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

Month	To-Do	Resources
August	Workshop week (before the 1st day of school) Check all testing platforms and rosters in STAR or Fastbridge ☐ Is your roster accurate? ☐ Email or call tech with rosters or products ☐ Review the assessment calendar for the year.	grhelpdesk@isd318.org  Number  Clickpath how to check Rosters  K-1 2 3 4-5 6-12 State testing windows  **Google Drive assessment calendar
September	Prior to testing  Send a message home to families making them aware of the upcoming universal screeners/assessments and they are.  K-5: Seesaw G-12: Campus General Ed. and SPED teachers collaborate on student needs.  Two (2) days prior to the testing date Spotcheck student devices to make sure they can access the screener that they will be taking.  One (1) day prior to the testing date Spotcheck student devices to make sure they can access the screener that they will be taking.  One (1) day prior to the testing date Supplain test taking protocols to students Supplain to do before, during, and after assessment. Supplain to students the why of the assessment. (ALL Staff) Supplain to students the why of the assessment. (ALL Staff) Supplain to students the will help student investment into the MCAs. Supplain the investment here will help student investment into the MCAs. Supplain the testing window	Screening letter to parents  Fastbridge example letter  How to campus messenger  How to seesaw messenger  Test Taking Protocols  Fastbridge grades 2-3 standardization  STAR Test Taking ProceduresReading

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

	performance is associated with screening results.  Prior to conferences  Check with building principal on plan to print reports Send home with parents (face-to-face at conferences or via mail)	
December/ January	Prior to testing  Send a message home to families making them aware of the upcoming universal screener/assessment and what it is. (optional)  K-5: Seesaw 6-12: Campus Senderal Ed. and SPED teachers collaborate on student needs.  Two (2) days prior to the testing date Spotcheck rosters to check for new students  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  Within the testing window Have a plan for makeup testing for students that have been absent Follow standardization protocols  Within One (1) week of testing Send home report Send home reports with an update on progress  Within Two (2) weeks of testing 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 ProceduresReading  STAR Test Taking ProceduresMath  STAR Testing Protocol Sample Presentation  Sample Message to Students (revise)  See List of Reports to Send Home  Goal setting Template
March	Prior to testing  Send a message home to families making them aware of the upcoming universal screener/assessment and what it is. (optional)	Screening letter to parents
	<ul><li>☐ K-5: Seesaw</li><li>☐ 6-12: Campus</li><li>☐ General Ed. and SPED teachers collaborate on student needs.</li></ul>	Fastbridge example letter  How to campus

	Two (2) days prior to the testing date	messenger
	☐ Spotcheck rosters for new or incoming students.	How to occopy
	One (1) day prior to the testing date	How to seesaw messenger
	☐ Explain test taking protocols to students	<u>messenger</u>
	<ul><li>☐ What to do before, during, and after assessment.</li><li>☐ Explain to students the why of the assessment. (ALL Staff)</li></ul>	Test Taking Protocols
	This is where we need students to invest.	
		Fastbridge grades 2-3
	☐ The investment here will help student investment into the MCAs.	standardization
	☐ Positive & supportive testing environment  Within the testing window	STAD Toot Taking
	☐ Have a plan for makeup testing for students that have been absent	STAR Test Taking ProceduresReading
	Follow standardization protocols	1 ToceduresIteading
	Within One (1) week of testing	STAR Test Taking
	☐ Meet 1:1 with students to review results	ProceduresMath
	☐ Send home report	
	☐ Send home reports with an update on progress	STAR Testing Protocol
	Within Two (2) weeks of testing	Sample Presentation
	☐ 1:1 Goal setting with students will take place	Sample Message to
	☐ This will ensure students understand that their day to day	Students (revise)
	performance is associated with screening results.	<u>Stadonto</u> (154.55)
		See List of Reports to
		Send Home
		Goal setting Template
March, April,	March 20 MCA Training (overall kickoff)	Security Procedures
May	☐ Initial training	Duilding Dlane
	☐ Introduce testing conditions	Building Plans Cohasset
	Workshop Day, March 22nd	West Rapids
	☐ All staff trained in administering state assessment	East Rapids
	All stall trained in administering state assessment	•
	March 27 MCA procedure Training	Sample Communications
	☐ Building Plans shared	Example MCA letter
	□ Specifics	Goal Setting Sheets
		7th Grade Goal Setting
	Two Weeks Prior to Testing	Stade Coal Cotting
	☐ 1:1 Goal setting with students will take place	Problem protocol link

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☐ Use prior MCA scores (EduClimber)	<u>here</u>
April 3 MCA Training accommodations	Test Taking Protocols
<ul> <li>Student accommodations are planned and executed by staff</li> <li>All teachers have a plan for students who may need accommodations</li> <li>Bring rosters</li> </ul>	How to campus messenger
Within ONE week of testing  ☐ Send a message home to families making them aware of the upcoming MCA assessment.	How to seesaw messenger
☐ K-5: Seesaw ☐ 6-12: Campus	Guidance for Universal Supports and Accommodations for
☐ Send a note to parents about the importance of the assessment	Minnesota Statewide Assessments 2023–24.
<ul><li>☐ April 10 MCA Training Prep materials</li><li>☐ Begin to remove all instructional materials</li></ul>	(See pg. 18)
☐ Print test tickets ☐ Print rosters	MCA Student Readiness Tools
April 11 & 12   K-8 testing assemblies	https://srt.testnav.com/m n/mn-srt.html
☐ 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	
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)	

<ul> <li>☐ This is where we need students to invest.</li> <li>☐ The investment here will help student investment into the MCAs.</li> <li>☐ Positive &amp; supportive testing environment</li> </ul>	
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	