

**District** Test Administration Plan – 2022-2023 School Year

| Plan Item                                               | Who/What/When/Where/How – EVIDENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Item 1.1) Test Administration Manuals (TAM)</b><br>- | <p><b>Example 1:</b><br/>The STC reviews the state assessment portals and when the TAM for the year is available, sends an email to all Test Administrators in the district with a request to read the TAM for each assessment they will be administering.<br/>The request asks them to have the TAM read by (date) and send a reply to the email once the TAM has been read.<br/><b>EVIDENCE:</b> A list of TAs the email is sent to is saved in the “folder” (location of the list in the computer or file cabinet).<br/>Copies of the returned emails are saved (location of saved return emails).</p> <p><b>Example 2:</b><br/>The STC creates a Google Doc with the list of all TAs in the district. An email is sent to all the TAs in the district with a request to read the TAM for each assessment they will be administering by (date).<br/>When they have completed reading the TAM, they go to the shared Google Doc and fill in the table with their name, date, and TAM that has been read to indicate the TAM has been read. The STC monitors the Google Doc to ensure all TAs have read the TAM by the deadline.<br/><b>EVIDENCE:</b> The shared Google Doc has a full list of TAs the email is sent to. The completed Google Doc was downloaded and saved (location of the downloaded doc).</p> |
| <b>Item 1.2) Assessment Dates and Timing:</b>           | <p><b>Example 1:</b><br/>The principals of each building in the district determine the dates the state assessments will be administered in their buildings. The Principal sends an email to the STC with the schedules by (date). The STC then shares via email to all TAs the schedule of testing for each building.<br/>The dates are placed on the district and school calendar that is shared on the district’s public website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                          | <p><b>EVIDENCE:</b> The building testing calendars are saved (location of saved calendars).<br/>The district website: (place url here).</p> <p><b>Example 2:</b><br/>The STC schedules a meeting with the building principals in August to determine when the state assessments will be administered in their buildings. The dates were placed on the school and district calendars. The calendars will be shared with all TAs in the district no later than (date).</p> <p><b>EVIDENCE:</b> The agenda of the meeting is saved (location of saved agenda) and the email that was sent to TAs is saved (location).<br/>The building testing calendars are saved (location of saved calendars).<br/>The district website: (place url here).</p>                                                                                                                                                |
| <p><b>Item 1.3) Testing Location</b></p> | <p><b>Example 1:</b><br/>The principals of each building in the district select which rooms the state assessments will be administered within their buildings. The Principal sends an email to the STC with the test room locations schedules by (date). The STC then shares via email to all TAs the location of testing for each building.</p> <p><b>EVIDENCE:</b> Emails indicating the building testing locations are saved (location of saved emails).</p> <p><b>Example 2:</b><br/>The STC schedules a meeting with the building principals in August to determine which rooms the state assessments will be administered in their buildings. The testing locations will be shared with all TAs in the district no later than (date).</p> <p><b>EVIDENCE:</b> The agenda of the meeting is saved (location of saved agenda) and the email that was sent to TAs is saved (location).</p> |