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
Objective

- 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.
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

<table>
<thead>
<tr>
<th>Time</th>
<th>9:45 am</th>
<th>10:00 am</th>
<th>10:15 am</th>
<th>10:30 am</th>
<th>10:45 am</th>
<th>11:00 am</th>
<th>11:15 am</th>
<th>11:30 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Abdallah (Organizer)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
NeedToMeet

- **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.
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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C Test needed...</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G Test needed...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tues. May 26</strong></td>
<td><strong>ID Test needed...</strong></td>
<td><strong>Wed. May 27</strong></td>
<td><strong>ID Test needed...</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:45</td>
<td>ESL1901PANETASE</td>
<td>BOTH</td>
<td>10:45</td>
<td>ESL1901SAMARAST</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>ESL1901YODA</td>
<td>BOTH</td>
<td>11:00</td>
<td>ESL1901STATEUCHI</td>
<td>LISTENING</td>
<td></td>
</tr>
<tr>
<td>10:15</td>
<td>ESL1901OCURLA</td>
<td>BOTH</td>
<td>11:15</td>
<td>ESL1901SKLARKA</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>10:30</td>
<td>ESL1901MSBAU</td>
<td>BOTH</td>
<td>11:15</td>
<td>ESL1901YASZM</td>
<td>LISTENING</td>
<td></td>
</tr>
<tr>
<td>10:45</td>
<td>ESL1901MIBONIMA</td>
<td>BOTH (lunch break)</td>
<td>11:30</td>
<td>ESL1901FTRASKEN</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>ESL1901MEZUKAT</td>
<td>BOTH</td>
<td>11:45</td>
<td>ESL1901FTRASKEN</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>11:15</td>
<td>ESL1901OMERKOLA</td>
<td>LISTENING</td>
<td>11:15</td>
<td>ESL1901FTRASKEN</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td>ESL1901HZERTON</td>
<td>BOTH</td>
<td>11:30</td>
<td>ESL1901FTRASKEN</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>11:45</td>
<td>ESL1901MIBURGIA</td>
<td>LISTENING</td>
<td>11:45</td>
<td>ESL1901FTRASKEN</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>(lunch break)</td>
<td>confirm with her 313-73</td>
<td>Math and Reading</td>
<td>2:00</td>
<td>ESL1901MDONUDA</td>
<td>READING</td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td>ESL1901DPALLISIE</td>
<td>BOTH</td>
<td>2:15</td>
<td>ESL1901MDONUDA</td>
<td>READING</td>
<td></td>
</tr>
<tr>
<td>1:15</td>
<td></td>
<td></td>
<td>2:30</td>
<td>ESL1901MDONUDA</td>
<td>READING</td>
<td></td>
</tr>
<tr>
<td>1:30</td>
<td></td>
<td></td>
<td>2:45</td>
<td>ESL1901MDONUDA</td>
<td>READING</td>
<td></td>
</tr>
<tr>
<td>1:45</td>
<td></td>
<td></td>
<td>3:00</td>
<td>ESL1901MDONUDA</td>
<td>READING</td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td>ESL1901IDPALLIS</td>
<td>BOTH</td>
<td>3:15</td>
<td>ESL1901HSCOMO</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>2:15</td>
<td></td>
<td></td>
<td>3:30</td>
<td>ESL1901HSCOMO</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>2:30</td>
<td></td>
<td></td>
<td>3:45</td>
<td>ESL1901HSCOMO</td>
<td>BOTH</td>
<td></td>
</tr>
<tr>
<td>2:45</td>
<td></td>
<td></td>
<td>4:00</td>
<td>ESL1901HSYOUNG</td>
<td>LISTENING</td>
<td></td>
</tr>
</tbody>
</table>
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
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)
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
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
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!)
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