

Tips and Tricks For New CTCs



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<https://tinyurl.com/CTCTipsandTricks>





Hello!

Amy Evans

Coordinator of District Assessment
McKinney ISD

Amy was the Campus Testing Coordinator at McKinney North High School for six years. In that time, she coordinated all state testing (STAAR, TELPAS, ALT2), PSAT/SAT School Day, and ASVAB. This is her fourth year as the Coordinator of District Assessment for McKinney ISD.

acevans@mckinneyisd.net

469-302-7712



Hello!



Rebecca Baker

Campus Testing Coordinator
McKinney Boyd HS - MISD

Rebecca is in her second year as the Campus Testing Coordinator for McKinney Boyd High School. She coordinates all STAAR, TELPAS, ASVAB, PSAT, and SAT testing. This is her first year as an SSD/TAA Coordinator for College Board and ACT. She has a masters degree in Education Administration through Lamar University. Prior to testing, Rebecca was a special projects coordinator/data analyst for Dallas ISD and teacher/coach in Allen ISD.

rbaker@mckinnevisd.net

469-302-3594



Leslie Gilbreath

Campus Testing Coordinator
McKinney HS - MISD

This is Leslie's third year as Campus Testing Coordinator at McKinney High School. She coordinates all STAAR, TELPAS, ASVAB, PSAT, SAT and TSIA testing. This is her first year as an SSD/TAA Coordinator for College Board and ACT. She has her Master's in Curriculum and Instruction. Prior to testing Leslie was an Algebra teacher for 17 years.

lgilbreath@mckinnevisd.net

469-302-5707

Lisa Sadosky

Campus Testing Coordinator
McKinney North HS - MISD

Lisa is in her 1st year as Campus Testing Coordinator at McKinney North High School, but in her 19th year at MNHS and 25th year in education. She coordinates all STAAR, TELPAS, ASVAB, SAT & PSAT testing and is the SSD coordinator for College Board & ACT. Prior to being the CTC, she was the SPED Lead Teacher for 6 years and before that taught in the self-contained SPED classroom and PE. Holds a masters degree.

lsadosky@mckinnevisd.net

469-302-4345





Hello!




Starla Laxton

Campus Testing Coordinator
Walnut Grove HS - PISD

Starla is in her third year as Campus Testing Coordinator. She began as CTC at Rock Hill HS and moved over to Walnut Grove HS in its inaugural year. She coordinates PSAT/SAT School Day, STAAR, STAAR Alt2, ASVAB, CBE, AP and weekend SAT/ACT School based accommodations testing. Prior to testing, Starla was a math teacher for 10 years and an international flight attendant for 2 years. She received her Bachelor of Arts in Mathematics and Master of Arts in Teaching from Austin College.

smlaxton@prosper-isd.net
469-219-2430



Courtney Langdon

Campus Testing Coordinator
Prosper HS - PISD


Courtney is in her 2nd year of being a Campus Testing Coordinator at THE Prosper High School. She coordinates PSAT/SAT School Day, STAAR, STAAR Alt2, ASVAB, CBE, AP and SAT/ACT School based accommodations testing for a large scale school (~3,800 students!). She taught 7th and 8th grade English prior to entering the testing world. Courtney received her Bachelor of Arts and Masters of Arts in Communication from Auburn University - WAR EAGLE!

cblangdon@prosper-isd.net
469-219-2180



Name

Campus Testing Coordinator
Campus







"The expert in
anything was
once a
beginner."

~ Anonymous




Stations



01

STAAR



Bins vs. Binders, Door signs, Documentation, etc.

04

TELPAS

Student practice, study cubbies, good headphones,

02

STAAR Behind the Scenes

Displacement, Point people, attendance, virtual office,

05

PSAT/SAT School Day

Proctor Materials, Test Day Toolkit, Registration, Test Day Planning 


03

STAAR ALT2

Opaque folder, teacher testing plan, materials control form, seating chart

06

Hall Monitor Cart & Special Touches

The box, the cart, responsibilities, make training special 

01

STAR



Bins, Binders, and Bags! Oh My!



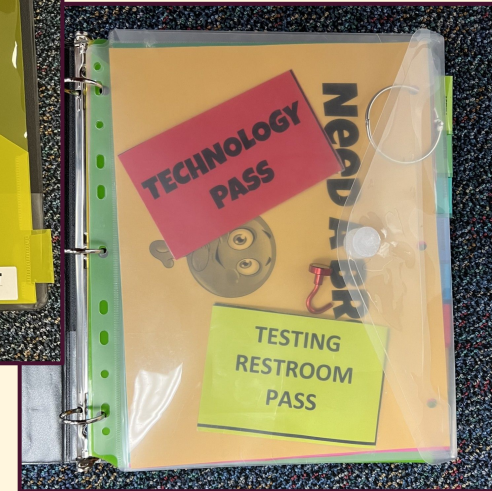
Bins

1. Label on front
2. Folder of information
3. Test Tickets
4. Pages (attendance, lunch count)
5. Tissue
6. Pencils
7. Scratch paper
8. Powerstrip
9. Extra Laptop Chargers
10. Pen for teacher
11. Door signs



Binders

1. Label on front or spine
2. Pocket - testing signage
3. Dividers labeled
4. Agenda
5. Rosters
6. Manual
7. Technology
8. Accommodations
9. Seating Chart
10. Test tickets
11. Scratch Paper
12. Pencils Pouch (w/sharpener and a note asking that pencils come back sharpened and bundled - pen for teacher)



Bags

Proctors receive their binders loaded with all paper testing materials inside their testing bag along with any additionally needed materials; headphones, snacks, calculators, etc...

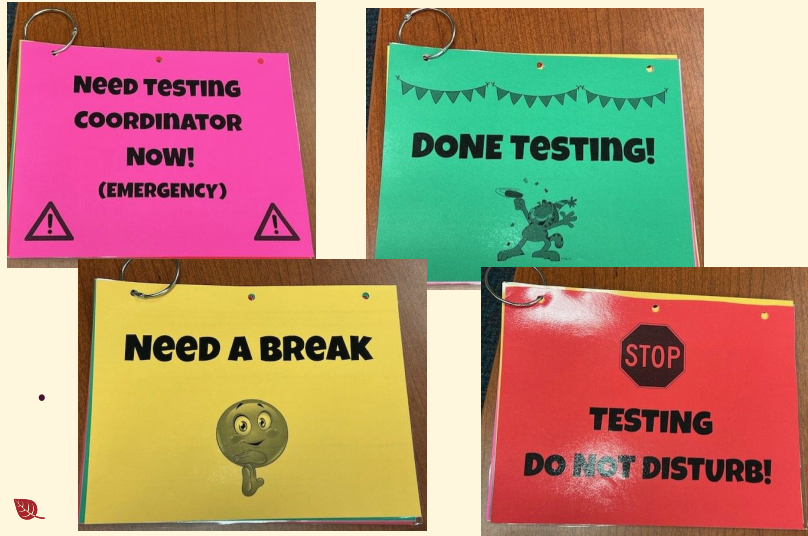


Click [HERE](#) to order!

Help Signs/Cups

Help Signs

Proctors need to be able to get someone's attention



Cups

Cups can easily be seen from down the hall



Lunch

Our cafeteria friends are given a lunch sheet. They get the sack lunches ready, put them in a bag and attach the sheet to the bag. This makes for super easy disbursement. We just lay each bag outside each door.

***Make sure you give cafeteria testing dates well in advance!
They need time to order specific sack lunch items.



How Many Are Left?

Post-its

Post-it notes are added to the bins for proctors to use after lunch to help let hall monitors know how many are still testing.



Documentation

Pages

We run these reports using Testhound. The colors are the same no matter the test (STAAR, PSAT, SAT, etc).

- 2 attendance (Bright yellow)
 - One stays in bin
 - One goes to attendance clerk
- Lunch count (Salmon colored~ Salmon is food - attendance report, just change title and replace "absence" with "lunch")
- Seating Chart with attached accommodations (blue)
- Technology sign in/and out! (purple)
- Accommodations (pink)

Attendance - Please sign below
LUNCH

Roll	Student	Initial	Present	Absent	Excused	Other
1	ADAMS, ALEX	ADAMS				
2	ADAMS, JAMES	ADAMS				
3	ADAMS, JAMES	ADAMS				
4	ADAMS, JAMES	ADAMS				
5	ADAMS, JAMES	ADAMS				
6	ADAMS, JAMES	ADAMS				
7	ADAMS, JAMES	ADAMS				
8	ADAMS, JAMES	ADAMS				
9	ADAMS, JAMES	ADAMS				
10	ADAMS, JAMES	ADAMS				
11	ADAMS, JAMES	ADAMS				
12	ADAMS, JAMES	ADAMS				
13	ADAMS, JAMES	ADAMS				
14	ADAMS, JAMES	ADAMS				
15	ADAMS, JAMES	ADAMS				
16	ADAMS, JAMES	ADAMS				
17	ADAMS, JAMES	ADAMS				
18	ADAMS, JAMES	ADAMS				
19	ADAMS, JAMES	ADAMS				
20	ADAMS, JAMES	ADAMS				

"A" FOR ABSENT

TOTAL ABSENT

SIGN

LUNCH Count
MIDDLESEX COLLEGE NORTH
ENGLISH II, Room: 020

Roll	Student	Initial	Present	Absent	Excused	Other
1	ADAMS, ALEX	ADAMS				
2	ADAMS, JAMES	ADAMS				
3	ADAMS, JAMES	ADAMS				
4	ADAMS, JAMES	ADAMS				
5	ADAMS, JAMES	ADAMS				
6	ADAMS, JAMES	ADAMS				
7	ADAMS, JAMES	ADAMS				
8	ADAMS, JAMES	ADAMS				
9	ADAMS, JAMES	ADAMS				
10	ADAMS, JAMES	ADAMS				
11	ADAMS, JAMES	ADAMS				
12	ADAMS, JAMES	ADAMS				
13	ADAMS, JAMES	ADAMS				
14	ADAMS, JAMES	ADAMS				
15	ADAMS, JAMES	ADAMS				
16	ADAMS, JAMES	ADAMS				
17	ADAMS, JAMES	ADAMS				
18	ADAMS, JAMES	ADAMS				
19	ADAMS, JAMES	ADAMS				
20	ADAMS, JAMES	ADAMS				

3 TOTAL LUNCHES

"L" FOR LUNCH

SIGN

Seating Chart and Class Form
MIDDLESEX COLLEGE NORTH
ENGLISH II, Room: 020

Roll	Student	Initial	Present	Absent	Excused	Other
1	ADAMS, ALEX	ADAMS				
2	ADAMS, JAMES	ADAMS				
3	ADAMS, JAMES	ADAMS				
4	ADAMS, JAMES	ADAMS				
5	ADAMS, JAMES	ADAMS				
6	ADAMS, JAMES	ADAMS				
7	ADAMS, JAMES	ADAMS				
8	ADAMS, JAMES	ADAMS				
9	ADAMS, JAMES	ADAMS				
10	ADAMS, JAMES	ADAMS				
11	ADAMS, JAMES	ADAMS				
12	ADAMS, JAMES	ADAMS				
13	ADAMS, JAMES	ADAMS				
14	ADAMS, JAMES	ADAMS				
15	ADAMS, JAMES	ADAMS				
16	ADAMS, JAMES	ADAMS				
17	ADAMS, JAMES	ADAMS				
18	ADAMS, JAMES	ADAMS				
19	ADAMS, JAMES	ADAMS				
20	ADAMS, JAMES	ADAMS				

TOTAL STUDENTS ASSIGNED: 15

TOTAL STUDENTS ABSENT: 0

TOTAL STUDENTS EXCUSED: 0

TOTAL STUDENTS OTHER: 0

TOTAL STUDENTS PRESENT: 15

TOTAL STUDENTS TOTAL: 15

SIGN

Business Electronics Agreement
MIDDLESEX COLLEGE NORTH
ENGLISH II, Room: 020

1. I have been advised by the teacher to use a cell phone during my class. I have been advised to complete each of the following items. I understand to be obligated to do the following for the duration of the testing day.

2. I will not use my cell phone during the testing day.

3. I will not use my cell phone during the testing day.

4. I will not use my cell phone during the testing day.

5. I will not use my cell phone during the testing day.

6. I will not use my cell phone during the testing day.

7. I will not use my cell phone during the testing day.

8. I will not use my cell phone during the testing day.

9. I will not use my cell phone during the testing day.

10. I will not use my cell phone during the testing day.

11. I will not use my cell phone during the testing day.

12. I will not use my cell phone during the testing day.

13. I will not use my cell phone during the testing day.

14. I will not use my cell phone during the testing day.

15. I will not use my cell phone during the testing day.

16. I will not use my cell phone during the testing day.

17. I will not use my cell phone during the testing day.

18. I will not use my cell phone during the testing day.

19. I will not use my cell phone during the testing day.

20. I will not use my cell phone during the testing day.

Please label the student's name. Please hold onto this form until the end and we collect it before dismissing students back to their classroom.

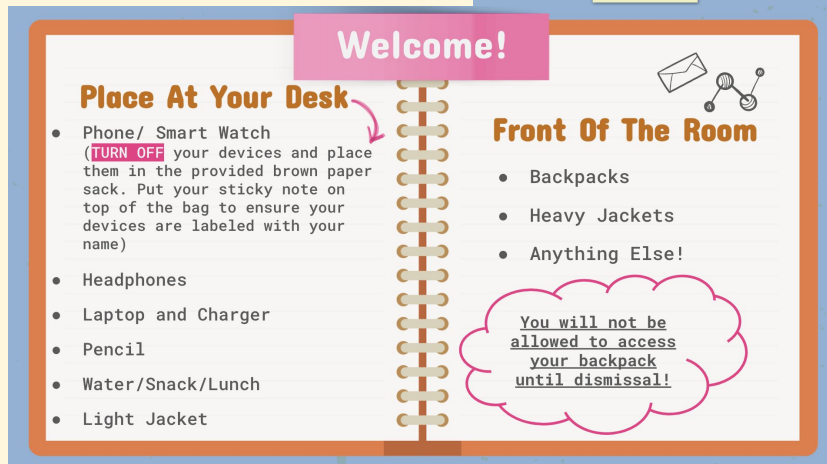
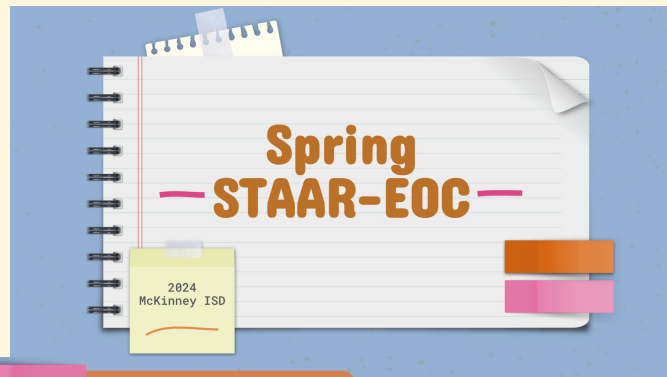
Please sign the agreement and return it to the teacher.

SIGN

Test Day Slides

The Test Day Slides go through....

- Student and proctor expectations
- Student instructions for wifi and secure browser setup
- Session IDs
- Important Reminders



Welcome!

Place At Your Desk

- Phone/ Smart Watch
(**TURN OFF** your devices and place them in the provided brown paper sack. Put your sticky note on top of the bag to ensure your devices are labeled with your name)
- Headphones
- Laptop and Charger
- Pencil
- Water/Snack/Lunch
- Light Jacket

Front Of The Room

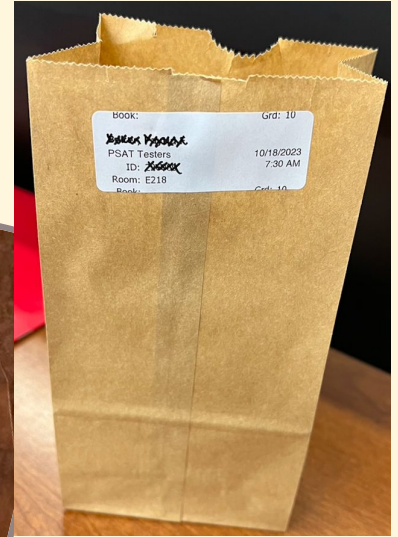
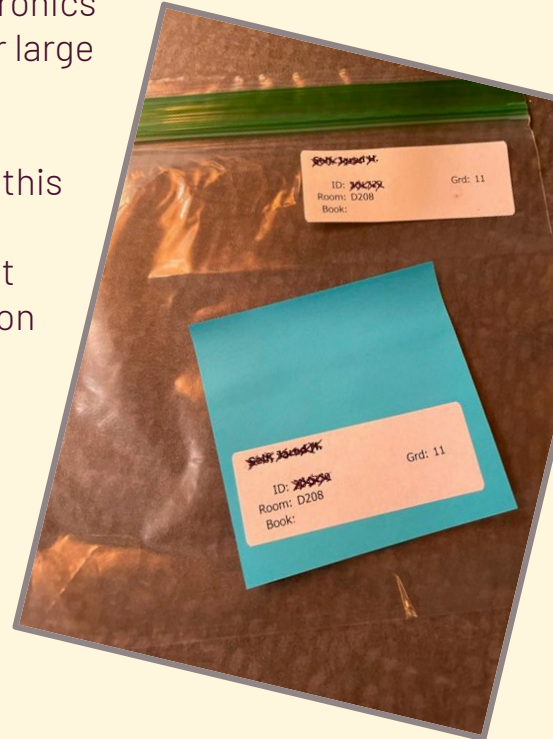
- Backpacks
- Heavy Jackets
- Anything Else!

You will not be allowed to access your backpack until dismissal!

Labels

For all major testing, we make 2 labels.


- One label for a baggie/envelope for electronics (best to use a quart baggie, paper bag, or large envelope).
- One label for a post-it note for the desk. (this helps the proctor match test ticket/electronics/lunch and helps fill out seating chart (can also travel to relocation room))





Command Center

We have a “Command Center” near the testing area where we can do the following:

- Teachers come in to check out their bins/binders from the counselor/hall monitor that is assigned to the hallway they are testing (30 minutes before students arrive)
 - Manage irregularities and/or emergencies
 - Help with technology issues
 - Enter attendance
 - Manage proctors and test day staff
- 

Check Off Sheet For Proctors

In each bin/binder, we have a checklist for the proctors. What needs to be done before, during and after the test. They initial each task, sign at the end, and turn in to counselor/hallway monitor with their bin

ENGLISH I AND II STAAR TESTING	
TESTING AGENDA - APRIL 10, 2024	
6:45 AM – Check out testing materials from J201 (testing office)	
6:45-7:15 AM – Prepare testing room - NEVER leave materials unattended	
Proctor #1	
<input type="checkbox"/> Power on and log into the classroom's presentation station <i>This can take a few minutes if you have never logged into this device before!</i>	<input type="checkbox"/> Double check the testing environment: <ul style="list-style-type: none"><input type="checkbox"/> All desks are facing the SAME direction<input type="checkbox"/> Information on the walls (that is related to testing) is covered up
<input type="checkbox"/> Pull up the DAY OF TESTING slideshow located in the Canvas Course, or at https://tinyurl.com/BoysSTAARSlides	<input type="checkbox"/> Place "TESTING- DO NOT DISTURB" sign on the door knob
<input type="checkbox"/> Place items on the desks: (alpha or random order is allowed) <ul style="list-style-type: none"><input type="checkbox"/> Pribeled sticky notes<input type="checkbox"/> Brown Paper Sack<input type="checkbox"/> Student Test Tickets<input type="checkbox"/> Lined Scratch Paper (students are allowed multiple pages if requested)	<input type="checkbox"/> Place restroom pass, tissues, and extra pencils near the door for students to easily access during testing as needed.
<input type="checkbox"/> If applicable to your room, take a moment to review student accommodations (blue) <ul style="list-style-type: none"><input type="checkbox"/> Students with text-to-speech need to have headphones placed on their desks.	<input type="checkbox"/> Fill in the seating chart (yellow) using the corresponding seat number.
7:20-7:35 AM – As students enter the testing room:	
<input type="checkbox"/> Students should remove these items from their backpacks and place at their assigned seat <ul style="list-style-type: none"><input type="checkbox"/> water/lunch/snacks<input type="checkbox"/> phones/smart watches/earbuds that need to be turned in.<input type="checkbox"/> Laptop/Charger	
<input type="checkbox"/> All bags should be placed at the front of the room, or other designated area, that students will not have access to for the duration of testing.	
<input type="checkbox"/> Instruct students to TURN OFF all phones, airpods and smartwatches. Place them in the brown paper sacks, and fold it closed. Read the Electronic Agreement Form (pink form). Proctors collect brown paper sacks at this time and students will sign the form. Students must sign the form BEFORE testing not after.	
<input type="checkbox"/> Lunch Count – complete the (green) lunch count form. Any student who would like a lunch sack will need to sign next to their name indicating they approve for their account to be charged for the lunch, or write the amount of cash they submit. They will NOT receive change. Balance will be added to their lunch account. <ul style="list-style-type: none"><input type="checkbox"/> Tape the green lunch form outside your door (tape provided in your bin)	

7:35 Begin reading directions for the test.

- Use the <https://tinyurl.com/BoysSTAARSlides> to walk students through the process to open their testing browser.
- Read the online testing instructions, starting on the tabbed page, while moving through the slideshow
- Make sure a clock is displayed on the BenQ, or a wall clock, at ALL TIMES (last slide in slideshow has a clock link)

8:00 AM – Begin testing and active monitoring

- Double check your attendance on the white AND purple rosters.
 - Keep white roster in testing binder
 - Tape purple roster to the door (tape provided in bin) by 8:15
- Write the start time at the top of the yellow seating chart in the designated space

REMINDERS FOR TESTING:

- Active monitoring is required at all times
- As students submit their tests, write their end time next to their name on the yellow seating chart!
- You CANNOT read anything off their screen unless it is a technology error
- Confirm sack lunches have been delivered by JZ@B Contact Becca Baker if lunches are missing: 214-244-2417
- Do NOT answer any questions pertaining to the content of the test.
- Remind students to stay on task.
- Proctors are expected to be in the testing room with the exception of short breaks/lunch

11:55 AM (or earlier if testing is complete)- Collect Test Materials

- If any student is still testing, please notify your hall monitor. The student will pause their test, collect their belongings and be moved to a new location.
- All other students should remain silent as proctors collect all testing materials.
- Do NOT return electronics to any students.
- FOLLOW THE CHECKLIST (next page) TO ASSEMBLE BINDER FOR MATERIALS RETURN.
- Bins, supply buckets, extension cords, chargers (and anything else provided for testing) will be returned to your hall monitor in the same condition they were received.

12:00-12:45 PM – Lunch

- Students can NOT access electronic devices. Do not distribute these, even if testing is complete.
- Put all food trash in the provided trash bag. Place outside the door at 12:45pm. PLEASE do not leave any trash on the floor.

12:45 PM – Tentative dismissal time to 8th period.

- Administration will make an announcement to return electronic devices and dismissal to 8th period

Check Off Sheet/Agenda Example

02

STARR

Behind the
Scenes.



Displacement

We use blank maps for so many things.

One is to make sure we have found a displacement room for every class being displaced.

Wednesday, April 24, 2024 Algebra 1 EOC Displacements 1st-5th Period	
Displaced Teacher	New Location
Stephens, B.	K101
Hall, D.	J205
O'Connor, C.	A210
Hachtel, D.	F110
Sepanek, K.	B110
Acevedo, V.	K100
Cooper, S.	C109
ALL ALG1 Non-Testers	
Freeman, V.	B110
Raney, C.	
Nichols, B.	
Pierce, K.	

ALGEBRA STAAR TESTING Wednesday, April 24th
Staff Assignments
Displaced Teachers/Classrooms
Sub Coverage
Student Assignments


Displaced Teacher Room Assignment					
Displaced Teacher	Period(s)	Regular Location	New Location	Who	Notes
Stephens, B.	1-2nd	L100	K101	Teacher + Students	L Hall will be closed 7:30-11:45AM. Teachers are displaced during that time.
Hall, D.	1-5th	L101	J205	Teacher + Students	
O'Connor, C.	1-4th	L103	A210	Teacher + Students	
Hachtel, D.	1-5th	L104	F110	Teacher + Students	
Sepanek, K.	1-4th	L105	B110	Teacher + Students	
Acevedo, V.	1-5th	L106	K100	Teacher + Students	
Cooper, S.	1-3rd	L107	C109	Teacher + Students	
Freeman, V.	1-5th	L108	B110	Students ONLY	
Raney, C.	1-5th	L109	B110	Students ONLY	
Nichols, B.	1-5th	L110	B110	Students ONLY	
Pierce, K.	2nd, 3rd, 5th	K106	H215	Teacher + Students	K Hall will be closed 7:30-11:45AM. Teachers are displaced during that time.
Harrison, R.	2nd, 4th, 5th	K108	H211	Teacher + Students	
Russel, M.	2nd-5th	K109	J211	Teacher + Students	
Seamans, J.	2nd, 4th, 5th	K110	MP108	Teacher + Students	
Wysocka, M.	1-5th	K111	MP107	Teacher + Students	
Martin, J.	1-5th	K112	MP104	Teacher + Students	
Yeager, K.	2nd, 4th, 5th	K113	J101	Teacher + Students	
Cook, A.	1st-4th	K114	MP105	Teacher + Students	

Test Day Support Team

Google Doc to capture the duties assigned to assistant principals and other support people on testing days. It includes items such as:

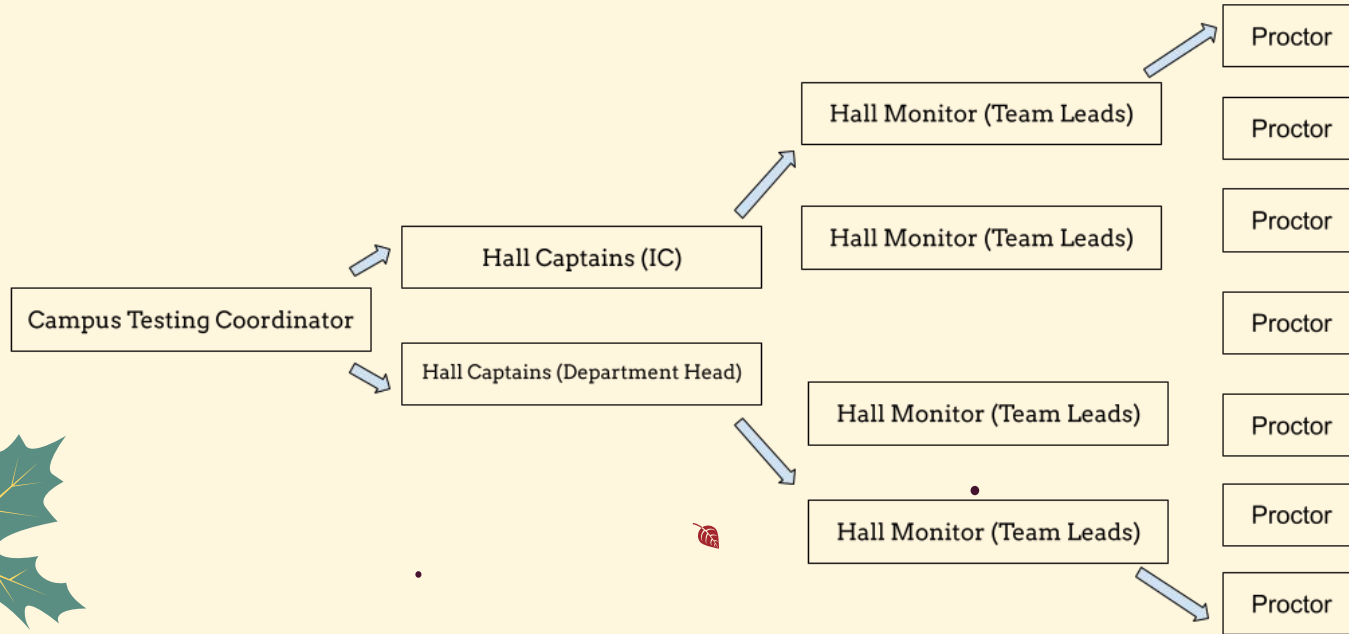
- Attendance, lunches, security, displacement, a script for announcements, and who is in charge of changes to bells in the building

Test Day Support Team Agenda Examples

STAAR Hall Captain Wednesday, October 9th	
Staff Member:	
Room Assignments:	
To Do List:	<input type="checkbox"/> 6:50-7:20AM: Distribute testing bins and binders to the testing rooms if you have not already done so. Help hall monitors and proctors prepare the testing rooms.
	<input type="checkbox"/> 7:20-7:30AM: Help students get to their assigned classroom. Please have them scan the QR Code and find their name, if needed.
	<input type="checkbox"/> 7:35AM: Put all phone bins on the blue testing cart. Keep the testing cart with you to monitor or put it in a safe location near you (teacher workroom/locked unused classroom)
	<input type="checkbox"/> 8:20AM: Hall Monitors will bring you their PURPLE attendance sheets. Make sure each sheet is signed and accounted for. One Hall Captain will bring their entire hallway's attendance sheets to Becca Baker or Leslie D'Annibile in L100.
	<input type="checkbox"/> 8:00-10:30AM: Help troubleshoot any issues your proctors or hall monitors might encounter. If you have an issue you need help with, please call Becca Baker or come to L100.
	<input type="checkbox"/> 10:30AM - Proctors will begin turning their door signs to the green "Done Testing" sign. Hall Monitors will enter the testing room to check the proctor's bin and binder against the <i>PSAT Return Checklist</i> to ensure everything is signed and all materials are accounted for. Once the Hall Monitor brings you the checked testing bin and binder, please do the following: <ul style="list-style-type: none"> → Give the corresponding phone bin to the Hall Monitor to return to the proctor. → Disassemble the binder and create a stack of the testing papers by room (all papers must be signed by the proctor). Please leave the door signs, passes, and red magnetic hooks in the clear pouch inside the binder. <ul style="list-style-type: none"> • White Attendance Sheet • Yellow Seating Chart • Pink Electronic Agreement Sheet • Blue Accommodation Sheet (if applicable) → Test Tickets do not have to be separated by room. Please create a stack of present test tickets and absent test tickets. → Disassemble the testing bins accordingly and ensure all supplies are accounted for <ul style="list-style-type: none"> • All testing bags together • All powerstrips together • All USB-C (New) chargers together • All USB (Old) chargers together • All headphones together (if applicable) • All Binders together
	<input type="checkbox"/> 10:47 AM - Staff and students will be dismissed to an altered bell schedule and will attend their normal lunches. Please return your testing cart to Becca Baker in the Testing Office (J201) .
Details:	<p>Behavior Concerns: If there is a behavior concern, please contact Becca Baker for assistance. If it is urgent, contact an administrator as well.</p> <p>Restrooms: There is no limit to the number of students allowed to use the restroom, but each class should only allow one student at a time to leave with a pass. Since the time does not stop when students use the restroom, we do not want them waiting in a long line.</p> <p>Nurse: Students needing to see the nurse should be escorted by a Hall Monitor. Please notify Becca Baker of the student's name and time/duration of nurse visit.</p>

Test Day Support Team Assignments

Assign the people you trust the MOST to these roles. Do not assign the people you do NOT trust to be a proctor in a testing room. These support roles are extremely important in ensuring your test day runs smoothly with no irregularities.



Attendance

As attendance sheets are turned into the Command Center, the names and ID number are added to the Google spreadsheet. House secretaries know to start calling and finding students right away. They call home, emergency contact numbers, etc. They fill in everything they know, so the command center is in the loop.

ALG STAAR EOC				
May 4, 2021				
Last	First	ID	Reason	
			family situation - both parents in hospital - out tomorrow as well	Plans for make-up Summer dates: ALG - June BIC- June, US HIS - will make up Summer
			possible wid - medical	summer make ups
			mom called yesterday - plans to make up	Student not currently in school - medical reasons; likely to wid
			sick, will take make up	Mom contacted House Office Mon to say she will need to makeup in summer or fall - citing anxiety message.
			mom said per student's accommodations, does not have to take STAAR	5/5 @ 2:22pm - VM is full. Unable to leave summer or december.
			no answer, voice mail box was full	does have to take STAAR, will need to make up in (972) 302-6160; (972) 542-7270;(469) 952-0139
			no answer, left voicemail	mom called and said student will make up in the Summer or Fall (5/5 - talked to mom again)
			sick	left voicemail
			sick	no answer, unable to leave vm
			no answer, unable to leave vm	Summer retest - Parents will not let student test during this school year -
			Student sick 5/4 - will come tomorrow, 5/6, to make-up	Left VM w/mom
			Traveling/Cheer competition will retake in summer	retest
			per mother student was in hospital on saturday/going in for flu today	Left VM w/mom
			left message with parent. Student will probably test this summer due to medically fragile sibling	
			Student is out sick. Will take make up test in summer	
			Family issues this morning; father says he will take STAAR this summer	
			Has Strep	

Proctor Assignments

LAST NAME	FIRST NAME	ENG1+ENG2 4/10	ENG1 + ENG 2 Make-Ups (4/11)	ENG1 + ENG 2 Make-Ups (4/16)	US+BIO 4/17	BIO+US Make-Ups (4/18)	BIO+US Make-Ups (4/22)	ALG1 4/24	ALG1 Make-Ups (4/25)	ALG1 Make-Ups (4/30)
ABALOS	Christina	11th Review D-HALL Monitor			ABSENT			L106 Testing		
ABEL	Katie	H215 Testing			L208 Testing					
ACEVEDO	Victor	L106 Testing			L106 Testing					
ACHIMON	Jason	HALL/TECH Downstairs K			HALL/TECH Downstairs K			Relocated Students Before Lunch @11:35AM H215		
ALQAISI	Zaineb	FAC Duties			FAC Duties			FAC Duties		
ANDERSON	Keva	HALL/TECH Upstairs J/K (west side)			HALL/TECH Upstairs J/K (west side)					
ANDRUS	Casey	11th Review - B/C-HALL Monitor			10th Review - B/C-HALL Monitor					
ANSARI	Tessa	HALL/TECH Downstairs L			HALL/TECH Downstairs L			HALL/TECH Dowstairs L		
ATKINSON	Carla	B106 11th Review			B106 10th Review					
BAKER	Rebecca	Testing Coordinator			Testing Coordinator			Testing Coordinator		
BAMBICO	Jana	L109 Testing			L108 Testing					
BARGER	Kristen	HALL/TECH Upstairs L			HALL/TECH Upstairs L					
BECKNER	Kristi	STC Duties			STC Duties			STC Duties		
BILLYEU	Randy	Seniors			Seniors					

We use a spreadsheet when telling staff what their assignment is for testing. We train EVERYONE. They know that they may not be listed as an alternate, but they could be called up at any time.

Testing Hub

Emails from the Campus Testing Coordinator can get buried amongst the 50 other emails teachers receive each day. We now use the Testing Hub so all links are located in one area and can be easily accessible throughout the year.

— BRONCO — TESTING HUB MCKINNEY BOYD HIGH SCHOOL 2024				
GENERAL TESTING INFO	PSAT	DECEMBER STAAR	ASVAB	TELPAS
MBHS 24-25 Testing Calendar 24-25 District Testing Calendar 24-25 District Calendar	ALL Staff PSAT Email PSAT Digital Readiness Check Slides College Board Training Slides In-Person PSAT Training Slides Staff Assignments Student Location Assignments Test Day Toolkit PSAT Bell Schedule PSAT Agenda PSAT HC_HM_BM Agendas PSAT Test Day Slides PSAT Accom. Room Agenda PSAT Accom. HC_HM_BM Agendas PSAT Accom. Room Test Day Slides			
STAAR ALT2	SAT	SPRING STAAR	SUMMER STAAR	COLLEGE BOARD/ACT ACCOMMODATIONS
				How To Apply Poster Accommodation Deadlines Accommodation Request Form Parent Letter
CAMPUS TESTING COORDINATOR: REBECCA BAKER RBAKER@MCKINNEYISD.NET (469) 302-3400 EXT: 23594 J201				

Communications

Parent Communication

- We communicate test dates, times, and student expectations via weekly parent email and call-outs/text messages

Student Communication (Dec, Spring, and Summer)

- We communicate test dates, student expectations, and testing room assignments using Canvas, 3rd period announcements, Form Letters from Test Hound, posters in the hallways, and ads on the school TVs

Staff Communication

- We are in constant communication with staff regarding expectations, trainings, test day role assignments, etc. via email (*send emails with the read receipt helps so the CTC knows the email was opened and read*)

ENG1 & ENG2 STAAR-EOC WEDNESDAY 4/10
STUDENT ROOM ASSIGNMENTS

SCAN ME!

HTTPS://

MONDAY - 4/8, Full Campus Email only

Good evening, Bronco Parents -

This week is our English I and II STAAR tests on Wednesday, April 10th. Student room assignments can be found through Canvas or via QR codes posted in the main hall and in each house principal's office. Our campus will be considered a closed campus. This means lunches are not allowed to be dropped off, togo food will not be accepted, and students cannot be checked out by parents to ensure testing security is not breached.

- STAAR Testers will need to report to their assigned room by 7:30AM with a fully charged laptop, charger and a sack lunch to eat in their testing room. Students who do not have a lunch will need to order a sack lunch from the cafeteria. Makeup testing for absent testers will be held Thursday, 4/11 and Tuesday, 4/16.
- Non-testing Seniors will have late arrival and should report to campus by 10:30AM.
- All other non-testing students will need to report to their assigned room by 7:30AM with a laptop, charger, and headphones.

Please contact Rebecca Baker, rbaker@mckinneyisd.net, with any questions.

TUESDAY - 4/9, Full Campus Email and callout, could Cruz do a Spanish callout?

Good evening, Bronco parents -

Tomorrow, April 10th, is our English I and English II STAAR tests. Student room assignments can be found through Canvas or via QR codes posted in the main hall and

Tester Verifications

Counselors

Counselors are given a list of students to verify the correct students are taking the correct test. They sign once they are finished for documentation purposes in case an irregularity occurs

SPED/ESL

The SPED and ESL leads are given a list of SPED/ESL students to verify the correct students are taking the correct test. They also, sign once they are finished for documentation purposes in case an irregularity occurs. This process is extremely important because these students tend to have schedules and credits that are atypical

Counselor Student Verification

Spring STAAR 2024

To Do:

1. Find your alpha for each EOC and check to ensure your students are all listed correctly
2. Write in the needed changes and HIGHLIGHT in the notes column
3. If a student needs to be added and is missing from the list, enter their information on the purple page "Students Who Need To Be Added"
4. Give all lists to the next counselor. Once the lists have been checked by all counselors, please bring them to J201 by **3/27 at the latest!**

My signature below indicates that I have checked the students I am responsible for and agree with the CTC's testing assignments for Spring STAAR-EOC 2024 (Students who have been exempt through Special Provisions, ARD Committees, or IGCs will be removed once the CTC receives their exemption forms). I have made notes or contacted the CTC if any changes need to be made.

<u>Counselor</u>	<u>Signature</u>	<u>Date</u>
Alice Ellenburg (A-CI)	_____	_____
Ximena Morales (Co-Go)	_____	_____
Kristen Barger (Gr-K)	_____	_____
Rachel Mitchell (L-N)	_____	_____
Jason Achimon (O-SI)	_____	_____
Sara Hayes (Sk-Z)	_____	_____

Accommodation Verifications

SPED/504/ESL

We print out all accommodations through Test Hound and have the Sped Lead, ESL Lead, and 504 Coordinators verify the correct accommodations are being used for testing. We ask they initial each page of the accommodations report for documentation purposes. This helps decrease accommodation irregularities

ACCOMMODATION VERIFICATION

STAAR 2024
SPED 504 LEP

To Do:

1. Sign **each page** of accommodations.
 - a. **Make sure to check for the new items below!**
2. Write in the needed changes and HIGHLIGHT
3. Return to J201 by end of day **3/28/24**

Double check for these items before submitting. -

- **Individual structured reminders** - I need documentation of what the reminder is for the specific student. Please type and print the note so I can give it to the proctor.
- **Tools to minimize distractions** - I need documentation of what the reminder is for the specific student. Please type and print the note so I can give it to the proctor.
- **Supplemental aides/graphic organizers** - I need to be supplied with a copy of what the student is routinely using in their classes on a regular basis.
- **Exemption** - If a student needs to be exempt, please submit a copy of their exemption form with the accommodation signatures. No student can be removed from the testing list until that is on file.
- **Auto text-to-speech** - needs to be changed to text-to-speech.
- **Oral Admin Q&A** - needs to be changes to text-to-speech
- **Oral - Reference Materials by request** - need more information or remove

5 Year Documentation Binder

Using divider labels, all documentation is added to a binder with “Destroy by (date)” on the spine. Because so much is color coded, it is easy to flip through and find what you need.



03

STAAR Alt 2



Opaque Plastic Envelope/Folder

Instead of using bins, use opaque plastic envelope/folders. They are easier to house in the testing prep area and easier to carry.

They can be found on [Amazon](#).



Copy Answer Doc

Make an extra copy of the answer document, so the proctor does not have to flip back and forth. When they turn in test, **staple it directly over the answer document in the back of the test booklet** before putting in box to return.

STAAR
Statewide Testing in
Assessments for
Academic Readiness

STATE OF TEXAS ASSESSMENTS OF
ACADEMIC READINESS (STAAR) ALTERNATE 2
Scoring Document

Student Name: _____ Grade: _____ Assessment Year: _____ Subject: _____ Form Number: _____
Translated Student Materials: Yes No

Accommodations
Mark the accommodation(s) used during this test administration.

Color or Highlight Images	Describe Images
Color Overlays	Provide images or text separately
Photographs or Objects Paired with Text	Cover or isolate images
Textured Materials	Picture Representations
Demonstrate Concepts	Calculator, manipulatives, math tools
Raise or Darken Outline	Reread Text (prior to "Fix" statements)
Enlarge Images or Text	Provide Structured Reminders
Braile	

Scoring
Mark the student's score for each question. Grades 4 and 7 writing forms have only 24 questions. For these forms, cross out numbers 25-28 on this document.

1	(A) (B) (C)
2	(A) (B) (C)
3	(A) (B) (C)
4	(A) (B) (C)
5	(A) (B) (C)
6	(A) (B) (C)
7	(A) (B) (C)
8	(A) (B) (C)
9	(A) (B) (C)
10	(A) (B) (C)
11	(A) (B) (C)
12	(A) (B) (C)
13	(A) (B) (C)
14	(A) (B) (C)
15	(A) (B) (C)
16	(A) (B) (C)
17	(A) (B) (C)
18	(A) (B) (C)
19	(A) (B) (C)
20	(A) (B) (C)
21	(A) (B) (C)
22	(A) (B) (C)
23	(A) (B) (C)
24	(A) (B) (C)
25	(A) (B) (C)
26	(A) (B) (C)
27	(A) (B) (C)
28	(A) (B) (C)

Print Test Status Code Report

Assigned Campus ID	Date Started	Days/Week	Results ID	LocationID	Special Cal	Test ID	Student No	Test Date	Test Status
0431	04/05/2022	1	931	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	904	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	954	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	904	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	902	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	931	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	951	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	933	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	954	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	954	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	953	TK4	16			April 2022	reported 66/66
0431	04/07/2022	0		TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	954	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	951	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	954	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	933	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	933	TK4	16			April 2022	reported 66/66
0431	04/07/2022	1	901	TK4	16			April 2022	reported 66/66
0431	04/05/2022	1	901	TK4	16			April 2022	reported 66/66

After the test is over, and all students have had tests added into the computer, print the report and pass out copies to the ALT2 teachers. Have them initial their students. Highlight master to double check that everyone was tested and answers submitted. This is especially important, since the CTC is responsible for inputting the answers. It is super easy to miss someone!!

04

TELPAS





Help students feel comfortable

Students who are being tested on their ability to speak a language tend to be very shy during the process.

We found that study carols and great headphones help with this tremendously. Students were more confident when they felt isolated during the testing process.

Headphones with microphone

Labsonic LS5750
Headset with dual jacks



Privacy Shields

Amazon

[20 pack for \\$119.80](#)



Student Conferences

We found that as students came to us, some did not know what TELPAS was and why they were taking it. We gather them in the fall and winter to set goals and take practice tests to familiarize them with what they will see.







Student Conferences




The Why of TELPAS






Help students understand the importance of doing their best

Test Taking Tips and Strategies




Preparing students with instructional tips and advice on best ways to take the test

Student Score Review





Review students previous scores to help them look for areas to improve

Secure Browser Practice



Ensure students laptops work, and students know how to use headsets for responses



TIPS FOR TELPAS SPEAKING

TALK LIKE A SCHOLAR

- Use grade level academic words
- Use idioms and expressions
- Use abstract vocabulary

INFORMATION

- address all tasks in the prompt
- elaborate your answers with details

PAUSE MINIMALLY

- Practice writing responses before recording your answer
- Practice pronouncing before recording your answer.

SENTENCE TYPES

- Use a variety of sentence types, including compound complex sentences, and transitions.
- Use variety of verb tenses, including past and future tenses.



TIPS Link

TELPAS Four-Point Speaking Rubric

As part of the TELPAS listening and speaking assessment, rubrics were developed to determine the score points that should be ascribed to a student's response based on their performance on each speaking test item. The rubrics demonstrate the number of score points that a student can achieve based on their performance on each speaking test item. Two different rubrics, a two-point rubric and a four-point rubric, are used to score different types of speaking items on the TELPAS listening and speaking assessment. Both rubrics are derived from the TELPAS proficiency level descriptors (PLDs). The rubrics demonstrate how a student will be assessed for speaking; however, the rubrics should not replace the Texas English Language Proficiency Standards (ELPS) or PLDs and should not be used in isolation.

	(1) A response at a score point 1 may	(2) A response at a score point 2 may	(3) A response at a score point 3 may	(4) A response at a score point 4 may
Completeness of Response	<ul style="list-style-type: none"> be silent and not attempt to address the task attempt to address the task, but may be limited to simple, high-frequency words and phrases 	<ul style="list-style-type: none"> address the task in a limited way by communicating simple, original ideas, using sentences and occasional phrases 	<ul style="list-style-type: none"> address the task somewhat successfully by generally communicating comfortably on common social and grade-appropriate academic topics 	<ul style="list-style-type: none"> address the task completely by communicating, with or without elaboration, on a variety of social and grade-appropriate academic topics
Syntax/Sentence Structure, Grammar	<ul style="list-style-type: none"> consist of single words, short phrases and/or occasional short sentences seem memorized, formulaic and/or highly practiced include many grammar features of another language that inhibit communication 	<ul style="list-style-type: none"> contain mostly simple sentences in the present tense include simple English language structures include grammar errors that limit communication 	<ul style="list-style-type: none"> generally include the correct verb tense for the task, but have some errors, especially when using irregular or complex tenses demonstrate overall familiarity using basic grammar features and may include some complex grammatical structures include grammar errors when using less common language structures, which interfere somewhat with communication 	<ul style="list-style-type: none"> generally include complex sentences and grammar structures nearly comparable to native English-speaking peers include grammar errors which rarely interfere with communication
Vocabulary/Word Choice	<ul style="list-style-type: none"> be repetitive and not demonstrate an ability to use words to make an original message be mostly limited to simple, high-frequency words and phrases 	<ul style="list-style-type: none"> rely mostly on high-frequency or basic vocabulary, but still convey an original message rarely include details because of the student's limited vocabulary 	<ul style="list-style-type: none"> include common abstract and academic vocabulary words include some details on familiar topics 	<ul style="list-style-type: none"> feature vocabulary at a level nearly comparable to their native English-speaking peers include idioms or colloquialisms used by native English-speaking peers include abstract and academic vocabulary with minor, infrequent errors; word choice may occasionally still be awkward or imprecise
Pronunciation and Fluency	<ul style="list-style-type: none"> include frequent and long pauses that may indicate that the student is struggling to communicate and/or has given up include pronunciation that is extremely difficult to understand 	<ul style="list-style-type: none"> include pauses to search for words include some pronunciation errors that limit understanding 	<ul style="list-style-type: none"> include brief pauses when searching for words or attempting to restate or clarify include pronunciation errors but generally still be understandable 	<ul style="list-style-type: none"> include few brief pauses include few pronunciation errors; these errors rarely interfere with understanding
Use of L1	<ul style="list-style-type: none"> be entirely or mostly in another language 	<ul style="list-style-type: none"> include some words in another language 		

TIPS FOR ACADEMIC SPEAKING

T



TALK LIKE A SCHOLAR

- Use grade level academic words.
- Use idioms and expressions.
- Use abstract vocabulary.

I



INFORMATION

- Address all tasks in the prompt.
- Elaborate your answers with details.

P

PAUSE MINIMALLY

- Practice writing responses before recording your answer.
- Practice pronouncing before recording your answer.



S

SENTENCE TYPES

- Use a variety of sentence types, including compound complex sentences and transitions.
- Use variety of verb tenses, including past and future tenses.



created by @jennyw4ELLS



05

PSAT/SAT
School Day



Google Slides to Save the Day

- There is about 15 minutes of “pre-administration” for PSAT & SAT School Day.
- We have Google Slides to help with this. It also includes proctor and student instructions.

Test Day Slides

TEACHERS: PLEASE DO THE FOLLOWING BEFORE STUDENTS ARRIVE:

Make sure you have completed all expectations outlined on the Testing Agenda

Pre-Administration

Please make sure all students have completed the Pre-Administration portion BEFORE starting the test!

Students - Please do the following:

1. Place the following devices at your desk. You will not be permitted to have anything else.
 - a. Laptop
 - b. Charger
 - c. #2 pencils (no mechanical pencils)
 - d. Approved Calculator (optional; graphing calculators are provided in Bluebook)
 - e. Water/Lunch
 - f. Light Jacket
 - g. Cell Phone, smart watch, any electronic devices
2. TURN OFF all electronic devices and place them in the envelope on your desk. This includes Cell phones, Smart Watches, AirPods, etc.
3. Place your backpack in the designated area by your proctor
4. Sign the Electronic Agreement Form (you will not regain access to your electronic devices until everyone is released at 12:45)
5. Write your name on all three sheets of scratch paper
 - ~check the battery life on your Mac (must be at least 80% charged; raise your hand if not at 70%)
 - follow the directions listed to complete the Bluebook check-in and Pre-Administration (Start Exam Set-Up)

- Complete Bluebook Check-In Now**
1. Close all applications
 2. Connect to Wi-Fi
 3. Open Bluebook
 4. Click the first button and use your ticket to sign in.
 5. Click the card for today's test.
 6. Enter the room code.
 7. Follow all instructions in Bluebook.
 8. Keep going until you're asked for the start code.

If you do not close ALL applications Bluebook will not allow you to take/submit the test!

Bluebook Introduction

CollegeBoard

Do Not Close Your Device

Wait until you see the Congratulations! screen.





ROOM CODE:

START CODE:



Digital Readiness Check

All students must complete the Digital Readiness Check prior to testing to ensure their device will work with the Bluebook testing platform. The check usually takes one full class period. This allows students to:

-  Create a College Board account if needed
-  Check their device in the Bluebook testing platform
-  Complete the Pre-Administration (this can be done quickly on test day as well)
-  Preview a test and practice utilizing the different tools provided

Resources

[Digital Readiness Check Instructions Slides](#)

[Digital Readiness Check Step-by-Step Click Sheet](#)



Test Day Toolkit/Registration Suite

CTCs manage registered students and staff by assigning rooms, proctors, hall monitors, checking accommodations, reporting irregularities, and printing test day sign-in tickets

Proctors use the TDTK in place of the old paper manual (check-in students, read the directions/provide students the classroom and start codes, monitor student progress, ensure students have submitted etc)

Collegeboard Test Day Toolkit

Home Help All Rooms Staff All Students Student Sign-In Tickets Irregularities

Oct 2-31, 2023 | PSAT/NMSQT Fall 2023 | Switch
McKinney Boyd High School - AL444533

PSAT/NMSQT Access Ends November 9

Fall testing has ended, but rosters and irregularity reports are available on Test Day Toolkit until November 9 at 7 p.m. ET. Your staff and room information will be saved so you can reuse it for your next test administration.

Test Administration Tools

- Testing Rooms**
Add and edit rooms. View and adjust the list of assigned students.
- Test Day Staff**
Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.
- Student Roster and Check-In**
Check students in. View room assignments, accommodations, and other details.
- Print Sign-In Tickets**
Students need Bluebook sign-in tickets.
- Irregularities**
If something goes wrong, let us know what happened.

Registration Status

PSAT/NMSQT (FALL)

Start Testing On: [Registration Timelines](#) Available Tests: 1200 Grades: 9, 10, 11

- Upload Data** (STEP 1)
- Register Students** (STEP 2)
Student registrations can no longer be added, updated, or deleted.
882 students registered
[View Registrations](#)
- Prepare for Test Day** (STEP 3)
Understand more tasks you'll need to complete before, during, and after test day.
[Get an Overview](#)

All Rooms






[Add Rooms +](#)

Displaying 1-30 of 39 results

Room Name^	Testing Groups	Staff	Seats Taken
B110	S1: School (Standard Time)	Proctor: Crystal DeLaughter Room Monitor: Megan Braddock	<input type="text" value="6/30"/>
DAEP	S1: School (Standard Time)	Proctor: Felisha Mcghee	<input type="text" value="6/10"/>
F112	SS: School (Double Time)	Proctor: Jana Tinsley	<input type="text" value="9/10"/>
F113	SS: School (Time and One-half)	Proctor: Christina Abalos	<input type="text" value="8/10"/>
J211	S1: School (Standard Time)	Proctor: Leslie D'Annibale Room Monitor: Craig Needham	<input type="text" value="16/30"/>
J212	S1: School (Standard Time)	Proctor: Terry Walker Room Monitor: Misanda McDonald	<input type="text" value="20/30"/>





Helpful Student Reminders


-  Students must leave their screen open at all times even after they have finished a section! The proctor must be able to see their screen. Students may only shut their device once they have completed and submitted the ENTIRE test.
-  If students come back from their 10 minute break late, the amount of time they are late will be deducted from their  time for the next section of the test.
-  Testers will finish at different times so remind students to be as quiet as possible so they do not disturb others
-  Remind students to pay attention to the amount of charge their device has. Powerstrips should be provided in case students need them.




Helpful Student Reminders

 Students must leave their screen open at all times even after they have finished a section! The proctor must be able to see their screen. Students may only shut their device once they have completed and submitted the ENTIRE test.

 If students come back from their 10 minute break late, the amount of time they are late will be deducted from their time for the next section of the test.

 Testers will finish at different times so remind students to be as quiet as possible so they do not disturb others

 Remind students to pay attention to the amount of charge their device has. Powerstrips should be provided in case students need them.

06

Hall Monitor Cart &
Special Touches

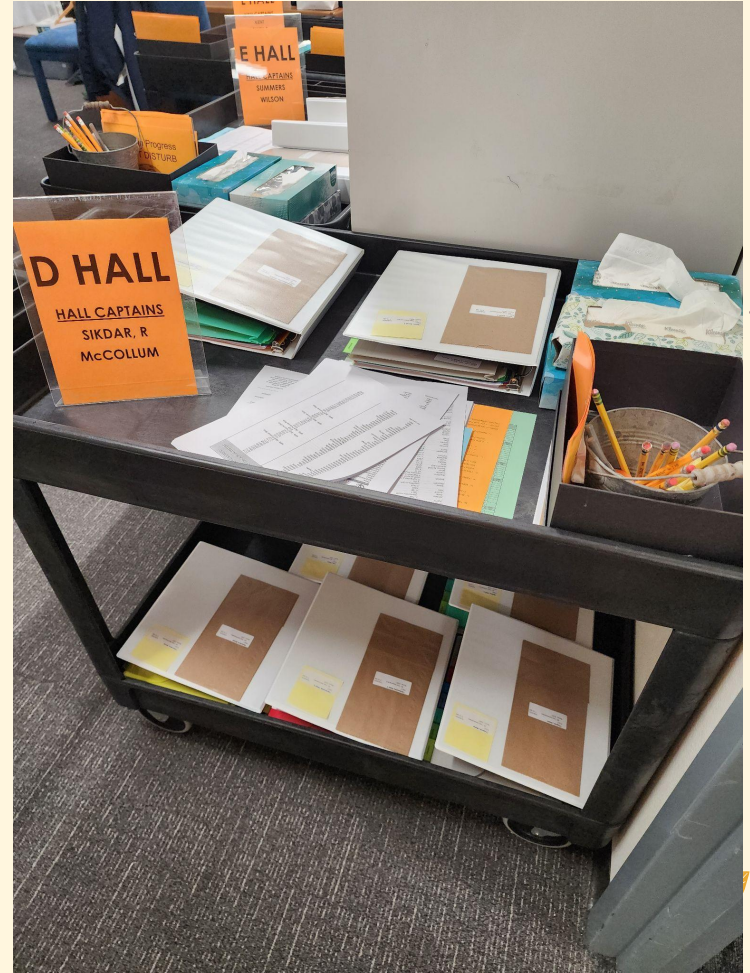


Hall Monitor Cart

These carts are vital for testing. They hold all of the things and are easy to move around. They are not too tall. We have 2 in the CTC closet, 2 in the front office, and just about each department has one.



[Link to purchase cart](#)



Box on the hall monitor cart


The box goes on the cart and contains all the little things needed for testing day:

Extra "Do Not Disturb" signs, extra manuals, tape, pencils, band aids, feminine pads, notepad, pencil sharpener, hand sanitizer, mints, etc...








Hall Monitor Responsibilities



The hall monitors (possibly counselors, team leads and/or instructional coaches) are responsible for a set of rooms. As people finish, the proctors put out a sign that their bin/binder is ready to be turned in and that testing has been completed in their room.

After everything has been picked up, hall monitors take the carts back to the testing closet to inventory.



Treats, Encouragement & Fun!

If someone tells you they like STAAR training AND giving a test, buy a lottery ticket. That NEVER happens, so, as Mary Poppins always says, "A spoonful of sugar helps the medicine go down!" Try to have a theme for every training or a treat to offer. It's these special touches that help ease the pain of training.

We Need S'more Teachers Like You

With this theme, we actually had so many treats that were S'More theme. We had cereal, cookies, and of course S'mores for everyone to take with them. The training slide deck was full of s'mores and camping. We even had a diffuser with "Campfire" smell.



Picture Perfect

So much popcorn and movie candy at this training. We borrowed a popcorn machine and teachers walked down the hall to the smell of freshly popped popcorn!



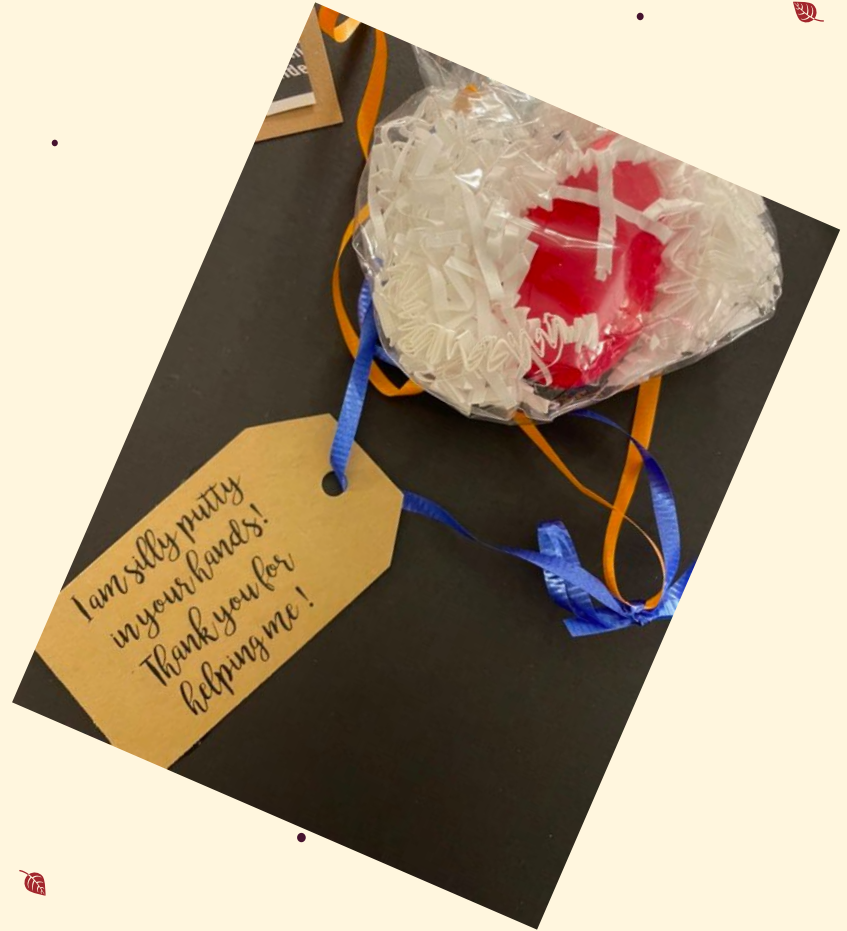
"Cerealsly Glad You're Helping with

The cafeteria is a great place to go get milk. The cereal boxes were wrapped with cute twine, a note, and a spoon.



Silly Putty

This one was a little expensive, but teachers LOVED IT!! These were put inside the testing bin....



“Donut” what I’d do without you!

Some people think donuts are just for mornings, not true. Teachers love donuts anytime! Donuts were inside individual bags and tied with this tag.





Commit“mint

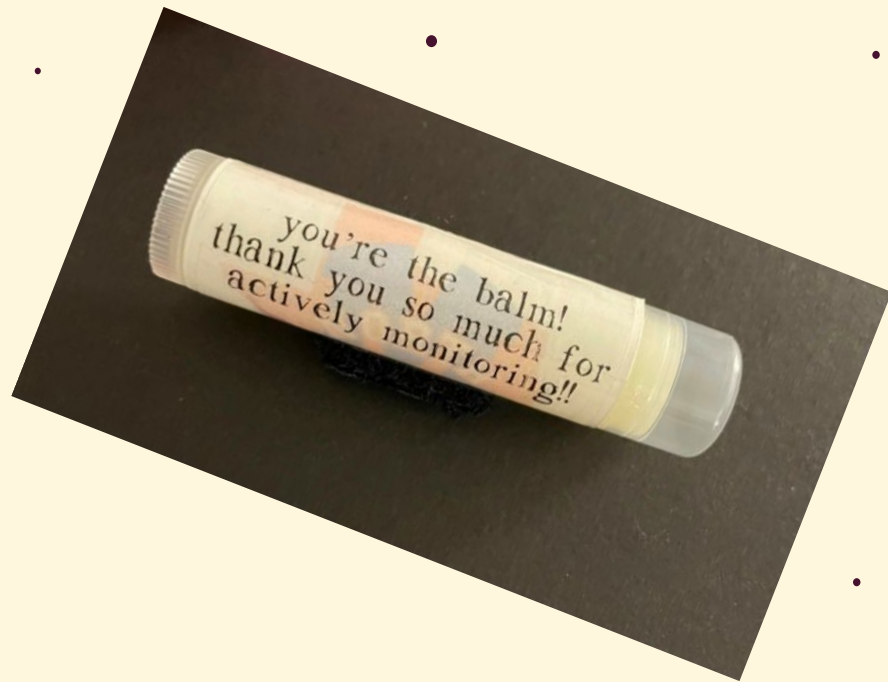
This poster was with the minty goodness to choose from: mints, gum, York Peppermint patties, etc.

You're the balm

Takes some planning!

Order mass quantity and add a label or a tag with it.

Great for winter months.



You're All That & a Bag of Chips !

These were taken straight
from Pinterest!

Easy breezy and everyone is
always hungry! They deserve
a treat too.



Bubble Pop!

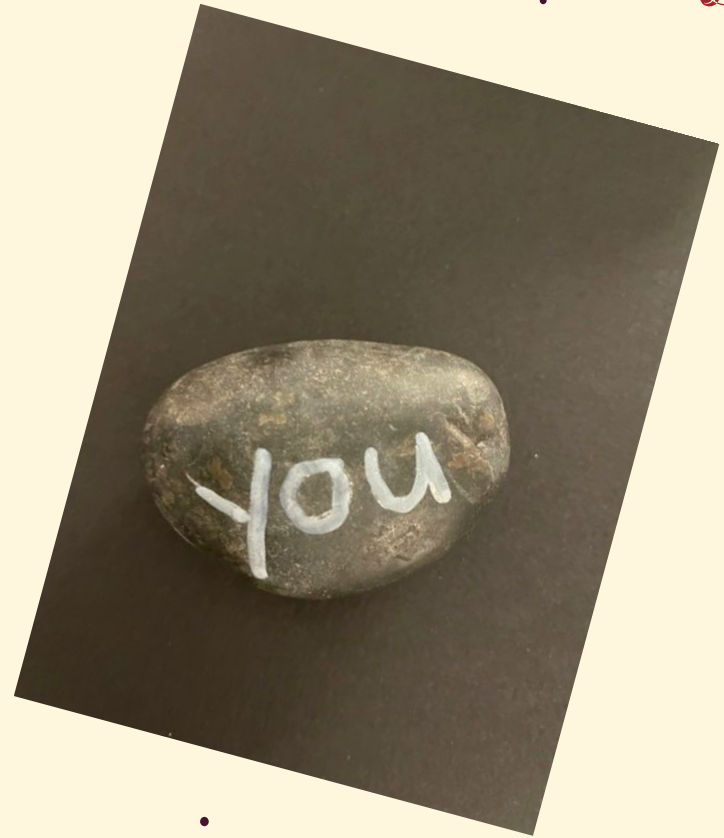
During TELPAS training everyone received some bubble wrap! This was fun & everyone got a good laugh!



You ROCK

We put these inside the bins one year. Something a little different.

A stress ball could also be used!





Orange you glad?

2 or 3 of the cutie oranges in a bag tied with this tag. Or, could put a poster with this cute saying with a bowl full of small oranges.

You're going to make ___ pop!

Teachers loved this one. Popcorn for them to eat at the training, and some to take for for later.



You warm my heart!

It was November and we were training for December STAAR. Homemade hot chocolate with all the toppings was a HUGE hit!



2022-2023 Playbook - football theme

A "football" theme for trainings was used throughout the year.

Artificial turf, foam numbers, all the things.



2023-2024 Camp Guide

Camp theme was used last year. Re-used the artificial turf from the year prior. Then, added lanterns, s'mores, pine cones, etc...





Join TSNAP!



Grow ★ Learn ★ Support

Texas Statewide Network of Assessment Professionals





Thank you!



