Assessment Day:
- Consult Evaluation Center Guidelines developed by Ann Nelson. See below
- Wear a mask before entering Palisades.
- Examiner fills out Health and Safety screening form using QR code on the front door at Palisades
- Sanitize your hands using sanitizer on the wall.
- Picks up keys for the Evaluation Room from Karen in the Student Services Office
- Open room and place keys in the top drawer of the filing cabinet in the Evaluation Center
- Open 2 windows. One on the northside of the room and one on the southside of the room
- Make sure there is a pencil and needed student response booklet on the examinee side table.
- Log on to the iPads and begin the testing session for both iPads.
- Spray micro-fiber cloth with Alpha Spray Cleaner and wipe the iPad.
- Sanitize your hands.
- Place 2 sets of blocks for block design, student response booklet and pencil on the student side table.

Student Arrival:
- Greet the student at the door if the EA is not present. Call Karen Stewart at 503-534-2359 and she will come down to do the health screening. Otherwise, the EA will do the screening.
- Confirm parent contact information.
- Student walks and in, sanitizes their hands using sanitizer on the wall outside room 11.
- Student takes a seat in their chair in the evaluation room.
- Parent waits in their car during the evaluation session (or other location not not in building)
- Students should wait in the car until 5 min before the testing session

Remind the student they need to:
- Stay behind blue lines
- Keep their mask on for the whole assessment session.
- They can take a mask break and enjoy a snack on or near the chair in the hall.
- They are welcome to stand and take a stretch break as long as they remain behind the blue line
  There is a single person bathroom at the end of the hall, it is on the left at the end of the hall. Look for the green Evaluation Center bathroom sign.

End of the Testing session:
- When done testing, the examiner will call the parent using the phone in the room. If the phone in room 12 is not working, the examiner will call 503 534-2359, and Karen Stewart will call the parent for you.
Cleaning:

- See Evaluation Center Guidelines for Cleaning Procedures.
- Clean the room before leaving if there is not a medical EA checking students in. There is Alpha cleaner and microfiber cloths for cleaning. They are located in the cabinet in the Evaluation Center. When you are done put the cleaner back in the cabinet and place the soiled cloths in the "Dirty Cloths" bin in the Eval room. Replace solid cloths with clean cloths. Clean cloths are located in the custodial space above the "Dirty Cloths" bit. If there is a medical EA there they will do the cleaning. Our medical EA's will be there when there are 2 students to assess.
- As soon as you are done testing. Plug in the iPads for the next testing session. Running the test drains the battery quickly. No worries the iPad will hold a charge through the testing session.
- If there are less than 3 test protocols or Student Response booklets, please let Karen and Kileen know, so that we may order more protocols.