



Tools and Timelines For Secondary CTCs

McKinney ISD
Texas Assessment Conference 2024

Tools and Timelines For Secondary CTCs



<https://tinyurl.com/CTCTools-Timelines>



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.
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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.

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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.

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The background features a teal color palette with stylized water ripples. The top and bottom edges are framed by illustrations of autumn leaves in shades of orange, yellow, and green. A large, dark teal shape is positioned behind the text. A yellow swirl is located to the left of the number '01'.

01

Calendars/Timelines

District Testing Calendars

We begin planning our district testing calendar for the next school year in January

-  [District Testing Calendar](#)
-  [District CTC Testing Calendar \(All Levels\)](#)
-  [Elementary Testing Planning Calendar](#)
-  [Middle School Testing Planning Calendar](#)
-  [High School Testing Planning Calendar](#)



McKinney ISD
2024-2025 District Testing Schedule

Test Date	Test Administration	Grade Level
Fall Semester 2024		
August 19-30	Grade 7 Reading Assessment (TMSFA)	Select 7th Grade Students
August 24*	SAT (Registration through College Board)	High School
September 7**	ACT (Register through ACT)	High School
September 9 - October 25	CIRCLE CLanguage	Pre-K
September 9-27	mClass	K-2
September 9-13	MAP Reading	K-9
September 16-20	MAP Math	K-9
September 23-27	MAP Science	3 - 8
October 5*	SAT (Registration through College Board)	High School
October 9	PISAT NMSGT	10-11
October 19	Credit by Examination (Registration Required)	1-12
October 28	GT Testing: 2nd Grade & Secondary Option 1	2nd & 6-12
October 28**	ACT (Register through ACT)	High School
November 2*	SAT (Registration through College Board)	High School
November 7 - 8	GT Testing - 3rd Universal Screener	3rd grade
November 16	GT Testing: 1st Grade & Secondary Option 2	1st & 6-12
December 2-20	GT Kindergarten Universal Screener	K
December 3	STAAR EOC - English I	High School Re-testers
December 4	STAAR EOC - Algebra I & US History	High School Re-testers
December 5	STAAR EOC - English II & Biology	High School Re-testers
December 6-13	STAAR EOC - All Subjects Make Up Test	High School Re-testers
December 9	TSA2 (MH5)	Selected 11th-12th
December 10	TSA2 (MBHS)	Selected 11th-12th

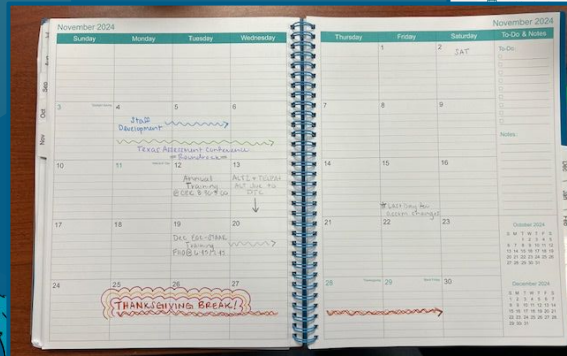
August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
				District PD Day		
4	5	6	7	8	9	10
				First Day of School	Alpha New to District Pre-LAS/LAS Link (Eng/Spanish) <small>within 20 days of enrollment</small>	
11	12	13	14	15	16	17
	GT Referral Window Opens	Alpha New to District & Additional Testing				
18	19	20	21	22	23	24
	TMSFA Fluency 7th					

Campus Testing Calendars

Each campus builds their own Campus Testing Calendar based on the District Testing Calendar so they can tailor it to their campus needs. Each campus uses their favorite type of calendar including:

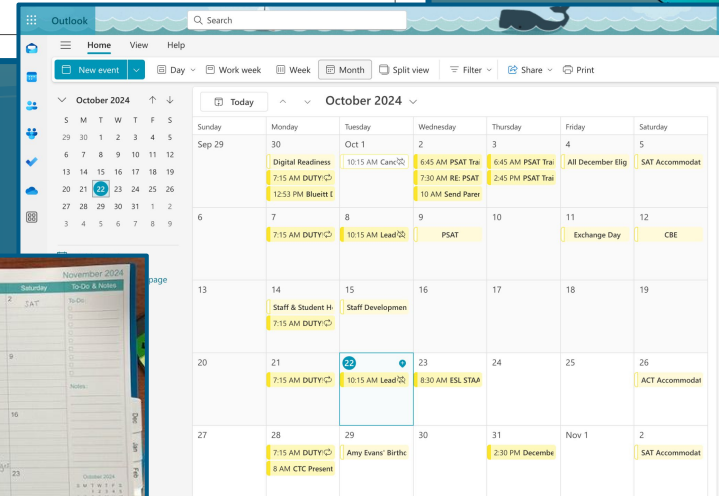
-  Paper Planner
-  Desk Paper Calendar
-  Notebook *(organized by color)*
-  iCalendar *(combine ALL calendars from ALL systems)*
-  Outlook Calendar
-  Google Calendar
-  Google Sheets
-  Google Doc



9th-12th High School Assessment Calendar 2024-2025



	9th	10th	11th	12th
September 9-13	ENG1 MAP Testing			
September 16-20	ALG1 MAP Testing			
October 9		PSAT/NMSQT	PSAT/NMSQT (optional)	
December 3	ENG I STAAR EOC			
December 4	ALG1/US HIS STAAR EOC			
December 5	BIO/ENG II STAAR EOC			
December 6	STAAR Make-up EOC			
Dec 9 - Jan 17	ENG1 & ALG1 MAP Testing			
January 29		ASVAB (Optional)	ASVAB (Optional)	ASVAB (Optional)
February 3-7				
Feb 19 - Mar 28				



District/Area CTC Meetings

District CTC Meetings:

We MISD CTCs meet at least 3 times a month to plan, collaborate, ask questions, and check-in on one another

Area CTC Meetings:

We meet with CTCs in the surrounding districts to collaborate, ask questions, and share feedback about past and upcoming test administrations. This is extremely beneficial when dealing with all the different assessments and platforms used within the school year.

If you are in our surrounding area and would like to join, please let us know!



Allen ISD

Where Eagles Soar





Flexible Calendar




Always remember your calendar must be flexible! Updates to platforms, deadlines, campus/district events, etc. cause changes and you need to be able to adjust easily. Also, when these changes occur make sure to over communicate with your staff.



02 CTC To Do List

CTC To Do Lists

We have our District To Do List that we utilize when planning the logistics of a test administration. Many CTCs manipulate the District To Do List to a form that fits best for their campus and planning style.

-  [District CTC To Do List](#)
-  [Campus CTC To Do List Example 1](#)
-  [Campus CTC To Do List Example 2](#)

PSAT To Do List

May

- Make an initial College Board order (9th, 10th, AND 11th)
- Print invoice and file

August

- LOOK AT [NOTES FROM LAST YEAR!](#)

Set Dates:

- MySchoolBucks payment opens: **8/20/24**
- Last day to update order: **9/10/24**
- Close registration: **9/9/24**
- Teacher Training Window: **10/2 & 10/3**
- Test Day: **10/9/24**
- Scores available: **Educators: 10/22**
Students: 10/24

Advertising *(more announcements/parent emails next year):*

- MySchoolBucks Payment

QR Code: 

- Registration Form - [2024 form](#)
- Tiny URL (tinyurl.com) - [2023 link tinyurl.com/mbhsPSAT24](#)
- Hallway Flyer/poster - [Fall 2024 Hallway Flyer](#)
- Facebook/Canvas Image - [Fall 2024 Social Media Flyer](#)
- School TV - [Fall 2024 School TV](#)

TO DO LIST - PSAT 2024

Finished	In Progress	Not Started
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Technology Coordinator: Jeff Gilliam

May


- Make an initial College board order, [invoice](#)

AUGUST

Set dates:

- MySchoolBucks payment opens: **8/20/24**
- Last day to update order: **9/10/24**
- Close registration: **9/9/24**
- Teacher Training Window: **10/2 & 10/3**
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Advertising:

- MySchoolBucks Payment
- QR Code: 
- Registration Form - [2024 form](#)
- Tiny URL (tinyurl.com) - [2023 link tinyurl.com/mbhsPSAT24](#)
- Hallway Flyer/poster - [Fall 2024 Hallway Flyer](#)
- Facebook/Canvas Image - [Fall 2024 Social Media Flyer](#)
- School TV - [Fall 2024 School TV](#)
- Morning Announcements/parent email - Sent to Hudom

Hang Posters and Post advertisements

STAAR Checklist

Administration December EOC 2024 Spring STAAREOC 2025 June EOC 2025

Campus Campus Test Coordinator

Please check each item as it is completed.

- Read the manual thoroughly.
- Attend mandatory training on November 12, 2024, from 8:30-3:00 at the CEC. (Will include ALT2 & TELPAS)
- Get deadline for ARD/504/IEPAC before testing (usually 3 weeks before opening window)
- Have teachers complete Security Training inside the LMS. Check for completion.
- Train Proctors at least one week before test window. - Collect outfit for 5-year documentation if applicable -
- Receive materials into Testbound - if applicable (same day materials are available)
- Add all Testers into Testbound
- Complete Test Status Code Report to Testbound Master List - missing anyone? Send withdrawn to DTC
- Complete Test Rooms/groups in Testbound
- Download Attributes from Testbound - upload into Canvas (gather verification signatures for the as well)
- EOC - Print master list for counselors. Ask for verification that the correct students are testing. Keep for documentation. Upload Master Schedule to Google Drive. Create QR Code, post around school, upload to Canvas, send out on Remind whatever makes your school work.
- Give a Master Schedule with student IDs to all secretaries, attendance clerk, and admin.
- Fill out DAP/ Testing Master List form found in DAF/ folder inside CTC Shared Drive in Google. **(As soon as you know a student is testing at DAP, you have 5 school days before testing window - notify DAP/ CTC by email that form was submitted)**
- Print test tickets and place in appropriate binders - for each subject
- Place appropriate testing materials in testing binders (i.e., testing signs, supplemental aids, pencils, scratch paper, reference material (not on white paper))
- Create sessions in Canvas - 3 weeks out. End each session at the appropriate time. Decide how you will share with proctors written on seating chart, etc.)
- Create Materials Control Form for test tickets. Sign out binders to proctors - Sign in when testing is complete.
- Monitor testing rooms while students are testing
- When each student completes testing, make sure the proctor has verified the test has been submitted. **Write in time finished on the seating chart.**
- When testing is complete, verify all students have submitted using Testing Status Code Report inside TIDE
- Mark "Absent" or "Other" inside Canvas **before the testing window closes.**
- Check all scratch paper when testing is complete. (if session ID was written on anything other than seating chart - alert)
- Complete the 5-year documentation form and place it on top of all documents to be retained for 5 years in binder or folders.

If applicable:

- Scan paper materials into boxes using Testbound and place colored stickers with box number on the side of the box. Bring paper materials to DTC.
- Print "Scored Booklet Report" and return with all materials
- Complete irregularity report (if necessary) and scan to DTC before window closes. **Call DTC on day of event**
- Complete "O" and "X" Code report (if necessary) and scan to DTC before window closes. **Call DTC on day of event**

Scan to 5-Year Documentation Google Folder by 3:00 last day of the testing window
April 16 - RALEIGH, April 26 - Rockledge, May 2 - Miami

- 5 Year Documentation Form
- Checklist (print form)
- Test Status Code Report with blanks filled in - sort to Student names ABC Order

The background features a teal color palette with soft, circular water ripple patterns. The top and bottom edges are framed by detailed illustrations of autumn leaves in shades of orange, yellow, and green. Small, glowing yellow dots are scattered throughout the teal background, adding a magical or ethereal feel.

03

Master EOC Tracker

Testing Master List (EOC Tracker)

In MISD we use TestHound to build our Testing Master List. This allows us to track all students on campus and ensure they are taking the correct STAAR tests at the correct time. It also allows us to see their testing history for other purposes.

If you do not have TestHound and need somewhere to start click [HERE](#) for a template!

Campus	Student Name	Grade	DOB	Local ID	Unique ID	SPED	LEP	504	GT	ALT2	A1	BIO	E1	E2	US	Notes
MCKINNEY BOYD H S		10	12182007								3706	3684	4193	3903	SP25	
MCKINNEY BOYD H S		12	12262006								4368	4340	4348	4396	4503	
MCKINNEY BOYD H S		9	06232010								4734	SP25	SP25	SP26	SP27	
MCKINNEY BOYD H S		9	06072010								PVT	SP25	SP25	SP26	SP27	Exemption Form on File for A1
MCKINNEY BOYD H S		12	08212007					TRUE	TRUE		3607	3867	3942	4026	4083	
MCKINNEY BOYD H S		9	01152010						TRUE		4190	SP25	SP25	SP26	SP27	
MCKINNEY BOYD H S		9	03252010			TRUE					SP25	SP25	SP25	SP26	SP27	
MCKINNEY BOYD H S		11	11282007					TRUE			3781	4192	3949	4076	SP25	
MCKINNEY BOYD H S		12	03222007					TRUE			4439	4285	4299	4358	4603	
MCKINNEY BOYD H S		11	06032008					TRUE			5314	5620	4659	5124	SP25	
MCKINNEY BOYD H S		10	04222009								5175	5447	4984	SP25	SP26	
MCKINNEY BOYD H S		9	01132010						TRUE		5235	SP25	SP25	SP26	SP27	
MCKINNEY BOYD H S		12	04152007								OOS	OOS	OOS	4163	3784	Exemption Form on File for A1, E1, E2
MCKINNEY BOYD H S		12	03302007						TRUE		4865	6376	4638	4618	4963	
MCKINNEY BOYD H S		11	11292007					TRUE	TRUE		4368	4794	4606	4464	724	Dual Credit USH
MCKINNEY BOYD H S		10	12282008						TRUE		4976	5953	5215	SP25	SP26	
MCKINNEY BOYD H S		9	03192010					TRUE			SP25	SP25	SP25	SP26	SP27	
MCKINNEY BOYD H S		10	03042009								4036	3803	4170	SP25	SP26	
MCKINNEY BOYD H S		11	04172008						TRUE		4222	4579	4392	4601	SP25	
MCKINNEY BOYD H S		10	01282009								4750	4882	4900	SP25	SP26	
MCKINNEY BOYD H S		11	08092008								OOS	4000	4430	4279	4287	Exemption form on file for ALG1
MCKINNEY BOYD H S		12	06012006			TRUE					3757	4000	ESL-SP	3903	4503	
MCKINNEY BOYD H S		10	01252009								4526	4162	4354	SP25	SP26	
MCKINNEY BOYD H S		10	01122009								4676	4821	4763	SP25	SP26	

The background features a teal-colored water surface with subtle ripples. The top and bottom edges are framed by a dense border of autumn leaves in various shades of orange, yellow, and green. A few leaves are shown falling into the water, with small yellow dots representing splashes or reflections. A large, soft teal shape is positioned behind the text.

04

Vlookup Testing Data

Vlookup Testing Data

We do not have the time to enter students scores, DOB, ID#, TSDS #, etc one by one. We use vlookup to pull in data for all 2,500+ students efficiently and quickly!

Please click [HERE](#) or visit the link to make a copy of the “Dummy Data” and learn how to do a vlookup!
<https://tinyurl.com/TACDummyData>

MASTER LIST									
Student Name	Grade	DOB	Local ID	TSDS ID	ALG1	BIO	E1	E2	US
Allen, Barry	11		1111111			4192	3949	4076	SP25
Amidala, Padme	11		2222222			5620	4659	5124	SP25
Anderson, Roy	10		3333333			5447	4984	SP25	SP26
Banner, Bruce	11		4444444			4794	4606	4464	SP25
Barnes, Bucky	10		5555555			5953	5215	SP25	SP26
Barton, Clinton	11		6666666			4579	4392	4601	SP25
Batson, Billy	10		7777777			3803	4170	SP25	SP26
Beasely, Pam	11		8888888			4000	4430	4279	4287
Bennett, Jo	11		9999999			5079	4287	4553	SP25
Bernard, Andrew	11		1222222			4231	5353	4654	SP25
Bertram, Nellie	10		1333333			4882	4900	SP25	SP26
Blaze, Jonathan	12		1444444			4340	4085	4106	4471
Bratton, Creed	11		1555555			3744	F24	3850	SP25
California, Robert	10		1666666			4162	4354	SP25	SP26
Calrissian, Lando	10		1777777			4821	4763	SP25	SP26
Carpenter, Julia	12		1888888			4041	4193	4000	4228
Curry, Arthur	12		1999999			5248	4125	4618	4471
Dameron, Poe	10		2111111			4764	4900	SP25	SP26
Danvers, Carol	11		2333333			4794	4854	4922	SP25
Destroyer, Drax	11		2444444			4231	4355	4423	SP25
Fett, Boba	10		2555555			4437	4900	SP25	SP26
Fett, Jango	10		2666666			4764	4287	SP25	SP26

DISCLAIMER: This will take some time to learn, but once you get the hang of it, it will CHANGE YOUR LIFE!!!

Vlookup Demonstration Video

The screenshot shows a Google Sheets spreadsheet titled "TAC Dummy Data" with a "MASTER LIST" table. The table has the following columns: Student Name, Grade, DOB, Local ID, TSDS ID, AIG1, BIO, E1, E2, and US. The data is as follows:

Student Name	Grade	DOB	Local ID	TSDS ID	AIG1	BIO	E1	E2	US
Allen, Barry	11		311111	4192	3969	4076	4076	3925	
Andrada, Poline	11		222222	5620	4650	5124	5124	3925	
Anderson, Roy	10		133333		5447	4984	5225	5225	
Banner, Bruce	11		444444	4794	4606	4464	4664	3925	
Barnes, Buckley	10		555555	5953	5215	3925	3925	5225	
Baron, Clinton	11		166666	4878	4874	4464	4664	3925	
Batson, Billy	10		777777	3803	4170	3925	3925	5225	
Beasley, Pam	11		888888	4000	4490	4279	4287	4287	
Benets, Jo	11		999999	5079	4267	4653	3925		
Bernard, Andrew	11		122222	4231	5353	4654	3925	3925	
Bertam, Nellie	10		133333	4882	4900	3925	3925	5225	
Blazo, Jonathan	12		144444	4340	4085	4106	4471		
Brown, Chad	11		155555	1744	3925	3925	3925		
California, Robert	10		166666	4162	4354	3925	3925	5225	
Carlston, Lando	10		177777	4821	4763	3925	3925	5225	
Carpenter, Jada	11		188888	4041	4203	4600	4238		
Curry, Arthur	12		199999	5248	4125	4658	4471		
Dameron, Poe	10		211111	4764	4900	3925	3925	5225	
Darvers, Carol	11		233333	4794	4854	4922	3925		
Dastoyev, Dixie	11		244444	4231	4955	4423	3925		
Felt, Boba	10		255555	4437	4900	3925	3925	5225	
Felt, Jango	10		266666	4764	4287	3925	3925	5225	
Filipelli, Karen	11		277777	4396	4605	4774	3925		
Fitz, Holly	12		288888	4182	4626	4626	4317		
Flenderon, Tobby	10		299999		416	426	426	426	
Fury, Nick	10		311111	4162	4226	3925	3925	5225	
Gooden, Barbara	12		322222	4790	4807	4402	4404		
Grayson, Dick	11		344444	3885	480	3925	3925		
Grimm, Benjamin	12		355555	4459	4638	4476	4377		

