

Achievement School District

2020 Spring Building Test Coordinator’s Training Schedule/Important Dates

TRAINING/DESCRIPTION	DATE	LOCATION/TIME
<p><u>WIDA/MSAA/Alt. Assessment Security and Accommodations-(REQUIRED)</u> Participants will know the basics of test security, test security law and information regarding state assessment accessibility and accommodations for WIDA, MSAA and Alternate assessments. Participants will also be able to use this information, as presented in the Test Security manual, to ensure a secure testing administration.</p>	<p>February 12, 2020 <u>Make-Up Session:</u> February 19, 2020</p>	<p>Whitney Elementary Library 9:00am - NOON</p>
<p><u>Comprehensive Test Security, Accommodations and Test Administration Training--(REQUIRED)</u> Participants will discuss in detail the basics of test security, test security law and accommodations for all state assessments, be able to quickly find information in the Test Security manual and the Comprehensive Accessibility & Accommodations manual and will be presented information on test administration and student provisioning procedures-Visibility Tool, Pearson Accessnext.</p>	<p>February 20, 2020 <u>Make-Up Session:</u> February 27, 2020</p>	<p>Whitney Elementary Library 9:00am – 1:00pm</p>
<p><u>TDOE Security and Accommodations Training-Memphis (MANDATORY—NO EXCEPTIONS)</u> The TDOE department of Assessment and Logistics will provide detailed training on test security, test security law, accommodations and administration procedures TCAP, EOC, and other state assessments.</p>	<p>April 2, 2020 (date change)</p>	<p>Location T B A 8:30am -3:30pm</p>

LEAD SCHOOLS TRAINING

Comprehensive Test Security, Accommodations and Test Administration Training--(REQUIRED)

Participants will discuss in detail the basics of test security, test security law and accommodations for all state assessments, be able to quickly find information in the Test Security manual and the Comprehensive Accessibility & Accommodations manual and will be presented information on test administration and student provisioning procedures-Visibility Tool, Pearson Accessnext.

February 14, 2020

LEAD Schools
9:00am – 1:00pm
(tentative)

TDOE Security and Accommodations Training **(MANDATORY—NO EXCEPTIONS)**

The TDOE department of Assessment and Logistics will provide detailed training on test security, test security law, accommodations and administration procedures TCAP, EOC, and other state assessments.

March 3rd—Lebanon
March 4th—Dickson
March 5th—Cookeville

Location T B A
8:30am -3:30pm

IMPORTANT DATES

February 4, 2020

WIDA ACCESS for ELLs materials arrive in district

Distribution of WIDA ACCESS materials to schools.

February 5 – 7, 2020
February 10, 2020

February 5th

9:30am – 11:00am
12:00pm – 4:00pm

Whitney Elementary
Room #37

February 6th

10:30am – 4:00pm

February 7th

9:30am -11:30am

February 10th

LEAD SCHOOLS- Hand Delivered

February 10, 2020	Daily file pulls for TCAP-grades 3-8 and Spring EOC begins. PLEASE update Visibility Tool and correct all HIGH METRIC ERRORS .
February 18, 2020	Spring Assessment Test Administrator Manuals (TAMS) released
February 18 – April 3, 2020	WIDA ACCESS for ELLs Administration Window
March 2, 2020	Online BTC Training modules released. Registration link and more detailed information is forthcoming. <ul style="list-style-type: none"> • If trained in the fall, the course should be retaken as a refresher.
March 6, 2020	<ul style="list-style-type: none"> • Testing Schedules/Plans --TCAP/EOC information due—details and instructions will be provided. • Pre-ID Pull for TCAP/EOC
March 15, 2020	Test Administrator Proctor Scripts (TAPS) released
March 16 – May 1, 2020	<ul style="list-style-type: none"> • Spring TCAP-Alt grades 3-11 (MSAA & Science/Social Studies) Administration window • Grade 2-Alt. operational assessment window opens.
March 30, 2020	Spring 2020 Testing materials arrive in district.

March 30 – April 3, 2020	Distribution of TCAP/EOC materials to schools
April 7, 2020	Deadline for shipping WIDA ACCESS test materials back to DRC,
April 13, 2020	<ul style="list-style-type: none"> • Spring TCAP/EOC testing window opens and all training must be complete by this date, before test administration • Grade 2 operational assessment window opens
April 13 – 16. 2020	Test Administration-School Site Audits
April 17, 2020	All ELA, subpart1 MUST be shipped back to PearsonAccessnext. All ELA--subpart 1 assessments must be completed by April 16 th in order to meet this deadline.