

# Louisiana Believes

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**DTC Induction**

**Training for New District Test Coordinators and  
Accountability Contacts**

**Supervisors Collaboration Events**

# Welcome

In this session, first-year district test coordinators (DTCs) will:

- Gain insight on all statewide assessments
- Articulate the roles and responsibilities of the DTC
- Review resources available for assessment administration

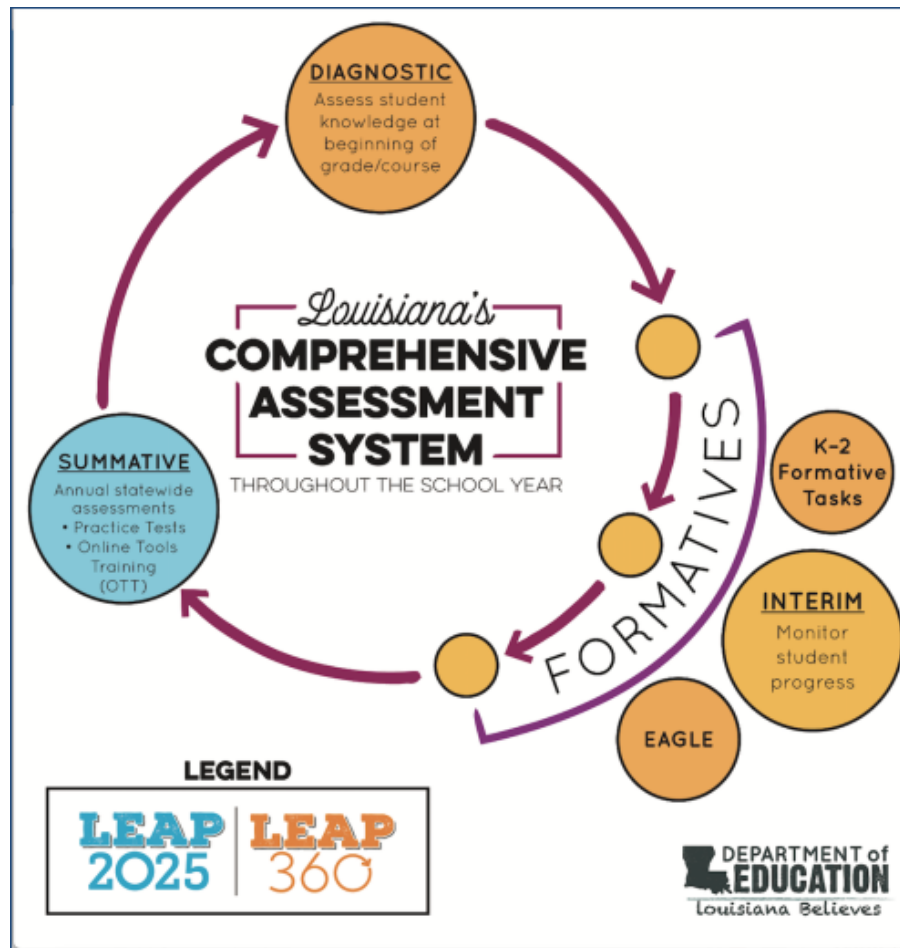
# Agenda

**Assessments Overview**

**District Test Coordinator (DTC) Responsibilities**

**Supports and Resources**

# Louisiana's Assessment System



# 2018-2019 Assessment Calendar

BIRTH–GRADE 8			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
Birth–Pre-K	GOLD by Teaching Strategies or department-approved alternate assessment	GOLD	Fall Checkpoint Finalized: October 31 Winter Checkpoint Finalized: February 28 Spring Checkpoint Finalized: May 31
K	Kindergarten Readiness	Teacher	Fall Deadline: September 28
K–3	K–3 Literacy Assessment	PBT or CBT	Fall Data Entry Deadline: September 28
3–8	LEAP 2025 (ELA, Math, Social Studies, Science)	PBT grades 3–4*  CBT grades 3–8	PBT Window: April 29–May 3 CBT Window: April 1–May 3

GRADES 9–12			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
9–12 as applicable	LEAP 2025 and EOC	CBT	Fall Window: November 28–December 14 Spring Window: April 15–May 17 Summer Window: June 17–21
11	ACT	PBT*	Initial Test Date: March 12 Accommodated Testing Window: March 12–15, 18–22, 25–26 Makeup Test Date: April 2
		CBT*	March 12–14, 19–21
11 as applicable	WorkKeys (optional)	CBT	October 2, 2018–April 12, 2019
		PBT	October 2–16, 2018 and March 13–27, 2019
9–12 as applicable	CLEP (optional)	CBT	Open Window: Complete by May 10
9–12 as applicable	AP (optional)	PBT	May 6–17

\*LEAs will select a preferred method of delivery (CBT or PBT) during the enrollment window.

# 2018-2019 Assessment Calendar

SMALL POPULATIONS			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
3–8, 11	LEAP Connect (ELA and Math)	CBT	February 4–March 15
4, 8, 11	LAA1 (Science)	PBT	February 4–March 15
K–12	ELPT	CBT	February 4–March 15

NATIONAL AND INTERNATIONAL ASSESSMENTS (SELECTED SCHOOLS)			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
5 and 6 year olds	IELS	CBT	October 15–December 7
4, 8, 12	NAEP	CBT and PBT	January 28, 2019–March 8, 2019
15 year olds	PISA	CBT	October 8–November 30
4 and 8	TIMSS	CBT	April 1, 2019–May 31, 2019

## KEY

**ACT:** American College Test

**AP:** Advanced Placement, depends upon courses offered

**CBT:** Computer Based Test

**CLEP:** College Level Examination Program, depends upon courses offered

**ELPT:** English Language Proficiency Test

**EOC:** End-of-Course

**IELS:** International Early Learning Study

**LAA 1:** LEAP Alternate Assessment, Level 1

**NAEP:** National Assessment of Educational Progress

**Open Window:** A flexible range of days with a deadline for use in accountability

**PBT:** Paper Based Test

**PISA:** Program for International Student Assessment

**TIMSS:** Trends in International Mathematics and Science Study

**Window:** A flexible range of days during which LEAs/districts or schools may choose the time and date(s) for assessment scheduling

# Important Links

Below are helpful links related to assessment preparation and resources. Use the Important Links Note-Taking Guide to list helpful information and next steps for implementation.

<b>Assessment Preparation Links</b>	<b>Assessment Resource Links</b>
<a href="#">Online Tools Training (OTT)</a> <a href="#">eDIRECT</a> <a href="#">ACT State Testing Site</a>	<a href="#">Assessment Library</a> <a href="#">Assessment Guidance</a> <a href="#">Practice Test</a> <a href="#">LEAP 360</a>

# Assessments Overview: Turn and Talk

- How do you prepare and execute assessment administration in your district?
- What are your district's strengths and areas for improvement?



# Agenda

**Assessments Overview**

**District Test Coordinator (DTC) Responsibilities**

**Supports and Resources**

# DTC Responsibilities: Bulletin 118

BESE [Bulletin 118](#), Chapter 5, Subchapter A outlines the responsibilities of District Test Coordinators (DTCs) as well as School Test Coordinators (STCs).

The primary responsibilities of DTCs include, but are not limited to, the following:

- Assessment administration logistics
- Test security supervision
- Training staff

# DTC Responsibilities: Bulletin 118

## **Assessment Administration Logistics**

DTCs are responsible for appointing and supervising school test coordinators (STCs).

DTCs are responsible for scheduling assessment administrations in accordance with statewide assessment timelines when testing windows allow flexibility in scheduling. This includes:

- Scheduling initial testing dates as well as makeup testing dates and times
- Arranging for testing students enrolled in approved home study programs and non-public schools

DTCs are responsible for distributing student reports and summary reports to STCs and principals in a timely manner.

# DTC Responsibilities: Bulletin 118

## **Assessment Administration Logistics**

DTCs are responsible for overseeing the processes associated with secure and non-secure test materials during each phase of assessment administration. This includes:

- Partnering with the Special Education and Section 504 coordinators to ensure that student information in online data systems reflect the correct accessibility features and accommodations required for testing
- Completing, submitting, and/or filing all forms as instructed in the Test Coordinators Manuals (TCMs)
- Managing the receipt, distribution, and return of all testing materials
- Ensuring that an area for secure storage of materials is designated at both district and school facilities

# DTC Responsibilities: Bulletin 118

## Assessment Administration Logistics

DTCs are responsible for managing the administrative and security functions of online assessment systems. This includes:

- Ensuring that appropriate data sharing agreements are in place
- Maintaining district and school level passwords for each online system
- Distributing user credentials to STCs
- Ensuring that all district and school users maintain the security of and access to all student information obtained in online systems\*
- Confirming the assignment of TA numbers in the systems at each school for each scheduled test administration

\*Additional information about online assessment systems is located in [Bulletin 118](#), Chapter 3, subsection 14.

# DTC Responsibilities: Bulletin 118

## Test Security Supervision

DTCs are responsible for maintaining the security of test materials during all phases of assessment administration. This includes, but is not limited to:

- Establishing clearly defined processes for STCs as well as other stakeholders to report possible test security violations to the DTCs.
- Notifying the Office of Assessment and Accountability of all possible test security violations
- Completing and submitting test security forms as instructed in the Test Coordinators Manuals (TCMs)
- Conducting thorough investigations of all actual and/or possible test security violations

## Additional Information on Test Security

- BESE [Bulletin 118](#), Chapter 3 outlines the LDOE test security policy.
- Test security training will be included in Assessment and Accountability monthly calls.

# DTC Responsibilities: Bulletin 118

## Training Staff

DTCs are responsible for training select district-level staff and school leaders. This includes:

- Conducting annual test security training
- Delivering training for online assessment systems
- Providing assessment administration logistics training and guidelines to STCs
- Regularly sharing pertinent information regarding statewide assessment programs with appropriate district and school staff
- Ensuring that staff are aware of data privacy laws as they relate to each phase of assessment administration (R.S. 17:3913 (Act 677) and R.S. 17:3914 (Act 837))

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# Support & Resources: Assessment Library

The [Assessment Library](#) encompasses resources for DTCs including the 2016-2017 Assessment Schedule and the Assessment and Accountability Month-by-Month Checklist.

## Assessment Schedule

The [2017-2018 Assessment Calendar](#) outlines test dates and method of delivery for all statewide assessments.

## Month-by-Month Checklist

The 2017-2018 Assessment and Accountability Month-by-Month Checklist:

- Identifies key dates and deadlines for statewide assessment programs and accountability processes
- Provides action steps to ensure readiness for administering statewide assessments
- Recommends resources for district and school staff

The [Month-by-Month Checklist](#) is available in the [Assessment Library](#) and will be updated throughout the school year.

## Documents and Forms

- IAP, Limited English Proficient Accommodations, and Personal Needs Profile forms
- [Accessibility and Accommodations Manual](#)
- All other assessment related forms

# Support & Resources: Continuous Support

## ***Office Hours and Monthly Calls***

- Tuesdays at 1:00 PM
- Monthly Calls are at 1:00 PM for Public DTCs and 2:00 PM for Nonpublic DTCs
- Webinar Link: <https://ldoe.zoom.us/j/393463942>
- Call-In Information: (669) 900-6833
- Meeting ID: 393 463 942
- Dates are located in the [School System Support Calendar](#).

## ***Assessment@***

All stakeholders are encouraged to email assessment and accountability questions and/or concerns to [assessment@la.gov](mailto:assessment@la.gov).

## ***Assessment Hotline***

District-level staff may call the Assessment Hotline at 844-268-7320 if they have assessment and accountability questions that require immediate assistance.

## ***Weekly Newsletters***

Assessment and accountability information and deadlines are released each week in the district newsletter.

# Support & Resources: Turn and Talk

- How will you utilize the support and communication resources?
- How do you communicate with your staff, district leaders, and STCs?
- What are some tasks where you need support?

# Tips and Tricks

First year DTCs and Accountability Contacts from last school year shared advice for this year's first year contacts.

## Communication

- The weekly calls are amazing. I was recording them and taking notes on them and then sharing them out with all my school test coordinators each week until I realized all the [calls are recorded](#), and the [webinar slide decks](#) and [Q&A's](#) are saved by LDOE for me.
- I set up monthly meetings with my school test coordinators. They are always an hour before the monthly call. Then we listen to the call together. It's hard for school level personnel to give up two hours away from their site, but it's only once a month and it's great for them to hear the news "straight from the horse's mouth".
- John White's weekly newsletter is a great resource as well. I copy the Assessment section each week, notate it, and send it to my school test coordinators.
- Be sure to attend the Supervisor Collaboration Meetings. They are so helpful!
- READ the manuals and highlight important things you want your STC to share with their TAs. Your STCs are going to ask questions, even if the answers are in the manual. I always answer them (because they are so busy), but refer to the page number in the TA manual so they can share.
- Make friends with your Data, Technology, 504, and SPED coordinators and have a communication structure in place.

# Tips and Tricks

## Organization

- I take the [Assessment & Accountability Month-by-Month Checklist](#) and put it into a Google Sheet. Then I add a column for each of my schools and mark the date they complete tasks on there. There's also a column for me to notate when I meet my deadlines too. It helps keep us on pace.
- I used google calendars for our schools to submit their testing schedules. I created a calendar for each school with specific directions on how to input their testing schedule. This was a great help to me. In the past, they sent them in all different formats, and it was difficult to keep track. It also gave me an opportunity to ask questions and suggest changes.
- Identify a few small areas to improve this year and keep a record of opportunities to improve in the future.
- Build contact lists based on grade levels and assessments (LEAP 2025, ACT, etc.).
- Mark your calendars with the Month-by-Month Checklist and monthly Assessment & Accountability Calls.
- Print Bulletins 111 and 118---these are your Bibles!

# Tips and Tricks

## Support

- Find a few “plus 1s” and make them part of your team! You can’t do it alone and probably won’t have a staff that is big enough to do it all but there are people around you who are willing to help.
- Utilize experienced counselors to help with new counselors as mentors. We can’t always see from their lens.
- Keep a copy of [contact information for assessments](#). I have my list taped to my desk! Our assessment team is awesome, and even answers their phones after hours from home!
- Become good friends with your IT department. It’s super important to keep IT on board with all the testing dates all year. I send out the testing calendar as soon as we complete it in July/August and then set email reminders to be sent a couple of days before a site begins testing.
- Become good friends with your SIS coordinator as well. There are aspects of eScholar, STS, and other platforms that DTCs play a role in, but that the SIS coordinator/data manager is really in control of. It’s important to communicate with each other to ensure things are being uploaded properly and in the right time frame.

# Tips and Tricks

## Other

- Don't be afraid to ask questions!
- If you are new to DRC eDIRECT, jump in and start using it! It is so helpful to participate in LEAP 360. This will prepare you for the actual state testing when it begins.
- Read and re-read guidance documents, but don't expect others will do the same.
- Make sure you have a copy of your district's test security policy and know this.
- Learn from your mistakes...we all make them.
- Don't let them see you sweat...or cry.
- Put everything in writing as documentation.
- Rest well during Christmas break...January – May is test season!
- We have post tests for our test security meetings. If you don't meet the benchmark, you have to come back for another round of test security.
- Your SIS is a wealth of information. When it comes to data certification, eDIRECT uploads, TIDE uploads, etc., your SIS can export all the information you need into an xls or csv format. Learn the VLOOKUP formula in Excel; I use it daily. If your SIS doesn't have what you're looking for, you can request it and get them to build the feature for you.

# Next Steps

- Sign up for weekly newsletter by emailing [assessment@la.gov](mailto:assessment@la.gov).
- Use [Month-by-Month Checklist](#) to map out assessment calendar for district.
- Review your district's test security policy.
- Add weekly Office Hours and monthly DTC calls to your calendar.
- Connect with academic and special education teams in your district.
- Develop assessment and accountability communication plan for district leaders and STCs.
- Access and use resources in the [Assessment Library](#) and [Accountability Library](#).
- Schedule school test coordinator and district staff test security trainings.

Contact [assessment@la.gov](mailto:assessment@la.gov) with any questions.