

DACS TOP 10 Things for Testing

DAC Network Meeting, December 2015 WERA

In no particular order:

Off Grade Level Testing

Getting kids ID'd in TIDE with the correct CA and PT

Helps to have a pre-ID's roster for the TA with the level of testing being given

Clarifying expectations for Grade 11 students who need to also take on-grade level

Supports/Accommodations

ELL translation supports – stacked Spanish and translated glossaries settings in TIDE

Test Voice Packs, text to speech, ELL translation stacks, etc.

Know who (bldg level and/or district level) puts what in TIDE and how to share out what is in there (since there isn't an export function)

Sounds like many of the accommodations rolled over from last year. (Check this)

TA Training

Many videos, review and decide which ones are needed.

Use TA Certification; provide print copies of TAM excerpts (sections 4, 7 and 10)

Kimberly DeRousie is working on having individual DFA's done for each of the grade bands, and tests (CAT and PT) so that it's easier for TA's to follow on each day of testing.

Train TA's early so that there is time to practice with students

Make sure that IEP's and SBAC accommodation guidelines are followed. (There is some confusion about which has priority. Kimberly stated that the SBAC accommodation guidelines trump IEP's.) Special requests can be submitted to OSPI.

Techs

Establish good communication pathways with IT and use frequently

Have a tech in a school on first day of testing

They need to be trained if they are in classroom as tests are being administered.

Suggested to train them as a group so that specific questions can be answered.

Student Practice

Have students and TA log in and use supports and accommodations

Practice math calculator (not just the equation writer)

Test out headphones, volume, secure browser and software with practice/training test before allowing that system to be used for live testing. Document that the laptop or station works before testing.

Practice Test keys are available on the SBAC site

Scheduling

Have Classroom Activity scheduled into the schedule if administering. The CA is optional this year.

Recommending fewer and longer sessions, by test/grade is easiest

Consider consolidating testing by grade and subject to help with comparability of data. That is, don't have some grade 3 math testing in March and some grade 3 math in June.

If you start testing PRIOR to spring break – PT expires in that 10 day timeframe (which includes weekends)!

Plan ahead for alternative programs, internet academy guest students,

Running Start juniors -if scheduling on a Saturday, make sure to contact Kimberly DeRousie to make sure there is support available on your testing day. Might try to do test on the college spring break or evenings.

Students in detention facilities can take the test with a trained proctor.

TIDE/ORS

Be clear on roles, who adds new users, who pulls Plan & Manage Testing data, etc.

Engrade fall into this category and roles need to be clear.

Have someone checking the system each morning to make sure everything is up and running before buildings begin logging in.

TA access to Guidelines

Make sure everyone has successfully signed into WCAP early (Jan/Feb).

Communicate clear directions to TA's about where to find documents on either the WCAP site or another district site.

TAM (DFA)

TAM is very large, but information that all TA's need access to. Possibly print only sections 4, 7, and 10 for use during testing.

Kimberly will be suggesting that DFA's be released by grade bands and tests so that it's easier to TA's to use.

Emphasize proper testing procedures-must read DFA each day, even though it basically the same language for each assessment.

HELP

An FAQ with basic questions is helpful for TA's

Have clear directions about who to call/email when they have questions-tech, bldg coordinator, district coordinator, etc.