

Introduction

This monthly checklist is intended to be used by district and school staff in order to track readiness for 2014-15 state assessments. For additional support, please contact assessment@la.gov.

January 2015

Activity	Standard Assessments			Alternate Assessments			ACT Series		Other		
	LEAP/iLEAP Science and Social Studies	PARCC ELA and Math	EOC	ELDA	LAA 1	LAA 2	EXPLORE PLAN	ACT WorkKeys	DIBELS	NAEP	AP CLEP
Assessment Content											
Use assessment guides to ensure every teacher understands content and structure of the assessments (alternate assessment guides available here)	•	•	•	•	•	•					
Share PARCC practice tests and support materials		•									
Utilize updated EAGLE questions in classroom instruction and assessment	•	•	•								
Review SLTs to (a) ensure PARCC ELA or Math are not the identified assessment as data will not be available until Fall 2015 and (b) ensure goals are appropriate based on teacher assignment and student enrollment	•	•	•	•	•	•	•	•	•	•	•
Accessibility and Accommodations											
Jan 16-Feb 1: Utilize new forms in SER to apply new LAA 1 criteria to IEPs prior to LAA 1 assessment window					•						
Ensure all test coordinators, special education, 504, and LEP coordinators read		•									

and understand the PARCC Accessibility and Accommodations Manual and the Quick Guide to Accessibility and Accommodations											
Identify total number of IEP, IAP, PNP, and LEP documents requiring either creation or amendments and track progress toward completion by Feb 13 for PARCC		•									
Communication											
Jan 6: Monthly assessment and accountability call for district test coordinators and accountability contacts	•	•	•	•	•	•	•	•	•	•	•
Jan 14-18: Hands-on assessment and accountability systems trainings for new DTCs and accountability contacts	•		•	•	•	•					
Jan 21-29: Face-to-face assessment meetings for district test coordinators and accountability contacts	•	•	•	•	•	•	•	•	•	•	•
Jan 26-29: Ensure teacher leaders participate in January regional training sessions and redeliver training in their schools.	•	•									
Jan 29: ACT test administration Q&A session								•			
Share regularly the PARCC FAQ (regularly updated with questions and answers from educators)		•									
Ensure teachers, principals, and district leaders participate in PARCC Office Hours each Thursday at 11 and 4		•									
Assessment Preparation and Administration											
Jan 6-13: Window for school test coordinators to confirm orders of ACT and WorkKeys (PBT) test materials online								•			
Jan 12-Feb 9: Completion of	•	•	•	•	•	•	•	•			

Teacher/Student Data Link (TSDL) to be used for spring 2015 assessments and Compass CVR roster verification											
Jan 19-Feb 9: STS submissions include diploma pathways. Designation of “career diploma” is necessary for state funding of WorkKeys assessment for juniors.								•			
Jan 27: Deadline to order additional materials for LAA 1 and ELDA (see Test Coordinator Manual)				•	•						
Jan 26-Mar 6: NAEP testing window										•	
Ensure the appropriate number (and type) of calculators are available for each grade level. Order additional, if necessary, using state contracts		•	•			•					
District test coordinators redeliver test administration and security training for school test coordinators and test administrators prior to assessment				•	•						
District test coordinators ensure that test administrators, proctors, and monitors are appropriately assigned to testing groups				•	•						

February 2015

	Standard Assessments			Alternate Assessments			ACT Series		Other		
Activity	LEAP/iLEAP Science and Social Studies	PARCC ELA and Math	EOC	ELDA	LAA 1	LAA 2	EXPLORE PLAN	ACT WorkKeys	DIBELS	NAEP	AP CLEP

Accessibility and Accommodations											
Feb 13: Deadline to request changes to the preliminary ACT-approved accommodations roster									•		
Feb 13: Deadline to finalize IEP, IAP, PNP and LEP forms		•									
Feb 16-25: Window for ordering state-allowed accommodations materials online for ACT and WorkKeys									•		
Feb 20: DIBELS mid-year assessment										•	
Ensure that accessibility features and accommodations are being used in classrooms and are being evaluated for effectiveness in providing additional access	•	•	•	•	•	•	•	•	•	•	•
Utilize SER accommodation reports to plan for spring testing administrations	•	•	•	•	•	•	•	•	•	•	•
Communication											
Feb 3: Monthly assessment and accountability call for district test coordinators and accountability contacts	•	•	•	•	•	•	•	•	•	•	•
Ensure teachers, principals, and district leaders participate in PARCC Office Hours each Thursday at 11 and 4		•									
Assessment Preparation and Administration											
Jan 26-Mar 6: NAEP testing window, for applicable schools					•						•
Feb 2-Mar 13: LAA 1 and ELDA testing window				•	•						
District test coordinators redeliver test administration and security training for school test coordinators and test administrators prior to assessment	•	•	•				•	•	•		
District test coordinators ensure that test	•	•	•				•	•	•		•

administrators, proctors, and monitors are appropriately assigned to testing groups											
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March 2015

Activity	Standard Assessments			Alternate Assessments			ACT Series		Other		
	LEAP/iLEAP Science and Social Studies	PARCC ELA and Math	EOC	ELDA	LAA 1	LAA 2	EXPLORE PLAN	ACT WorkKeys	DIBELS	NAEP	AP CLEP
Accessibility and Accommodations											
Mar 18: Deadline to finalize IEP, IAP, and LEP forms for LEAP and iLEAP	•										
Mar 26: Deadline to finalize IEP, IAP, and LEP forms for EOC			•								
Continue to evaluate effectiveness of accessibility and accommodations and revised IEP, IAP, LEP, and PNP documents as needed to meet student needs	•	•	•	•	•	•	•	•	•	•	•
Communication											
Mar 3: Monthly assessment and accountability call for district test coordinators and accountability contacts	•	•	•	•	•	•	•	•	•	•	•
Ensure teachers, principals, and district leaders participate in PARCC Office Hours each Thursday at 11 and 4		•									
Ensure teacher leaders participate in March regional training sessions and redeliver training in their schools	•	•									
Assessment Preparation and Administration											
Jan 26-Mar 6: NAEP testing window, for applicable schools										•	

Feb 2-Mar 13: LAA 1 and ELDA testing window				•	•						
Mar 9–13: EXPLORE and PLAN testing window							•				
Mar 10: Deadline to order additional materials for PARCC Performance Based Assessment (PBA) including Spanish math forms		•									
Mar 16-20: PARCC PBA math and ELA administration		•									
Mar 17: Initial ACT test date (window for accommodated assessment is Mar 17-31)								•			
Mar 17-19: Window for ordering makeup materials for ACT and WorkKeys								•			
Mar 18: Initial WorkKeys (PBT) test date (window for accommodated assessment is Mar 18-Apr 1)								•			
Create school-level training schedule for test coordinators and administrators to prepare for May EOC testing window			•								
Review EOC technology requirements to ensure readiness for May testing window			•								

April 2015

Activity	Standard Assessments			Alternate Assessments			ACT Series		Other		
	LEAP/iLEAP Science and Social Studies	PARCC ELA and Math	EOC	ELDA	LAA 1	LAA 2	EXPLORE PLAN	ACT WorkKeys	DIBELS	NAEP	AP CLEP
Communication											

Assessment Month-by-Month Checklist

Apr 21: Monthly assessment and accountability call for district test coordinators and accountability contacts	•	•	•	•	•	•	•	•	•	•	•
Ensure teachers, principals, and district leaders participate in PARCC Office Hours each Thursday at 11 and 4		•									
Assessment Preparation and Administration											
Apr 2: Submit completed EOC testing schedules to assessment@la.gov			•								
Apr 2: Deadline to order additional materials for LEAP/iLEAP science and social studies	•										
Apr 6-17: EOC registration window			•								
Apr 13-17: LAA 2 assessment administration						•					
Apr 14-15: LEAP/iLEAP science and social studies administration	•										
Apr 22- May 22: EOC testing window			•								
Apr 24: Deadline to order additional materials for PARCC EOY		•									
Apr 28: Makeup test date for ACT								•			
Apr 29: Makeup test date for WorkKeys (PBT)								•			

May 2015

	Standard Assessments			Alternate Assessments			ACT Series		Other		
Activity	LEAP/iLEAP Science and Social	PARCC ELA and Math	EOC	ELDA	LAA 1	LAA 2	EXPLORE PLAN	ACT WorkKeys	DIBELS	NAEP	AP CLEP

	Studies										
Assessment Content											
Complete end of year evaluation processes for educators	•	•		•	•	•	•		•	•	
Communication											
May 12: Monthly assessment and accountability call for district test coordinators and accountability contacts	•	•	•	•	•	•	•	•	•	•	•
Ensure teachers, principals, and district leaders participate in PARCC Office Hours each Thursday at 11 and 4		•									
Assessment Preparation and Administration											
May 4-8: PARCC EOY Math and ELA administration		•									
May 4-15: Advanced Placement (AP) testing window											•
May 15: Deadline for online WorkKeys and CLEP administration								•			•
May 29: Deadline for DIBELS end of year assessment									•		
Late May: ELDA, LAA 1, LAA 2, LEAP/iLEAP science and social studies results available	•			•	•	•					