

Louisiana Believes

DTC Induction
Training for New District Test Coordinators
Supervisors Collaboration Events

Welcome

Who: *New* District Test Coordinators (DTCs)

Objectives: In this session, new district test coordinators (DTCs) will:

- Articulate the roles and responsibilities of the DTC
- Create an action plan for the implementation of assessments throughout the school year in their district
- Gain insight on all statewide assessments and resources
- Dive into the policies and laws surrounding quality implementation of assessments

Archives: <http://www.louisianabelieves.com/resources/library/assessment>

Agenda

Support Structures and Resources

District Test Coordinator (DTC) Responsibilities

Assessments Overview

Support & Resources: Communications Calendar

The LDOE is committed to providing educators at each level of the education system – district leaders, school leaders and teachers – with support and resources.

The LDOE will offer ongoing communication, a combination of in-person and virtual trainings, and high-quality resources throughout the 2016-2017 school year to support educators in accomplishing this goal.

The [2016-2017 District Support Calendar](#) illustrates this support structure.

Structure	Audience	Purpose	Format	Dates
DTC Weekly Office Hours and Monthly Call	District Test Coordinators, District Special Education Contacts, Accountability Contacts	Weekly Support, Logistical Planning	Webinar	Every Tuesday at 1:00 PM
District Planning Call	District Leaders	Academic Planning	Webinar	First Wednesday
Data Coordinators Call	Data Coordinators	Logistical Planning	Webinar	First Thursday
Supervisor and Teacher Leader Collaborations	District Supervisors and Teacher Leaders	Quarterly Support at Regional Events	In-person	Quarterly
Special Education Directors Call	Special Education Leaders	Academic Planning	Webinar	Second Thursday at 2:00
Weekly Newsletters	District Leaders	Weekly Support	Email	Every Tuesday

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 [2016-2017 Assessment Schedule](#) outlines test dates and method of delivery for all statewide assessments.

Month-by-Month Checklist

- The 2016-2017 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: Accountability Library

The [Accountability Library](#) contains resources for DTCs and accountability contacts including the School Performance Score (SPS) calculators as well as information on data certification and federal accountability.

School Performance Score (SPS) Calculators

- The SPS calculators are designed for district and school leaders to input school level data in order to estimate SPS scores.
- Accountability webinars explain how school and district performance scores are calculated and provide updates to policy for 2016-2017.

[2016-2017 School Performance Score Updates](#)

[2016-2017 District Performance Score Updates](#)

Data Certification Guide

- The Data Certification Guide includes policy and guidance related to completion of data certification.

Accountability Fact Sheets

- Fact sheets provide information on specific policies and/or components of school performance scores including (e.g., K-8 Progress Points, High School Progress Points).

Support & Resources: Continuous Support

Continuous support is provided through the weekly newsletters and is available when seeking specific information or assistance about assessments and accountability.

Office Hours and Monthly Calls

- Every Tuesday at 1:00 PM
- Webinar Link: <https://louisianaschools.adobeconnect.com/dtc/>
- Enter the meeting room as a guest and provide your name.
- Call-In Information: (646) 307-1380; meeting room #951155484

Assessment@

- All stakeholders are encouraged to email assessment and accountability questions and/or concerns to 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.

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?

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Support Structures and Resources

District Test Coordinator (DTC) Responsibilities

Assessments Overview

Sort it out!

- Sort the responsibilities into two groups: District Test Coordinator and School Test Coordinator.

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.

*The [2016-2017 Assessment Schedule](#) is located in the [Assessment Library](#).

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.

**The [Security and Confidentiality Agreement](#) for online assessment systems is located in the [Assessment Library](#).

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 sessions offered at quarterly [Supervisors Collaboration Events](#).
**required by [Bulletin 118](#)*

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))

Guidance on timelines for conducting select trainings is included in the Assessment and Accountability Month-by-Month Checklist.

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Support Structures and Resources

District Test Coordinator (DTC) Responsibilities

Assessments Overview

Assessments Overview: 2016-2017 Assessment Schedule

SMALL POPULATIONS			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
3-8,10	LAA 1 (English and Mathematics)	PBT	Window: February 6-March 17
4, 8, 11	LAA 1 (Science)	PBT	Window: February 6-March 17
K-12	ELDA (English Language Learners)	PBT	Window: February 6-March 17
8 (selected schools) 4 (selected schools)	NAEP	CBT	Window: January 23-March 3

GRADES K-8			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
K	Kindergarten Readiness	Teacher	Fall Deadline: September 30
K-3	K-3 Literacy Assessment	PBT	Fall Data Entry Deadline: September 30
3-8	LEAP (ELA, Math, Social Studies)	PBT grades 3-4* CBT grades 3-8	PBT Window: May 1-May 5 CBT Window: April 3-May 5
	LEAP (Science)	PBT grades 3-8	May 4

*LEAs determine delivery method (PBT or CBT) for English and math in grades 3 and 4.

Assessments Overview: 2016-2017 Assessment Schedule

GRADES 9-12			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
9-12 as applicable	EOC	CBT	Fall Window: November 28-Dec 14 Spring Window: April 24- May 19 Summer Window: June 19-23
11	ACT	PBT	Initial Test Date: March 21 Makeup Test Date: May 3 Accommodated Testing Window: March 21- April 4
11 as applicable	WorkKeys	CBT	Open Window: Complete by May 12
		PBT accommodated testing only	Window: March 22-April 5
9-12 as applicable	CLEP	CBT	Open Window: Complete by May 12
9-12 as applicable	AP	PBT	May 2-13

LEA ADMINISTERED			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
12 (retesters only)	GEE	PBT	Offered a minimum of twice yearly. Schedule to be determined by LEAs.
10-12 (students who entered high school prior to Fall 2014)	LAA 2	PBT	Offered a minimum of three times yearly. Schedule to be determined by LEAs.

Assessments Overview: LEAP Resources

Assessment Item	Release
Overview of 2016-2017 Summative Assessments	Available now: provides general information about the statewide summative assessments
LEAP Online Tools Training (OTTs)	Available now in INSIGHT by using the Chrome browser: provides educators and students opportunity to practice using the tools available in the online testing platform (mid-fall update to reflect any changes based on 2017 assessments)
September Collaboratives	Mid-September: provides high-level information about the summative and non-summative components of the comprehensive assessment system
2016-2017 Assessment Guides	October: provides more-detailed information about the test design and includes samples illustrating the various item types
Online and paper-based practice tests	Winter: provides educators and students with a full-length practice test that mirrors the operational test design

Assessments Overview: EOC Resources

Assessment Item	Release
Assessment Guides : Biology, US History	Available now: provides information about the test design and links to additional resources
EOC Online Tools Training (OTTs)	Available now in INSIGHT by using the Chrome browser: provides educators and students opportunity to practice using the tools available in the online testing platform
Updated Assessment Guides : English II, English III, Algebra I, and Geometry	Mid-September: provide information about the test design, including information about how the assessments are changing to reflect the Louisiana Student Standards, and links to additional resources
Updated Sample Items Documents for English II, English III, Algebra I, and Geometry	Mid-September: provide sample questions illustrating how specific standards may be assessed on the EOC assessments, including updated alignments to the Louisiana Student Standards

Assessments Overview: National and International Assessments

National Assessment of Educational Progress (NAEP)

- NAEP is the largest nationally representative assessment of what the nation's students know and can do. Results are released as the Nation's Report Card.
- Students in grades 4, 8, and 12 at **randomly selected schools** take the NAEP arts, reading, or writing assessment.
- Additional information about NAEP is located at <http://nces.ed.gov/nationsreportcard/>.

Program for International Student Assessment (PISA)

- PISA is a triennial international survey that aims to evaluate educational systems worldwide.
- Fifteen year old students at **randomly selected schools** take the PISA science, reading, or mathematics assessment.
- Additional information about PISA is located at <http://www.oecd.org/pisa/aboutpisa/> and <https://nces.ed.gov/surveys/pisa/>.

Assessments Overview: LEA Administered Assessments

Louisiana Alternate Assessment 2 (LAA 2)

- Louisiana Alternate Assessment 2 (LAA 2) for eligible special education students entering high school prior to 2014-2015
- LAA 2 administration must be offered a minimum of three times per school year.

Graduate Exit Exam (GEE)

- Graduation Exit Exam (GEE) for students entering high school prior to 2010-2011
- GEE administration must be offered a minimum of two times per school year.
- GEE results from years prior to 2014-15 may be requested via assessment@la.gov.

General Administration Information

- There is no age limit for retesters.
- All test security procedures in [Bulletin 118](#) apply to statewide assessments administered by LEAs.
- Results of LEA administered assessments are maintained locally as noted in the related manuals.
- All secure test materials for both the GEE and LAA 2 are password protected. If needed, passwords may be requested by emailing assessment@la.gov.
- LEA administered assessments may be placed on FTP sites upon request by emailing assessment@la.gov.

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?

Next Steps

- Sign up for weekly newsletter by emailing 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.
- Develop assessment and accountability communication plan for district leaders and STCs.
- Redeliver Collaborative sessions to assessment staff and district.
- Plan for LEA administered assessment administrations (i.e. GEE).
- Access and use resources in the [Assessment Library](#) and [Accountability Library](#).
- Schedule school test coordinator and district staff test security trainings.

Thank You

Thank you for attending the District Test Coordinator Induction.

Please contact assessment@la.gov with assessment and accountability questions and/or concerns.