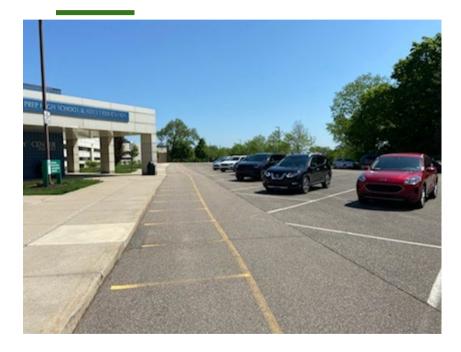
Novi Adult Education

Novi Community School District 25345 Taft Road Novi, Michigan 48374

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



Parking Lot Testing









- 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.



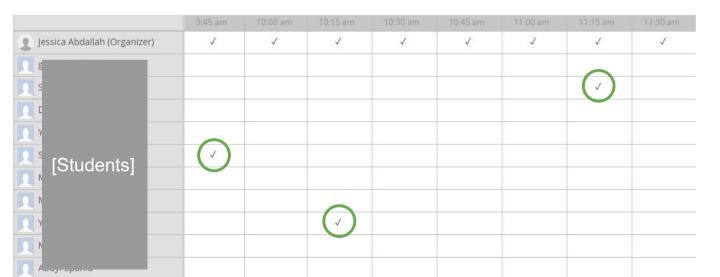
Basic Structure

- 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.
 - \circ $\hfill If$ possible do not have anyone else in car





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

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		1	BOTH	11:00	M			ESL1920MTATEUCH	LISTENING
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11:30	F	JFENTON	BOTH	1:30					
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(lunch	break)			2:00				ESL1920MGOWDA	READING
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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



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

Clear

•Transfer machine to clean table



Dirty



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.
- <u>One admin station</u> used by *one staff member* o 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

