

Your District Name Here Test Administration Plan – School Year **2024-2025**

Sample District is a small, two-room school. The STC is also the Supervising Teacher, the TA, and the Technology Coordinator. The only additional staff is a part-time teacher assistant who is not a certified teacher, so does not administer tests or assist with state assessments. Due to these circumstances, there is no other staff to meet with or send emails to.

This is the Assessment Log for the Test Accessibility Plan. It is reviewed annually and printed off. As the STC, I initial and date each item as I complete it. If there is any tangible evidence, it is listed in the Evidence column and can be provided at the request of the OPI.

Item #	Plan	Evidence	Initial and Date when Completed
1.1	Test Administration Manuals (TAM): The STC will ensure all TAs read the assessment-specific TAM prior to administering the assessment.		
1.2	Assessment Dates and Timing: The STC will place the district's/school's testing schedules on the school calendar.	Copy of the hard copy calendar, or screen shot of the online school calendar showing testing dates.	
1.3	Testing Location: The STC will identify the best location for testing to ensure a quiet and conducive environment for students.		
1.4	Build an Assessment Team: STC serves as the BC, the TA, and the Technology Coordinator. The only other team member would be the district's Authorized Representative.	Email to/from AR to ensure testing is scheduled and progressing.	
1.5	AR Role – AR is responsible for annually affirming their compliance with test security in the Infinite Campus screen.	Copy of screen shot of the Infinite Campus screen. STC will request this from the AR in August.	
1.6	STC Role: See item 1.4		
1.7	BC Role: See item 1.4		

1.8	TA Role: See Item 1.4		
1.9	Parent Participation Notice: Information must be sent home to parents notifying them of the upcoming assessment.	Copy of the letter sent home to parents notifying them of each statewide assessment.	
1.10	Handling Parent Refusals: Ensure families are aware of the importance of statewide testing. There is no “opt-out” law in MT. STC will share the “Six Things Stakeholders Should Know” document with parents who request their child not test.	If occurs – notices, letters, meeting minutes, emails to/from parents discussing the importance of statewide testing.	