

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?

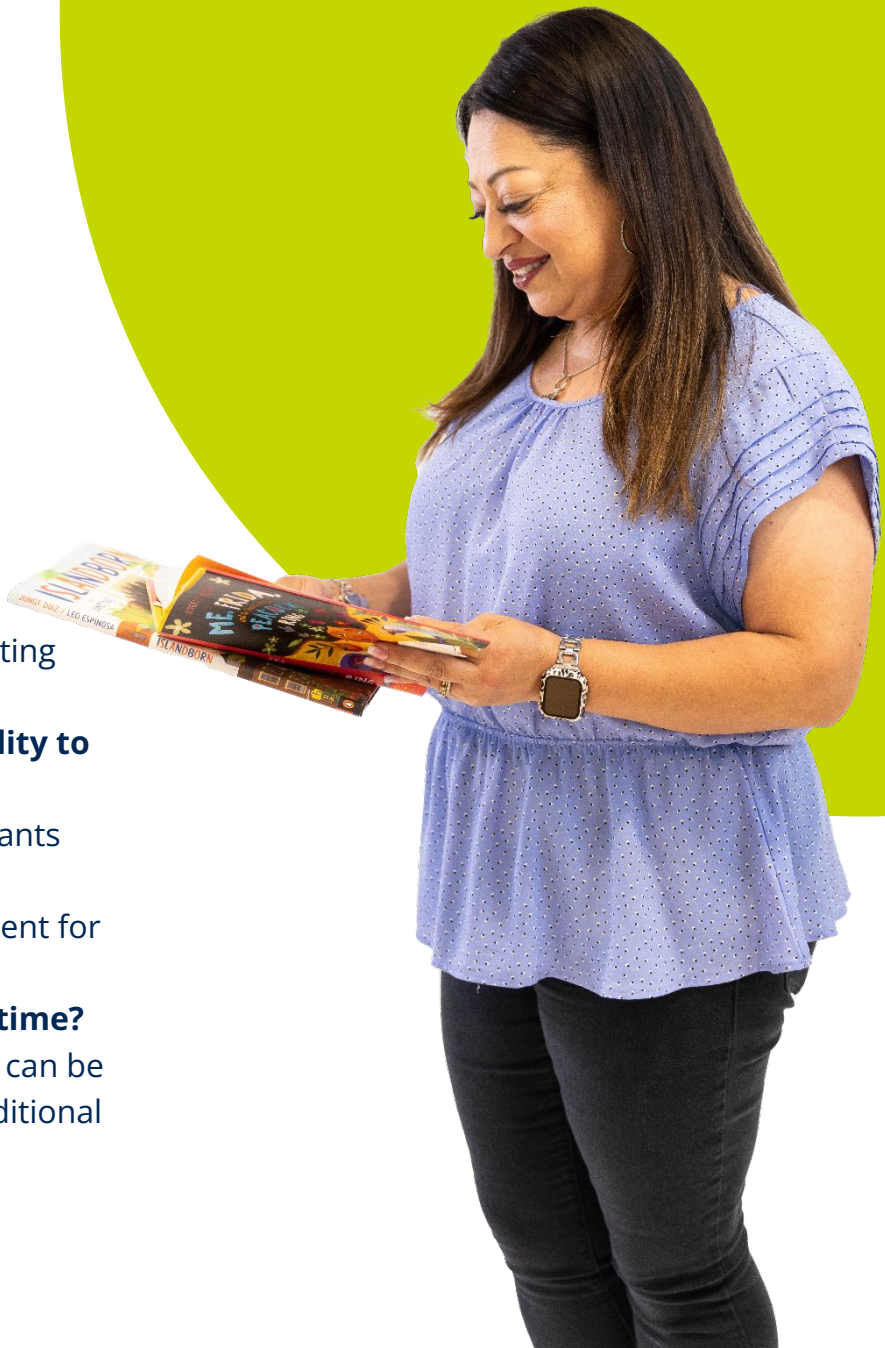
Participants will retrieve multiple concrete communicative systems and organizational strategies to assist with assessment coordination e.g., testing logistics, communication, training, management in the fast-paced, evolving testing landscape.

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.

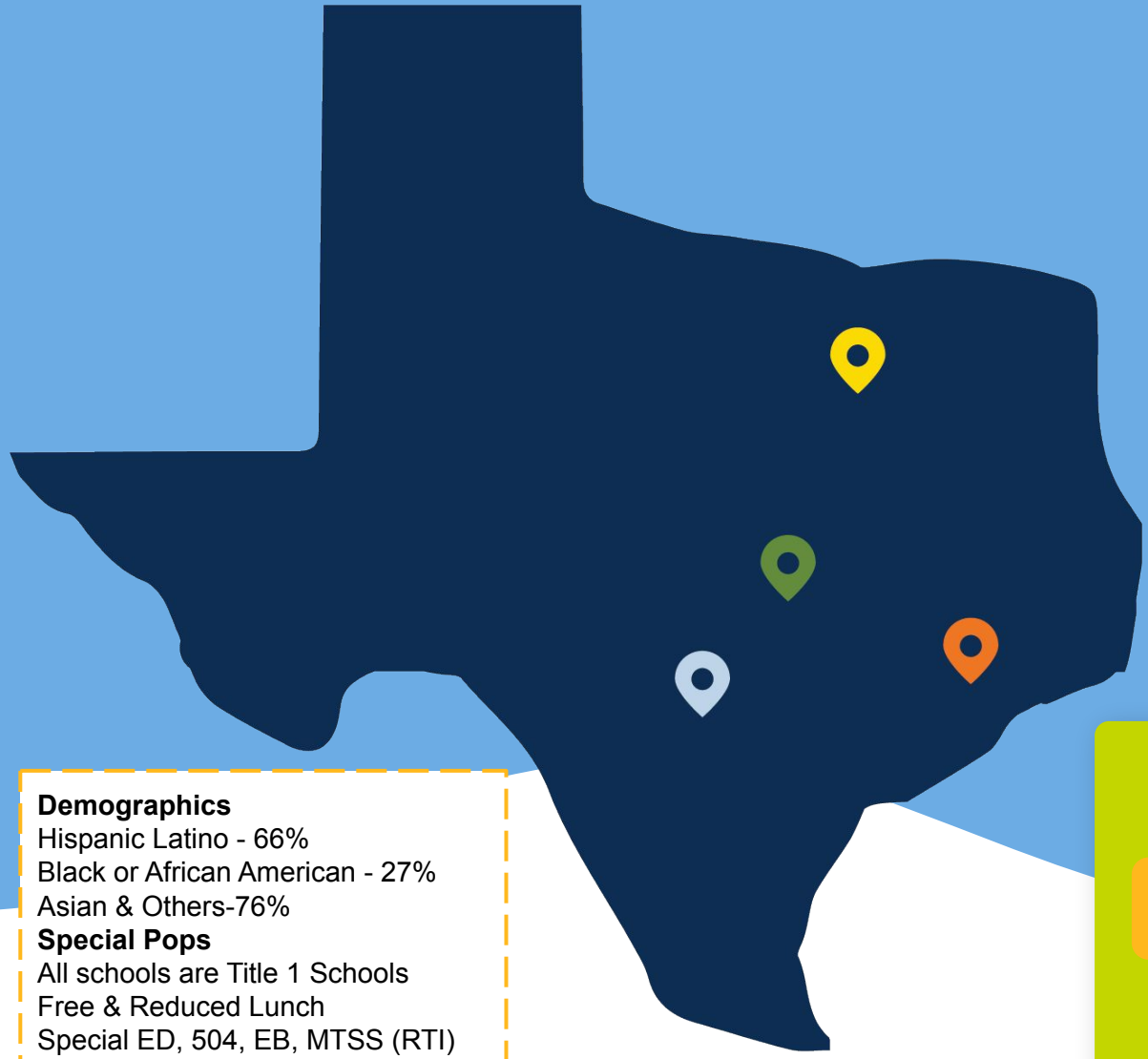
Learning Objective #3 – How will this practice/process be sustained over time?

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 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
10 Schools

5000

Little KIPPsters

Houston
32 Schools

22211

Little KIPPsters

San Antonio
7 Schools

3175

Little KIPPsters

Dallas
5 Schools

2417

Little KIPPsters

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



Harvard
Graduate School of Education

Muhlenberg College

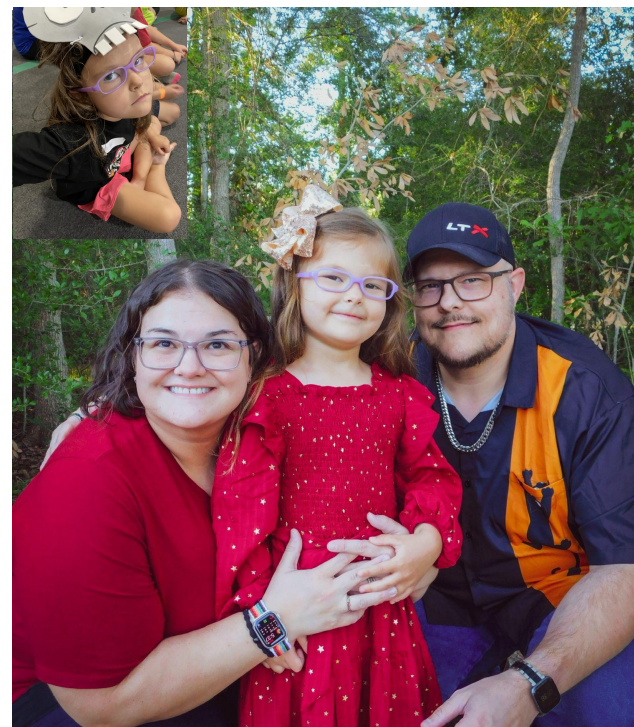
Previous Roles

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.



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.



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

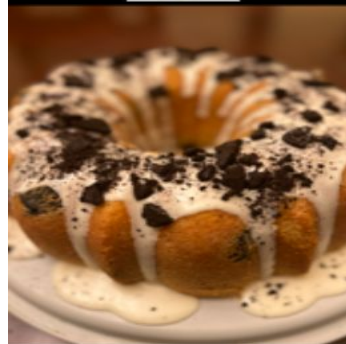
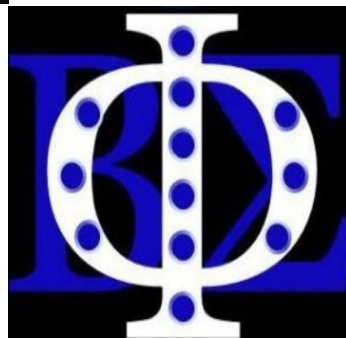
Eric earned a BBA in Management from Jackson State University in 2006; earned a M.Ed. in Elementary Education from Mississippi College in 2008; earned an AAS in Real Estate from Dallas College in 2021; and currently is pursuing a Ph.D. (ABD) in Educational Leadership PK-12 from TCU. In addition, he holds 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!**)

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.

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.

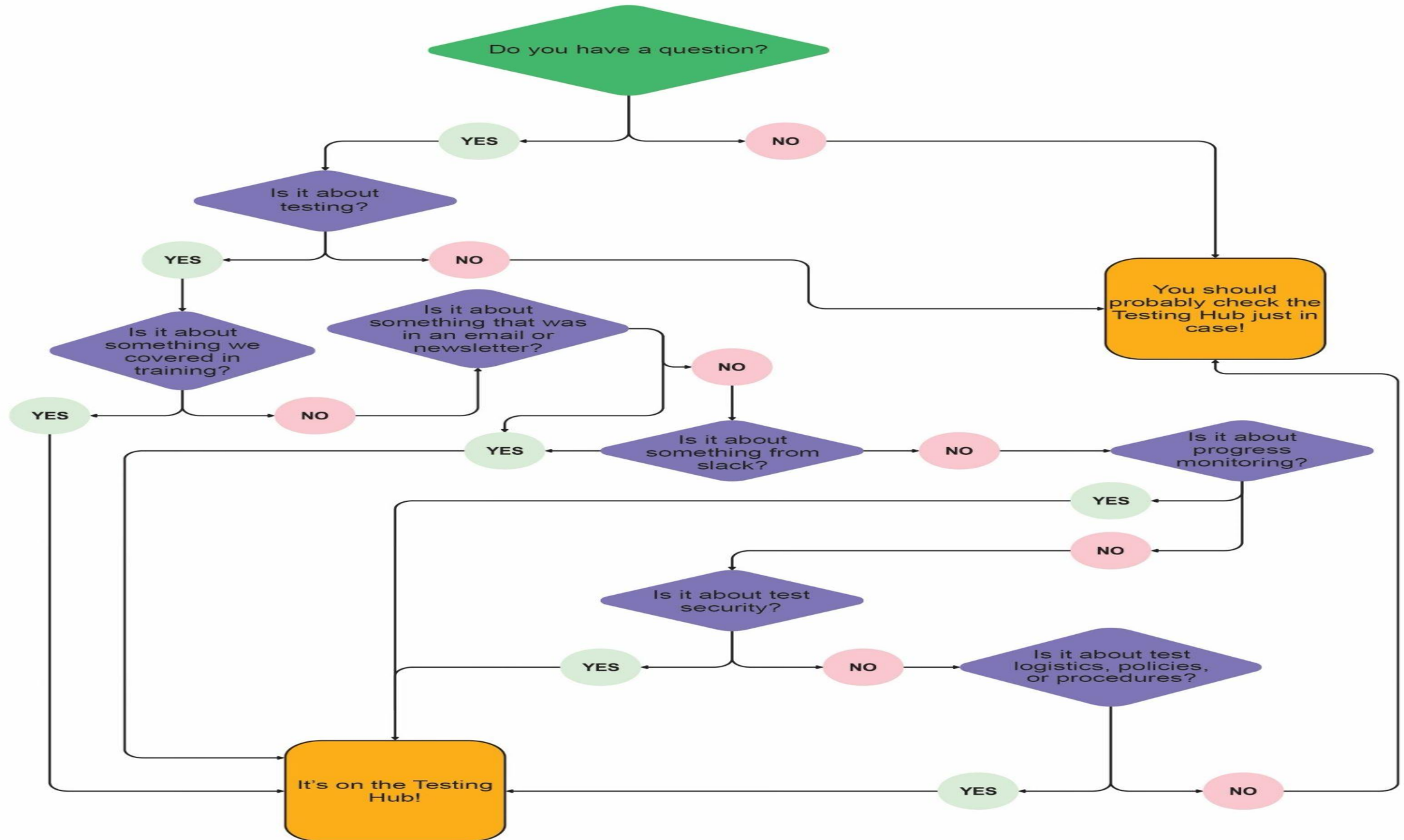
What is it?

- 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.

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).

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](#)



Powered By  EDUCATION
ADVANCED.

Test Hound

[Testhound](#)

KTX Assessments' Testing Website (Testing Hub)



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

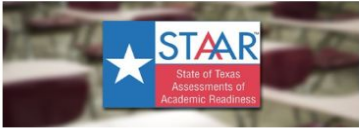
- * Tuesday via email
- * Friday via Chalkboard



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)



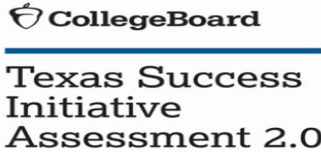
Pre-ACT, District ACT, ACT School Day

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](#)



[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.

5 Tips and Best Practices

1. Ensure that a trained staff member is in the testing room during the entire test session.
2. Be sure you know which materials are allowed for the content area test you are administering and that students don't have access to unauthorized materials.
3. Do not look at, make pictures of, copy, discuss, etc. ANY test materials, especially online tests and test booklets, unless you have specific and authorized permission to do so.
4. Do not assist test-takers with questions in any way—meeting, strategizing, hints, affirmations, adjusting responses—or even give the appearance of assistance.
5. Be sure you know how to get help during testing if you need it. If you are unsure of how to respond to a student or a testing situation, ask.

QUICK LINKS FOR CTCs



[SY 2025 Assessment Strategy](#)



[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](#)

[SY 2024-2025 Assessment Calendar](#)

[How to add the Assessment Calendar to your Outlook.](#)

[SY 2024-2025 Campus Testing Dates Tracker](#)

- 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

Section 2

Newsletter

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

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.**

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 occurring 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



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/gloves for the IA #1 assessment.

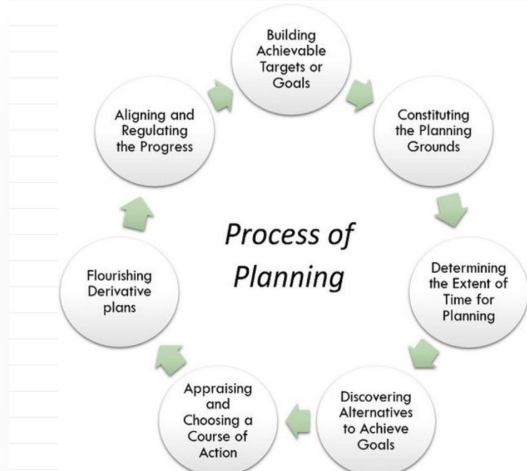


ASSESSMENT ROLES & DUTIES

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?



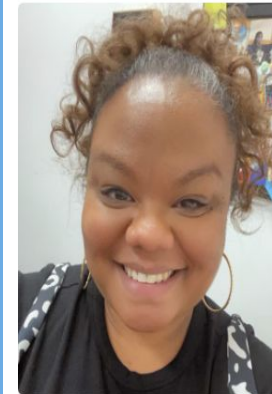
KTX Assessments'

"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



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 Netflix 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! 😊

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.**

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

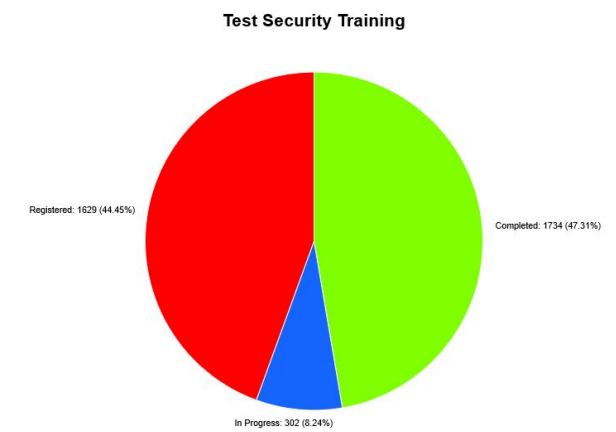
Completed

Training was successfully completed and recorded to [your transcript](#).

[View Certificate](#) ▾

Cambium Access 24-25

Active Now!



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](#)

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.

	1700-01	1700-02	1700-03	1700-04	1700-05	1700-06	1700-07	1700-08	1700-09	1700-10	1700-11	1700-12	1700-13	1700-14	1700-15	1700-16	1700-17	1700-18	1700-19	1700-20	1700-21	1700-22	1700-23	1700-24	1700-25	1700-26	1700-27	
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	
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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

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.

low mode



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](#)

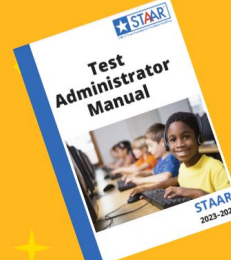
[STAAR ALT 2 Training 2023](#)

[STAAR 2023 Training](#)

[Spring MAP Training 2023](#)

Trainings

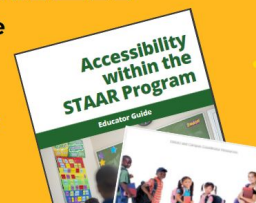
- Bi-weekly Deck is continuous slide deck for weekly meetings
 - Easy to search and find
- Bigger Trainings like December EOC, STAAR, IA are separated
- Organized and Hyperlinked
- Always have the link slide at the top
- Provide additional resources in appendix
- Pop-Quiz for CFU or to move quickly through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



Test Administrator Manual


DISCLAIMER

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



Accessibility within the STAAR Program

Training



NO EXCUSES

NEW-2023
2022-2022
2022-2022

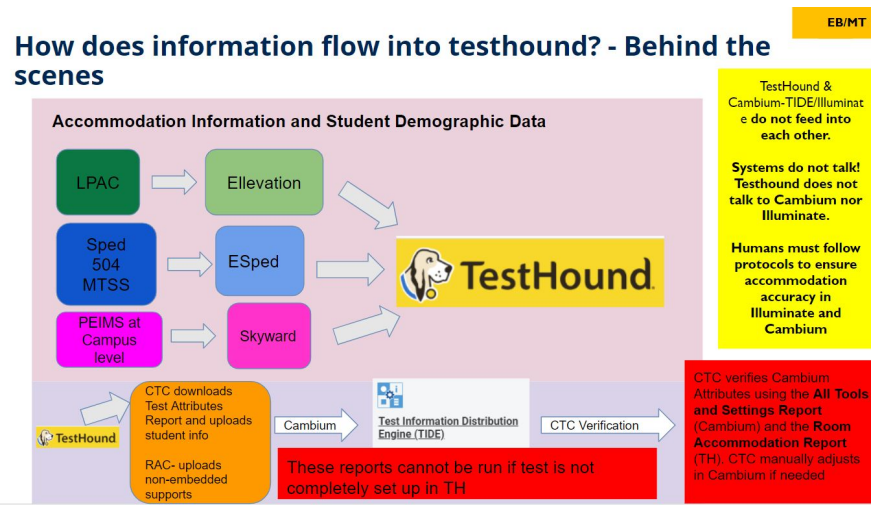
Manuals will be

CTC Quick Links-

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

General Links:

- [Testing Hub](#)
- [2023-2024 CTC Handbook Link](#)
- [2023-2024 KTX Google Drive](#)
 - [2023-2024 Documentation Folders](#)
 - [2023-2024 Test Results School Access Folders](#)
 - [2023-2024 Test Results School Access Folders](#)
 - [2023-2024 Test Results School Access Folders](#)
 - [2023-2024 TBA Test Administrator Manual - NEW](#)
 - [KTX Inoperability Report Google Form - REQUIRED: Inoperability Report Signature Page](#)
 - [Locally Determined Disciplinary Action Form \(must be filled out for Student cheating\)](#)
 - [Progress Monitoring Reports How To](#)
- [2023-2024 Assessment Strategy and Testing Calendar Link](#)
- [2023-2024 CTC Training Schedule](#)
- [KTX Testing Dates Tracker 2023-2024](#)
- [2023-2024 CTC Contact List Link](#)
- [2023-2024 Training Recordings and Slide Decks](#)
- [2023-2024 KTX Opt Out/Refusal to Test Paperwork](#)
 - [2023-2024 Opt Out/Parent Refusal Information \(TASB\)](#)
- [2023-2024 KTX Paper Test Request Application for SPED, 504, IJAP](#)
- [Supplemental Aids Process for Spec. Povs](#)
- [2023-2024 Accommodations Meeting Help Chart](#)
- [Accessibility Features](#)
- [Designated Supports - Legal](#)
- [Designated Supports - TEA Approval](#)
- [Snap & Read Instructional Accommodations & STAAR Online Accessibility Features](#)
- [Auto FTS vs FTS](#)
- [2023-2024 Supplemental Aids - What is Allowed](#)
- [2023-2024 TEA Accommodations Updates Critical Slides](#)
- [Directions for TestHound - Cambium Test Attributes Upload for STAAR/TELPAS \(2023-2024\)](#)
- [MTSS Coordinator Guidelines for Testing Accommodations](#)



Pop Quiz

Please answer the questions in the pop up poll.

EOC Updates

Testing Dates


Eligibility

Test Security

Staff Training

Where are the polls?

- Click on the triangle, square, circle button next to the chat (bottom right)
- Click on Polls



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 soooooo worth it!



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

**The Power
of TSNAP
Shares in
action!**

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

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

TOPIC	TASK	Resources	Due Date	Notes	High Schools	KIPP Austin Collegiate [227-820-001]	KIPP Austin Brave [227-820-002]	Pleasant Prep [227-820-045]	227-820-073]	Oak Cliff Academy	KIPP Houston HS [227-820-030]	KIPP Generations Collegiate [227-820-013]	KIPP Connect HS [227-820-053]	KIPP East End HS [227-820-056]	KIPP NE College Prep [227-820-014]	Journey HS [228-820-018]	KIPP Academy West [227-820-015]	Stargatown HS [227-820-062]	Mosaic Academy [227-820-052]	KIPP University Prep [227-820-063]	KIPP Sonoma [227-820-021]		
Accommodations	Make sure special populations have filled out the Paper Test Request form for SPED or 504 students who will need a paper copy of the assessment	2024-2025 STAAR TELPAS IA paper request form	Past Due- 6 weeks prior to test	10.21.2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL PLANNING	Attend CTC STAAR training on the Regional Calendar	December EOC and Cambium Training		10/30 or 10/31	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL PLANNING	Identify the set dates for STAAR testing and which tests must be completed on which days. Algebra I, Eng I and ENG II must be given on the set days. Schools can choose which day(s) to give Bio and US History.	2024-2025 KTX Testing Calendar Testing Date Change Request Process		11.15.2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL PLANNING	December EOC Retester Verification - Complete the December EOC Retester Verification list and tag you RAC in a comment on your tab when you are done.	2024 December EOC Verification File Verification Directions	12:00pm 11/15/2024	11.15.2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodations	RAC will upload all testing attributes for all schools into Cambium on 11/19/2024. CTCs must have all test sessions set up in testhough by 11.15.2024. If you meet this deadline, you will be responsible for manually entering your attributes into Cambium	Verifying Cambium Accommodations with student settings and tools report	Set up due 11.15.2024 Upload done by RAC on 11.19.2024	11.15.2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodations	Pull Master Accommodations Report and meet with SpEd, LPAC, 504 Coordinator to verify accommodations are correct.	Accommodations Deadline Accommodation Meetings - Training	Week of 11.11 - 11.15.2024	11.15.2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodations	Coordinators should sign-off on report to verify Test Hound is up to date. Receive and inventory STAAR Test Administrator Manuals. Print additional copies if needed				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 and in a timely manner.

Spreadsheets
are my love
language

KIPP Texas 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 Chiefs, SLs, Superintendents, School Leader Managers - makes for easy tracking, looking for trends and areas of improvement across multiple campuses.

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

KIPP TEXAS

A S S E S S M E N T S

SY 2024-2025 KTX Request for Testing Date Change

- All requests must be submitted 2+ weeks prior to any assessment
- Response time 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. Your 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_FX86jzGw5HqSwAyaHvVvKP21qVg4PB0/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/1rrqzSI05100QadDCwXZKFSzIQbhXcS4kocaTAgam4/edit?resourcekey=gjid=470112921>].

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

KIPP TEXAS

PUBLIC SCHOOLS

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.**

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



SY 2024-2025 KTX General Oath of Test Security and Confidentiality (All assessments)

OATH OF TEST SECURITY AND CONFIDENTIALITY FOR ALL Assessments:

- Please make sure you read and follow directions.
- Please make sure you complete all required sections.
- **Employees who do not currently hold a valid Texas Educator Certificate must know the name of their certified supervisor, BEFORE signing this oath. If you are not certified and do not know who will be signing off on your oath, stop now and reach out to your CTC.**

Name	Region (select all that a School Name)	State
McTests Alot	Houston	KTX Acad
gh Thomas	Austin	SSP
el Lopez	Austin, Dallas, San Antor	SSP
arnes	Dallas	SSP

KIPP Texas Public Schools TEXAS EDUCATION AGENCY
Student Assessment Division

OATH OF TEST SECURITY AND CONFIDENTIALITY

Enter your county name. Select the school year.

State of Texas, County of

County of District Charter ID	Travis
County of Employment	

School Year

General

Authorized individuals participating in the Texas Assessment Program are required to complete this portion of the security oath after receiving training and before handling secure test materials.

In accordance with Texas Education Code (TEC) §§39.030, 39.0301, 39.0302, 39.0303, and 39.0304; 19 Texas Administrative Code (TAC) §§101.27, 101.3031, 247.2, and 249.15; and state assessment procedures; I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the Texas Assessment Program and do hereby certify the following:

Initial the box for each statement.

<input type="checkbox"/>	I have received or will receive training on the proper administration of the state assessments as required by TEC §39.0304.
<input type="checkbox"/>	The 2024-2025 Test Security Training will be available in Cornerstone after 9/16/2024.
<input type="checkbox"/>	If applicable, I have received or will receive test administration training this school year.
<input type="checkbox"/>	If applicable, I have received or will receive training at least once in specific security protocols regarding viewing secure test content that is pertinent to special administrations, such as, but not limited to, oral, braille, American Sign Language (ASL), paper, paper with embedded supports, and basic or complex transcriptions.
<input type="checkbox"/>	If applicable, I have received training at least once in specific security protocols regarding tampering with student responses or holistic ratings that is pertinent to entering responses into the Data Entry Interface (DEI).
<input type="checkbox"/>	I have received all applicable manuals, directions, and procedures governing the administration of the Texas Assessment Program. I affirm that I have read or will read these materials prior to administering any state assessment.
<input type="checkbox"/>	I am aware that school districts or charter schools that elect to allow non certified staff members to participate in the Texas Assessment Program must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under these circumstances, the supervising certified staff member is subject to penalty.
<input type="checkbox"/>	I am aware of the security and confidentiality requirements stated in TAC §101.3031(a), which include, but are not limited to, the following: (1) All assessment instruments included in the Texas Assessment Program are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential. (2) School districts and campuses. the superintendent and campus principals in each school district. open enrollment

For non certified personnel participating in the Texas Assessment Program:

<input type="checkbox"/>	I am a non certified staff member participating in the Texas Assessment Program, and understand a certified staff member must approve and supervise my participation.
<input type="checkbox"/>	I am aware that school districts or charter schools that elect to allow non certified staff members to participate in the Texas Assessment Program must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under these circumstances, the supervising certified staff member is subject to penalty.
<input type="checkbox"/>	The following certified staff member has been assigned as my supervisor for state testing. All signatories will receive email copies of this oath. Please list their full name.
<input type="checkbox"/>	The following certified staff member has been assigned as my supervisor for state testing. Please list their KTX Role.
<input type="checkbox"/>	Please provide the full KIPP Texas email address of the certified staff member you identified in the question(s) above.
<input type="checkbox"/>	Date form filled out by non-certified staff:
<input type="checkbox"/>	Signature of Certified Supervisor:
<input type="checkbox"/>	Date of Signature:

<input type="checkbox"/>	I understand that Campuses are required to track completion of Test Security Training and completed oaths for all staff members and any volunteers who will participate in and/or be present on campus during testing for the current school year. Test Security Training and Oaths must be completed prior to any testing begins and/or access to secure test materials is granted. This tracking must be added to campus documentation folders and stored digitally for 5 years. For more information, please refer to the KTX Assessment Handbook.
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IN WITNESS WHEREOF I affix my hand on this date:

Please type your full name to confirm that you will comply with all requirements of testing that you initialed above.

Date:	
Signature:	
First Name	
Last Name	
Email (KIPP Texas Employees Only)	
District/Charter Name:	KIPP Texas Public Schools
County-District Number:	227-820

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.

KIPP TEXAS ASSESSMENTS

KIPP Texas 2024-2025 Irregularity and Incident Documentation Report for All Assessments



KIPP Texas Testing Irregularity Report 2024-2025

Please complete *all* information and submit it by google form to your Regional DTC within two days of your knowledge of a testing incident. Use a separate form for each irregularity. Copy of all documentation must be maintained on campus for 5 years by Campus Testing Coordinator.

Region: Houston Campus: Test
 Role of Person Filling Out This Form: DTC
 CTC: Test CTC Telephone: 0000000000
 School Leader/Principal: Test SL Telephone: 0000000000
 Date of Irregularity: 9/26/2024
 Timestamp of Irregularity Report Submission: 9/26/2024 12:27:50
 Test Administration Subject/Grade Level: test ; Test
 Test Administration Date: 9/26/2024
 Staff member(s) involved (Title; Role): Test
 Student(s) involved (Name, TSDS#, Birthdate): Test

Step I: Type of Irregularity

Irregularity Category	Type of Irregularity
A. Monitoring Errors	NA, A test administrator left a room unmonitored while students were testing
B. Accommodation Errors	NA, The district or campus failed to get the required TEA approval for an accommodation.
C. Eligibility Errors	NA, The district or campus failed to submit STAAR Alternate 2 student responses, TELPAS holistic ratings, or TELPAS Alternate observable behaviors ratings.
D. Accounting Errors	NA, Testing personnel lost or misplaced test booklet(s), answer document(s), or other secure test materials.
E. Training Errors	NA, Personnel were permitted to administer tests, monitor test sessions, relieve a test administrator during a break, or handle secure materials even though they were not properly trained or did not sign the appropriate Oath of Test Security and Confidentiality.
F. Serious Irregularity - Referral to Educator Certification	NA, Assistance: Directly or indirectly assisting students with

assessments for the 2024-2025 School Year.

You must submit this form to your Regional DTC within 48 hours of the incident. All documentation must be submitted using the load options below. A copy of all documentation must be maintained on campus by Campus Testing Coordinator.

Your summary of the incident. [Please attach any supporting documentation in step 5]: test test test test test

Step 3: Obtain Statements of Responsible Parties (as soon as possible following the incident)

- Signed statements by individuals involved about what took place: Must not include student name(s)
- Signed form showing training documents the responsible individuals received (including manuals, agendas, slide decks, checklists, etc.)
- [Please attach any supporting documentation in step 5]

Step 4: Corrective Action Plan

- Describe specific procedures that will help prevent future occurrences.
- Include name, role, and title of person(s) responsible for carrying out the plan.
- Principal must sign off on the Corrective Action Plan.
- [Please attach any supporting documentation in step 5]

Summarize your corrective action plan here: test

Step 5: Attach Documentation (from Steps 3 and 4) Signed Statements, Oaths, Copies of Training Signatures, Corrective Action Plans, etc.

Submit within two days after the date of the incident/ CTC knowledge of the incident.

If this incident requires further action from TEA, additional documentation may be required. This could include additional type statements; oaths from test administrators; seating charts, copies of training materials or others as requested.

Step 6: Additional Actions Required for Serious Irregularities Only (Type F)

For serious testing irregularities you must provide the following documentation:

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.**

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)

[Archived Special Populations Meetings 22-23](#)

[Archived Special Populations Meetings 23-24](#)

[August 19, 2024 Meeting](#)

[October 4, 2024 Meeting](#)

[November 1, 2024 Meeting](#)



2024-2025 Special Pops & Testing Meeting Agenda

			<ul style="list-style-type: none"> ○ Illuminate platform workarounds ○ 8th grade math vs Alg 1 	<ul style="list-style-type: none"> - 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?

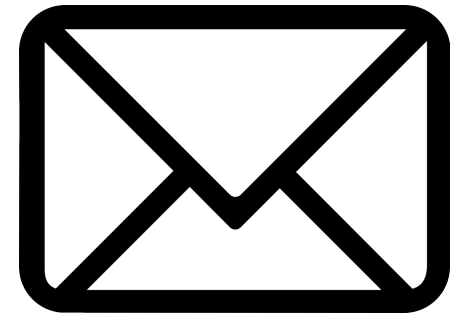
- **Assessment department email that contacts department members quickly and increases efficiency with response time to stakeholders**
- **Assessment Outlook calendar that all employees can align to their individual Outlook accounts**
- **Slack for CTCs and School Leaders for real time questions, updates, 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.**

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.

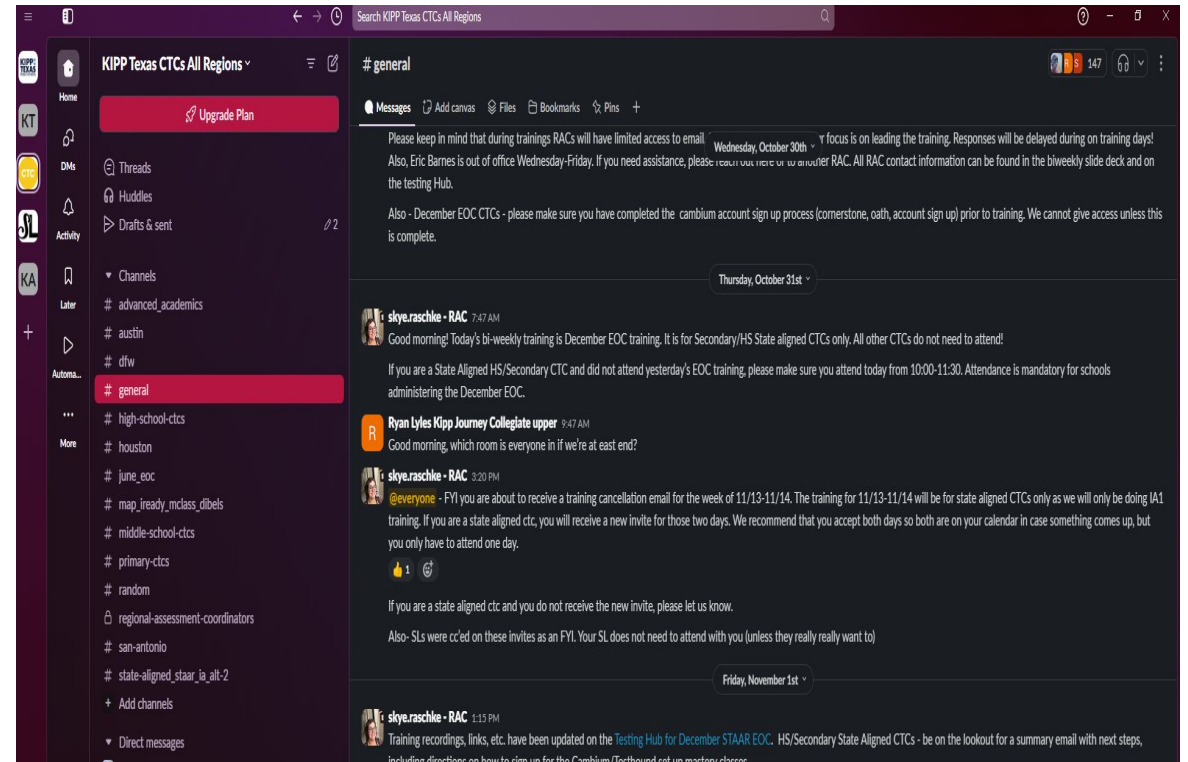


KTX Assessment Calendar

Today < > October 28 – November 1, 2024					
Mon 28	Tue 29	Wed 30	Thu 31	Fri 1	
Kinder Math Module 2 End of Module		9th Alg I Module 2 Topic Assessment		[FYI] Hashout & Training Links KTX Assessment	
[FYI] Hashout & Training Links KTX Assessment		Biology Unit 2 End of Unit Assessment		[FYI] Hashout & Training Links KTX Assessment	
6 AM	5th Grade Math Module 2 End of Module Assessment	3rd Grade SS Module 2 Mid Unit Assessment	[FYI] Hashout & Training Links KTX Assessment	[FYI] Hashout & Training Links KTX Assessment	
	5th Grade Science SAVVAS Topic 3 Experience Quiz	8th Grade Science Unit 3 Pulse Check	5th Grade Science SAVVAS Topic 3 End of Topic Ass	3rd Grade Math Module 3 Mid Module Assessment	
7 AM		AP Cal Unit 3 Quiz	6th Grade Science Unit 2 Pulse Check	5th Grade Science Stemscores Unit 4 Pulse Check	
		APUSH Unit 4 Progress Check	6th Grade SS Module 1 Checkpoint	7th Grade Science Unit 3 Pulse Check	
8 AM			7th Grade Math Module 3 Topic Assessment	7th Grade SS Module 2 Checkpoint	
			8th Grade Science Unit 3 Scope Assessment	Q2 Gradebook Deadline Ryan Patterson	
			8th Grade SS Module 3 Checkpoint		
9 AM					Special Pops - Assessments Collaboration Time https://meet.google.com/das-ksde-prf Eric Barnes
10 AM	Hashing Out Planning Time https://meet.google.com/jar-jwrw-wny KTX Assessments		[Option 1] CTC Bi-Weekly Meeting - All CTCs Video call link: https://meet.google.com/oww-ueij-agk KTX Assessments	Hashing Out Planning Time https://meet.google.com/jar-jwrw-wny KTX Assessments	[Option 2] CTC Bi-Weekly Meeting - All CTCs Video call link: https://m KTX Assessments
11 AM					
12 PM					
1 PM					

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

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02. Eric Barnes

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03. KTX Assessments

KTX.Assessments@kipptexas.org
[The Testing Hub](#)

04. TAC Resources Folder

https://drive.google.com/drive/folders/1DsqqyyY_FFlqiLpHutt8NWIZ_7ilsV-i?usp=sharing



Scan for Additional Resources!

Thank you!

We are always learning and improving, if you would like to give us feedback, please click [here](#) or scan below.

