

**Teacher Roles and Responsibilities for Testing
ISD 318 Test Taking Protocols**

Month	To-Do	Resources
August	<p><u>Workshop week (before the 1st day of school)</u></p> <p>Check all testing platforms and rosters in STAR or Fastbridge</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is your roster accurate? <input type="checkbox"/> Email or call tech with rosters or products <input type="checkbox"/> Review the assessment calendar for the year. 	<p>grhelpdesk@isd318.org</p> <p>Number</p> <p>Clickpath how to check Rosters</p> <p>K-1 2 3 4-5 6-12 State testing windows</p> <p>**Google Drive assessment calendar</p>
September	<p>Prior to testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send a message home to families making them aware of the upcoming universal screeners/assessments and they are. <ul style="list-style-type: none"> <input type="checkbox"/> K-5: Seesaw <input type="checkbox"/> 6-12: Campus <input type="checkbox"/> General Ed. and SPED teachers collaborate on student needs. <p>Two (2) days prior to the testing date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spotcheck student devices to make sure they can access the screener that they will be taking. <p>One (1) day prior to the testing date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain test taking protocols to students <input type="checkbox"/> What to do before, during, and after assessment. <input type="checkbox"/> Explain to students the why of the assessment. (ALL Staff) <ul style="list-style-type: none"> <input type="checkbox"/> This is where we need students to invest. <input type="checkbox"/> The investment here will help student investment into the MCAs. <input type="checkbox"/> Positive & supportive testing environment <p>Within the testing window</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have a plan for makeup testing for students that have been absent 	<p>Screening letter to parents</p> <p>Fastbridge example letter</p> <p>How to campus messenger</p> <p>How to seesaw messenger</p> <p>Test Taking Protocols</p> <p>Fastbridge grades 2-3 standardization</p> <p>STAR Test Taking Procedures--Reading</p>

	<input type="checkbox"/> Follow standardization procedures Within One (1) week of testing <input type="checkbox"/> Meet 1:1 with students to review results <input type="checkbox"/> Send home report (See resources for guidance) <input type="checkbox"/> Send home reports with an update on progress Within Two (2) weeks of testing <input type="checkbox"/> 1:1 Goal setting with students will take place <input type="checkbox"/> This will ensure students understand that their day to day performance is associated with screening results.	STAR Test Taking Procedures--Math STAR Testing Protocol Sample Presentation Sample Message to Students (revise) See List of Reports to Send Home Goal setting Template
November	Prior to testing <input type="checkbox"/> Send a message home to families making them aware of the upcoming universal screener/assessment and what it is. (optional) <input type="checkbox"/> K-5: Seesaw <input type="checkbox"/> 6-12: Campus <input type="checkbox"/> General Ed. and SPED teachers collaborate on student needs. Two (2) days prior to the testing date <input type="checkbox"/> Spotcheck rosters for new or incoming students One (1) day prior to the testing date <input type="checkbox"/> Explain test taking protocols to students <input type="checkbox"/> What to do before, during, and after assessment. <input type="checkbox"/> Explain to students the why of the assessment. (ALL Staff) <input type="checkbox"/> This is where we need students to invest. <input type="checkbox"/> The investment here will help student investment into the MCAs. <input type="checkbox"/> Positive & supportive testing environment Within the testing window <input type="checkbox"/> Have a plan for makeup testing for students that have been absent <input type="checkbox"/> Follow standardization protocols Within One (1) week of testing <input type="checkbox"/> Meet 1:1 with students to review results <input type="checkbox"/> Send home report <input type="checkbox"/> Send home reports with an update on progress Within Two (2) weeks of testing <input type="checkbox"/> 1:1 Goal setting with students will take place <input type="checkbox"/> This will ensure students understand that their day to day	How to campus messenger How to seesaw messenger Test Taking Protocols Fastbridge grades 2-3 standardization STAR Test Taking Procedures--Reading STAR Test Taking Procedures--Math STAR Testing Protocol Sample Presentation Sample Message to Students (revise) See List of Reports to Send Home Goal setting Template

	<p>performance is associated with screening results.</p> <p>Prior to conferences</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check with building principal on plan to print reports <input type="checkbox"/> Send home with parents (face-to-face at conferences or via mail) 	
December/ January	<p>Prior to testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send a message home to families making them aware of the upcoming universal screener/assessment and what it is. (optional) <ul style="list-style-type: none"> <input type="checkbox"/> K-5: Seesaw <input type="checkbox"/> 6-12: Campus <input type="checkbox"/> General Ed. and SPED teachers collaborate on student needs. <p>Two (2) days prior to the testing date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spotcheck rosters to check for new students <p>One (1) day prior to the testing date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain test taking protocols to students <input type="checkbox"/> What to do before, during, and after assessment. <input type="checkbox"/> Explain to students the why of the assessment. (ALL Staff) <ul style="list-style-type: none"> <input type="checkbox"/> This is where we need students to invest. <input type="checkbox"/> The investment here will help student investment into the MCAs. <input type="checkbox"/> Positive & supportive testing environment <p>Within the testing window</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have a plan for makeup testing for students that have been absent <ul style="list-style-type: none"> <input type="checkbox"/> Follow standardization protocols <p>Within One (1) week of testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet 1:1 with students to review results <ul style="list-style-type: none"> <input type="checkbox"/> Send home report <input type="checkbox"/> Send home reports with an update on progress <p>Within Two (2) weeks of 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"/> This will ensure students understand that their day to day performance is associated with screening results. 	<p>How to campus messenger</p> <p>How to seesaw messenger</p> <p>Test Taking Protocols</p> <p>Fastbridge grades 2-3 standardization</p> <p>STAR Test Taking Procedures--Reading</p> <p>STAR Test Taking Procedures--Math</p> <p>STAR Testing Protocol Sample Presentation</p> <p>Sample Message to Students (revise)</p> <p>See List of Reports to Send Home</p> <p>Goal setting Template</p>
March	<p>Prior to testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send a message home to families making them aware of the upcoming universal screener/assessment and what it is. (optional) <ul style="list-style-type: none"> <input type="checkbox"/> K-5: Seesaw <input type="checkbox"/> 6-12: Campus <input type="checkbox"/> General Ed. and SPED teachers collaborate on student needs. 	<p>Screening letter to parents</p> <p>Fastbridge example letter</p> <p>How to campus</p>

	<p>Two (2) days prior to the testing date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spotcheck rosters for new or incoming students. <p>One (1) day prior to the testing date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain test taking protocols to students <input type="checkbox"/> What to do before, during, and after assessment. <input type="checkbox"/> Explain to students the why of the assessment. (ALL Staff) <ul style="list-style-type: none"> <input type="checkbox"/> This is where we need students to invest. <input type="checkbox"/> The investment here will help student investment into the MCAs. <input type="checkbox"/> Positive & supportive testing environment <p>Within the testing window</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have a plan for makeup testing for students that have been absent <ul style="list-style-type: none"> <input type="checkbox"/> Follow standardization protocols <p>Within One (1) week of testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet 1:1 with students to review results <ul style="list-style-type: none"> <input type="checkbox"/> Send home report <input type="checkbox"/> Send home reports with an update on progress <p>Within Two (2) weeks of 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"/> This will ensure students understand that their day to day performance is associated with screening results. 	<p>messenger</p> <p>How to seesaw messenger</p> <p>Test Taking Protocols</p> <p>Fastbridge grades 2-3 standardization</p> <p>STAR Test Taking Procedures--Reading</p> <p>STAR Test Taking Procedures--Math</p> <p>STAR Testing Protocol Sample Presentation</p> <p>Sample Message to Students (revise)</p> <p>See List of Reports to Send Home</p> <p>Goal setting Template</p>
<p>March, April, May</p>	<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>Workshop Day, March 22nd</p> <ul style="list-style-type: none"> <input type="checkbox"/> All staff trained in administering state assessment <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 	<p>Security Procedures</p> <p>Building Plans Cohasset West Rapids East Rapids</p> <p>Sample Communications Example MCA letter</p> <p>Goal Setting Sheets 7th Grade Goal Setting</p> <p>Problem protocol link</p>

	<p><input type="checkbox"/> Use prior MCA scores (EduClimber)</p> <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 <p><input type="checkbox"/> 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 <input type="checkbox"/> Print rosters <p>April 11 & 12</p> <ul style="list-style-type: none"> <input type="checkbox"/> K-8 testing assemblies <ul style="list-style-type: none"> <input type="checkbox"/> April 11th <ul style="list-style-type: none"> <input type="checkbox"/> West, 8:45-9:45am <input type="checkbox"/> Cohasset, 10:30-11:30am <input type="checkbox"/> East, 1-2pm <input type="checkbox"/> April 12th <ul style="list-style-type: none"> <input type="checkbox"/> Bigfork, 9-10am <input type="checkbox"/> RJEMS, 1:30-2:30pm <input type="checkbox"/> Last minute prep <p>Two (2) days prior to the testing date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spotcheck student devices to make sure they can access TestNav <input type="checkbox"/> If not, reach out to Tech at grhelpdesk@isd318.org <p>One (1) day prior to the testing date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain test taking protocols to students <input type="checkbox"/> What to do before, during, and after assessment. <input type="checkbox"/> Explain to students the why of the assessment. (ALL Staff) 	<p>here</p> <p>Test Taking Protocols</p> <p>How to campus messenger</p> <p>How to seesaw messenger</p> <p>Guidance for Universal Supports and Accommodations for Minnesota Statewide Assessments 2023–24.</p> <p>(See pg. 18)</p> <p>MCA Student Readiness Tools https://srt.testnav.com/mn/mn-srt.html</p>
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	<div data-bbox="558 115 1430 224" data-label="List-Group"> <ul style="list-style-type: none"> <input type="checkbox"/> This is where we need students to invest. <input type="checkbox"/> The investment here will help student investment into the MCAs. <input type="checkbox"/> Positive & supportive testing environment </div> <div data-bbox="411 256 617 289" data-label="Section-Header"> <p>During the test</p> </div> <div data-bbox="464 297 1192 367" data-label="List-Group"> <ul style="list-style-type: none"> <input type="checkbox"/> Testing issues <ul style="list-style-type: none"> <input type="checkbox"/> Contact your building assessment coordinator </div> <div data-bbox="411 399 590 431" data-label="Section-Header"> <p>After the test</p> </div> <div data-bbox="464 440 989 581" data-label="List-Group"> <ul style="list-style-type: none"> <input type="checkbox"/> Meet 1:1 with students <input type="checkbox"/> Communicate results (preliminary) <ul style="list-style-type: none"> <input type="checkbox"/> Preliminary on-demand report <input type="checkbox"/> Celebration </div>	
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