

Getting Started Checklist: Assessments

Complete each checklist before administering the Beginning-of-Year (BOY) Benchmark. Check with your administration to confirm the benchmark window (the default window is July 1 through September 30).

Setting up the testing environment

- Ensure a quiet, distraction free space
 - Check that there are no school drills, events, etc. occurring on the test date
 - Inform admin and other school staff of test date
 - Put a “Testing in progress” sign on the door
- Check that devices meet technology requirements.
 - For more information, see <https://amplify.com/customer-requirements/>
- Gather student materials
 - Devices
 - Headphones
 - Scratch paper
 - Writing utensils
- Prepare for any student accommodations
- Establish clear instructions for students for before, during, and after the assessment

Preparing for the Onboarding Activity and BOY Benchmark

- Check that all students are enrolled in your digital classes (access your enrollment information from the *Admin Portal: Manage Classes* button in the left navigation bar)
- Preview the screens for your grade-level Onboarding Activity and BOY Benchmark
- Assign the Onboarding Activity
 - Click Assign from the Onboarding Activity landing page
 - Select which class(es) you want to assign the activity to
 - Schedule the date and time of the activity (due date is not required)
- Assign the BOY Benchmark
 - Click Assign from the BOY Benchmark landing page
 - Select which class(es) you want to assign the assessment
 - Schedule the date and time of the assessment (due date is not required)
- Ready the dashboard
 - Click Teach to open the assessment dashboard
 - Practice pausing and unpausing the assessment, leave the dashboard paused until the start of the assessment