

Principal Roles and Responsibilities for Testing

Month	To-Do	Resources
August	☐ All building calendars updated to include screening windows ☐ BLLTs will meet to discuss screening windows ☐ Create a vision for testing at your building ☐ Principals trained how <u>Workshop week Welcome Back message</u> ☐ Screening Windows (on right) ☐ MCA Testing Calendar by building ☐ Building Calendar (this time is off limits for other activities) ☐ Fidelity measures ☐ Testing conditions ☐ Communication expectations ☐ Discuss district and school vision for testing	Draft testing vision K-12 Assessment Dashboard Classroom Testing Conditions Test Taking Protocols Principal Planning Considerations
September	☐ Ensure that staff are adhering to testing windows and timelines for benchmark and high stakes testing. ☐ Use Educlimber to evaluate testing fidelity ☐ Conduct walkthroughs ☐ Send building-wide message to all stakeholders about the upcoming universal screeners/assessment, along with dates for the year. ☐ K-5–Seesaw/Facebook ☐ 6-12–Campus/Blackboard ☐ Create a plan for printing, in color, screening letter and parent reports for FastBridge/STAR from the most recent test (office personnel/print shop) ☐ ELA & Math departments; Special Ed. ☐ Send out message to parents about reports coming home ☐ After the testing window, send a message to parents stating “You should receive testing reports by “x” date.” ☐ Ensure that all staff have all reports, screening cover letter AND can explain them to students and parents ☐ Check in with all teachers to ensure that reports were sent home	Educlimber School Wide data wall or grade level Coh's Screening Letter West's Screening Letter East's Screening Letter Sample Letter to Families

October	☐ Goal setting check-in ☐ Evidenced by goal-setting sheets for each student	
December/January	☐ Ensure that staff are adhering to testing windows and timelines for benchmark and high stakes testing. ☐ Use Educlimber to evaluate testing fidelity ☐ Conduct walkthroughs ☐ Follow through with the plan for printing, in color, parent reports and screening cover letter for STAR from the most recent test (office personnel/print shop) ☐ ELA & Math departments; Special Ed. ☐ Send out message to parents about reports coming home ☐ After the testing window, send a message to parents stating "You should receive testing reports by "x" date." ☐ Ensure that all staff have all reports, screening cover letter AND can explain them to students and parents ☐ Check in with all teachers to ensure that reports were sent home	Educlimber School Wide data wall or grade level Coh's Screening Letter West's Screening Letter East's Screening Letter
March, April, May	<u>By 3/13/24</u> ☐ Principal will lead BLLT discussion on early out testing conditions and create a schoolwide plan using BLLTs recommendations ☐ Review protocols ☐ Create Building-wide plan ☐ Determine testing dates ☐ Hash out all of the details for testing (makeups, snacks, etc.) ☐ Go over the March early-out schedule with BLLT (may need more than one meeting to cover all of the material) ☐ Rationale: To prepare for the 3/20 kickoff March 20 MCA Early Out (overall kickoff)See protocols ☐ Early out Presentation to kick off MCA testing protocols for all staff Workshop Day, March 22nd ☐ All staff, including administrators, trained in administering state assessment ☐ Communicate the workshop day expectations early for all teachers (8:15-9:45 am on March 22nd) March 27 MCA Early out Plan	presentation for kickoff BLLT-things to consider when planning Items to prioritize during planning Testing Dates State assessment windows Test taking protocols Example MCA letter

	☐ Building plans shared ☐ Specifics ☐ Testing vision ☐ MCA procedures shared Before April 5th ☐ Principal sends out important information on testing to Families. ☐ Principals discuss/explain what opt outs do to the district/school data ☐ Encourage staff to reach out to families of opt out students Before April 3rd ☐ Principals will meet with non-tested subject area teachers to discuss plan on how to support MCA testing ☐ Ideas to think about ☐ Using SAEBRS data, reach out to students that need further support. ☐ During the week of testing create a plan to lessen cognitive load.(No new information/games) ☐ Plan ways to discuss the importance of the test and students giving it their best. April 3 MCA Early out ☐ Student accommodations are planned and executed by staff ☐ All teachers have a plan for students who may need accommodations ☐ Teachers bring rosters to large groups (SpEd, Title, Interventionists, etc.) ☐ Non-tested teachers–working out the plan discussed with admin April 10 MCA Early out ☐ Begin to remove all instructional materials ☐ Print test tickets ☐ Non-tested teachers–working out the plan discussed with admin April 11 & 12 ☐ K-8 testing assemblies ☐ April 11th ☐ West, 8:45-9:45am ☐ Cohasset, 10:30-11:30am	Problem protocol link here Test Taking Protocols Guidance for Universal Supports and Accommodations for Minnesota Statewide Assessments 2023–24. (See pg. 18)
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	☐ East, 1-2pm ☐ April 12th ☐ Bigfork, 9-10am ☐ RJEMS, 1:30-2:30pm ☐ Plan to celebrate learning after the test ☐ What will your building do? ☐ 1:1 Check in with teachers before testing. ☐ Do they need anything?	
May	☐ Schoolwide, grade-level celebrations of learning, based on % of students assessed—attendance matters ☐ BLLT review testing process from the year ☐ Feedback to Strategy Team	Find % tested from last year