

PASSPORT



Traveling through the life of a DTC & CTC

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Communication District Level

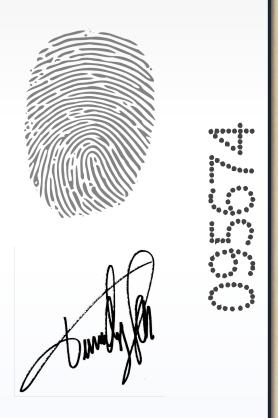
District Testing Calendar

- Google Calendar share with District
- **Emails**
- Correspondence with all administration
 Trainings
 - Know when trainings will be district wide well as at the campus level
 - Accommodation training
 - Security Training
 - Individual Administration Training
 - STAAR Alt 2 All Level
 - TELPAS All Level
 - Dec. EOC CTC campus level
 - Spring STAAR 3-8 CTC campus Lev
 - Spring EOC CTC campus level



Communication Campus Level (Secondary)

- 1.In February- Make sure EVERYONE on campus has gone through test security training. This includes not only faculty and staff, but nurses, cafeteria workers, and custodial staff.
- 2. Start communicating with teachers about testing rosters. (Slower/faster testers together.)
- 3. Check in with the diagnostician/504 coordinator about any new students or meetings that may affect accommodations.
- 4. Send in PO's for testing snacks/water.



Communication Campus Level (Elementary)

- Training
 - O Interim
 - Accommodation
 - o Indiv. Admin
- Elementary Testing Calendar
 - Google Calendar
- PLC time
 - o Trainings
 - Testing groups
 - Check Accommodations with second person
 who signs off classroom teacher
 special pop coordinator and special ed
 teacher
 - O Reports / CRS
- LMS I use this for trainings along with face to face
- Emails
- Daily announcements



TEA Chart of Accommodations (color coded) Where do I find this - DCCR

How do you get the information to Administrators and Teachers?

- Training (NOW)
- LMS trainings
- Meetings with grade level and subjects that are tested
- Special meetings with your special population and teachers



Getting Ready to Embark on the Test Journey District Level

- Post your testing calendar for parents to view
- Upload all students in TIDE
- Update students in TIDE as much as you see necessary for the turnover in your district
- Check with CTC to make sure all students are in TIDE
- Check with CTC and make sure all accommodations have been entered into TIDE
- Check Oaths District Wide
- Check again with Technology and make
 Sure all devices have been updated





Getting Ready to Embark on the Test Journey Secondary

- Start early. (March)
- In a small school setting-Train teachers during their conference times.
 (They will ask more questions.)
- 3. Go over room roster with EOC subject teachers. (Put slower/faster testers together.)
- 4. Buy all testing snacks & water. Double check students who have allergies.



Getting Ready to Embark on the Test Journey Elementary Level

- Spring Administration Training
- Create testing groups
- Find personnel for testing groups
- What are the other grade levels going to do (stay on campus - field trip - etc...)
- Create schedules for each grade level for after the allotted 4 hours
- Lunch Schedule
- Testing Snacks
- Check Accommodations
 - 3 part check (really I check these many times) 3 part check consist of me, teacher principal



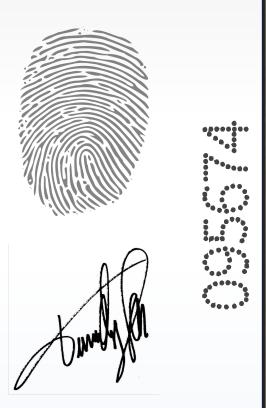
Pre Board Check-in Before the Test Window District Level

- Spring Administration Training
- Security Training
- Send out messages to parents reminding them of assessment dates (week before and night before test)
- Make sure all students are in TIDE
- Check on documentation if any ARFs have been submitted
- Make sure chromebooks are updated (or the technology your campus will be using)
- Check Accommodation documentation with CTC



Pre Board Check-in Before the Test Window Secondary

- 1. Double check Special Education/504
 Accommodations. Make sure
 everything is marked correctly in
 Texas Assessment.
- 2. Double check your testing rooms and rosters.
- 3. Make sure you have back up test administrators/hall monitors for emergencies.
- 4. Make sure you have all tickets printed and supplies checked.



Pre Board Check-in Before the Test Window Elementary

- Make sure you have backup personnel for testing groups in case someone is out
- Lunch Schedule
- Make sure all TA have a manual (even extra personnel)
- Make sure all materials are in the buckets
 - Scratch paper
 - O Pencils
 - Accommodations
 - O Ref. Materials (math)
 - Test Tickets
 - O All forms for teachers to complete
 - We use TH
- Check Accommodations (again)
 - 3 part check (really I check these many times)
 part check consist of me, teacher, principal
- Double check accommodations in TIDE (on its supports)
- Enter Non Embedded Supports

Boarding Test Window Secondary

- 1. Have everything organized at least 2-3 days before the big day. (Folders ready with tickets, seating charts, attendance rosters, scratch paper. Do not Disturb signs ready. Snacks/waters counted and ready to go
- Post rosters so that students will report to the right rooms.
- Principal gives an encouraging pep talk to all students testing.
- 4. Double check classrooms (maps covered, etc.)
- 5. Send an all-call to parents reminding them of the upcoming test. Teachers give extra credit for a note stating the student had a good breakfast and the cafeteria has a list of those that came for breakfast.

Boarding Test Window Elementary

- Check over ...
 - o Oaths
 - Testing Buckets (I double check)
 - Snacks and Water have been picked my
 - Make sure teachers have pencils in testing room
 - Check Testing Rooms for Instructional
 Materials day before test
- Testing Pep Rally
- Make sure all chromebooks are plugged in an charging the night before



Arrival Test Day - District

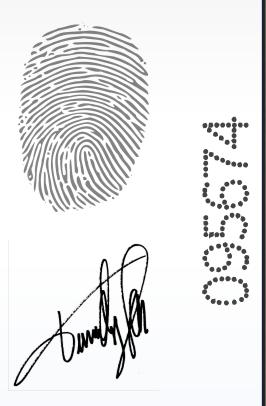
- Be available for your CTC (I have a DTA that helps me at me campus since I am the CTC as well)
- Have a form of communication with you always
- Remain calm and positive your reaction to the situation is so important
- Member of TSNAP have the OC up on your desktop - very helpful



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Arrival Test Day - Secondary

- 1. Arrive early. (Have a back up plan for your own sick children..This happens!!)
- 2. Meet with Test Administrators for them to check out test materials. I have my teachers check in 40 minutes before the test so that I know everyone is here and ready to go.
- 3. Test Administrators check role as soon as students arrive and place the attendance sheet outside the door so that we can call students who are absent.



Arrival Test Day - Elementary

- Get to school earlier than normal to check over everything
- I provide breakfast, snacks and lunch for my testing personal (with the help of other staff and volunteers)
- Room Check for absent students (someone else does this for me)
- Last minute "I need" remember stay calm and kind - it makes everything seem better.
- Have room monitors to help you check rooms as you see necessary
- TSNAP member keep your OC open



Don't Let your Passport Expire What to do before the Window Closes

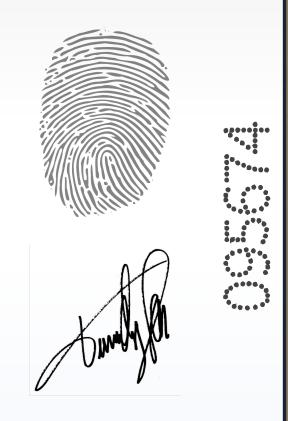
- Make sure Non-Embedded Supports are marked
- Score Codes
- Make sure everyone has been tested
- Incident Reports have been taken care either locally or with TEA





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QUESTIONS



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Resources

- 1. <u>Meeting Sign In</u>
- 2. <u>Click Sheets</u>
- 3. <u>Campus Monitoring Log</u>
- 4. STAAR Accommodations TIDE Entry
- 5. <u>Test Administrator Checklist</u>

One of the best resources - TSNAP Shares (you must be a TSNAP member to access these Great forms - trainings - click sheets - and more



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One of the best things I ever did as a District & Campus Testing Coordinator





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