Community School District  
25345 Taft Road  
Novi, Michigan 48374

2019-2020 Program Year Covid CASAS contingency testing without remote.



# Parking Lot Testing

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# Objective

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- Offer CASAS Remote Testing Alternative using district owned windows 10 laptops.
- Provided strictly as an alternative for students who feel comfortable or who do not wish to complete remote testing.



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# Basic Structure

1. Student sign up on Need to Meet
2. Create appointment list
3. Physical set-up
4. Student arrives
  - Confirm identity
  - Provide clean laptop/headphone pair
  - Monitor test
5. Student leaves
  - Sanitize laptop
  - Pair new headphone



# Student Sign -up

- Maximize lead time- week-two weeks ahead.
- Email NeedtoMeet link
- Student information:
  - No bathroom facilities available! /Students cannot enter building.
  - If possible do not have anyone else in car

	9:45 am	10:00 am	10:15 am	10:30 am	10:45 am	11:00 am	11:15 am	11:30 am
Jessica Abdallah (Organizer)	✓	✓	✓	✓	✓	✓	✓	✓
[Students]							✓	
[Students]	✓							
[Students]			✓					
[Students]								
[Students]								
[Students]								
[Students]								
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[Students]								



# NeedToMeet

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- PRO
  - Easy to set up & send
  - Free!
- CON
  - Designed for either large group meeting (choose attendees-> offer times) or 'tutoring' (series of 1:1 meetings)
  - Neither design really ideal for testing
  - Somewhat difficult to sign up for slots, especially if many available.



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# Testing Design

- Went with one 'slot' every 15 minutes, so new student arriving 4 times/hour
  - Designed to ensure we stayed under 10/gathering limit imposed at the time
- Inefficient, lots of downtime
- Next time: 'flights' of 5/10 (depending on staffing/COVID) with 5 -10 students arriving at once.



# Appointment List

- Document which details who is expected w/ test(s) required / Arrival time
- CASAS ID
- Living document online used to record who arrives, who misses appointment etc.
  - Used Google Sheets

A	B	C	D	E	F	G	H
	Tues. May 26	ID	Test needed...		Wed. May 27	ID	Test needed...
				10:45		ESL1920TAMARAST	BOTH
			BOTH	11:00		ESL1920MTATEUCH	LISTENING
9:45		ESL1920YANETASE	BOTH	11:00		ESL1920SILMARA	BOTH
10:00		ESL1920YODA	BOTH	11:15		ESL1920YKIM	LISTENING
10:15		ESL1920COKURA	BOTH	11:30		ESL1920TSAKAYAN	BOTH
10:30		ESL1920MIMAI	BOTH	11:45			
10:45		ESL1920HIROMIHA	BOTH	(lunch break)			
11:00		ESL1920SHIZUKAT	BOTH	1:00			
11:15		ESL1920CHIEKOKA	LISTENING	1:15			
11:30		JFENTON	BOTH	1:30			
11:45		ESL1920MBURCIAG	LISTENING	1:45			
(lunch break)				2:00		ESL1920MGOWDA	READING
1:00		confirm with her 313-76	Math and Reading	2:15			
1:15				2:30			
1:30				2:45			
1:45				3:00			
2:00		ESL1920DPALLISE	BOTH	3:15		HSC040	BOTH
2:15				3:30			
2:30				3:45			
2:45				4:00		ESL1920EUNYOUNG	LISTENING





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# Physical Set -up

## Materials List

- Wifi Hotspot
- Laptop Cart w/ 15 laptops
- Minimum 15 sets of headphones (optional) / More preferred
- Two tables
  - One “Clean” table
  - One “Dirty” table
- Disinfectants
- Gloves
- Masks
- Hand sanitizer
- Half Sheets with student’s test logins and what test(s) they need to take



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# Physical Setup Procedure

- Set-up while masked/gloved
- Set-up tables, designate 'clean' and 'dirty'
- Sanitize both tables
- Ready laptops for first group of arrivals, sanitize and provide with cleaned headphones. Place on clean table.
- Cleaning supplies (bleach wipes, etc.) on dirty table
- Hand sanitizer (for ungloved staff) on both.
- Staff work surface on dirty table (needs to be frequently sanitized)



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# Physical Setup Loop

- Direct students to specific parking space (every other space).
- Check student ID
- Deliver to student:
  - Clean laptop/headphone pair from clean table
  - Student CASAS ID Sheet
  - Instructions: Put away phone, I will be walking around, etc.



# Physical Setup Loop

- Respond to any questions / raised hands
- Monitor testing/make sure no phone usage
  - When student is done, they raise a hand (or just call out!)
- Collect laptop/headphones, Delivery to dirty table
- During downtime:
  - Sanitize dirty machines / remove dirty headphones (difficult to sanitize) and replace with clean if possible
- Transfer machine to clean table



Dirty

Clean



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# Physical Setup Admin Station

- Designate one machine an Admin Station
- Runs the test, monitors any exceptions on the test, responsible for the appointment list, looking up additional IDs, watching scores come in.
- One admin station used by *one staff member* to prevent cross contamination



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# Considerations

- Car provides sealed environment, good for anti viral but...
- ...not ideal to sit in running cars for hours+
  - Can set up tables /awning if possible and test in mild climates
- Outdoor distractions -
  - Mowing, etc. Make sure to coordinate!
- Shorter shifts than conventional work environments:
  - Hot/Cold
  - 'Indoor' clean gloves vs. outdoor climate very difficult
- Really need dry/covered work space (we're lucky to have an overhang on our building!)



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# Results

- Able to test 55 additional students.
- ~50% able to make gains in this environment
  - Includes *two months* of remote instruction due to COVID before hand
- Students seemed affectively happy to be back on property doing something to support the program

