

The Untold Tales of a District Testing Coordinator: Making It All Come Together!



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What We Do Here Shapes the World

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What You'll Learn Today: Strategies, Solutions, and Secrets for DTC Success



Attendees will:

- Understand the complexities of the DTC role.
- Learn strategies to overcome challenges.
- Gain best practices for successful assessment administration.



The Unknown Unknowns: Navigating What We Don't Know We Don't Know



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- In this job, you learn by experience.
- Without experience, you don't even know what to questions to ask.
 - You can read all of the manuals;
 - You can exhaust the LMS library of training videos;
 - Nothing prepares you like your first testing cycle



Taking Charge: What's Within Our Control?

- Go in knowing you do not have all of the answers.
- Do not be afraid of phrase, "I do not know" just add "but let me find out for you".
- Practice Patience
 - You will not please everyone; and you don't have to
- Have a check list / make a to-do list

Behind the Role: The Hidden Complexities of a District Testing Coordinator



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1. Test Administration Planning and Coordination
2. Test Security and Compliance
3. Training and Support for Campus Test Coordinators and Administrators
4. Post-Test Review and Analysis

The poster features the La Brea Independent School District logo on the left, which includes a stylized red and blue building and the text 'LA BREA INDEPENDENT SCHOOL DISTRICT' and 'INTERNATIONAL EXCELLENCE: THE RIGHT OF EVERY STUDENT'. To the right of the logo, the text 'STAAR EOC TESTING DATES FOR JUNE 2024' is displayed in large, bold, blue and red letters. Below this is a table with two columns: 'Date' and 'STAAR EOC'. The table lists the testing schedule for June 2024, including make-up sessions. At the bottom of the poster, there are two notes and the STAAR logo, which includes a blue star and the text 'STAAR State of Texas Assessments of Academic Readiness'.

| Date | STAAR EOC |
|--------------------------|--|
| Monday, June 24, 2024 | Algebra I and US History |
| Tuesday, June 25, 2024 | English II and Biology |
| Wednesday, June 26, 2024 | All Make-Up Assessments |
| Thursday, June 27, 2024 | All Make-Up Assessments |
| Friday, June 28, 2024 | Make-Up sessions for tests scheduled to be administered June 18-28, 2024 must be completed by the end of this day. |

Notes:

1. The STAAR English I & II testing dates were set locally within the available window.
2. Only students who are absent on the scheduled test dates for a STAAR test may be tested on a make-up STAAR test date. **If a student is present on the day that a test is scheduled, the student must test on that day. For STAAR tests, make-up tests are allowed on any day after the initial administration date until the end of the testing window.**



DTCs Under Pressure: The Real Challenges of Managing District-Wide Assessments

- **Command Center via Teams**
- **Test security and Compliance with TEA regulations.**
- **Investigating Serious Irregularities: Who Teaches us this stuff?**



Sample Investigation Questions

Problem-Solvers Wanted: Top Strategies to Overcome the Biggest Testing Challenges



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- Strong Communication
 - Testing Command Center via TEAMS
- Comprehensive Training Program
 - Fall and Spring Test Administration Training
- Comprehensive Campus Testing Plan
- Clear Incident Response Plan



Top Strategies to Curb Testing Irregularities

- The Year in Review Meeting
 - Annual meeting in the fall to review:
 - Introduction of new testing coordinators
 - Review what is new
 - Review changes to testing procedures, new forms, etc.
 - Review of the incidents from the previous year



Testing Under Lockdown: How to Secure Your Exams and Stay TEA Compliant



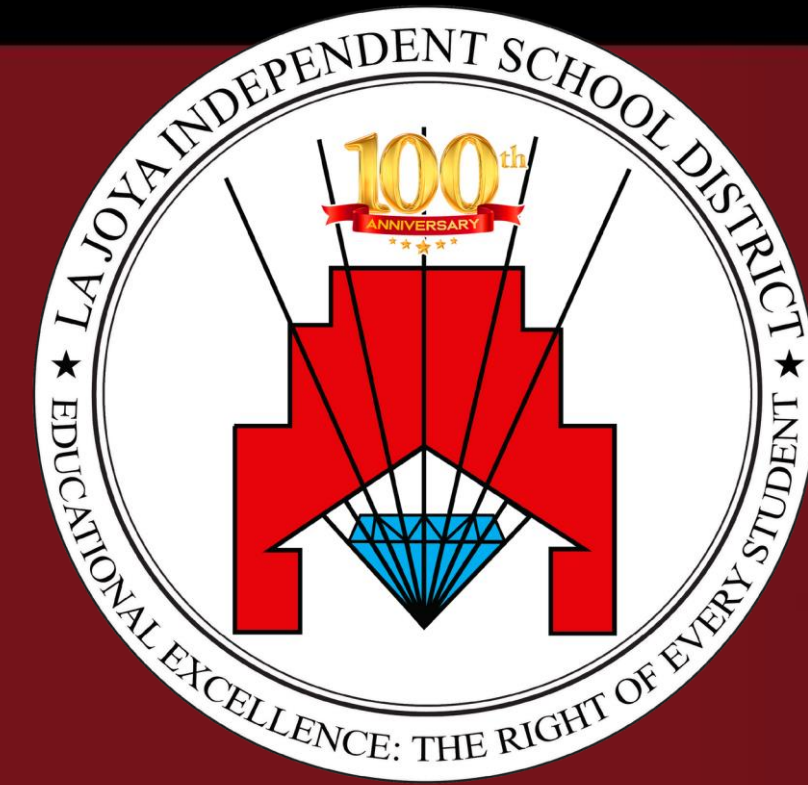
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- District/Campus Level Secure Room
- Check Out and Check In Procedures for Secure Materials

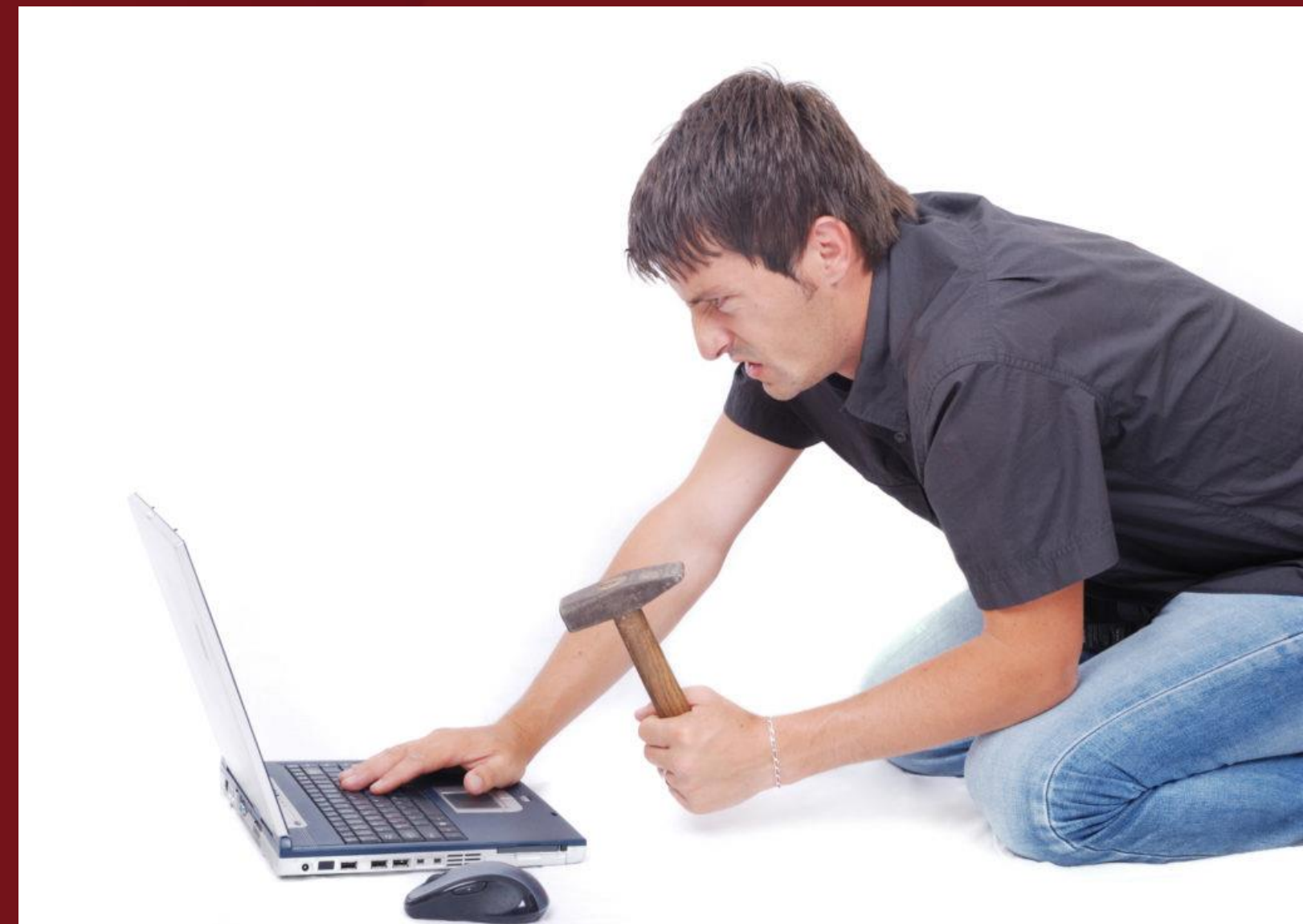
Examples of measures taken to prevent cheating or breaches.

- Local Cell Phone Policy
- Active Monitoring

Tech to the Rescue: How Smart Solutions Can Streamline Your Testing Process



Working with technology is like working with animals. It is unpredictable and difficult to plan for everything that *may* happen.



SOPs to Tackle Technology Issues



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- Student inadvertently kicked out of a test session
 - Student will be automatically logged out.
 - Restart the application.
 - Log back in and re-launch test using existing ticket.
- Computer freezes during testing
 - Shut down and reboot affected computer.
 - Re-launch test using existing ticket.

SOPs to Tackle Technology Issues



- Persistent technical issue that a reboot does not correct
 - Move the student to another device.
 - Our record stands at 4 computer switches before the issue was resolved
 - Login with existing ticket and continue testing.
- Student "accidentally" submitted
 - Call me.

Success Story: How La Joya ISD & Los Fresnos CISD Overcame Testing Challenges and Won Big



What We Do Here Shapes the World

- Collaborative Effort from the Board Room to the Classroom
- Transition to Online Testing when we were not required to test online
- Merge departments to ensure the left hand knows that the right-hand needs and vice versa.
- Mandated Campus Testing Plans

Building for the Future: How to Ensure Long-Term Success in Testing Management



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- Establish procedures that ensure success
 - Don't be afraid to revise as needed
- Build trust with your CTCs
 - Be available
 - Be an active listener
 - Compromise when you can but know that somethings are non-negotiable
- Build your buddy network



***Your Turn: Let's Solve
Challenges Together in This Open
Discussion***

Stay in Touch: Connect with Your Presenter for Future Collaboration

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