We are ONE: Building Community Among Educational Stakeholders

Skye Raschke, M.Ed. & Eric E. Barnes, M.Ed.

KIPP Texas
Session Objectives

Learning Objective #1 – As a result of attending this session, what will attendees know or be able to do?
Participants will retrieve multiple concrete communicative systems and organizational strategies to assist with assessment coordination e.g., testing logistics, communication, training, management in the fast-paced, evolving testing landscape.

Learning Objective #2 – How will this knowledge affect/improve their ability to lead effectively?
By utilizing systems to build community among multiple stakeholders, participants will be able to streamline testing workflows across multiple departments and maintain a shared source of knowledge yielding an equitable testing environment for all students.

Learning Objective #3 – How will this practice/process be sustained over time?
When established, streamlined communication and organized testing systems can be modified to align with the varying needs of an organization that encourage additional opportunities for collaboration, planning, training, and focused work on other pertinent duties.

KIPP TEXAS PUBLIC SCHOOLS

KIPP TEXAS
PUBLIC SCHOOLS
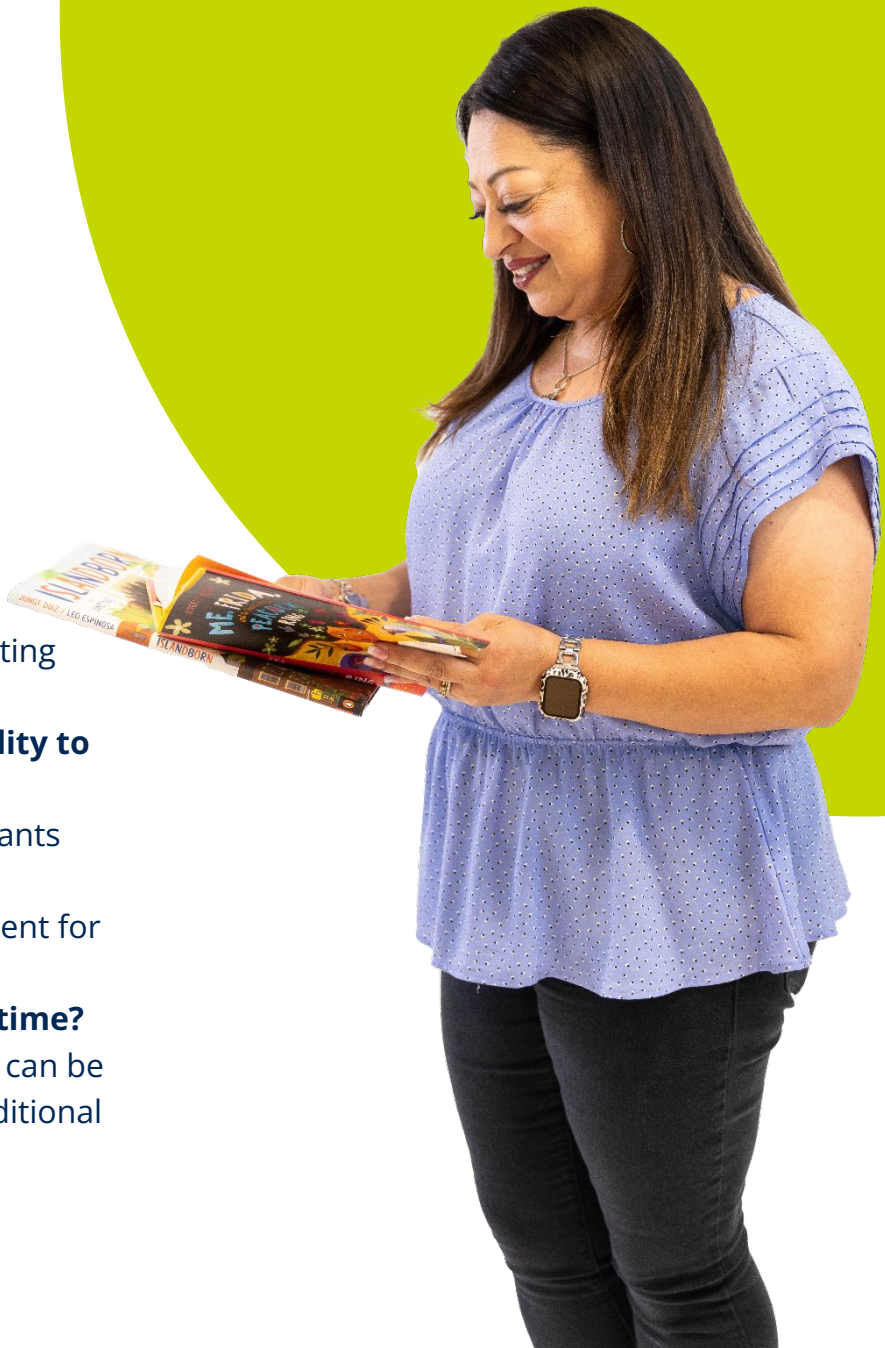
KIPP Texas
Who We Are.

KIPP Texas Public Schools is a public charter school district operating in four major Texas cities. For the 2024-2025 SY we will have **54 total schools**. We are an open enrollment public school and subject to all state rules for accountability.
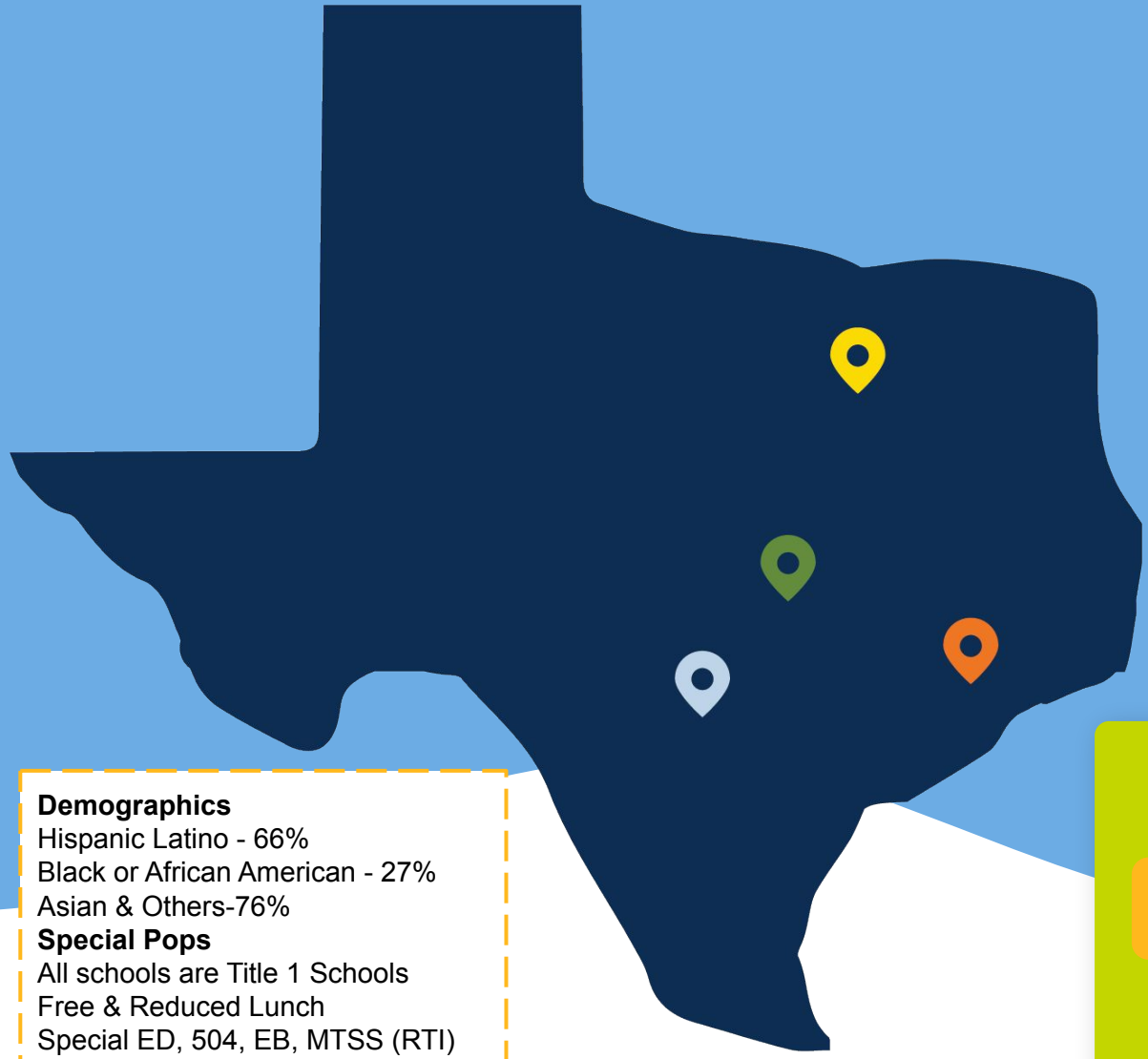
Demographics
Hispanic Latino - 66%
Black or African American - 27%
Asian & Others-76%
Special Pops
All schools are Title 1 Schools
Free & Reduced Lunch
Special ED, 504, EB, MTSS (RTI)
Approx. 300 Alt 2 Qualified
Approx 16,000 EB
Total Enrollment, 33,803 (10/25)

Austin	Houston	San Antonio	Dallas
10 Schools	32 Schools	7 Schools	5 Schools
5000	22211	3175	2417
Little KIPPsters	Little KIPPsters	Little KIPPsters	Little KIPPsters

KIPP TEXAS PUBLIC SCHOOLS

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Skye Raschke, M.Ed.

21st Year in Education

21 years in Education, 17 years with KIPP, 16 years of testing experience (4 as DTC), 10 years of classroom teaching experience

KIPP TEXAS PUBLIC SCHOOLS — Houston

Harvard Graduate School of Education
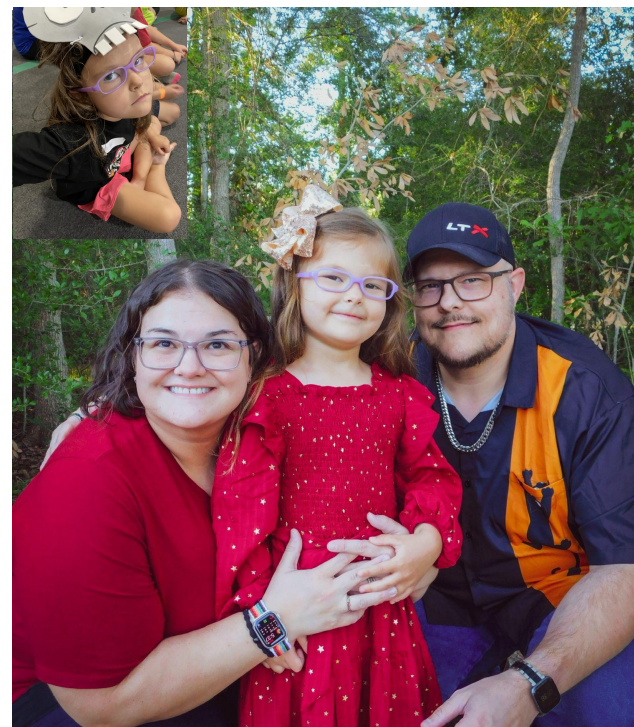Muhlenberg College

Previous Roles

Classroom teacher- self contained PS; Classroom teacher- secondary; Algebra Teacher; Texas History Teacher; Electives teacher; Director of Ops; Instructional Coach; AP; APO; Assessment Coordinator and Data (school based); CTC; LPAC, 504, RTI, Illuminate Champion; GL Chair; Dept. Chair; Teacher Manager; etc.

STATE TESTING GOT ME LIKE.

Education

Skye Raschke graduated from Muhlenberg College with a Bachelors of Arts in Political Science (Public Policy and Constitutional Law) and Sociology in 2004. Skye earned her Master's in Education Policy and Management from the Harvard Graduate School of Education in 2011. She holds certifications in Generalist EC-8, Math 4-8, and ESL EC-12.

THE FACE I MAKE WHEN THE ATTENDANCE TRACKER ISN'T UPDATED BY 7:30AM
MY FACE WHEN PEOPLE SAY "COULDN'T THIS BE AN EMAIL?"
IT WAS IN THE TESTING EMAIL
INTERIM ASSESSMENT #1 IS ONLY 2 WEEKS AWAY!
ALL 5 OF THEM

Family

When not working, Skye spends time with her daughter (6) and husband exploring the greater Houston area.

Eric E. Barnes, M.Ed.

Family

The highlight of his life includes being married to the love of his life, Kristen, and being a father to their beautiful daughter, Laila Roselynn, and four beautiful godchildren, Lazarion, Makayla, Nathaniel, and Lanette.


Professional Education

Eric earned a BBA in Management from Jackson State University in 2006; earned a M.Ed. in Elementary Education from Mississippi College in 2008; earned an AAS in Real Estate from Dallas College in 2021; and currently is pursuing a Ph.D. (ABD) in Educational Leadership PK-12 from TCU. In addition, he holds certifications both in Mississippi (Elementary Education 4-8 & Gifted/Talented K-12) and Texas (Generalist 4-8, Principal EC-12, and Superintendent EC-12.

19th Year in Education

19 years in Education, 3 years with KIPP, 9 years of administrator experience, 6 years of K-12 classroom teaching experience, 4 years of collegiate teaching experience, and 13 years of testing experience (4 as DTC)

Teacher- Mathematics (4th, 5th, and 7th)
Elementary GL Chair
Collegiate Instructor- Field Supervisor
HS Asst. Principal (6A)
CTC, Data, LPAC/504 Administrator
Elementary Principal (PK-5)
Regional Assessment Coordinator (DFW)
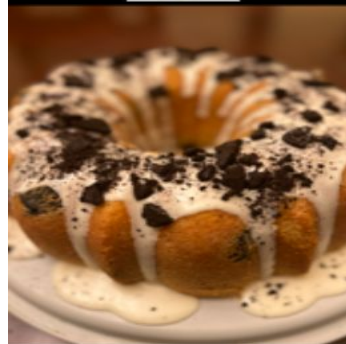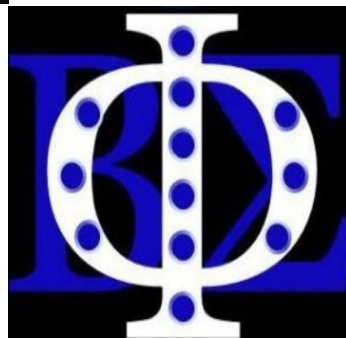
Hobbies/Special Interests

In Eric's spare time, he enjoys spending quality time with family and friends, cooking, traveling, and attending sporting events (**Go Cowboys!**)

5

Problem Statement
Who we are and why we are here.

>

Testing Hub
Organizing Resources.

>

Newsletter
Big Picture - Reaching multiple stakeholders.

>

Streamlined Training
Ensure all stakeholders are trained and tasks are completed.

>

Google Forms & Doc Studio
Increase efficiency.

>

Meeting Cadences and Interactive Agendas
Stakeholder Management

>

Daily Communication
How do we communicate with our most important stakeholders.

>

Agenda

What we will highlight today.

There are **many tools and strategies we** use to engage **multiple stakeholders.** We will highlight our **top 6** here today. Please stay tuned for **turnkey resources** that will be shared at the end of this presentation.

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PUBLIC SCHOOLS

KIPP Texas

Problem Statement

In our organization, we discovered that multiple regions were operating independently with varied practices that either were fostering or prohibiting progress with successful assessment administration due to varied experiences and mindsets of the organizational stakeholders.

Realizing that the testing landscape has nuances and intricate details that could be unfamiliar to all stakeholders, the KTX assessment department developed multiple communication methods to ensure alignment and adherence to policies and procedures.

Resulting from the development of varied communication methods, we discovered that alignment in the messaging and practices were vital to our success with equitable, testing administration environments for all KIPPsters.

Section 1

Testing Hub

All of our district testing resources in one easily searchable place.

What is it?

- **The "KTX Testing Hub" is a website created within the Google suite (Google Sites) that contains varied information centered on assessments offered within KIPP Texas.**

- **The "KTX Testing Hub" is divided into multiple, user friendly sections e.g. assessment divisions, regions, testing resources, CTC feedback, and archived materials that assist with navigation of the site according to specific needs.**

Why is it important?

- **Utilizing the "Testing Hub" has empowered multiple stakeholders that may not possess the knowledge about assessments. Having the information readily available for all stakeholders generally answers questions that may arise.**

- **The "Testing Hub" has assisted with procedural alignment for assessment administration within the KTX regions.**

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KTX Assessments' Testing Website (Testing Hub)
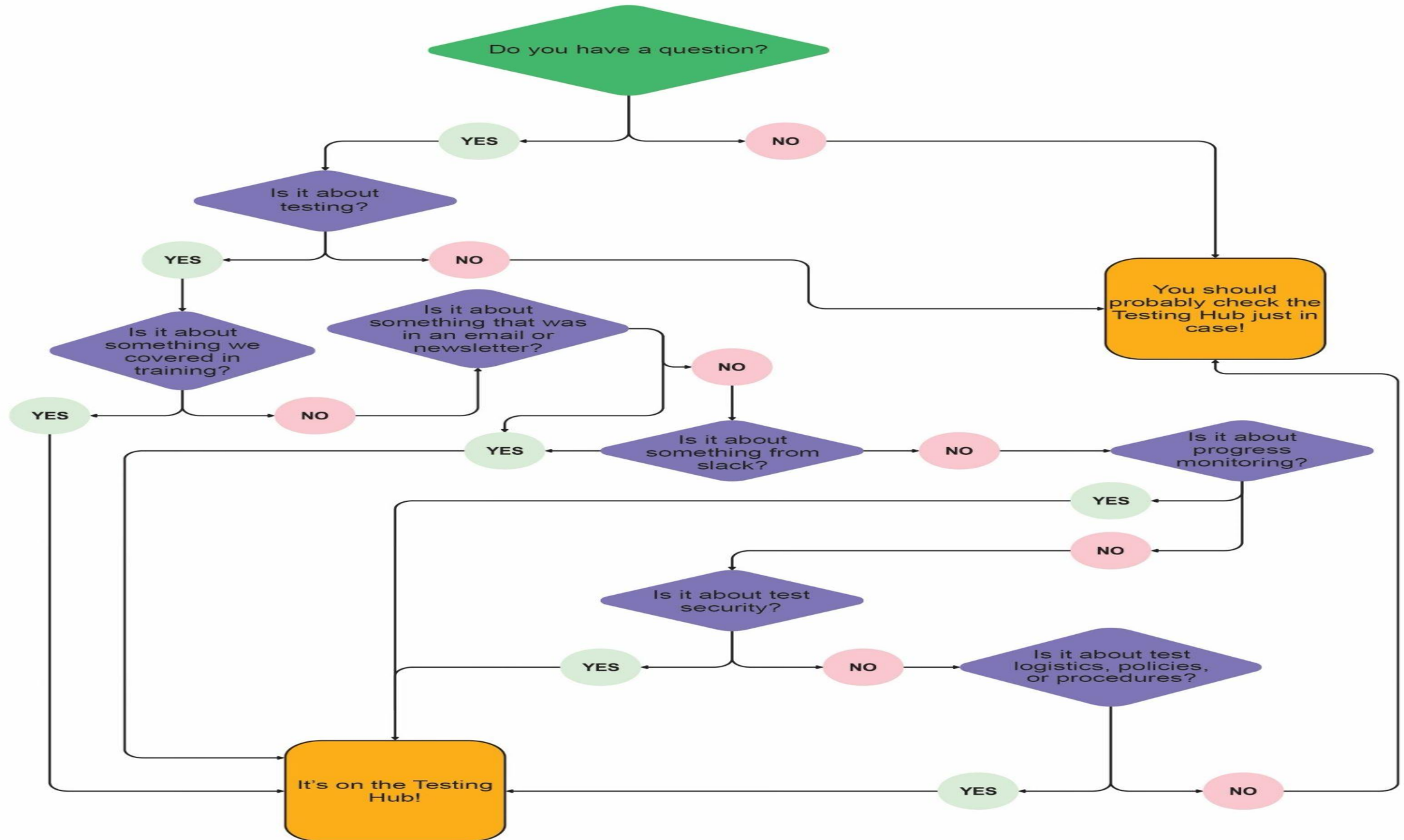
KTX Assessments' Testing Website (Testing Hub)

Welcome back CTCs and SLs! Some pages are still being updated for the 2024-2025 SY (there will be a note at the top of the page).

KIPP TEXAS ASSESSMENTS · KTX TESTING HUB 2024-2025

Home · CTCs Start Here · KTX Assessment Team Contact ... · 2024-2025 Google Drive · Communication Blasts · Completion Monitoring · More ▾

General Testing Resources

CTC Home Page
CTC Home Page

Training Slide Decks and Recordings
Training Slide Decks and Recordings

Accommodations
Accommodations

Testing Google Drive (Must Sign in with KTX Gmail)
KTX Google Drive

Testing Communication Blasts & Awesome Blossoms
Communication Blasts

Test Hound
Testhound

KIPP TEXAS PUBLIC SCHOOLS

KIPP TEXAS PUBLIC SCHOOLS

KTX Assessments' Testing Website (Testing Hub)

Completion Progress Monitoring

Headline: Completion Progress Monitoring Update

Ask: Please scroll below and click on the corresponding links to obtain your campus completion status.

Details: Goal is 90% Completion across all required assessments listed in the KTX Assessment Strategy

- Data is going to be used to make academic decisions for campuses and for TCP Placement & TIA payments.
- Key dates are provided below to help you plan and ensure that you complete within the allotted date(s)
- Scroll down to assessment to obtain links reflecting your campus/region completion status.
- Any questions can be answered by the contact person listed in the assessment section.

Update Frequency: Tuesdays & Fridays during the testing window
* Tuesday via email
* Friday via Chalkboard

Training Recordings and Slide Decks

On this page, you will find slide decks and video recording of all of our annual trainings. Additional materials and resources will be available on the test specific pages on this site.

Please note – any missed required training must be followed up with an Internal Irregularity Report for your Campus (Section G.)

State Aligned Assessments (STAAR, STAAR ALT 2, Interim Assessments)
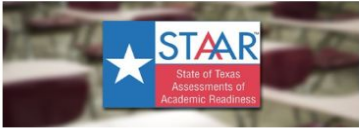
STAAR
STAAR Resources

STAAR ALT 2
STAAR ALT 2

Interim Assessments
Interim Assessments

Cambium
Cambium Information

Non-State District Assessments (MAP, I Ready, mCLASS DIBELS 8, Circle)

Advanced Academics Assessments (Pre-ACT, District ACT, ACT School Day, SAT School Day, TSIA)

Pre-ACT, District ACT, ACT School Day
ACT Information

SAT School Day Testing
SAT Information
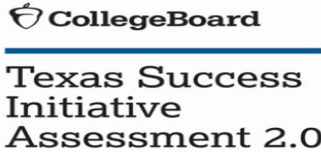
TSIA2
TSIA2 Information

Other Assessments (TELPAS, TELPAS ALT, NSE, AP, IB, CBE, Etc.)

CTC Start Here Page - Easy place to start for new CTCs

2024-2025 Irregularity Report Form (all assessments)

2024-2025 Testing Irregularity form

Signature Page (original doc title says 22-23 but it has not changed)

2024-2025 Testing Oath (all assessments)**

Oath Rollup - Responses

Oath Folder on Testing Drive -PDF copies

**If you are not certified in Texas, you must know the name of your certified supervisor BEFORE starting this oath!

Cambium Access.

Cambium Account Sign Up Google Form - SY 2024-2025

cornerstone

Test Security Training Rollup

All KTX employees, including those who will be on campus during active testing or who will need access to student testing data must complete the mandatory asynchronous test security training through cornerstone. The 2024-2025 Cornerstone Test Security Training for All KIPP Texas Employees will be pushed out by EOD, 9/16/2024.

QUICK LINKS FOR CTCS

SY 2025 Assessment Strategy

SY 2024-2025 Assessment Calendar

How to add the Assessment Calendar to your Outlook.

SY 2024-2025 Campus Testing Dates Tracker

2024-2025 Accommodation Deadlines Link

KTX Assessment Handbook 2024-2025

2024-2025 CTC Role & Responsibilities Quick sheet

2024-2025 CTC Contact List Link

2024-2025 Testing Account Information for CTCs

- All essential CTC links in one place
- Faster onboarding
- Usually all the resources that people ask for over and over
- Includes - how to gain testing account access for all platforms
- Includes a list of who owns what assessment

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EB

Section 2

Newsletter

Quarterly communication geared towards updating district and
campus leaders on what is happening with assessments.

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What is it?

- **The newsletter is a quarterly publication that provides pertinent information that is disseminated from the KIPP Texas assessment department.**

- **The newsletter is created using the S'more platform which is user friendly and provides opportunities for multiple methods of displaying information.**

Why is it important?

- **The publication shares various updates and assessment information needed for multiple stakeholders in KIPP Texas.**

- **The publication serves as a resource for maintaining communication for multiple stakeholders while assisting with accountability for successful completion of pertinent tasks for assessment administration.**

KIPP:TEXAS
PUBLIC SCHOOLS

Communication Blasts...

You Sham-Rock!!!
March Edition...

Happy March! It's going to be an amazing month!

We hope that this correspondence finds you well! As we transitioning into the testing season, we want to ensure that all assessment administration will be smooth. In addition, the assessment department supports the hard work that KIPPsters are engaging in. **IT'S GAME TIME!!!**

As a method of continued communication from the KTX assessment department, this month's newsletter contains pertinent information as CTCs prepare for upcoming assessments e.g. ,the TELPAS/STAAR Alt 2 assessments window, STAAR windows, and ACT. If you have should have any questions, please do not hesitate to contact any member of the assessment department.

Educationally yours,
KTX Assessment Team
(Sam, Amanda, Dina, Eric, & Skye)

Spring 2022

Summer!
Fun in the Sun in 2023!!!

Happy June!!! Hat's off to you and Happy Summer!!!

We hope that this correspondence finds you well! You're in the home stretch! Congrats on persevering through the testing season, and making it through successfully. In addition, we are ecstatic to view the academic growth that our KIPPsters have demonstrated on their varied exams! As a method of continued communication from the KTX assessment department, this month's newsletter contains pertinent information as CTCs prepare for testing closeout and June STAAR EOC testing.

So to celebrate the upcoming summer vacation, we would like to offer a few resources to help you unwind as your definitely deserve it! If you have should have any questions or concerns about anything testing related, please do not hesitate to contact any member of the assessment department.

Educationally yours,
KTX Assessment Team
(Sam, Amanda, Dina, Eric, & Skye)

Summer 2023

Happy Holidays!!!
December Edition...

Happy Holidays! It's going to be an amazing month!

We hope that this correspondence finds you well! Wow, it is hard to believe that we are at the end of the 1st semester and celebrating the holiday season! Congratulations on persevering through our IA #1 administration and dealing with the various challenges that illuminated during that time. Also, we are excited for the use of data to assist with instructional decisions for our Big and Little KIPPsters.

As a method of continued communication from the KTX assessment department, we will be providing a monthly newsletter with pertinent information. This month, the newsletter contains some useful information as you prepare for upcoming assessments e.g. December EOC trainings, glows/grows from IA #1 administration, and NWEA Winter MAP. If you have should have any questions, please do not hesitate to contact any member of the assessment department.

Educationally yours,
KTX Assessment Team

Winter 2023

"Fall Into Testing!!!"
Fall Edition...

It's Fall! What a special season this will be!

We hope that this correspondence finds you well! The semester is moving right along while everyone is engaged in the business of "education". Congratulations for persevering through our first round of BOY testing this academic year, and utilizing the data to assist with instructional decisions for our Big and Little KIPPsters. We are excited for the wonderful things that will be occuring on campuses throughout KIPP Texas this academic year! In this Fall newsletter edition, there is pertinent information available as your continue to prepare for the various assessment windows e.g., trainings, SAT, ACT, and TSIA2.

As the assessment administration windows commence, we are "pumped" alongside our CTCs and prepared to serve as needed. In addition, we know that **"YOU"** are essential in this process. If you have should have any questions, please do not hesitate to contact any member of the assessment department.

Educationally yours,
KTX Assessment Team
(Dina, Eric, Marleigh, Skye & Sam)

Fall 2024

KTX Assessments' **Newsletter 411...**

Keypoint 01: SL Info

What Makes a Leader Great?

THE BEST LEADERS KNOW THIS

Fall 2024 SL Bulletin

This slide deck provides pertinent information and dates for upcoming training and assessments.

KTX 2024-2025 Assessment Calendar

Pertinent Testing Info for SY 24-25!

Keypoint 02: CTC Info

2022-2023 KTX CTC CONTACTS

This document contains the CTC contact information for the various regions.

KTX TESTING DATES TRACKER 22-23

The pertinent dates for various exams will be found in this document.

IA #1 CHECKLIST

This document provides guidance on steps to IA preparation.

CTC 411...

CTCS UPCOMING TASK LIST

There are the pertinent tasks/trainings listed here for upcoming assessments.

22-23 IA #1 SITE VISIT FORM

This form serves as a walk-through document to determine grows/glows for the IA #1 assessment.

ASSESSMENT ROLES & DUTIES

The assessment roles and responsibilities are disseminated according to specific campus/district positions.

Keypoint 03: CTC Professional Dev.

What Does Your Planning Process Look Like?

Process of Planning

- Building Achievable Targets or Goals
- Constituting the Planning Grounds
- Determining the Extent of Time for Planning
- Discovering Alternatives to Achieve Goals
- Appraising and Choosing a Course of Action
- Flourishing Derivative plans
- Aligning and Regulating the Progress

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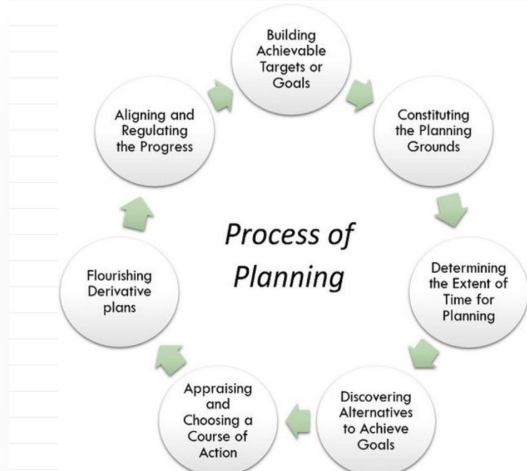
KTX Assessments'
"Awesome Blossoms"

- **Highlight 1-4 CTCs a quarter**
  - **This year also highlighting School Leaders and departments who go above and beyond to support CTCs/Testing at their campuses**
- **People like to be recognized - CTCs are often overlooked for school celebrations.**

"It's not about perfect. It's about effort. And when you bring that effort every single day, that's where transformation happens. That's how change occurs."
– Jillian Michaels, celebrity fitness coach

THE AWESOME BLOSSOMS
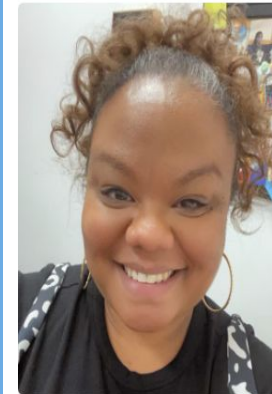
Ashley Hardyway, CTC at KIPP Truth ES

School/Role: **KIPP Truth ES - Principal-in-Residence & CTC**
Number of Years with KIPP: **I've been with KIPP 5 years** 🙂
One thing you like/love/enjoy about being a CTC: **I enjoy the opportunity to provide daily projections of glows and grows aligned to testing! KIPP core values are embedded into our staff glows. I love highlighting photos of big and little KIPPsters during testing too!**
One favorite best practice for testing: **My favorite best practice for testing is providing clear communication during professional development for all staff with expectations and opportunities to** practice. Clarity is kindness! Practice pushes progress!
Fun fact about you: **I love cooking, baking, and traveling! I was on an episode of Sugar Rush on Nexflix too!** 😊

Jonny Melgar-Nolasco, CTC at KIPP Houston HS

School/Role: **KIPP Houston HS - Teacher & CTC**
Number of Years with KIPP: **This is my 3rd year with KIPP** 🙂
One best practice that you believe is impactful for supporting the campus CTC: **One impactful best practice is to keep up with deadlines and familiarizing yourself with the testing plan.**
One favorite best practice for testing: **Be Organized!!!! It's WORTH IT!**
Fun fact about you: **I have become the unofficial Social Emotional** Counselor at my campus. Lol! 😊

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Section 3

Streamlined Training

District specific Test Security Training Module administered via Cornerstone, Bi-weekly CTC meetings, checklists, and the Testing Handbook.

What is it?

- **Multiple training resources that are accessible to all stakeholders.**

- **District specific Test Security Training Module administered via Cornerstone, bi-weekly CTC meetings, checklists, and the KTX Assessment Handbook.**

- **Bi-weekly training cadence for CTCs throughout the year to make the role of CTC more manageable.**

Why is it important?

- **Easy to read and reference testing policies and procedures.**
- **Bi-weekly touchpoints with CTCs to ensure time is given for task completion and clarification.**
- **All KTX Employees are required to complete a Test Security Training via our performance management system. The training is launched by HR with all BOY required employee trainings.**
- **We are able to track completion for all employees, ensure that ALL employees are trained in test security, and have signed an oath before any state testing occurs.**

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Test Security Training for All District Employees

ONLINE CLASS

Test Security Training for All KTX Employees SY2024-2025

Last Updated 09/13/2024   Duration 1 hour

Details

Test security and confidentiality is everyone's responsibility. In addition to collecting important data for our schools, students, and teachers, testing also has a major impact on accountability measures and successful student outcomes. At KIPP Texas, we take test security and confidentiality very seriously. Every KIPP Texas employee plays a part in ensuring that our schools, students, and teachers have fair and equitable testing experiences and that we are collecting viable and reliable data. This training will cover TEA and KIPP Texas test security requirements and policies and will provide information on how to access secure test materials and student data.

Show More

ONLINE CLASS
Test Security Training for All KTX Employees SY2024-2025

Completed

Training was successfully completed and recorded to your transcript.

View Certificate

KIPP TEXAS PUBLIC SCHOOLS

Cambium Access 24-25
Active Now!

Test Security Training

Registered: 1629 (44.45%)

Completed: 1734 (47.31%)

In Progress: 302 (8.24%)
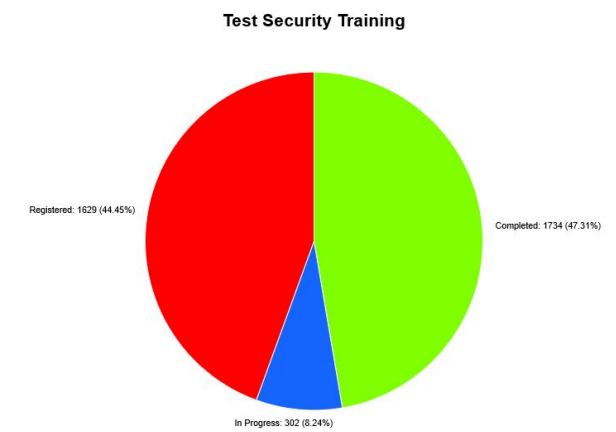
Step 01
Complete the Cornerstone
Test Security Training
Required for all KTX

Step 02
Sign the official TEA Oath
(Google Form)
Required for all KTX

Step 03
Sign up for a Cambium
Account** (Google Form)
Optional

**There are no carryover accounts from previous years. If you do not complete the Cambium Account Request (google form), an account will not be created for you.
Track completion ; Accessing Cambium w/o Automated Email

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Training Cadence - Bi-Weekly CTC Training (90 mins)

New this year

- We meet every other week for 90 minutes with CTCs.
  - Makes content mastery and tasks mastery more manageable
  - Gives multiple opportunities for collaboration
  - Backwards planned for the entire school year
- CTCs are broken down into different categories
  - State Aligned CTCs (STAAR, IA, ALT 2)
  - District Aligned CTCs (mCLASS, i-ready, MAP)
  - Advanced Academics CTCs (TSIA2, SAT, ACT, Pre-ACT, CCMR, etc.)
- Some weeks are for a specific set of CTCs
  - Example - we did December EOC Training with just our HS/Secondary State Aligned CTCs last week.
  - Next week is IA#1 training
- Able to offer CTC stipends based on training attendance, CTC task completion, and total testing numbers.

Training Cadence - Bi-Weekly CTC Training (90 mins)

How do you support a CTC who also serves multiple roles on campuses?

- Most of our CTCs are also:
- AP of Instruction
- Principal in Residence
- Deans
- Interventionists
- Special Populations Coordinators
- Teachers
- Etc.

In order to lift some of the burden off of CTCs and to ensure that trainings meet our strict standards, we provide CTCs with **turnkey training slide decks** for every test administration.

Training Recordings and Slide Decks

On this page, you will find slide decks and video recording of all of our annual trainings. Additional materials and resources will be available on the test specific pages on this site.

Please note – any missed required training must be followed up with an Internal Irregularity Report for your Campus (Section G.)

MAP Training Fall 2022

CTC Role and Intro to Cambium Fall 2022

Accommodations and Testhound Fall 2022

Interim Assessment #1 Training Fall 2022

December EOC 2022

Winter MAP Training 2022
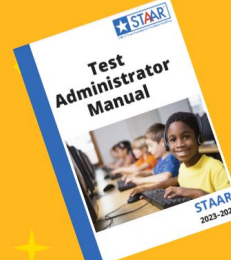
STAAR ALT 2 Training 2023

STAAR 2023 Training

Spring MAP Training 2023

A Note for CTCs -
Please make sure you update yellow slides with information specific to your school.

If you do not have 5th-12th Grade, you can delete the Illuminate Section.

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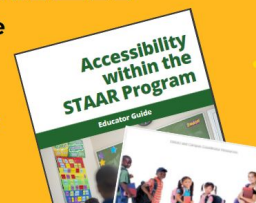
Trainings

- Bi-weekly Deck is continuous slide deck for weekly meetings
  - Easy to search and find
- Bigger Trainings like December EOC, STAAR, IA are separated
- Organized and Hyperlinked
- Always have the link slide at the top
- Provide additional resources in appendix
- Pop-Quiz for CFU or to move quickly through the presentation
- Training examples in the resource folder :)

DISCLAIMER — SR/SL

This training does NOT replace your requirement of reading the appropriate manuals, emails, slack updates, and the Hub!!!

Training

CTC Quick Links- — SR/SL

All documents and links contained in this training are also available on the testing hub!

Pop Quiz — SR

Please answer the questions in the popup poll.

Where are the polls?
- Click on the triangle, square, circle butting next to the chat (bottom right)
- Click on Polls

How does information flow into testhound? - Behind the scenes — EB/MT

Accommodation Information and Student Demographic Data

TestHound & Cambium-TIDE/Illuminate do not feed into each other.

Systems do not talk! Testhound does not talk to Cambium nor Illuminate.

Humans must follow protocols to ensure accommodation accuracy in Illuminate and Cambium

EOC Updates

- Testing Dates
- Eligibility
- Test Security
- Staff Training

KTX Assessment Handbook

- Comprehensive handbook of all testing policies and procedures for the district
- Living document - update as things change/arise
- Part handbook, part workbook for CTCs and SLs to develop their campus testing plan.
- Helpful for when CTCs get the question - is that in writing
- Based on a document shared by Kelly Bertholf, Pflugerville ISD, on TSNAP Shares
- If you are not a member it is sooooooo worth it!

The Power of TSNAP Shares in action!

KIPP: TEXAS PUBLIC SCHOOLS

Campus Testing Assessment Handbook

2024-2025

Section I - KIPP Texas Policies and Procedures

1. Assumptions & Expectations - CTC Role and Responsibilities

KTX Assessment Department Values

Vision: Together with our families and communities, we create equitable, joyful, and academically excellent schools that prepare our students to pursue any path they choose — college, career, and beyond — so they can lead fulfilling lives and build a more just world.

Mission: Behind every promise is a decision, behind every decision is data, and behind the data are purposeful assessments for all students. As we know that data matters most, we strategically plan our assessments and provide meaningful ways for data collection. We must use data to deliver on our promise to every student so their story at KIPP leads to success beyond it.

Our WHY:
- Create an equitable atmosphere for all students during assessments
- Results are a true representation of all students abilities
- Data will be used to make pertinent decisions for all educational stakeholders

Assumptions

The following assumptions are in place for those designated by the campus principal as the campus testing coordinator for district/state/advanced academic assessments.

The coordinator for district/state/advanced academic assessments
- is an instructional or operational leader who excels at responsibilities and skills listed in the job description,
- has prior experience as a test administrator for standardized tests,
- is a member of the the leadership team,** or works closely with the leadership team
- effectively manages multiple high priority tasks simultaneously and consistently meets deadlines
- Is able to attend biweekly meetings and multiple required trainings throughout the year
- is highly organized
- is an effective communicator
- is a critical thinker & problem solver
- is comfortable leading professional development for school-based staff
- is able to develop and execute complex logistics plans
- reads the weekly email to campus administrators and all district communication. Click here for a more detailed description of the CTC role

Onboarding CTCs Mid-Year

- We complete 30+ different CTC trainings throughout the year
- Increased turnover of CTCs in the last two years
  - shared role + increased amount of testing = burnout
- Needed a quick, uniform plan to get new CTCs up to speed and ready for the next testing window
- Includes welcome email template with links to our website, handbook, drive, etc.
- This is an outline
  - we customize it to the person/campus and the next testing window

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New CTC Onboarding and Check In Plan 2023-2024 SY

This is a general outline of the mid year onboarding process for new CTCs. These meetings may be changed or rearranged depending on the experience and/or need of the CTC and the school.

Welcome Email

Dear _____,
Congratulations on your new CTC role. We are here to help you and support you through the testing process. You can find the assessment teams' contact information here. Please feel free to reach out with any questions. There are no "dumb" questions when it comes to state testing and compliance!

Your RAC will be reaching out to you shortly to set up a series of check-ins to get you up to speed on all things testing and CTC. In the meantime, please check out and bookmark the important testing resources below.

KTX Testing Hub- Where we link all important documents, trainings, updates, etc.

Check In #1 - Test Security, Oaths, Testing Account Set Up, General Testing Procedures

Share CTC Checklist(s), check off items that have been completed.
Get information for testing accounts needed and update/add as needed
- Testhound
- Cambium
- NWEA
- Illuminate (they will need to fill out an applications ticket for their permissions to be added/updated to school/shared leadership)

Today we went over the following testing items:
1. Test security training and signing the oath
2. Testing procedures and logistics
3. Making a campus testing plan (examples)
4. Using checklists to help keep you and your staff organized (examples)
5. Set up testing platform accounts

At our next check in we will cover accommodations and testhound accommodation reports.

Check In #2 - Accommodations and Testhound Accommodations Reports, Training Staff

Checklists examples

- We use checklists as a way to make Test Administration Prep more efficient and manageable for CTCs
- We also use checklists to ensure task completion for stipends
- We use checklists during our assessment close out meetings to make sure everything is completed.
- All required documents and or information is hyperlinked right next to the task

Section 4

Google Forms & Document Studio

We use document studio to automate documentation of Test Security Oaths, Irregularity Reports, etc.

What is it?

- **We use Google forms to automate and track many essential department processes.**

- **We use document studio to automate documentation of Test Security Oaths and Irregularity Reports, etc.**

Why is it important?

- **We can easily track and monitor completion of important tasks via google form roll ups stored in one central place.**
- **DTCs have access to all Oaths immediately - do not need to wait for campuses to upload/turn in.**
- **DTCs and CTCs can track training completion, oath completion, training of non-KIPP employees, Cambium Access, etc. all in one easy place.**
- **Ensures that important district forms are completed completely, accurately amd in a timely manner.**

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Rollups and Tracking

- **Test Security completion, oaths, cambium account sign up, active cambium accounts, and training for non-kipp employees are all in one google sheet**
- **CTCs can track completion for their campuses and DTCs can track completion for non-campus based employees**
- **Site visits can be accessed by Deputy Cheifs, SLs, Superintendents, School Leader Managers - makes for easy tracking, looking for trends and areas of improvement across multiple campuses.**

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Google Forms

We use Google forms for…

- Training Pre-Work
- Cambium Account Sign up
- Participation Surveys
- Testing Oaths
- Irregularity Reports
- BOY/EOY Retest Requests
- Site Visits
- Training Feedback
- Training Sign In Sheets
- Training Thought/Question Tracker
- Accommodation meeting assurance
- Paper testing requests for STAAR

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ASSESSMENTS

SY 2024-2025 KTX Request for Testing Date Change

- All requests must be submitted 2+ weeks prior to any assessment
- Response time will will take 24-48 hours after submission

2022-2023.KTX.IA Site Visit Checklist

Thank you for your help providing feedback to each campus you visit during the IA#2 Testing Window.

If you fill out this version of the IA Site Visit form, there are no additional steps you need to take. You responses will automatically be uploaded to Tab C of the IA Site Visit Tracker.

If you prefer to print a copy of this form you can access it here [https://docs.google.com/document/d/1F8VL8467mpe3_FX86jzGw5HqSwAyaHVvKP21qVg4PB0/edit?usp=sharing].

Printed copies will need to be uploaded to Tab A of the 2022-2023 Site Visit Tracker. [https://docs.google.com/spreadsheets/d/1rrqnzSlQ51O0QadDCwXZKFSzIQbhXcS4ko-caTAGam4/edit?resourcekey#gid=470112921] .

(Testing Dept.) Austin - Amanda Allen, Dallas - Eric Barnes, Houston - Skye Raschke, SA - Dina Cruz, Director- Sam Lopez

Section 1 of 4

2023-2024 KIPP Texas Cambium Account Sign Up

Please complete this form after you have reviewed and completed the KIPP Texas Test Security Module in Cornerstone.

For more information about what level of account you may need, the list of all school ID numbers, or directions on how to look up your associate ID# on ADP - please click here.

**Please note - KTX is unable to create Cambium accounts for Courage. Please reach out to the Courage CTC directly for a Cambium account through SBISD.

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Section 1 of 8

KIPP Texas 2023-2024 Irregularity and Incident Documentation Report for All Assessments

This form is for KIPP Texas Assessments for the 2023-2024 School Year.

Please complete all information and submit this form to your Regional DTC within 48 hours of the testing incident. Use a separate form for each incident. All documentation must be attached to this form using the upload options below. A copy of all documentation must be maintained on campus for 5 years by Campus Testing Coordinator.

You may return to this form to upload further supporting documentation as needed. Please read the options and action steps below very carefully as they have changes since last year.

Please reach out to your RAC if you have any questions.

KTX MAP Retest Request 2022-2023

Goal setting, training, active test proctoring, and an appropriate testing environment are the best ways to ensure students are set up for success during MAP testing. To maximize instructional time, MAP retesting is not encouraged unless proctors are confident of a different outcome based on a specific set of criteria.

This form must be submitted before retest requests will be considered. Please note the criteria to request a retest listed below. Students can only retest during a designated testing window. If a student needs to retest more than one test, you will need to submit a new form for each test.

In order to better support MAP troubleshooting during active test sessions, retest requests will no longer be granted through email/spreadsheet**. Please allow 24-48 hours for retest requests to be considered after submitting this form. You will receive an email indicating whether or not the retest request has been approved from your Regional Assessment Coordinator.

2022- 2023 Winter MAP Participation Survey

Directions: Please take a minute to fill out this form letting the assessment team know about Winter MAP participation for your school.

Remember- The only required testing during Winter MAP is K-2 Math. All other GLs and Subjects are OPTIONAL. **Winter MAP Window 11/28/22 -12/15/22 - K-2 MATH is Required. All other GLs/Subjects are Optional!**

If you are participating in Winter MAP, please make sure you have updated your schools' testing dates on the KTX Testing Dates Tracker.

If you are participating in Winter MAP, please make sure you attend the mandatory Winter MAP Refresher training. Calendar invites will be sent out at the beginning of November. Please reach out to your RAC if you have any questions.

Email *

Valid email

This form is collecting emails. Change settings

2022-2023 KIPP Texas STAAR/EOC Paper Request Form (ARD & 504)

This form is a tool to help Diagnosticians, SPED and 504 Coordinators communicate with the Assessment and Accountability Department regarding a request for a paper test.

This form should be completed by a representative of an ARD or 504 Committee as an extension of the testing decision process.

Please complete one form for each student requiring a paper test.

All students in KIPP Texas will receive an online administration except for the students who have this form submitted and approved on their behalf.

You will receive the decision regarding any requests by Sam Lopez, Senior Director of Assessment within one week of submission.

Submission deadline – 6 weeks prior to assessment date

The STAAR ALT 2 Assessment will remain a paper test for the 2022-2023 SY. This form is not required for a student taking STAAR ALT 2

Document Studio - Transform Google Forms into PDFs

Document Studio - Transform Google Forms into PDFs

Automatically sends an email with PDF copy of their oath and/or Irregularity Report once the Google Form is submitted.

This academic year, all automatic emails are disseminated from our department email address. This action assists with streamlining communication and makes responding more efficient.

Section 5

Meeting Cadences & Interactive Agendas

Preset meetings for the year with the departments we interact with the most. Using interactive agendas to allow both teams to plan for the meetings to maximize efficiency and effectiveness.

What is it?

- **These are predetermined, scheduled meetings that occur with interdependent parties/departments centered on assessment administration and procedural alignment.**

- **Agendas are interactive for both sides. We update them a few days before the meeting and the other team does as well. This ensures that the time is useful and purposeful for both teams.**

Why is it important?

- **We schedule these at the beginning of the year as everyone is extremely busy with limited time available when the assessment windows open.**

- **In order to run a successful testing administration, there are many moving parts. So, we need collaboration and input from many stakeholders.**

- **Testing windows are a complex dance as everyone has a part. Also, rehearsal and practice must occur prior to the big show.**

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Interactive Agendas

- **Some teams we routinely meet with are**
  - **Special Populations**
  - **IT and Applications**
  - **Data Driven Leadership and Instruction**
  - **Multilingual Education Team**
  - **Academics - Curriculum and Instruction**
  - **Campus based support teams (Regional Superintendents, Heads of Schools, School Leader Managers)**
  - **Operations**
- All teams have access and can add agenda items prior to meetings.
- All meeting notes in one continuous document for the year
- Document can be searched for keywords
- A place to add action items and next steps for participants

2024-2025 Special Pops & Testing Meeting Agenda

When: 1st Fridays, 9:00-10:00 AM Monthly Cadence
Where: Google Meets Link

Table Of Contents (Meetings)

2024-2025 Special Pops & Testing Meeting Agenda

			○ Illuminate platform workarounds ○ 8th grade math vs Alg 1	- ALT 2 IAs - get two weeks - Want a refined plan for what/how with the data - 8th Grade Alt 2 - take the course Algebra 1 but have to take the 8th math test - Skye will forward TEA's response about our HS students who started HS as ALT 2 and are now Gen ed. - TASI - Fall updates for STAAR ALT 2 (meeting with TEA)
9:40-9:55	Dr. Jones & SPED Dept.	SPED Questions/Discussion	What questions/wonderings from the SPED department are needed for discussion?	
9:55-10:00	Assessments & SPED	Wrap-Up & Conclusion		Helpful Assessment Links Assessment Testing Hub (Our website with all testing resources) 2024-2025 Assessment Strategy 2024-2025 Assessment Calendar 2024-2025 KTX Assessment

Section 6

Daily Communication Tools

One email reaches everyone in the department to increase response time. Slack for CTCs and School Leaders for real time questions, updates, and best practices sharing.
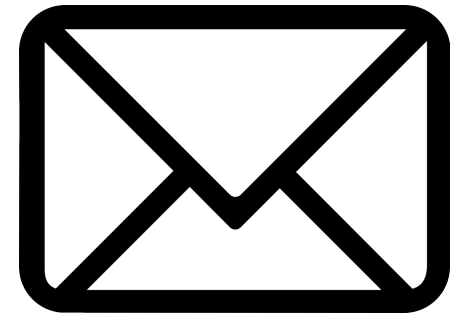
What is it?

- **Assessment department email that contacts department members quickly and increases efficiency with response time to stakeholders**

- **Assessment Outlook calendar that all employees can align to their individual Outlook accounts**

- **Slack for CTCs and School Leaders for real time questions, updates, and best practices sharing**

Why is it important?

- **As a team of 5, we are all very busy and often over scheduled. Having a joint department email helps us maintain consistent and effective communication with multiple stakeholders.**

- **Email address is easy to remember - can work as a "help desk".**

- **Slack is a tool for communication, community building, and real time updates during testing window. It is an easy way to communicate in real time with all CTCs.**

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KTX.Assessments@KIPPtexas.org

- One email address for a shared account.
- Send automated emails for oaths and irregularities.
- One place for all Assessment questions can be sent.
- One calendar from which all Assessment deadlines and trainings can be sent.
- Send official completion monitoring emails to high level stakeholders.
- Send official assessment window updates to high level stakeholders.

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KTX Assessment Calendar

Slack for CTCs and School Leaders

- Two different Slack Communities - one for CTCs and one for School Leaders
- Safe space for CTCs to collaborate, ask questions, report issues, receive real time updates, training reminders, resources, etc.
  - All team members have access and can respond
  - CTCs can collaborate and share best practices too - it's not just DTCs talking at CTCs
  - Send real time updates - especially effective when all schools are affected by an issue like wifi down for entire district.
- SLs have their own channel - less active, only share important reminders and any changes during assessment windows.
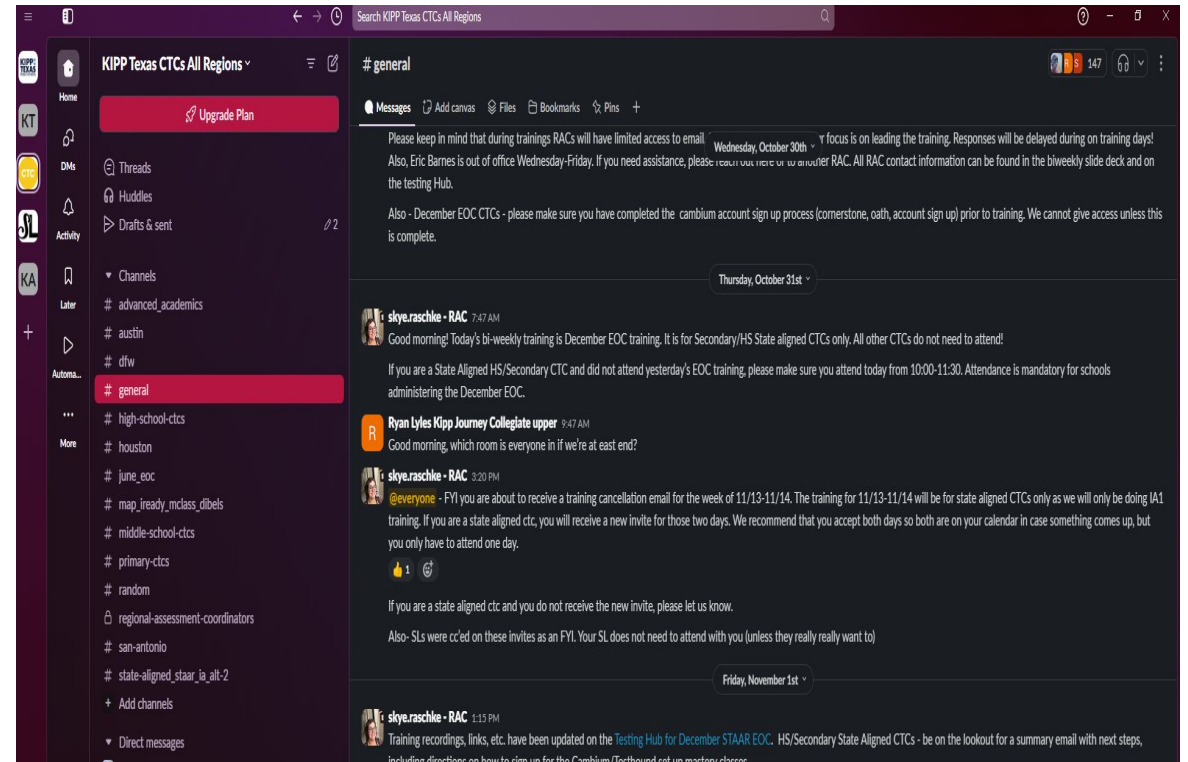
Section 7

Wrap Up

KTX Assessments'
Turn and Talk

Turn to your neighbor and discuss 1-2 takeaways from this presentation that you can turnkey for your district/school this year. Please explain why/how you think it will work for you.

KIPP Texas
Contact & Resources

01. Skye Raschke

Skye.Raschke@kipptexas.org
860-983-8982

02. Eric Barnes

Eric.Barnes@kipptexas.org
817-800-2270

03. KTX Assessments

KTX.Assessments@kipptexas.org
The Testing Hub

04. TAC Resources Folder

https://drive.google.com/drive/folders/1DsqoyyY_FFIqiLpHutt8NWIZ_7iIsV-i?usp=sharing

Scan for Additional Resources!

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Thank you!

We are always learning and improving, if you would like to give us feedback, please click **here** or scan below.

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