Must Do:

BEFORE: GETTING ORGANIZED
- Review your schedule for administering the Diagnostic.
- Review accuracy of class roster(s) and obtain student login information for each class.* Contact your administrator if you notice discrepancies. **Note:** If you teach Reading and Math, you will need to confirm the accuracy of both subjects’ rosters.
- Test technology students will use to take the Diagnostic: Run our system check to confirm computers are functioning properly. Confirm headphones and audio are working.
- Gather paper and pencils for your students. Students will need scratch paper to solve problems on the math Diagnostic and may find it helpful to take notes during parts of the reading Diagnostic.

BEFORE: PREPARING YOUR STUDENTS
- Explain the student Diagnostic experience and important test procedures by showing the Diagnostic introduction presentations and/or videos.
- Motivate students to do their best on the Diagnostic.

DURING: ACTIVELY PROCTORING
- Monitor and encourage students as they are testing.
- Watch for students who seem to be rushing and/or who are not trying their best.

BEFORE WINDOW ENDS: MONITOR FOR COMPLETION
- Use the Diagnostic Status report to:
  - Check for rushing alerts. Collaborate with your administrator to make decisions about retesting.
  - Ensure each student completes a Diagnostic before his or her test expires and within the Diagnostic Window.

Also Recommended:

BEFORE: PREPARING YOUR STUDENTS
- Plan for additional adult support to assist with logging in and monitoring Diagnostic administration. *(Recommended for kindergarten and special education.)*
- Communicate with families about i-Ready and the upcoming Diagnostic.
- Set development levels for select students as needed.
- Make sure Online Instruction is turned on (if you’re using Online Instruction and want students to start online lessons immediately upon completion).
- Prepare activities for students when they complete the Diagnostic.
- Remind students of class and individual growth goals before each subsequent Diagnostic.
- Have data chats with students about their learning to set performance and growth goals.

DURING: ACTIVELY PROCTORING
- Consider resetting the Diagnostic for students who may be rushing or not trying their best. **Note:** Diagnostic tests can only be reset if they are “in progress.” Completed tests cannot be reset or removed.

* SSO note: Single Sign On (SSO) users will access i-Ready through their district’s login portal.