

Teacher Roles and Responsibilities for Testing

<p>March 20 MCA Training (Overall Kickoff)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial training <input type="checkbox"/> Introduce testing conditions <p>March 22 Workshop Day</p> <ul style="list-style-type: none"> <input type="checkbox"/> All staff who could be administering state assessment will be trained (this will be outlined in your building plan) <p>March 27 MCA Procedure Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Plans shared <input type="checkbox"/> Specifics <p>Two Weeks Prior to Testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1:1 Goal setting with students will take place <ul style="list-style-type: none"> <input type="checkbox"/> Use prior MCA scores (EduClimber) <p>April 3 MCA Training Accommodations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student accommodations are planned and executed by staff <input type="checkbox"/> All teachers have a plan for students who may need accommodations <ul style="list-style-type: none"> <input type="checkbox"/> Bring rosters <p>Within ONE week of testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send a message home to families making them aware of the upcoming MCA assessment. <ul style="list-style-type: none"> <input type="checkbox"/> K-5: Seesaw <input type="checkbox"/> 6-12: Campus <input type="checkbox"/> Send a note to parents about the importance of the assessment and what it means to you as a teacher. (optional) <p>April 10 MCA Training Prep Materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Begin to remove all instructional materials <input type="checkbox"/> Print test tickets <ul style="list-style-type: none"> <input type="checkbox"/> Store in secure/locked location <input type="checkbox"/> Print rosters <input type="checkbox"/> Gather extra devices for students (dead ipads, forgotten, broken, etc.) <ul style="list-style-type: none"> <input type="checkbox"/> Where are teachers getting these? They should be in the building plan. 	<p>Security Procedures</p> <p>Insert Building plans here? RJEMS GRHS East West Cohasset Bigfork High Bigfork Elementary</p> <p>Example MCA letter</p> <p>Problem protocol link here</p> <p>Test Taking Protocols</p> <p>How to campus messenger</p> <p>How to seesaw messenger</p> <p>Goal setting MCA</p> <p>Testing Directions: Online</p> <p>Guidance for Universal Supports and Accommodations for Minnesota Statewide Assessments 2023–24.</p> <p>(See pg. 18)</p> <p>**add how to use audio for STAR Testing</p> <p>**add Testing 1,2, 3 link</p>
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- ☐ Ensure that there are enough working headphones, plus extra.

April 11 & 12

- ☐ K-8 testing assemblies
 - ☐ April 11th
 - ☐ West, 8:45-9:45am
 - ☐ Cohasset, 10:30-11:30am
 - ☐ East, 1-2pm
 - ☐ April 12th
 - ☐ Bigfork, 9-10am
 - ☐ RJEMS, 1:30-2:30pm
- ☐ Last minute prep

[Link to Testing Assembly Website](#)

Two (2) days prior to the testing date

- ☐ Spotcheck student devices to make sure they can access TestNav
- ☐ If not, reach out to Tech at grhelpdesk@isd318.org

One (1) day prior to the testing date

- ☐ Explain test taking protocols to students
- ☐ What to do before, during, and after assessment.
- ☐ Explain to students the why of the assessment. (**ALL Staff**)
 - ☐ This is where we need students to invest.
 - ☐ The investment here will help student investment into the MCAs.
 - ☐ Positive & supportive testing environment

During the test

- ☐ Testing issues
 - ☐ Contact your building assessment coordinator

After the test

- ☐ Meet 1:1 with students
- ☐ Communicate results (preliminary)
 - ☐ Preliminary on-demand report
 - ☐ Celebration