

# **BOY Acadience Learning Online (ALO) — Teacher Checklist**

Testing Window: September 15–19, 2025

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## **Before Testing (By Sept 12)**

- ☐ Log into ALO and confirm your class roster is correct.
- ☐ Review test directions and sample items for your grade.
- ☐ Prepare testing space: charged devices, headsets, quiet environment.
- ☐ Post 'Testing — Do Not Disturb' signage.
- ☐ Identify accommodations for students with IEP/504/ML needs.
- ☐ Explain purpose of assessment to students (not graded, shows growth).

## **During Testing (Sept 15–19)**

- ☐ Launch the session and confirm all students can log in.
- ☐ Read standardized directions verbatim.
- ☐ Administer measures with fidelity (time, discontinue rules).
- ☐ Record any issues: illness, interruptions, technical failures.
- ☐ Monitor student effort and maintain a quiet environment.
- ☐ Check Benchmark Status daily and schedule make-ups.

## **After Testing (By Sept 23)**

- ☐ Review Benchmark Summary and Grouping reports in ALO.
- ☐ Identify students At/Above, Below, and Well Below Benchmark.
- ☐ Form small groups and draft lesson/intervention plans.
- ☐ Assign progress monitoring for students Below/Well Below Benchmark.
- ☐ Print and send Parent/Family Reports home.
- ☐ Communicate results with parents (letter, folder, or conference).