

Louisiana Believes

Preparing and Planning for Spring LEAP and EOC Assessments

**Supervisor Collaboration
January and February 2017**



Session Objectives

During the session, participants

- Interact with test setup in the eDIRECT system
- Complete test security training for online and paper assessments
- Identify best practices for scheduling LEAP and EOC assessments

LEAP and EOC Test Setup

User Management

Users may either be created individually or in an upload for multiple users. Once users are created they will receive an email with a link to set up their password.

Permissions will be set during the creation process but can be updated. The system will make recommendations based on user role.

The screenshot displays the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below these is an 'Instructions' section. The main focus is the 'Assign Permissions' dialog box, which contains the following text:

You can only assign permissions on this screen, not remove them.
Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Below this text is a 'Permission-set' dropdown menu currently set to 'School'. A tip states: 'Tip: When you select a permission, its description will display below the list'. The dialog is divided into two columns: 'Available Permissions' and 'Assigned Permissions'. The 'Assigned Permissions' list includes: Administrator, Documents - View, Online Testing - Secured Resources, Students - Add/Edit, Students - Download Students, Students - Search/View, Students - Upload, Test Session - Add/Edit, Test Session - Delete Pre-created, Test Session - Search/View, and Test Session - Status Summary. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

In the background, a table is partially visible with columns for 'Year', 'District', and 'School'. The data rows show the year 2014 and the district/school code 99999.

Year	District	School
2014	99999	99999
2014	99999	99999
2014	99999	99999
2014	99999	99999

Entering Individual Users in eDIRECT

To add a single user from the **Manage Users** menu:

1. Click on the **Add Single User tab**
2. Fill out the required fields
3. Select the applicable permission set for the user's role

The screenshot shows the 'User Administration' interface with three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Add Single User' tab is active. A red asterisk indicates required fields. The form includes the following fields:

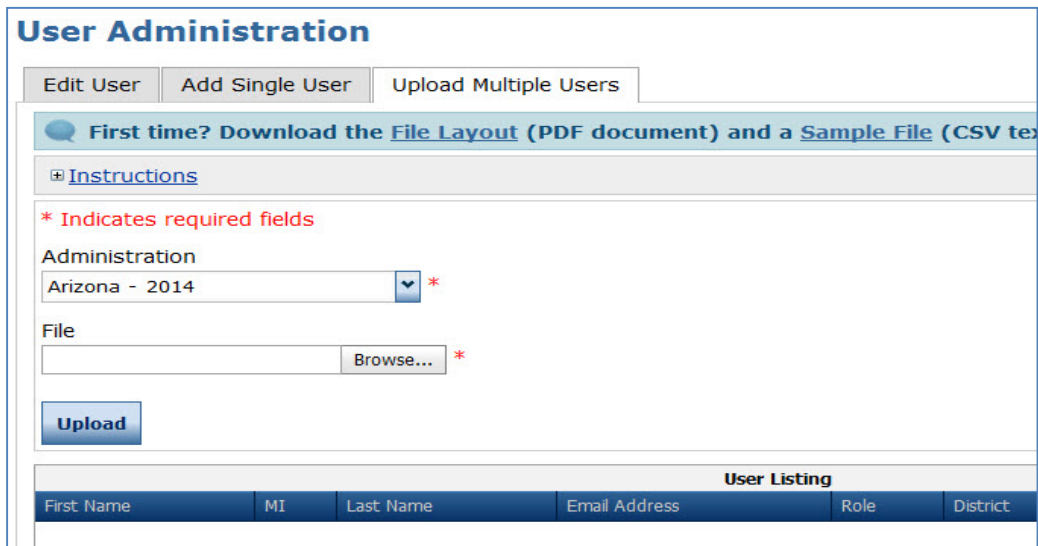
- First Name (required)
- Middle Initial
- Last Name (required)
- Email Address (required)
- Administration (dropdown menu, currently 'Arizona - 2014', required)
- User Role (dropdown menu, currently '(Select)', required)
- District (dropdown menu, currently 'CCR Test District - 99999', required)
- School (dropdown menu, required)

Below the dropdowns are two panels: 'Available Permissions' and 'Assigned Permissions'. A vertical toolbar with four blue arrow buttons (up, down, left, right) is positioned between these panels. A 'Save' button is located at the bottom left of the form.

Uploading Multiple Users in eDIRECT

To upload multiple users from the Manage Users menu:

1. Click on the **Upload Multiple Users tab**
2. Review the required file layout by clicking on **File Layout** and **Sample File**.
3. When .CSV file is formatted, browse and click Upload



User Administration

Edit User | Add Single User | **Upload Multiple Users**

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV template)

[Instructions](#)

* Indicates required fields

Administration
Arizona - 2014 *

File
 *

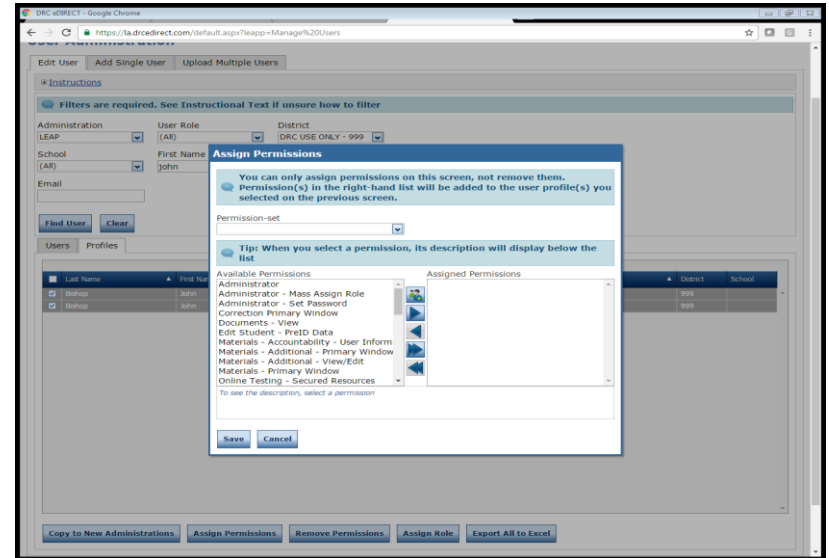
User Listing

First Name	MI	Last Name	Email Address	Role	District
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Assigning User Permissions in eDIRECT

Permission sets will need to be assigned to eDIRECT users added through Upload Multiple Users.

1. Select **User Management**
2. Click on the **Edit User tab**, enter search criteria, click **Find User** to display a list of users, and select the **Profiles tab**.
3. Check the checkbox on the left hand column for each user profile you want to edit.
4. Click on **Assign Permissions**
5. Select the user role from the **Permissions Set** dropdown. This will automatically select the appropriate permissions for the user's role.
6. Click on the single arrow to add the permissions, click on Save.



Materials Management

The Additional Materials System allows districts the ability to enter, track, view, change, export, and delete Additional Materials Orders. This system replaces the paper Additional Materials Request Form for District Test Coordinators. The paper Additional Materials Request Form for School Test Coordinators will still be used to communicate school orders to District Test Coordinators.

To manage the Additional Materials system:

1. Select the appropriate **Administration**.
2. To enter a new order, click on **Add Order** and enter order quantities per material. Shipping notes can be added in the **Notes** tab.
3. To find an existing order, click on **Find Orders**.

Note: Existing orders can be updated or deleted if they are in the “Submitted” status.

Test Administrator (TA) Number System

Test Administrator (TA) Numbers will be captured within eDIRECT Teachers management.

To enter, search, and edit TA Numbers:

1. Within **Test Setup**, select **Teachers**.
2. Select the appropriate **Administration**.
3. To upload multiple TA Numbers, select the **Upload Multiple Teachers** tab, review the required file layout .PDF with instructions for how to create and format the file. Once the .csv file is ready, upload the file. All TA Names and Numbers will automatically be added.
4. To add an individual TA Number, click the **Add Teacher** button, enter the required fields, then click on **Save**.
5. To search for TA Numbers, click on **Find Teachers**.
6. To view or edit Teacher information, click on the **View/Edit** icon under the **Action** column

Note: Throughout the TA Number System there are built-in instructions for how to use it. Anytime you see **+Instructions**, you can click on the plus sign and the instructions will expand.

Student Management

Students may either be added individually or in an upload for multiple users.

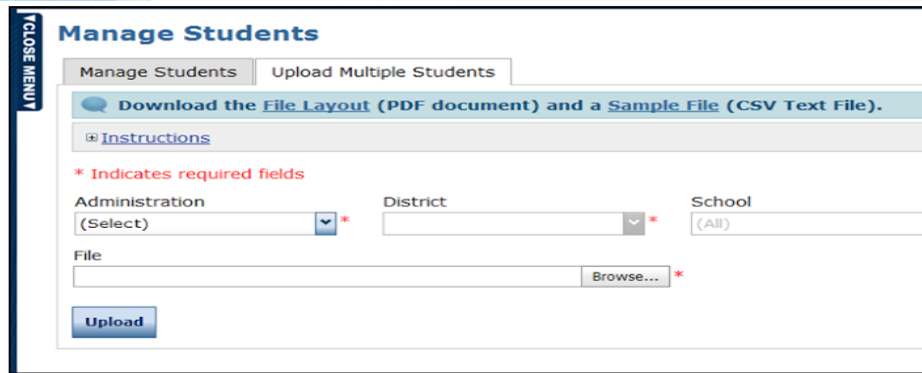
Test coordinators can edit certain fields (e.g., 504, LEP, Sped status).

Additionally, test coordinators will need to document certain accommodations within the system.

Manage Students

The screenshot displays the 'Manage Students' interface. At the top, there are two tabs: 'Manage Students' (active) and 'Upload Multiple Students'. Below the tabs is a section titled 'Instructions' with a red asterisk indicating required fields. The form contains several dropdown menus: 'Administration' (set to 'Arizona - 2014'), 'District' (set to 'CCR Test District - 99999'), 'School' (set to 'CCR Test School - 99999'), 'Grade', 'Content Area', 'Session', 'Online Test Status', and 'Session Assignment'. There are also text input fields for 'Last Name', 'First Name', and 'State Student ID'. At the bottom of the form are 'Find Students' and 'Clear' buttons. Below the form is a table header for 'Students' with columns: Last Name, First Name, State Student ID, Local Student ID, Date Of Birth, Grade, and Action. A message below the table reads: 'Choose from the above filters and click on 'Find Students' to view matching 'Students''.

Uploading Students



The screenshot shows a web interface titled "Manage Students" with a "CLOSE MENU" button on the left. The "Upload Multiple Students" tab is selected. Below the tabs, there is a link to "Download the File Layout (PDF document) and a Sample File (CSV Text File)." and a link to "Instructions". A red asterisk indicates required fields. The form includes three dropdown menus: "Administration (Select)", "District", and "School (All)". Below these is a "File" input field with a "Browse..." button. An "Upload" button is at the bottom.

To upload multiple students from the **Student Management** menu:

1. Select **Manage Students** to display the Manage Students page
2. Select the **Upload Multiple Students** tab.
3. Review the required file layout .PDF with instructions for how to create and format the file.
4. Once the .csv file is ready, upload the file. All students will automatically be placed into test sessions.

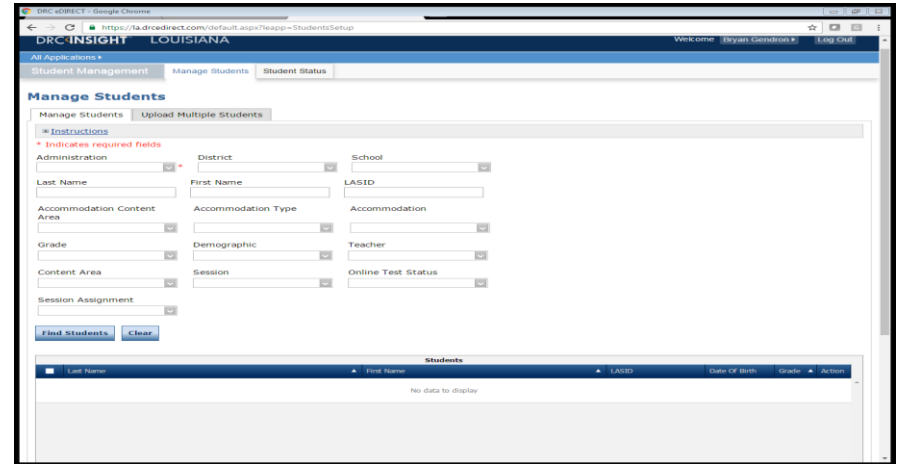
Managing Students

Student Management

Test Coordinators can search and view students by clicking **Student Status**. This will show all students within their school, based on their search criteria.

Using Student Status coordinators can:

- Search and View Students by clicking on **Student Status**
- Edit students by clicking on the **View/Edit** icon



Students							
<input type="checkbox"/>	Last Name	First Name	State Student ID	Local Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	JaneA	Test	123456789		12/12/2005	03	

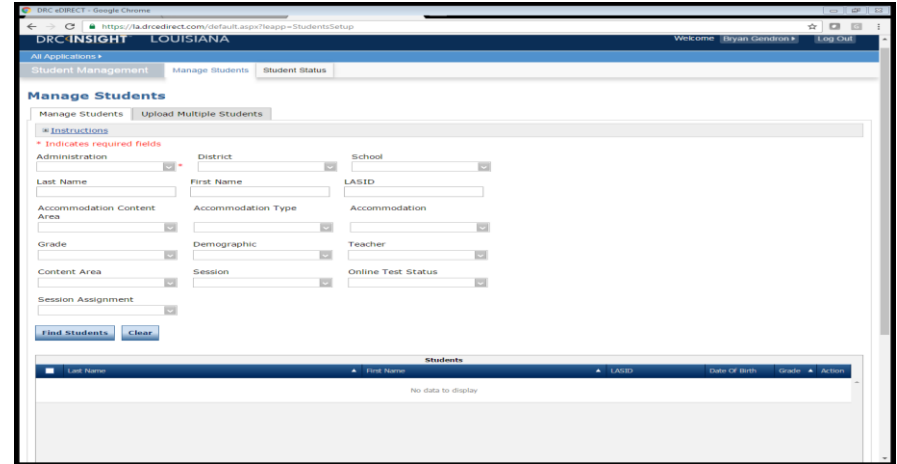
Managing Students

Student Management

Test Coordinators can add and delete students by clicking **Manage Student**. This will show all students within their school, based on their search criteria.

Using Manage Students coordinators can:

- **Add/delete** students



Students							
<input type="checkbox"/>	Last Name	First Name	State Student ID	Local Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	JaneA	Test	123456789		12/12/2005	03	

Adding Accommodations and Accessibility Features

After a student has been added to eDIRECT, some accommodations and accessibility features will need to be entered into eDIRECT for planning and reporting purposes.

- To add accommodations to a student's profile, select the student, then click on Edit Student
- Click on the Accommodations tab within Edit Student.
- Select the required accommodation (s), then click on Save
- Set accommodations will be indicated on test tickets.

Edit Student
+ Instructions
+ Indicators Required Fields

Last Name: Johnson | First Name: John | Middle Initial: | LASID: 1234567890

Student Detail | **Accommodations** | Demographics | Testing Codes | Test Sessions

Type	Accommodation	English Language Arts/Literacy	Mathematics
Online	Text-to-Speech (TTS)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Translated Test Content (Spanish)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Large Print (large monitor)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Calculator for Non-Calculator Items (handheld)	<input type="checkbox"/>	<input type="checkbox"/>
Online	Audio Amplification Devices (headsets)	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Test Session Management

Once all students are uploaded to eDIRECT, test sessions must be created. One test session is created within the system for each group of students taking a test.

For example, a group of students taking Algebra I would be grouped into one test session which would generate a test ticket for each student for each part of the test.

Test Sessions

Instructions

* Indicates required fields

Administration: *

District:

School:

Last Name:

First Name:

State Student ID:

Session:

Content Area:

Assessment:

[Show Sessions](#) [Print All Tickets](#)

Sessions | Status Summary

Instructions

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	CCR Test District	CCR Test School	ELA WLR, Gr 04 (1)	Gr 04 – ELA: Writing, Language, and Research	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	CCR Test District	CCR Test School	Math, Gr 04 (1)	Gr 04 – Mathematics	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	CCR Test District	CCR Test School	ELA LI, Gr 04 (1)	Gr 04 – ELA: Literature and Informational Text	Not Started	8/20/2014	8/27/2014	

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#)

Viewing Test Sessions

You can search and view test sessions by clicking on Show Sessions.

Test Sessions

[Instructions](#)

* Indicates required fields

Administration
 Arizona - 2014 *

District
 CCR Test District - 99999

School
 CCR Test School - 99999

Last Name

First Name

State Student ID

Session

Content Area
 (All)

Assessment
 (All)

[Show Sessions](#) [Print All Tickets](#)

Sessions | [Status Summary](#)

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	CCR Test District	CCR Test School	ELA WLR, Gr 04 (1)	Gr 04 – ELA: Writing, Language, and Research	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	CCR Test District	CCR Test School	Math, Gr 04 (1)	Gr 04 – Mathematics	Not Started	8/20/2014	8/27/2014	

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	CCR Test District	CCR Test School	ELA WLR, Gr 04 (1)	Gr 04 – ELA: Writing, Language, and Research	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	CCR Test District	CCR Test School	Math, Gr 04 (1)	Gr 04 – Mathematics	Not Started	8/20/2014	8/27/2014	
<input type="checkbox"/>	CCR Test District	CCR Test School	ELA LI, Gr 04 (1)	Gr 04 – ELA: Literature and Informational Text	Not Started	8/20/2014	8/27/2014	

Creating and Editing Test Sessions

To create a Test Session:










1. Click on Add Session from the Test Session screen.
2. Populate the session details, then click on Find Students. This will display all the available students for the test session, by grade and content area.
3. To add the students to the test session, select the student, then click on the right facing arrow to add the students to the session.
4. Complete the above steps until all students are added to test sessions.

The screenshot displays the 'Edit Test Session' interface. At the top, it shows the 'Testing Window: 08/20/2014 - 10/05/2014' and 'Eligible Grades: 04'. Below this is an 'Instructions' section with a red asterisk indicating required fields. The session details include: Session Name (ELA LI, Gr 04 (1)), Content Area (ELA: Literature and Info), Assessment (Gr 04 - ELA: Literature), Mode (Online), Begin Date (8/20/2014), and End Date (8/27/2014). A search section for available students includes fields for Student Last Name, Student First Name, State Student ID, and Grade (set to 04). There are buttons for 'Find Students', 'New Student', and 'Clear'. Below the search fields are two panes: 'Available Students' (empty) and 'Students in Session' (containing 'StudentB, Test (234567899)'). Navigation arrows are between the panes. At the bottom are 'Save' and 'Cancel' buttons.

*Note: For the operational tests, an **Upload Multiple Test Sessions** option will be available, in addition to creating individual test sessions.*

Printing Test Tickets and Rosters

- School Test Coordinators or Test Administrators must print Test Tickets and Rosters prior to testing session.
- Test Tickets contain test login information; tests are activated once a student logs in with username and password provided on Test Ticket.
- Test Administrators must verify that each student has their correct Test Ticket (one ticket needed per content area).
- Student Test Tickets and Rosters are secure materials. They must be distributed, collected and accounted for, and securely destroyed following testing.

Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Sample District	Sample School 1	Training Teacher/Class/S	Reading Grade 6 FT	Not Started	9/1/2010	9/1/2011	    
Sample District	Sample School 1	Training Teacher/Class/S	Reading Grade 7 FT	Not Started	9/1/2010	9/1/2011	    

Discussion

In your district, who is responsible for each of these actions? What do you think are the next steps in each one for your district?

Action	Responsible Parties	Next Steps
Creating and maintaining user accounts		
Adding additional students		
Adding accommodations and accessibility (e.g., text-to-speech)		
Creating test sessions		
Printing and distributing test tickets		

Student Sign In

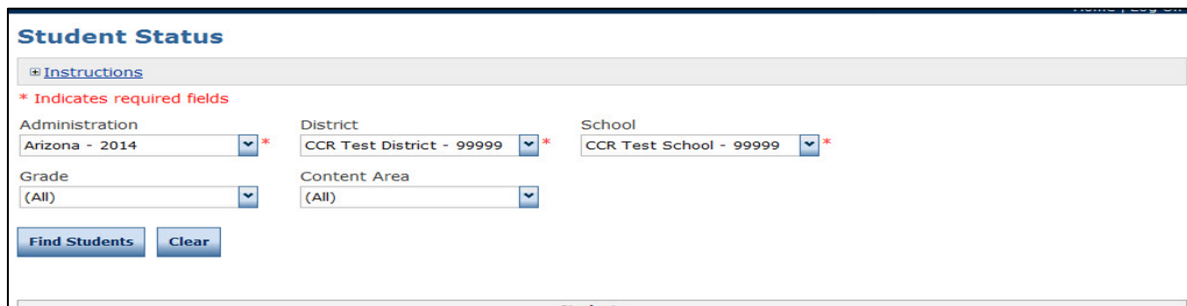
Students will need to sign into the operational assessments using a test ticket for each session. The test tickets will have the username and password for each student's test session.

- The username will be the student's first name initial and last name (up to 10 characters) and a number.
- The password will be Alpha-Numeric.
 - The first four characters will be random letters all capitalized.
 - The last four characters will be random numbers.
 - The password is not case sensitive.

Viewing Student Status

Student Status allows School Test Coordinators and Test Administrators to view students' test status.

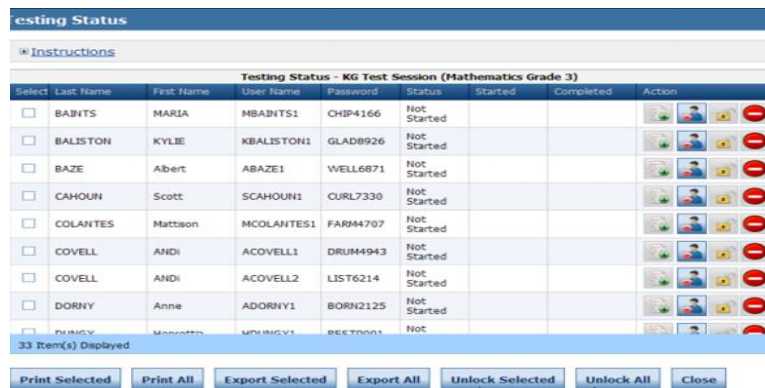
- It is recommended that Student Status is verified prior to excusing a testing session.
- Status types: Not started, In Progress, Completed
- Testing Status may also be viewed at the Test Session level within **Test Sessions**, then **Status Summary** tab.






























The screenshot shows a web interface titled "Student Status". At the top, there is a link for "Instructions". Below this, a red asterisk indicates that fields marked with an asterisk are required. The form contains several dropdown menus: "Administration" (set to "Arizona - 2014"), "District" (set to "CCR Test District - 99999"), "School" (set to "CCR Test School - 99999"), "Grade" (set to "(All)"), and "Content Area" (set to "(All)"). At the bottom of the form, there are two buttons: "Find Students" and "Clear".

Unlocking Test Tickets

1. Select **Manage Test Sessions** tab from the **Test Management** application
2. Select the **Show Sessions** button
3. Select the **Edit/Print Ticket Status** icon in the Action column for the student's test session. The Testing Status window displays.
4. Click the **Unlock** icon for the student whose ticket you want to unlock.
 - To unlock more than one student ticket, check the checkbox in the select column for each student and click the **Unlocked Selected** button.
 - To unlock all the student tickets, click the **Unlock All** button-you do not need to select any students.

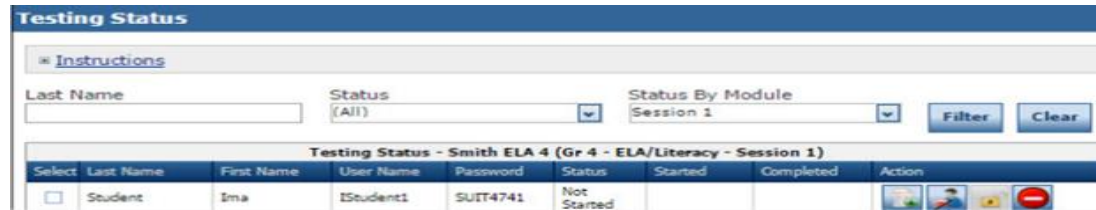
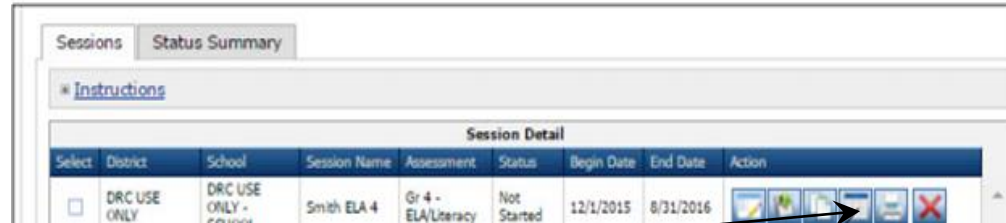


The screenshot shows a web application window titled "Testing Status". At the top, there is a blue header with the text "Testing Status". Below the header, there is a section labeled "Instructions". The main content area displays a table titled "Testing Status - KG Test Session (Mathematics Grade 3)". The table has columns for "Select", "Last Name", "First Name", "User Name", "Password", "Status", "Started", "Completed", and "Action". The "Status" column for all rows is "Not Started". The "Action" column contains icons for editing, printing, and unlocking. At the bottom of the table, there is a blue bar that says "33 Item(s) Displayed". Below the table, there are several buttons: "Print Selected", "Print All", "Export Selected", "Export All", "Unlock Selected", "Unlock All", and "Close".

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	BABTS	MARIA	MBABTS1	CHP4166	Not Started			  
<input type="checkbox"/>	BALISTON	KYLIE	KBALISTON1	GLAD8926	Not Started			  
<input type="checkbox"/>	BAZE	Albert	ABAZE1	WELL6871	Not Started			  
<input type="checkbox"/>	CAHOUN	Scott	SCAHOUN1	CURL7330	Not Started			  
<input type="checkbox"/>	COLANTES	Mattison	MCOLANTES1	FARM4707	Not Started			  
<input type="checkbox"/>	COVELL	ANDI	ACOVELL1	DRUM4943	Not Started			  
<input type="checkbox"/>	COVELL	ANDI	ACOVELL2	LIST6214	Not Started			  
<input type="checkbox"/>	DORNY	Anne	ADORNY1	BORN2125	Not Started			  
<input type="checkbox"/>	DUNSY	Margaret	MDUNSY1	BECT001	Not Started			  

Invalidating a Student's Test Ticket

1. Select **Manage Test Sessions** link from the **Test Management** menu and enter your search criteria.
2. Select **Show Sessions**.
3. Select the **Edit/Print Ticket Status** icon in the Action column for the student's test session. The Testing Status window displays.
4. Click the **Invalidate** icon for the student you want to invalidate.



Test Security

Violations of Test Security: Related Policy

Violations of test security are defined in Bulletin 118 and include:

- Administering tests in a manner that that would give examinees an unfair advantage or disadvantage
- Giving examinees access to test questions prior to testing
- Examining any test item at any time (except for providing certain accommodations)
- At any time reproducing or discussing all or part of any secure materials
- Coach or interfering examinees in any manner during testing
- Altering or interfering with examinees' responses in any manner
- Administering previously administered or current forms of any state-wide assessment
- Failing to account for and secure test materials
- Conducting testing in alternate environments without approval
- Failing to report any testing irregularities
- Participating in, encouraging, or failing to report any violation

Violations of test security can result in the revocation of a teaching or leadership certificate as defined in Bulletin 746.

Testing Irregularities: Definition and Reporting

Definition:

- A *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

Process for reporting:

- All testing irregularities must be reported in writing to the School Test Coordinator, who must then send the written reports to the District Test Coordinator.
- Districts may only send the following information to LDOE
 - Louisiana Secure ID
 - First letter of first name
 - First three letters of last name
 - Birth date only (excluding birth month and birth year)

Test
Administrator



School Test
Coordinator



District Test
Coordinator



LDOE

Testing Irregularities: Examples

Examples	Non-Examples
<ul style="list-style-type: none">• Inability to complete a testing session due to an emergency (e.g., lockdown, fire alarm)• Student was not provided proper accommodations• Student using the wrong answer document• Damage to a test document• Secure test materials were left unattended in a non-secure area• Unlocking a test session	<ul style="list-style-type: none">• Bell ringing during test administration• Student coughing in the test room

Access: Definition and Process

Definition:

Access is defined as handling the materials, reading, reviewing, or analyzing test items or student responses, either before, during, or after testing except where providing approved accommodations.

Processes for limiting access:

- Limiting keys to locked secure areas
- Conducting all precoding and sorting of materials in central secure locations

Secure Materials: Definition and Procedures

Definition:

Test materials that contain administration test items or student responses and to which access is restricted.

Secure test materials include:

- student test booklets;
- student answer documents;
- student log-in information; and
- any other materials containing test items or student responses (e.g., scratch paper)

Processes to ensure the proper accounting of materials:

- Check in and check out procedures that include counting of materials
- Procedures for distribution, collection, disposal of materials such as scratch paper
- Appropriate training of all involved in assessment administration
- Monitoring of processes during administration to ensure maintained security

Active Monitoring: Definition

Definition:

Active monitoring means that test administrators should be actively engaged in observing students' behavior at all times during the administration of state assessments.

Practices to ensure active monitoring:

- Active monitoring involves moving about the testing area so students' actions can be viewed from multiple vantage points.
- Test administrators should not be engaged in other activities that would distract or prevent them from accomplishing this task.
- Test administrators should glance down at the tops and margins of the test booklets to ensure that students are working in the correct portion of the test.
- Test administrators must be aware that active monitoring also applies to maintaining test security during breaks by limiting interaction between students.
- Test administrators testing in a small group should pay attention to ensure students receive the appropriate accommodations at the appropriate times.

Active Monitoring: Violations of Test Security

While it is essential to actively monitor during test administration, it is considered a violation of test security for test administrators to do any of the following:

- Unauthorized viewing of test content for any reason other than to ensure students are working on the correct area is a violation and can include:
 - Viewing test content long enough to determine the essence a question or prompt
 - Looking the test booklet to determine if a student marked responses
 - Viewing a testing booklet to see if a student used a strategy
 - Memorizing test questions
 - Copying test questions
 - Examining a graph or illustration

Plagiarism: Definition and Preventive Practices

Definition:

Plagiarism occurs when a student duplicates another student's response or an external source. Examples include similar responses across multiple answer documents and use information from internet resources.

Practices to prevent plagiarism:

- Administering the assessment to students taking the same test within the same day.
- Limiting reopened sessions by scheduling in such a way that ensures student completion of individual sessions.
- Prohibiting or limiting the use of other electronics within the testing environment
- Limiting access to backpacks and other belongings during the administration
- Ensuring technology readiness prior to administration in order to prevent previewing and reopened test sessions

Testing Students with Accommodations

Test administrators testing students with accommodations should be provided with the following:

- Training on what accommodations each student will receive
- A list of the accommodations each student is set to receive and when they should receive them
- Processes for communicating with the testing coordinator should questions or issues arise during administration

Test administrators testing students with accommodations, including small group, are expected to actively monitor during administration including moving about the room and ensuring limited student interaction during any breaks.

Test Scheduling

Scheduling Guidance: Computer-Based Assessments

Scheduling Requirements for Computer-Based Testing

Computer-based testing allows districts some flexibility in scheduling. However, to reduce incidences of testing irregularities, districts must adhere to the following scheduling and administration practices:

- Testing students in the same grade level across the school at or very close to the same time
- Completing makeup testing for students immediately upon their return
- Limiting student interaction during breaks between test sessions
- Isolating students who have completed testing for the day (e.g., students with extended time accommodation)
- Preventing interaction between groups of students taking the same tests at different times within a testing day
- Requiring the completion of a session once it is openend
- Taking the session within a content area in the correct order (e.g., ELA session 1 take before ELA session 2)

Scheduling Guidance: Computer-Based Assessments

Scheduling Requirements for Computer-Based Testing

Computer-based testing allows districts some flexibility in scheduling. However, to reduce incidences of testing irregularities, LDOE strongly recommends districts and school adhere to the following best practices:

- Limiting session to no more than three in one day for a student
- Administering no more than one session that includes an extended-response task or writing prompt (i.e., grades 3-8 Social Studies Session 2, ELA Session 1, and ELA Session 2) in a day to an individual student

Scheduling Guidance: Best Practices for Technology

Technology issues are not only distracting in the testing environment but can also pose a test security risk. Schools and districts should take the following actions to ensure smooth administration.

- Compare devices and browsers to device requirements
- Prepare a schedule taking into account the number of; testers, test sessions, compatible technology, makeup sessions, and small groups
- Use the capacity estimator to determine network impacts
- Ensure testing rooms have appropriate equipment
- Install the appropriate number of TSMs
- Install and configure INSIGHT on all testing devices
- Prepare a district plan for technology issues that may arise during administration
- Test each device at the beginning and end of each day to ensure each is working as expected
- Utilize the established testing schedules and ping trends tool to monitoring bandwidth

Scheduling Guidance: Sample Schedules

Sample Schedules

When scheduling for computer-based tests, schedule a single session at a time rather than the entire assessment, and use the scheduling requirements from above.

Example 1: Pelican Middle School

- 500 students in grades 3-12
- 300 students using computer-based testing for either EOC or LEAP
- Ratio of total students to devices: 1:7
- Ratio of testing students to devices: 1:5
- 40 testing devices available in two labs
- 20 additional testing devices available in mobile labs

Scheduling Guidance: Sample Schedules

Example 1: Pelican Middle School

Pelican Middle School begins testing on April 3. Because the school has enough devices and network capacity to test one grade level at a time, they have chosen to test each grade level with one session each day beginning with grades 5-7 and moving to grade 8 and EOC. They will be makeup testing as devices are available during the scheduled days but also as noted . The school will be on spring break from April 14 through April 23. During the week of May 1, all grades 3-8 students will take the paper science test on Friday May 5th.

Scheduling Guidance: Sample Schedules

Example 2: Lakeside Middle School

- 600 students in grades 3-8
- 400 students using computer-based testing for LEAP
- Ratio of total students to devices :1:6
- Ratio of testing students to devices: 1:4
- 40 testing devices available in two labs
- 60 additional testing devices available in mobile labs

Scheduling Guidance: Sample Schedules

Example 2: Lakeside Middle School

Pelican Middle School begins testing on April 3. Because the school has enough devices and network capacity to test one grade level at a time, they have chosen to test each grade level with one session each day. They will be makeup testing as devices are available during the scheduled days. The school will be on spring break from April 14 through April 23. During the week of May 1, all grades 3-8 students will take the paper science test on Friday.

Discussion

In your district, who is responsible for each of these actions? What do you think are the next steps in each one for your district?

Action	Responsible Parties	Next Steps
Test Security Training		
Creating Test Schedules		

Next Steps

Preparing for Assessments

- Create test sessions for all students
- Check accommodations for SPED and 504 students
- Enter LEP accommodations

Test Security

- Ensure all staff involved in testing is trained in test security

Scheduling

- Ensure all schools have a schedule that takes into account the number of testers and the stress on technology infrastructure