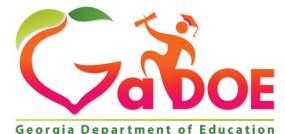


# An Approach for Developing a District Assessment Plan: Collaboratively Putting the Pieces Together

**FY19 Data Conference**

**Sandra Greene, Ed.D.**  
**Director of Assessment Administration**

**Joe Blessing**  
**Program Manager, Assessment Administration**



# Agenda

- District Assessment Planning
  - Developing the Local Testing Calendar
  - Technology and Site Readiness
    - Site Technology Readiness Checklist
  - Training Expectations
  - Communications
  - Creating a School Assessment Plan

# Developing the Local Testing Calendar

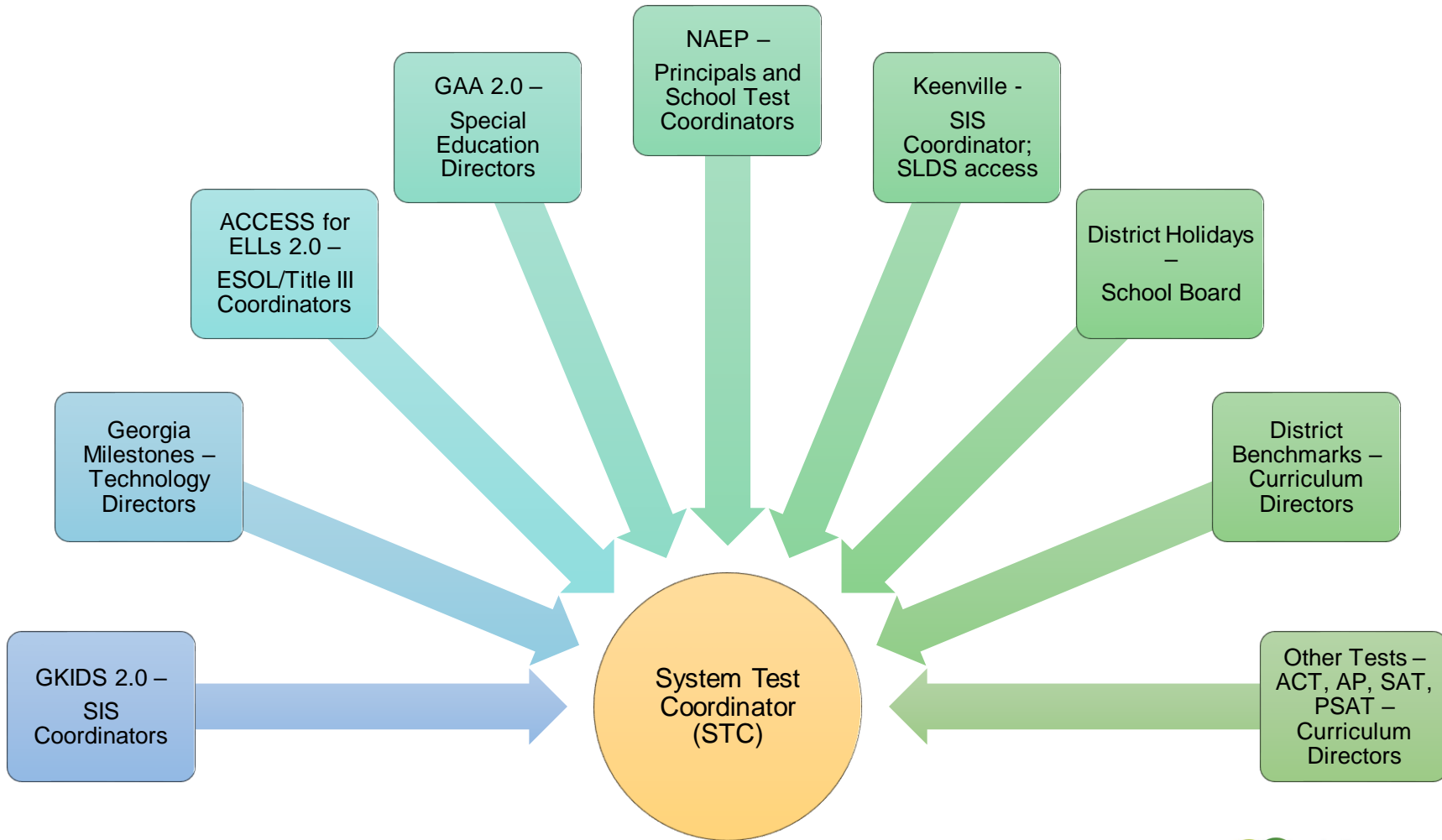


## FY 2020 Data Conference

# State Mandated Tests: Who, What, and Why

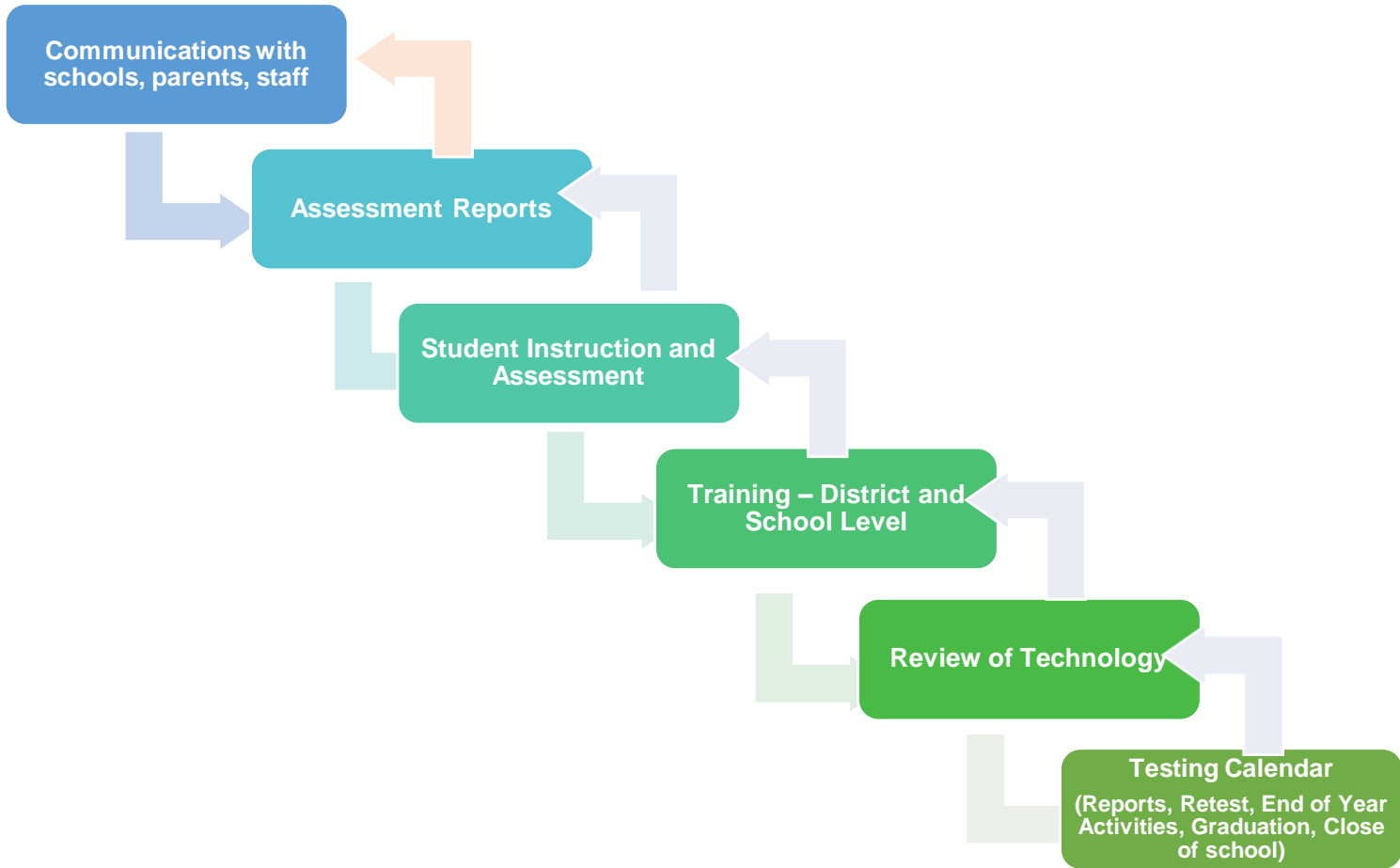
Students	Assessment	Reason
K-12 ELs in the ESOL program	ACCESS for ELLs 2.0	Determine English proficiency in the areas of speaking, listening, reading and writing
ELs with significant cognitive disabilities	Alternate ACCESS for ELLs	Determine English proficiency in the areas of speaking, listening, reading and writing
Students with significant cognitive disabilities	Georgia Alternate Assessment (GAA 2.0)	Provides meaningful information about classroom instruction and identifies students' areas of strength and improvement
All Kindergarten Students	Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0)	Documents and communicates students' progress on the Kindergarten instructional standards
All Kindergarten Students	GKIDS 2.0 Readiness Check	Provides information about the skills of students entering kindergarten
All 3-8 and high school students except those eligible for GAA 2.0	Georgia Milestones Assessment System End of Grade and End of Course	Measures knowledge and skills outlined in the state-adopted content standards in English language arts, mathematics, science, and social studies. <ul style="list-style-type: none"> <li>• EOG – promotion in grades 3, 5, and 8</li> <li>• EOG – 20% of the final course grade</li> </ul>
Selected Students in grades 4, 8, and 12 or ages 9, 13, and 17	National Assessment of Educational Progress (NAEP)	Obtains comprehensive and dependable achievement data on a national basis

# Fitting Partnerships Together




## FY 2020 Data Conference

# Back Map Your Calendar Based on Instructional Progress and Need for Student Results



## FY 2020 Data Conference

# Central source for administration windows, training dates, checkpoints...

 Georgia Assessment and Training Calendar

[Download PDF](#) [Clear All](#)

School Year	Start Date	End Date	Assessment	Topic(s)	Topic Details
2019-20	7/8/2019	5/18/2020	GKIDS 2.0	Admin Window	GKIDS 2.0 Administration Window
2019-20	8/5/2019	8/23/2019	Ga Milestones	Admin Window	EOC August Mid-Month Administration
2019-20	9/9/2019	9/20/2019	Ga Milestones	Admin Window	EOC September Mid-Month Administration
2019-20	10/7/2019	10/18/2019	Ga Milestones	Admin Window	EOC October Mid-Month Administration
2019-20	10/14/2019	12/20/2019	NAEP	Admin Window	Age 13 (Sampled Districts Only)
2019-20	10/16/2019	10/16/2019	PSAT	Admin Window	PSAT Primary Test Day
2019-20	10/30/2019	10/30/2019	PSAT	Admin Window	PSAT Alternate Test Day
2019-20	11/4/2019	11/15/2019	Ga Milestones	Admin Window	EOC November Mid-Month Administration
2019-20	11/18/2019	1/8/2020	Ga Milestones	Admin Window	EOC Winter 2019 Main Administration
2019-20	1/6/2020	3/13/2020	NAEP	Admin Window	Age 9 (Sampled Districts Only)
2019-20	1/13/2020	1/24/2020	Ga Milestones	Admin Window	EOC January Mid-Month Administration
2019-20	1/15/2020	3/6/2020	ACCESS for ELs 2.0	Admin Window	ACCESS for ELs 2.0/Alternate ACCESS Administration Window
2019-20	2/10/2020	2/21/2020	Ga Milestones	Admin Window	EOC February Mid-Month Administration
2019-20	3/9/2020	3/20/2020	Ga Milestones	Admin Window	EOC March Mid-Month Administration
2019-20	3/16/2020	5/22/2020	NAEP	Admin Window	Age 17 (Sampled Districts Only)
2019-20	3/23/2020	5/1/2020	GAA 2.0	Admin Window	GAA 2.0 Administration Window
2019-20	4/6/2020	5/15/2020	Ga Milestones	Admin Window	EOG Spring Main Administration
2019-20	4/20/2020	5/29/2020	Ga Milestones	Admin Window	EOC Spring Main Administration
2019-20	5/4/2020	5/15/2020	Advanced Placement (AP) Exams	Admin Window	AP Administration Window
2019-20	5/11/2020	7/17/2020	Ga Milestones	Admin Window	EOG Summer Retest Administration
2019-20	6/15/2020	7/17/2020	Ga Milestones	Admin Window	EOC Summer Administration

Fall Assessment Conference Webinar Part 1 (Policy; Program Outlines; Student Assessment Handbook)

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Information-For-Educators.aspx>

## FY 2020 Data Conference

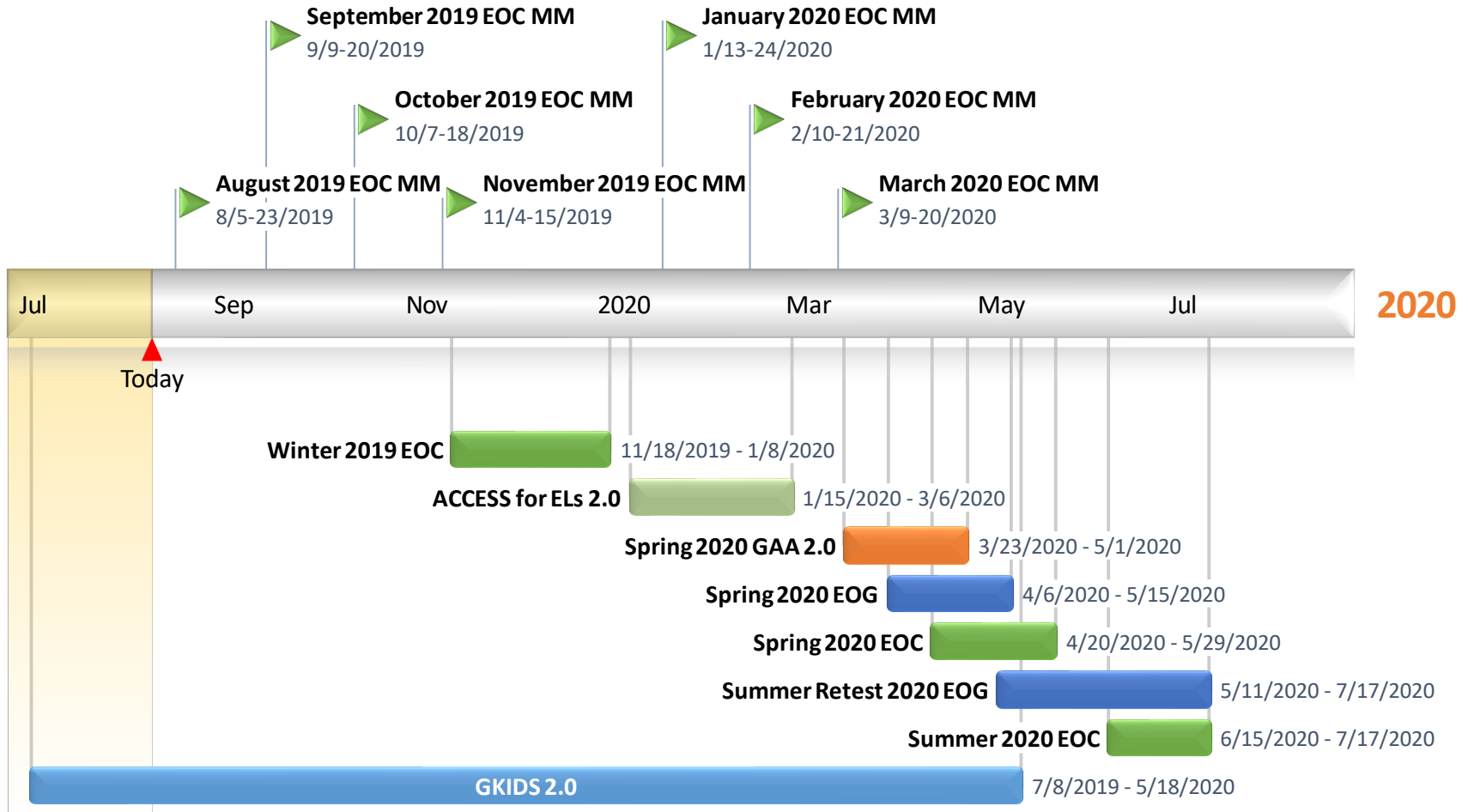
# Reporting Expectations for Reference

Assessment	Preliminary	Final
ACCESS for ELs 2.0	N/A	Mid-May
Georgia Milestones EOC Winter 2019	Business days after submission Math and ELA - 10 Science and Social Studies - 5	Mid-February
Georgia Milestones EOC Spring 2020	Business days after submission Math and ELA – 12 Science and Social Studies – 5	Late July
Georgia Milestones EOG Spring 2020	Business days after submission ELA and Math G 3, 5, 8 - 11 ELA and Math G 4, 6, 7 – 16 Science and Social Studies - 5	Early July
Georgia Alternate Assessment 2.0	N/A	June
GKIDS 2.0	Available throughout the year	Determined by school system
NAEP	N/A	Fall 2019
Keenville	Available throughout the year	Determined by school system



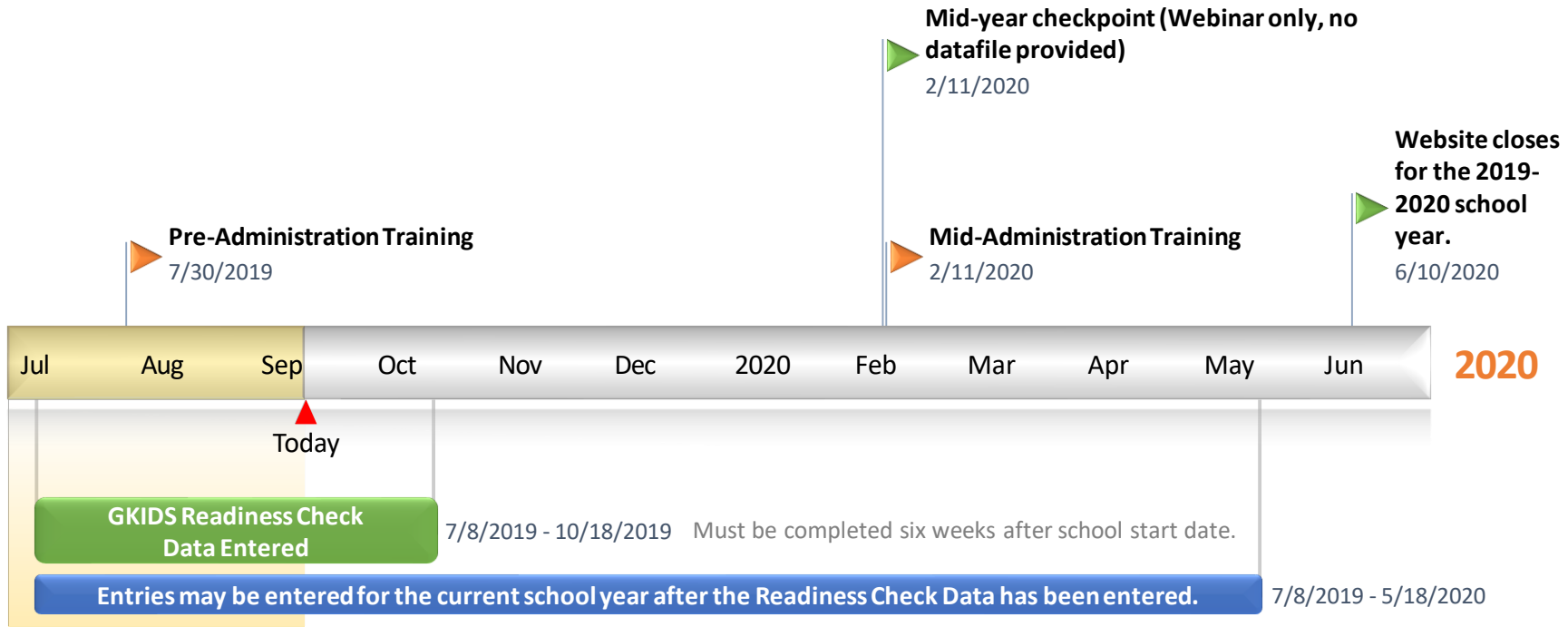
# FY 2020 Data Conference

## Visualizing the State Testing Windows – Yearlong



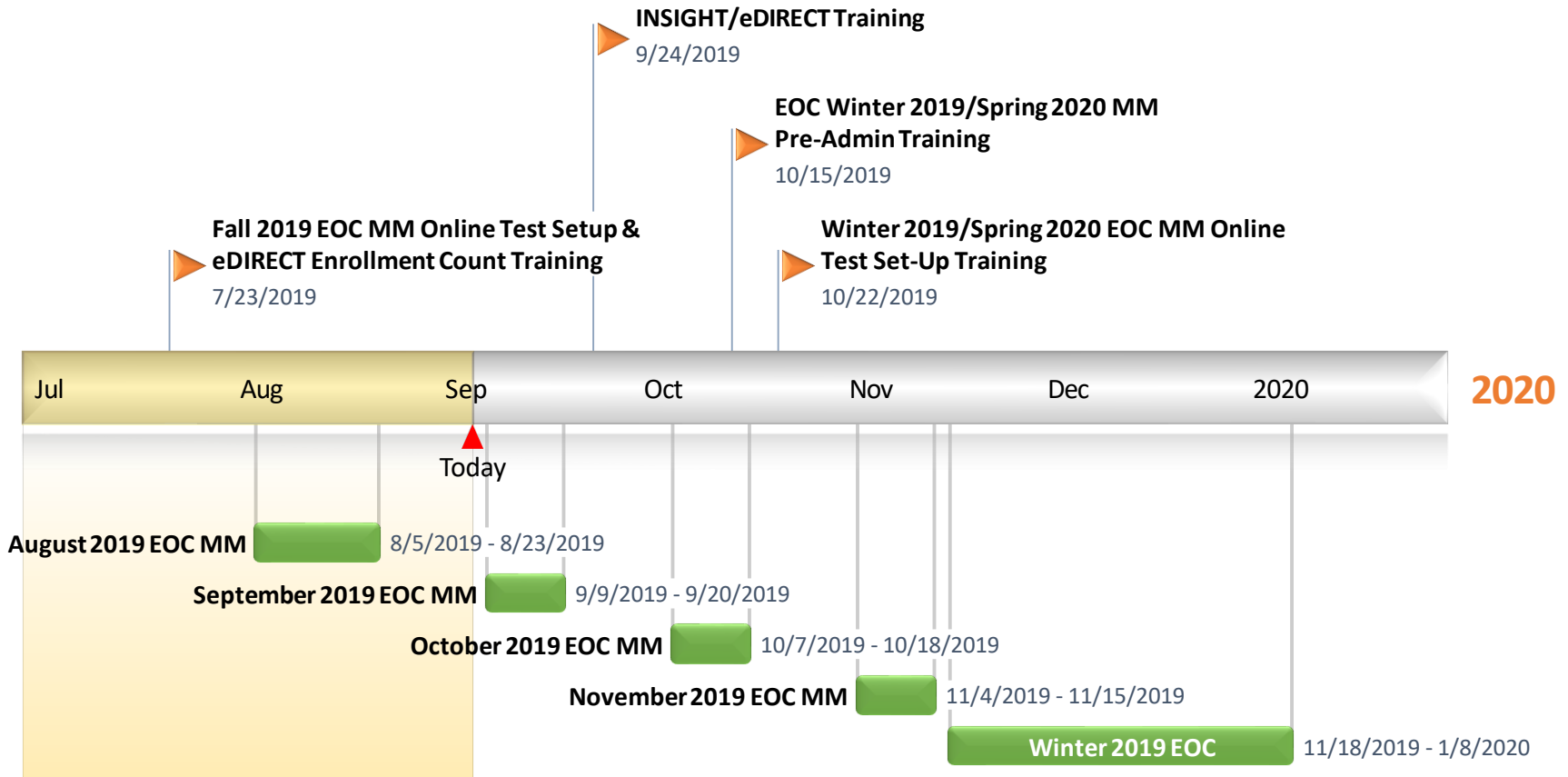
# FY 2020 Data Conference

## Focus on GKIDS 2.0



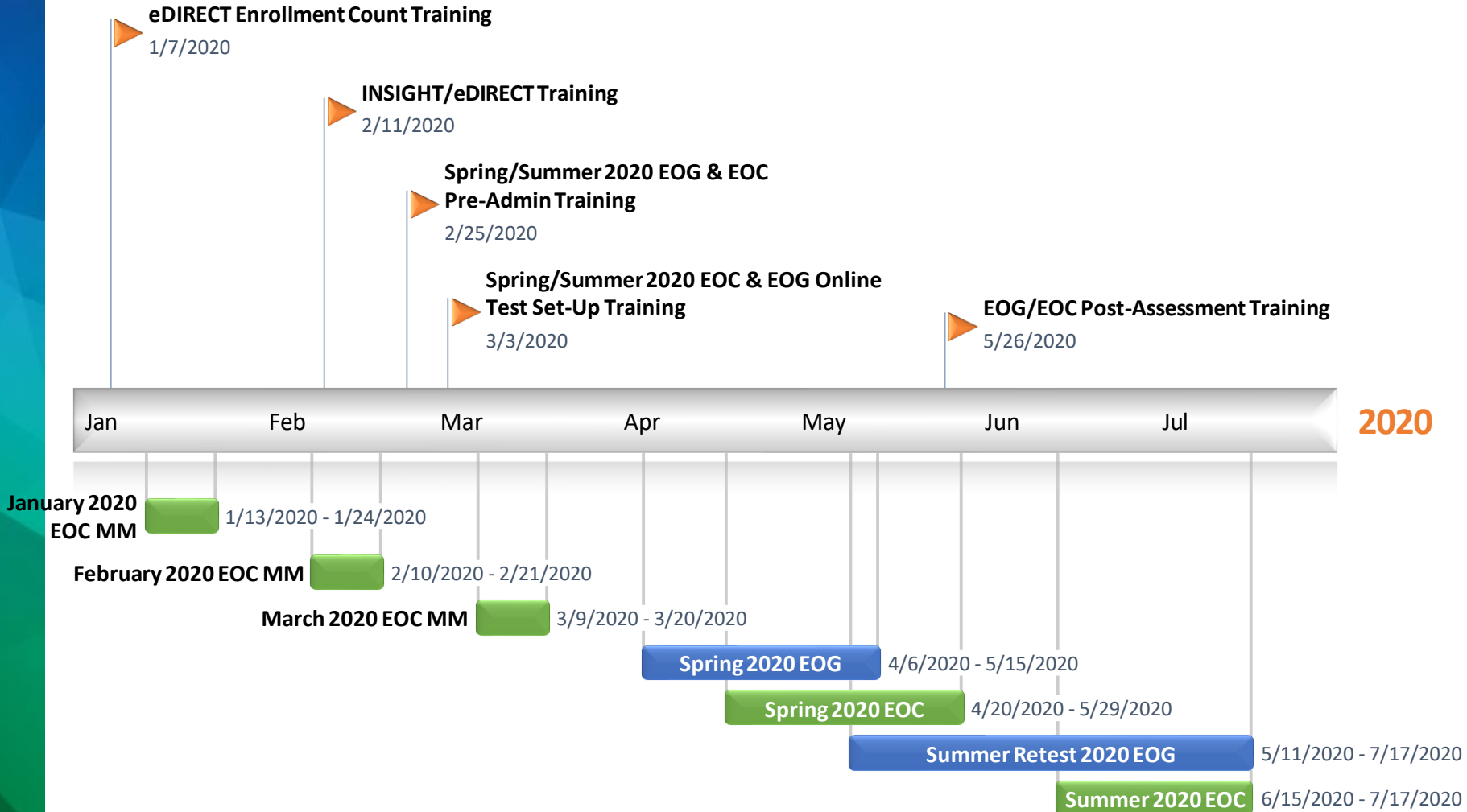
# FY 2020 Data Conference

## Focus on Georgia Milestones – Jul-Dec 2019



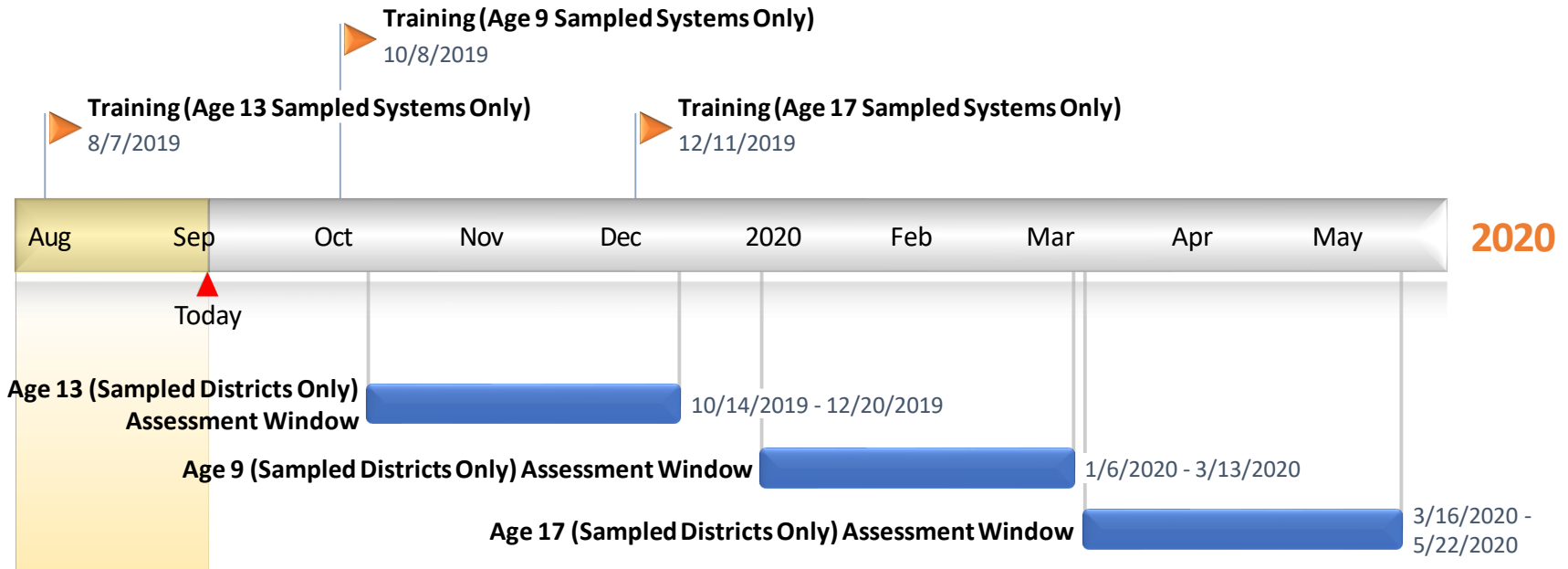
# FY 2020 Data Conference

## Focus on Georgia Milestones – Jan-Jul 2020



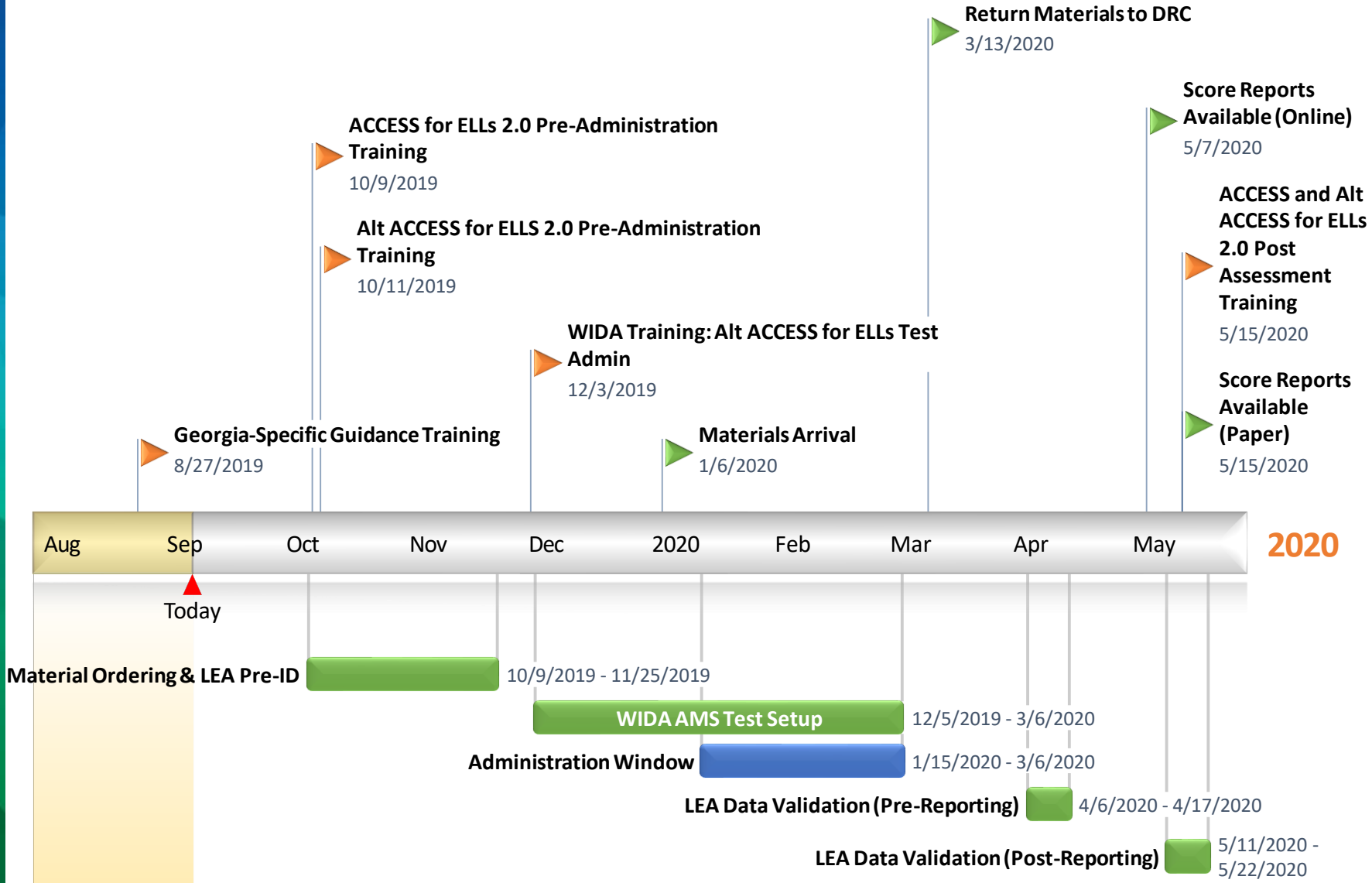
# FY 2020 Data Conference

## Focus on NAEP

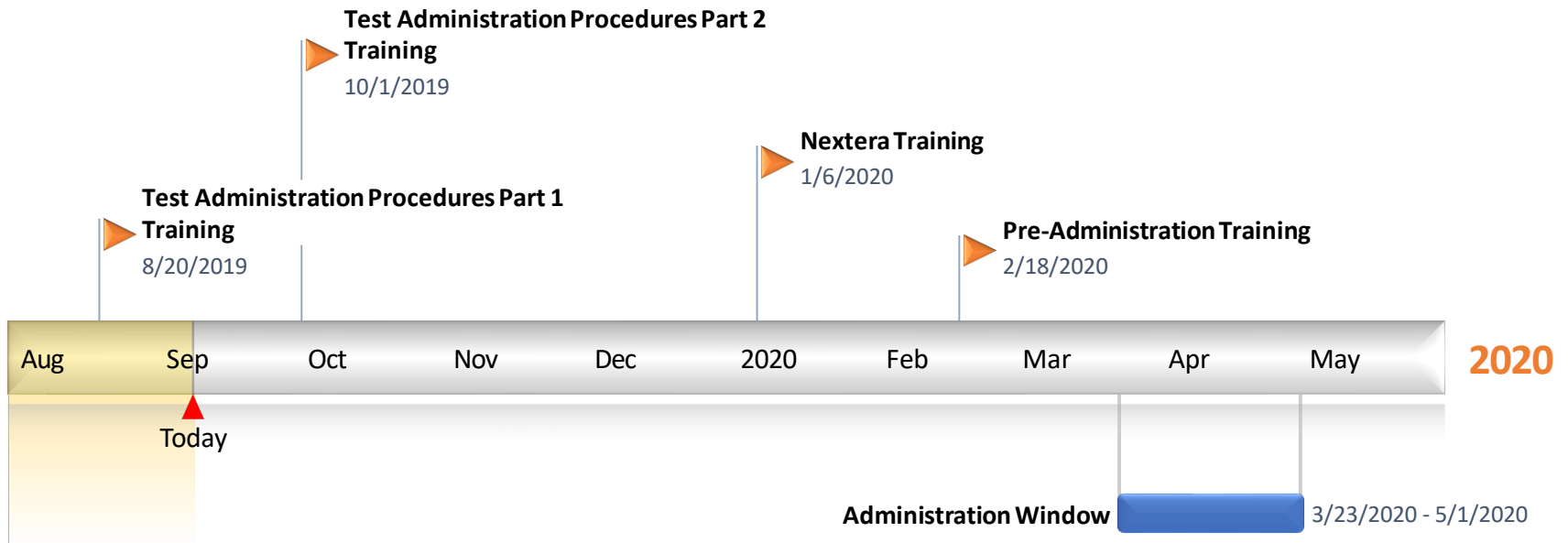


# FY 2020 Data Conference

# Focus on ACCESS for ELLs 2.0



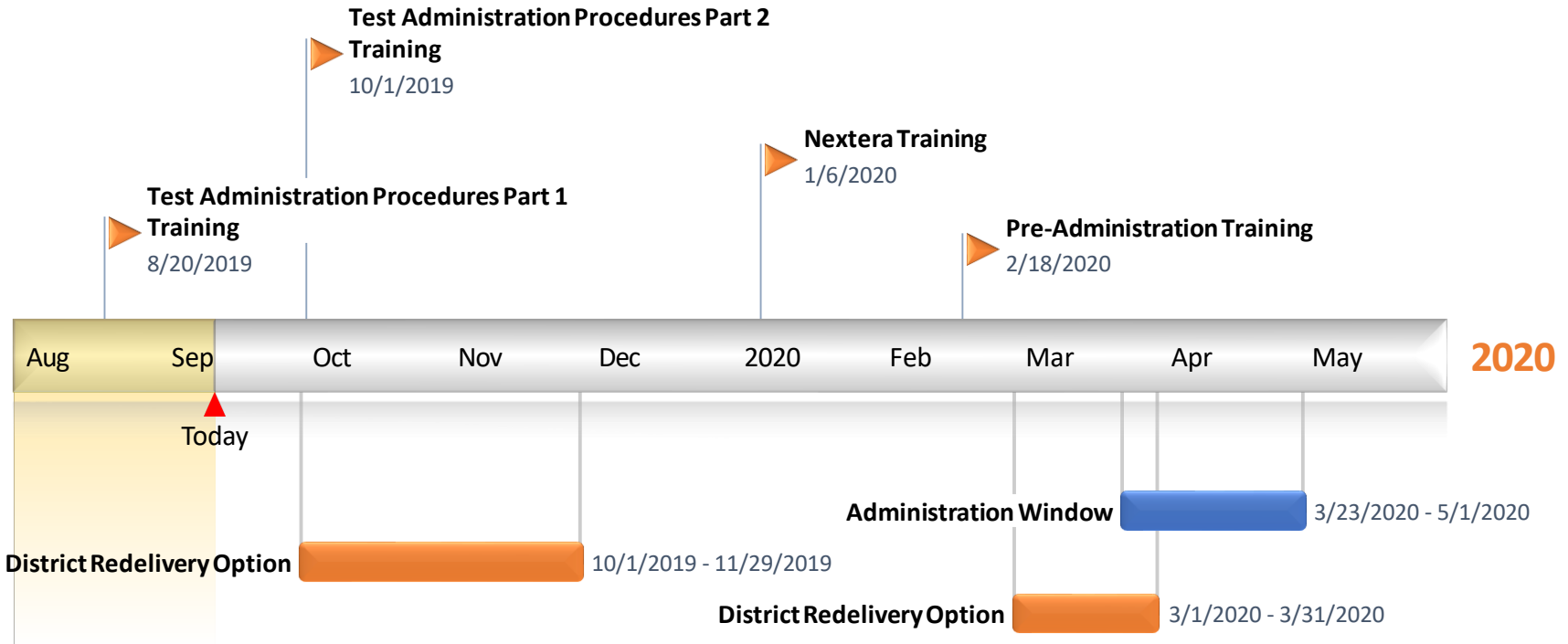
# FY 2020 Data Conference Focus on GAA 2.0



# FY 2020 Data Conference

## Focus on GAA 2.0

### Possible District Training Redelivery





## FY 2020 Data Conference

# Develop a District Timeline

## Sample Monthly District Schedule

### August 2019

#### Training

Fall Conference – Part 1  
 NAEP Pre-Admin  
 Keenville Pre-Admin  
 WIDA Online Screener  
 TestPad/FIP Overview  
 GKIDS 2.0/GKIDS Readiness  
 Check Pre-Admin  
 GAA 2.0 Test Admin Part 1  
 WIDA Paper Screener  
 Georgia Specific ACCESS for  
 ELs 2.0

#### Administration Task

GKIDS 2.0 User Account  
 assignments  
 eDIRECT User Account  
 assignments (EOC)  
 GKIDS 2.0 Readiness Check  
 Data Entry  
 EOC Winter Enrollment  
 Window in eDirect Open  
 eDIRECT Test Set-up Fall  
 Mid-month

#### Administration Window

GKIDS 2.0 – Readiness  
 Check  
 EOC Mid-Month

**Which district or school-level staff need to be involved each month?**

# Technology and Site Readiness



*Offering a holistic education to **each and every child** in our state.*

# Building a Tech Team for Assessment

- Members
  - System Test Coordinator (STC)
  - Special Education Director/ESOL Coordinator
  - School Test Coordinators
  - System Technology Coordinator
  - School-level Technical Staff
- Meet Regularly
- Share training opportunities
- Share technology requirements
- Share testing windows and numbers of test takers



## FY 2020 Data Conference

# Georgia Online Assessment Overview

Assessment	Vendor	Management System	Local Content Caching	Response Source
ACCESS for ELLs 2.0	WIDA/DRC	WIDA AMS	Central Office Services*	Student login to INSIGHT*
Georgia Milestones	DRC	eDIRECT	Central Office Services*	Student login to INSIGHT*
Georgia Alternate Assessment 2.0	Questar	Nextera	None	Teacher through website
GKIDS 2.0	Georgia Center for Assessment	GKIDS 2.0 Data Entry and Reporting Website	None	Teacher through website
NAEP	NCES	None	None	Student login
Keenville	Georgia Center for Assessment	SLDS	None	Student login

\*Software installation required

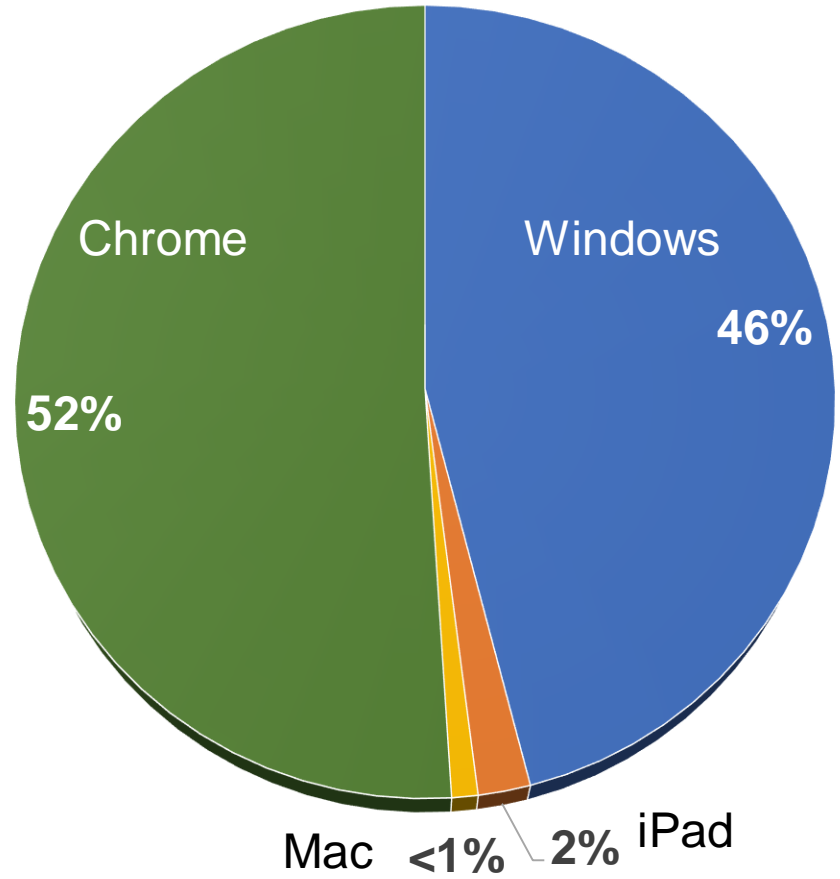


FY 2020 Data Conference

# OS Breakdown Spring 2018-19

## Milestones

### EOG and EOC



# FY 2020 Data Conference

## User Accounts

- District STCs are responsible for ensuring administrator accounts are current.
- Legacy user accounts could have access to student information.
- STCs manage district level accounts. School Test Coordinators manage teacher accounts on some programs.

### Milestones/ACCESS

**Edit User**

First Name:  Last Name:  Email Address:

Administration	Role	District	School	Action
End of Course Fall Mid-Month 2016	District	999 - Sample District		
End of Course Fall Mid-Month 2017	District	999 - Sample District		
End of Course Fall Mid-Month 2018	District	999 - Sample District		
End of Course Spring 2017	District	999 - Sample District		
End of Course Spring 2018	District	999 - Sample District		
End of Course Spring Mid-Month 2017	District	999 - Sample District		

Page 1 of 3 (17 items) < Prev 1 2 3 Next >

**Add**

**Reset User** **Inactivate** **Close**

### GAA 2.0

Georgia Alternate Assessment 2.0 Spring 2019 Questar

HOME STUDENTS CLASSES TESTS ACCOUNTS ADMINISTRATION HELP

[Back to accounts list](#)

#### Add New Account

##### User Information

First Name:  Username:

Last Name:

This account is currently active:

Can log in the system:

##### Select Role(s)

Role Type:

**Add Role**

**Selected Roles**

Please select role(s) for this user using the controls on the left.

**Cancel** **Create an Account**

### MyGaDOE Portal

**Organization Directory**

- Administrator
- Assessment Director
- Black Box/PC GENESIS System Administrator**
- Consolidated Application Coordinator
- Content Manager
- CPI Coordinator

### GKIDS 2.0/GKIDS Readiness Check

**System**

Details

Atlanta Public Schools  
Atlanta, GA 30311  
Readiness Check Lock Date: 11/28/2018

System administrators (2) **Add Admin**

Tim Sys1036

Jay Sys1036

School administrators (86)

Adamsville Primary School

Aps-Forrest Hills Academy



# Site Technology Readiness Checklist

## Site Readiness Checklist

The following slides are a broad outline taken from the DRC Site Readiness Checklist

# Site Technology Readiness Checklist

- **Site planning team**

- Teachers, Test Administrators, Technology Coordinators, District Assessment Coordinators, EL Directors, Principals, Curriculum Directors

- **Consider Timeframes**

- 2-3 Months Before Testing
- 1-2 Months Before Testing
- 2-4 Weeks Before Testing
- 1-2 Weeks Before Testing
- Day of Testing

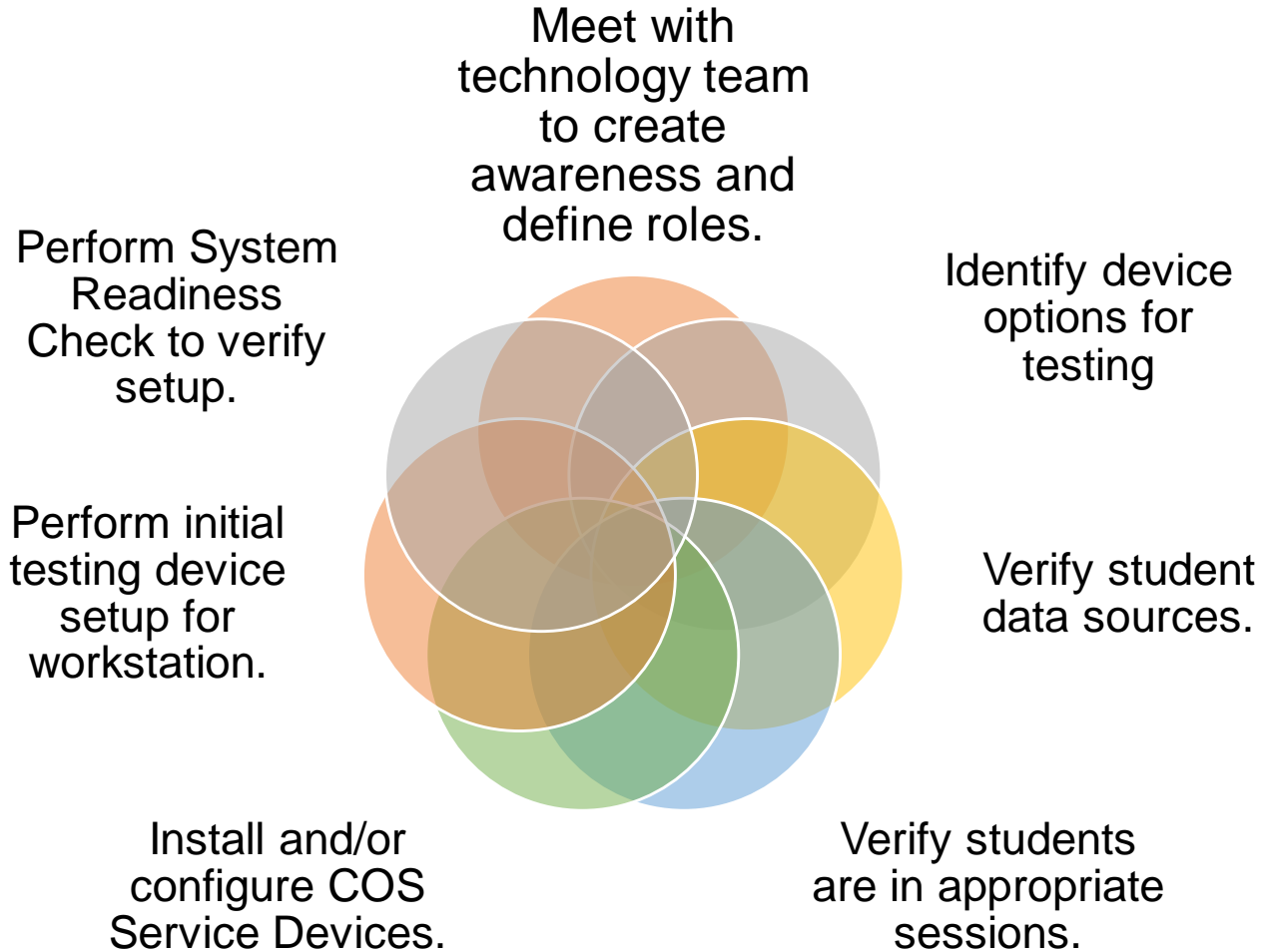
- **Categories**

- Communication
- Site Planning, Scheduling, and Logistics
- Technology – Device Setup
- Technology – Network Configuration
- Technology – COS Setup
- Training



# Technology Planning

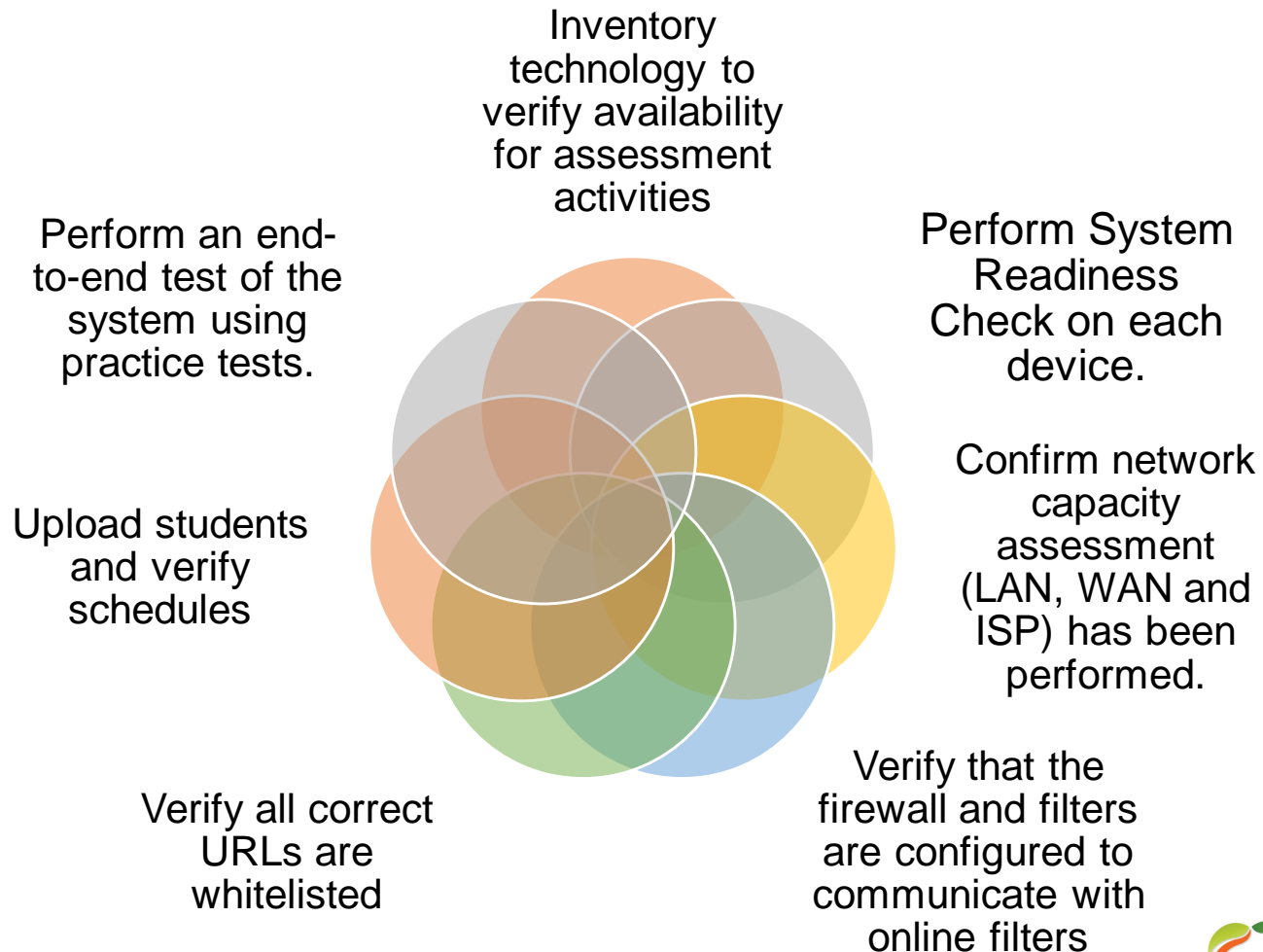
2-3 Months Out



## FY 2020 Data Conference

# Technology Planning

## 1-2 Months Before Testing



## FY 2020 Data Conference

# Technology Planning

## 2-4 Weeks Before Testing

Confirm headsets and other peripherals work with Online Tools Training practice test

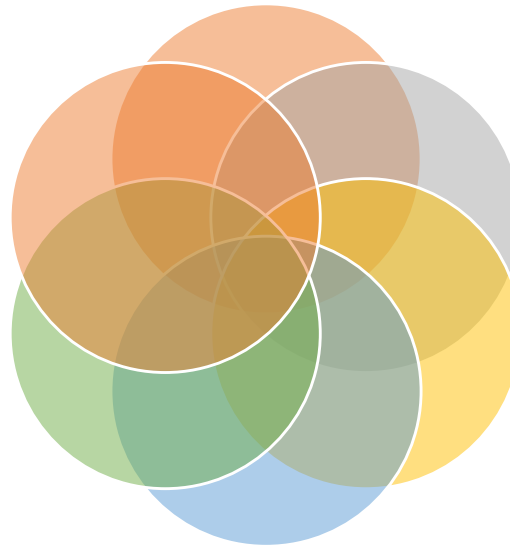
Complete a wireless survey to ensure that there is enough wireless coverage in testing areas

Confirm that all installations have been completed including COS and INSIGHT browser.

Verify all technology while students take practice tests.

Work with technology staff to develop a support plan to handle testing issues and irregularities.

Verify that other activities in the building will not require heavy network usage.



FY 2020 Data Conference

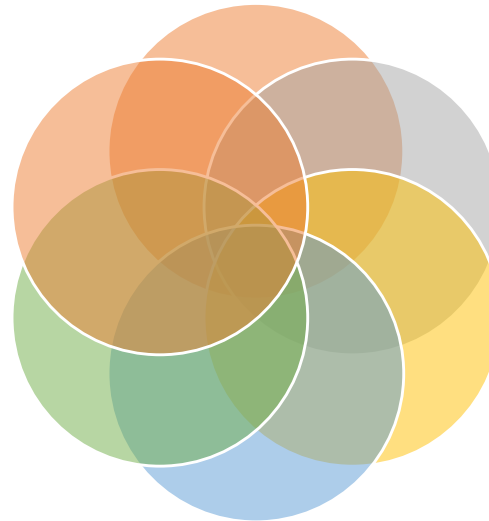
# Technology Planning

1-2 Weeks Before Testing

Use network traffic shaping to give DRC INSIGHT testing traffic a priority.

Account for any cell phones and other devices that students, proctors, and teachers have connected.

Inventory peripherals (headsets, mice, keyboards, etc.)



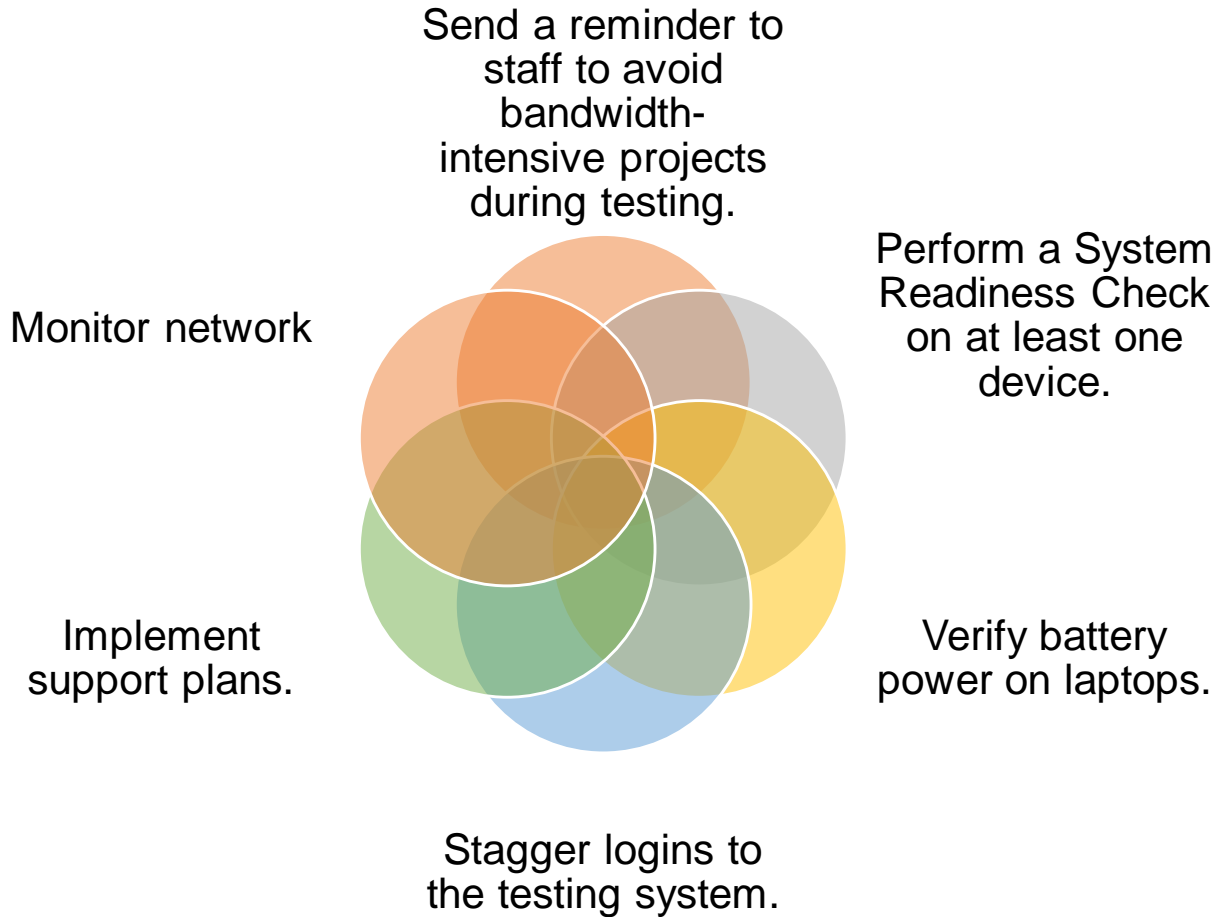
Verify that COS Service Device status and content are shown as green.

Send a reminder email to staff to avoid intensive network activity during testing dates.

Conduct a final technology work through.

# Technology Planning

## Day of Testing

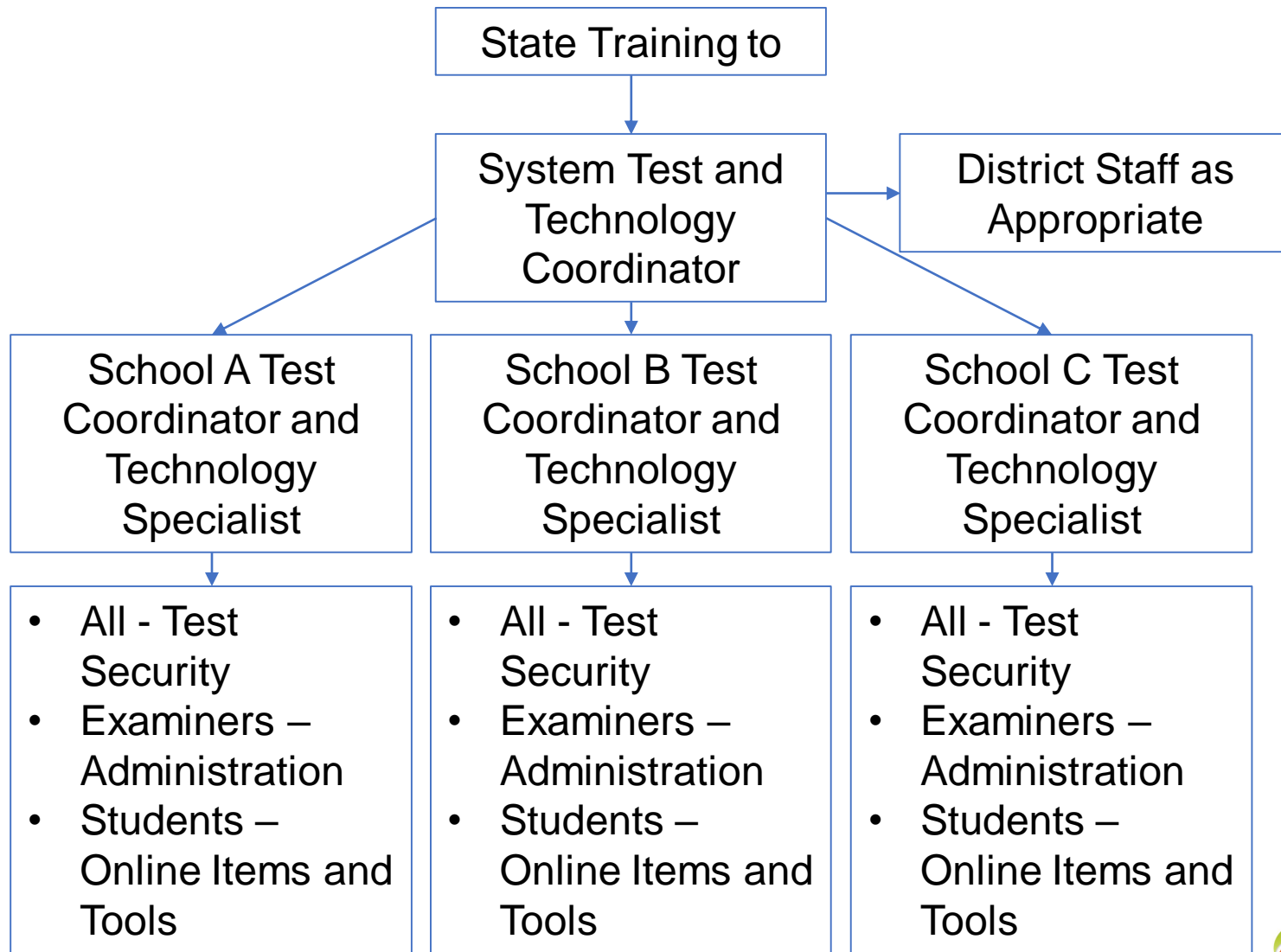




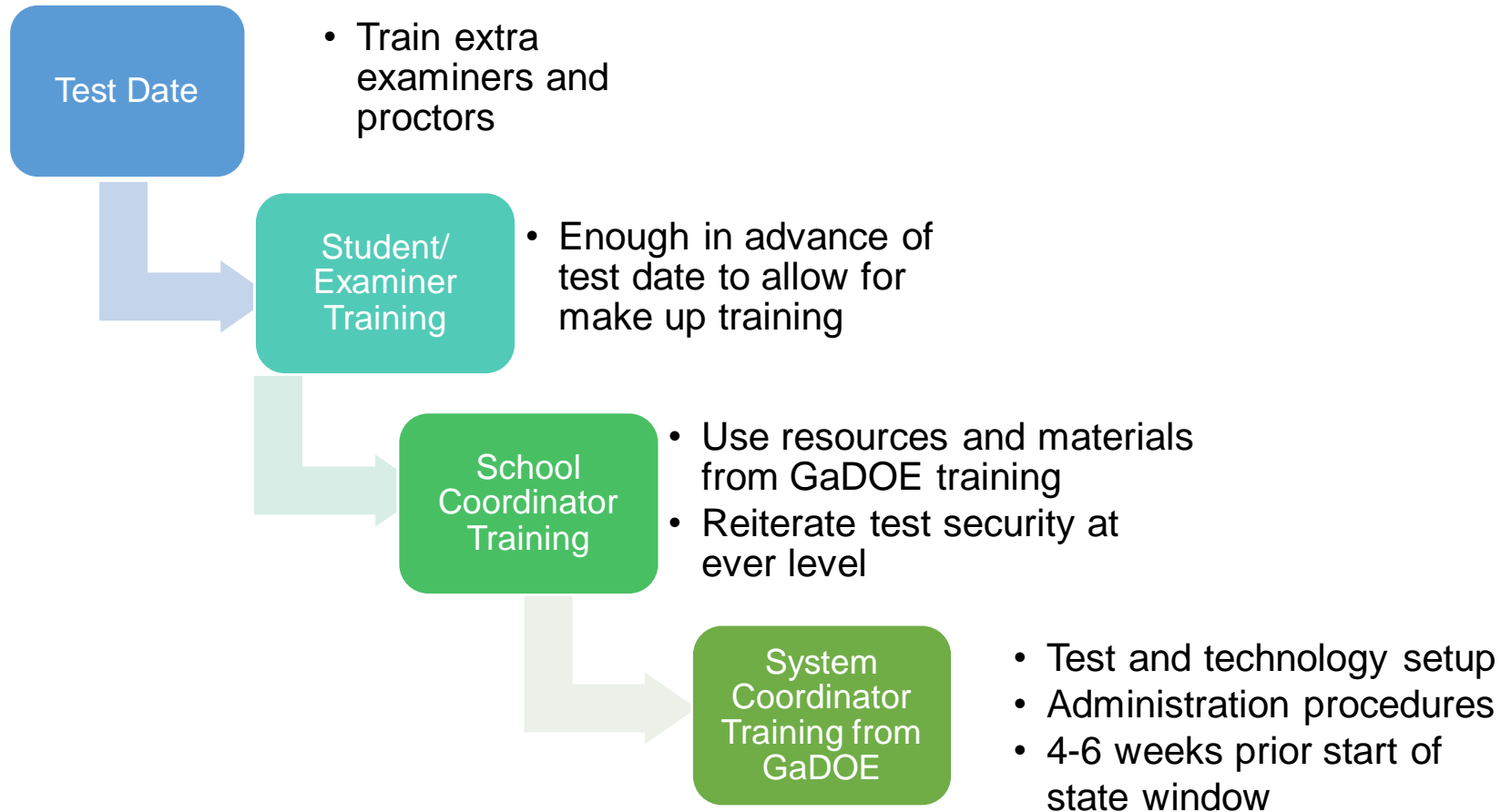
# Training Expectations

## FY 2020 Data Conference

# Develop a Training Hierarchy and Timeline



# Back map local training schedule





# Test Security

## Guiding Principles

State assessments are an important and a required tool used to monitor state, district, school, and student achievement results.

The primary goal of assessment security is to protect the integrity of the assessment and to assure that results are accurate and meaningful.

For assessments to yield fair, accurate, and valid results, they must be administered under the same standardized conditions to all students.

FY 2020 Data Conference

# Test Security

## Code of Ethics for Georgia Educators

**Standard 10:** Testing – An educator shall administer state-mandated assessments fairly and ethically.

Unethical conduct includes but is not limited to: committing any act that breaches Test Security; and compromising the integrity of the assessment.

[GaPSC Ethics Division](#) (Jan, 2018):

# FY 2020 Data Conference

# Test Security

## Assessment Administration



# Readiness



## Detection



## Investigation



## Remediation

# The System Test Coordinator should...



- Participate in all GaDOE webinars and training sessions
- Review of resources available for System Test Coordinators
- Redeliver training for administration procedures to School Test Coordinators
- Provide professional ethics and security training to all staff, both veteran and new staff.
  - All training documentation including presentations, handouts, and sign-in sheets must be kept on file locally.
  - If requested, provide copies these materials to the state to confirm that the training was appropriate and adequate.

FY 2020 Data Conference

# Test Security across Assessments

## Training Expectations



## Training

- Test Administration policies, protocols, and procedures
  - Student Assessment Handbook
  - Accessibility Manual
  - System Test Coordinator and Test Examiner Manuals
  - GaDOE Webinar and Local Training Sessions
- Student Accessibility and Accommodations
  - Student Assessment Handbook
  - Accessibility Manual
  - System Test Coordinator and Test Examiner Manuals
  - Review of IEP/IAP and EL/TPC plans

# School Test Coordinator Should...



## School Test Coordinator

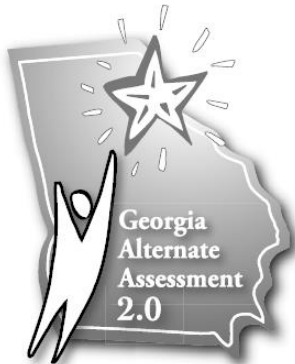
- Participation in all District-level training sessions
- School Test Coordinators are responsible for training of all test examiners and proctors.
- Test Security
- Test Administration
- Pre-, During, and Post-Test Administration Activities

# FY 2020 Data Conference

# Test Examiner Manual

## Train examiners about administration procedures using the Test Administration Manual

**English Language Arts Grade 3  
Test Examiner Booklet  
Spring 2019**



**GaDOE** Georgia Alternate Assessment



2018-2019  
**Test Administrator  
Manual**

ACCESS for ELLs 2.0  
Kindergarten ACCESS for ELLs  
Alternate ACCESS for ELLs

**Georgia  
Milestones**  
Assessment System



Spring and Summer Retest 2019

**End-of-Grade  
Test Administration Manual**  
For System Test Coordinators, School Test  
Coordinators, and Examiners

Test Administration Manual



Georgia Kindergarten  
Inventory of Developing  
Skills (GKIDS) 2.0

2019-2020  
Administration Manual



## FY 2020 Data Conference

# Focus on NAEP

## Assessment Tasks

- Register at [www.mynaep.com](http://www.mynaep.com) and complete the Provide School Information form by August 19th
- Submit student lists (birthdate range provided)
  - Age 13 - September 13
  - Age 9 - November 15
  - Age 17 - January 24
- Complete - Prepare for Assessment Tasks
- Verify information with field staff representative
- Plan space for assessment day activities




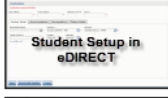

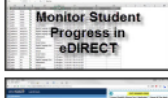




## FY 2020 Data Conference

# Take Advantage of QuickStart Videos and Guides

- Test Examiner Training
- Student Setup
- Test Sessions
- Monitor Student Progress
- Accommodations
- Report Delivery
- Online Presentations
- Testing Irregularities
- Multiple Student Upload

### Georgia Milestones Training

Training Videos and Quick Start Guides

	<p><b>Test Examiner Training</b> Training on how to administer the Georgia Milestones for Test Examiners. Video PowerPoint with script</p>
	<p><b>Student Setup in eDIRECT</b> Learn how to add new students manually and through Multiple Student Upload. Quick Start Video Quick Start Guide</p>
	<p><b>Test Sessions in eDIRECT</b> Learn how to create and enter students into test sessions. Quick Start Video Quick Start Guide</p>
	<p><b>Monitor Student Progress in eDIRECT</b> Learn how to verify the status of students during test administration. Quick Start Video Quick Start Guide</p>
	<p><b>Accommodations in eDIRECT</b> Learn how to enter accommodations in eDIRECT. Quick Start Video Quick Start Guide</p>
	<p><b>Report Delivery in eDIRECT</b> Learn how to access and monitor reporting during test administration. Quick Start Video</p>
	<p><b>Test Irregularity Form (System Test Directors)</b> Enter irregularities on the GaDOE portal Quick Start Guide Quick Start Video (coming soon)</p>
	<p><b>Online Presentations</b></p>
	<p><b>Testing Irregularities</b> Presentation on reporting protocol, minimizing risks and handling incident. Presentation Video</p>
	<p><b>Multiple Student Upload</b> Formatting an Excel File for Multiple Student Upload Presentation Video</p>

Can be found off the EOG Resources or EOC Resources pages.

[http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Milestones\\_Training.aspx](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Milestones_Training.aspx)

## FY 2020 Data Conference

# Based on System Level Training, the School Test Coordinator Should

### Setup

- Coordinate with Technology Specialist the setup of testing devices
- Oversee the setup of test sessions including and importantly assigning online accommodations prior to student login

### Training

- Train in the use of test-taking strategies, test item format, and universal tools
- Train in the use of Assessment Guides, Study Guides, and other GaDOE posted Resources
- Train and provide guidance regarding communication plans for students, parents, and the public including what state assessments entail, when and how the tests will be administered, and how the results will be appropriately used.
- Train on test security and maintaining appropriate test environments

### Monitoring

- Arrange for supervision of testing locations including hall monitors
- Use reporting resources in eDIRECT to monitor student progress

## Fall Assessment Conference – Part 1

# Test Examiners should..



### Test Examiners, Proctors

- Participation in all School-level training sessions
- Test Security
- Test Administration
- Pre-, During, and Post-Test Administration Activities
- Student Test Preparation Training

## FY 2020 Data Conference

# The School Test Coordinator Should

## Train Students and Teachers on Strategies, Item Formats and Universal Tools

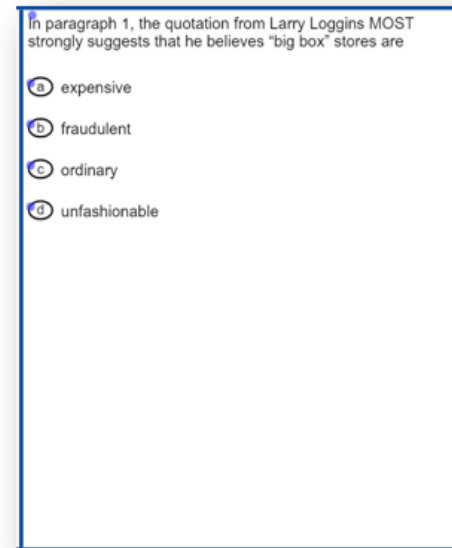
- Orient students to testing via an online platform:
  - Experience Online Testing Georgia:  
<http://www.gaexperienceonline.com>
  - Secure Practice Tests in INSIGHT



## FY 2020 Data Conference

**Strategies, Item Formats, and Universal Tools****Accommodations Examples: Text-to-Speech (TTS)**

- Must be assigned before student begins testing.
- Pre-recorded computer voice.
- Audio plays automatically for each page.
- Can be restarted for the whole page or at Start Points.
  - Each passage contains at least one Start Point per page



## FY 2020 Data Conference

# Strategies, Item Formats, and Universal Tools

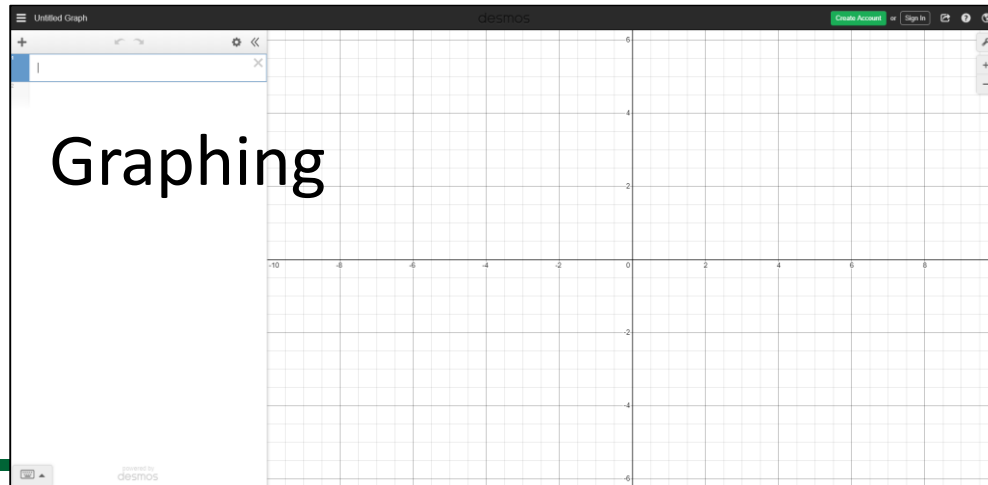
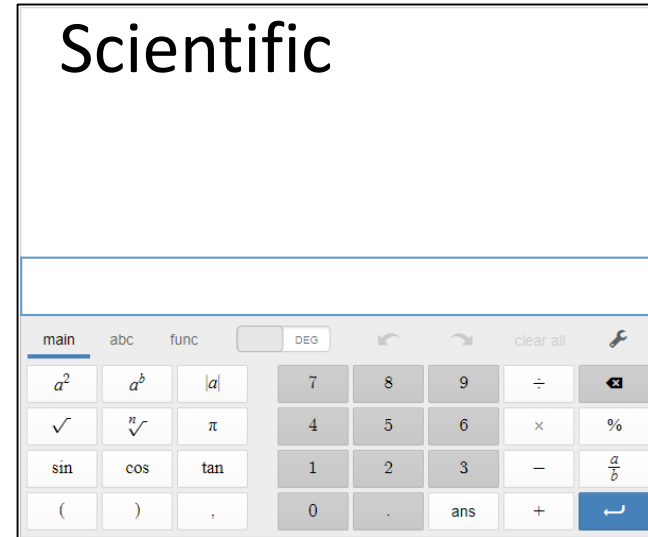
## Desmos Calculator Coming with the Winter 2019 EOC

- After feedback from school districts, we are replacing the DRC calculators with the Desmos Calculator.
  - Teachers and students can utilize the free Desmos calculator in the classroom.
  - The Desmos INSIGHT calculator is slightly different from the online version.
  - INSIGHT version will be available in online test preparation resources in November
  - [www.desmos.com](http://www.desmos.com)

## FY 2020 Data Conference

## Strategies, Item Formats, and Universal Tools

## Desmos Calculator Coming with the Winter 2019 EOC



Graphing



# Communications





# Communication Suggestions

- Testing calendar and reporting plan easily accessible on the system's and schools' website
- Depending on the assessment, the calendar should be grade and content specific
- Include contact information should parents have questions
- Include links to GaDOE parent and student resources
- Try to provide preliminary report results and prominently and clearly communicate a plan for distributing final reports

FY 2020 Data Conference

# Communicating Test Results

Summary Reports are embargoed until they are released by the GaDOE.



- **Do not share** embargoed data at public board meetings or with the media until the GaDOE releases data for that program.
- **Do share** with parents, students, teachers and staff related to the student as soon as they are received.

# Communicating Test Results

## Preliminary Reports Can Be Shared

- Preliminary individual student data
  - Preliminary EOC student reports
    - counts as 20% of the course grade
    - may be reported to parents/guardians and students
  - Preliminary EOG student reports
    - promotion determinations for Grades 3, 5, and 8 based on state rule or local policy
    - may be reported to parents/guardians and students
  - Class rosters can be shared with teachers and administrators
- Inform school and system level staff how results will be distributed to parents
  - Be sure summer school staff know reporting timelines

# Creating a School Assessment Plan

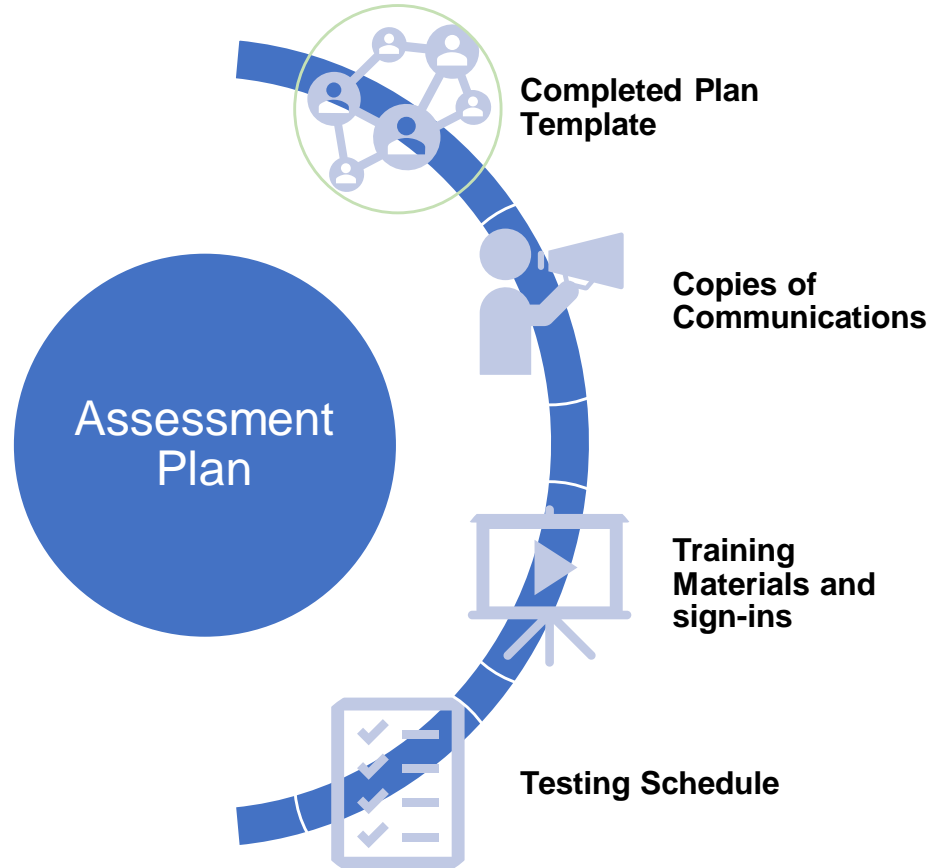


*Offering a holistic education to **each and every child** in our state.*

# FY 2020 Data Conference

# Assessment Plan

## School Assessment Plan





# FY 2020 Data Conference

# Assessment Plan

## School Assessment Plan Template

(District/School Name) ACCESS 2.0 2019-2020										
Principal:	Test Coordinator:									
Special Education Coordinator:	Technology Coordinator:									
Testing Dates:										
<b>Communications with staff and parents</b>										
Before										
During										
After										
<b>Test Security</b>										
Before										
During										
After										
<b>Accommodations</b>										
Before										
During										
After										
<b>Technology</b>										
Before										
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<b>Training</b>										
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<table border="1"> <tr> <td>▶</td> <td>Testing Plan</td> <td>Section Guidance</td> <td><b>ACCESS 2.0</b></td> <td>GAA 2.0</td> <td>GKIDS 2.0</td> <td>Georgia Milestones EOC</td> <td>Georgia Milestones EOG</td> <td>NAEP</td> </tr> </table>		▶	Testing Plan	Section Guidance	<b>ACCESS 2.0</b>	GAA 2.0	GKIDS 2.0	Georgia Milestones EOC	Georgia Milestones EOG	NAEP
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## Fall Assessment Conference – Part 2

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# Questions

[testing.gadoe.org](https://testing.gadoe.org)

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