The [SCHOOL/DISTRICT] has determined individual assessments may be conducted in person, by the _________________ assessment team.

To support our staff, students and families the following protocol has been developed.

**Prior to the day of testing**
- At least 24 hours prior to the first day of assessment, the assessor sends the family the Assessment Appointment Letter with the attached acknowledgement, and copy of the Assessment Checklist that will be used each day of testing.
- Ensure you receive a newly signed acknowledgement sheet for each day of testing.

**Each Day of testing**
- Parent/guardian is to text or call the assessor at the arrival of their assessment window. Parent/guardian and student are to remain in the car.
- Assessor exits the testing center to meet the family in the parking lot.
- While maintaining social distance, the assessor uses the parent/guardian checklist to assess for risk factors.
- Once the checklist is completed, including the student’s temperature the student is provided hand sanitizer, the student and staff walk to testing room. If necessary, provide the student a disposable mask.
- Assessor uses the Digital Assessment Library process to conduct as many of the tests as are available in the program, minimizing the need to exchange materials.
- Assessor reviews the assessment process with the student and completes the assessment.
- At the student’s last break in assessment, the assessor notifies the parent the anticipated end time of the assessment.
- Parent/guardian is to text or call the assessor when they arrive in the parking lot. Parent/guardian is to stay in the car.
- Assessor will walk the student to car and confirm next appointment and review process.

**Location and Environment for Testing**
- Testing must be done in a well ventilated room of sufficient size to allow the evaluator and, unless a closer distance is necessary for the specific test instrument, student to remain no less than 6’ apart from each other and separated by the plexiglass partition.
- Test which require the evaluator and student to so be within 6’ of each other shall be administered with a plexiglass partition and personal protective equipment will be utilized by both the evaluator and the student.
- Assessor and Student shall be the only two individuals permitted in the testing room.

**After testing**
- The assessor will re-enter testing room and begin by wiping down all mobile equipment/devices used during the assessment.
- Assessor will then wipe/sanitize the divider, tables, chairs and any other furniture.
• Assessor will inform site administration after last appointment to schedule night custodian for deep cleaning.