

## Get Organized



- ☐ **Set or review your building schedule** for administering the Spring Diagnostic.
  - ☐ If you schedule multiple sessions students will close their tab or exit iReady once the testing session is over. They will reopen iReady and be able to continue with the assessment during the next session
- ☐ **Schedule time for teachers to review accuracy of class roster(s)** and obtain student login information for each class ([Clever](#)). Contact Rebecca Berchenbriter if discrepancies are noticed
- ☐ **Share the [iReady Diagnostic Proctoring Guidelines](#)** document with teachers.
- ☐ **Help teachers gather paper, headphones, and pencils** for their students. Students will need scratch paper to solve problems on the Diagnostic for Mathematics
  - ☐ Students are not allowed to use the physical manipulatives unless it shows up as a digital option and only that manipulative is able to be used. Please go over the [Physical Manipulative Guidelines](#) with teachers
- ☐ **Organize students who use testing accommodations**
  - ☐ Be sure to document student accommodations in your Testing Documentation spreadsheet
- ☐ Set time aside for 2nd through 6th grade teachers to [enable "Diagnostic Read Aloud"](#) for EACH class
- ☐ Set aside time on Monday before the window opens to [hide the Diagnostic](#), if desired.
  - ☐ If hidden, teachers will need to [unhide the Diagnostic](#) for their students the day of testing
- ☐ Consider canceling the diagnostic for students on alternate assessment:
  - ☐ Assess and teach → Assessment → Cancel Current → Students → select students

## Prepare and Motivate Students

- ☐ **Motivate students to do their best** on the Diagnostic with these [Pledge Sheets](#) and [Selfie cards](#)!
- ☐ **Explain the student Diagnostic experience and important test procedures** by using the [Preparing Students for the Diagnostic Presentation](#) that has all grades linked on the first slide.
  - ☐ Teachers will have access to grade level specific presentations through this [folder](#)
- ☐ **Teachers can experience the diagnostic from the student perspective** using this [link](#)
- ☐ **Communicate with families** so they can convey the importance of the Diagnostic to their students.

## Track Completion

- ☐ **Use the Diagnostic Status report to** ensure that each student completes a Diagnostic before their test expires and within the Spring Diagnostic Window. Each building will determine their building test dates.
  - ☐ CCSD's 2024 Spring testing window is 5/14 to 5/24. (Makeups 5/28 to 5/31)
- ☐ **Encourage teachers to have one-on-one conversations with students** to look over their results, reflect, and take action, if any, for the remainder of the school year.
  - ☐ The worksheets included in the [iReady Student Data Chat Pack](#) provide guiding questions and tips for facilitating data chats throughout the school year.