

# Rock Valley College

## *FY21 Processes for Fall Intake, Testing, & Orientation*

### **Planning Steps**

- Decision made, in concord with RVC leadership, to offer all adult education classes at-a-distance for the fall semester.
- Seek & receive approval from RVC leadership and Campus Police to facilitate in-person testing using NRS approved assessments over a 3-week period in July.
- Acquire health and safety equipment, including surface cleaner, computer cleaner, hand sanitizer, and disposable facemasks.

### **Intake**

- Students complete an online registration form (Google Forms) which collects all information required by ICCB and RVC.
- The Intake forms ask additional questions which will help us effectively address needs for fall classes, including what technology the student can access (PC/Mac, tablet, smartphone, webcam, etc.), as well as what time of day they'd prefer to engage with an Instructor for distance learning.
- On the intake form, students schedule a seat for face-to-face testing. (Students in each content area choose from 27 options, including both morning and evening testing times)

### **Health & Safety Protocols for In-Person Testing Sessions**

- All face-to-face testing activities are conducted with strict adherence to the following protocols:
  - Students must correctly wear a mask from home, or one we provide, at all times.
  - Students waiting in line or seated in classrooms are socially distanced by 6+ feet.
  - No more than 9 students are scheduled for a seat in each testing room.
  - Testing start-times are staggered to prevent students from intermingling or occupying common areas too densely.
  - Student breaks are conducted within the testing rooms.
  - Hand sanitizer & hand washing stations are readily available to students.
  - All testing materials and surfaces are sanitized after each student leaves.
  - Frequently touched surfaces, such as handrails and elevator buttons, are sanitized often.

## **In-Person Testing Sessions**

- The testing sessions are conducted by four staff members and six Instructor-proctors
- Students, upon checking in, verify that their contact information is correct.
- Students receive a pen to use at check-in, which they utilize for the entire testing activity, then keep.
- Students are given a laminated card showing the room number (these are wiped down following testing).
- Staff members guide students to the correct room, to eliminate students wandering.
- After students complete testing, tests are scored, and students receive the appropriate books / access codes / other materials to use for the semester.
- CASAS Goals (paper) is used for ABE/ASE
- CASAS Life & Work (paper) is used for ESL

## **Following Testing**

- The enrollment spreadsheet, generated by Google Forms, is updated to include student test scores / NRS levels.
- Staff will prepare class rosters for each Instructor (the students are grouped into classes according to level and meeting time preference).
- The staff rosters include details about each student's technology access.
- Students receive an email which includes an orientation video created by our staff, plus additional instructions regarding planning for the start of classes.
- Students are contacted regarding their class assignments.