

Vidalia City: J. R. Trippe Middle School- Georgia Milestones EOG

Principal: Eric McDonald

Test Coordinator: Krista McNeal

Communications with staff and parents

Before	<ul style="list-style-type: none"> -Testing dates and schedules are communicated to parents via Facebook announcement -A letter is sent home to parents regarding Milestones a month prior to testing which include test dates and test sections -Testing dates are communicated to staff via email from both the district coordinator and Dr. Reid -Training dates are communicated to staff via email -Folders are created for the training agendas, sign in sheets, training materials, and certifications -Students are notified via morning/afternoon announcements that electronic devices and computer use are not allowed during testing -Parents will be notified of electronic devices and computer use policy via Facebook and Milestones letter
During	<ul style="list-style-type: none"> -Attendance calls are made immediately to inform parents that that a student has missed an exam -Sign in sheets and certifications are filed daily and stored in a file cabinet in the vault -Students are notified via announcements that electronic devices are not allowed during testing -Make up testing occurs with the school test coordinator that same afternoon for students who missed regular testing.
After	<ul style="list-style-type: none"> -Score reports are provided to parents at the beginning of the next school year via important student documents folder -Training agenda, sign in sheets, training materials, and certifications are stored in the vault for at least 5 years in color coded folders -Currently we do not offer retest or remediation but if this opportunity becomes available this opportunity will be communicated to parents via the testing schedule letter, and parents will be notified of this opportunity via telephone within 48 hours of the school receiving electronic testing results.

Test Security

Before	<ul style="list-style-type: none"> -Logins and passcodes are printed and sorted a week prior to testing and kept secured in the vault -Testing rooms, test examiners, and test proctors are scheduled at least a month in advance by Dr. Reid -Number of materials needed are counted and ordered a least a month prior to testing -Testing bins arranged by test examiner, grade, and team are created for passing out and returning test material -Check in/Check out forms are created to include the required information once test groups are created -Hallway monitors are scheduled and trained at least a month in advance -The JRT principal communicates to staff via email and training that all instructional material must be covered or removed from walls -The technology coordinator will go over chromebook procedures for online testing -Trouble shooting procedures for online testing will be discussed during training at least one month prior to testing
During	<ul style="list-style-type: none"> -Testing material will be checked out in the school test coordinator's office every morning and testing material will be returned to her office after each testing section -Materials will be distributed using bins -The school test coordinator will remain in her office near a phone in order to be reached in case of emergency and in order to contact edirect -A hall monitor will be assigned for each grade level hall and one monitor will be assigned in the commons area -Any testing irregularities are reported to the system test coordinator as soon as the school test coordinator learns of it -Testing rosters, scratch paper, and test tickets are packed daily and stored in the vault -Other testing material are packed in bins for the next testing administration and stored in the vault -The school principal, assistant principal, and student information specialist will be assisting with testing along with the school test coordinators -Electronic devices are labeled and stored in ziploc bags and placed outside the classroom door -The school test coordinator will work with the school principal concerning test dates to ensure dates don't conflict with other scheduled events -Hall monitors will communicate with each other and the school test coordinator face to face and/or via radio. -Late arrival who arrive before testing starts will be allowed to test; those who arrive after testing has begun will take the makeup test that same afternoon -Emergency Protocol
After	<ul style="list-style-type: none"> -Test material has been packed daily. Once all testing material has been collected. The box will be secured and the school test coordinator will contact the system test coordinator about a delivery date -Testing material will be filed away in the vault for at least five years -Electronic devices will be returned to students after the testing period has been announced to be completed -Testing irregularities are reported daily and documented -Testing bins are reset to include materials for the next testing administration

Accommodations

Before	<ul style="list-style-type: none"> -List of students with accommodations will be acquired from the student information specialist and from IEP, 504, and ELL casemanagers -A list of each student along with their accommodations will be provided to the testing examiners. Examiners will be notified of how to check test tickets to ensure that a student is getting their accommodations. -IEP, 504, and ELL casemanagers will emphasize that testing accommodations must reflect classroom accommodations with teachers during meetings. -Students will participate in practices tests in order to familiarize themselves with their accommodations and how they will appear during testing.
During	<ul style="list-style-type: none"> -Teachers will report to the STC if a student does not receive accommodations, refuses accommodations or receives the incorrect accommodations. The STC will report this as an irregularity -Parents of students who refuse their accommodations will be notified. -Students who are assigned small group will be pulled out and tested in another room with a test examiner and proctor. -Teachers will be provided with timers and a copy of accommodations for students who have extended time. -Test examiners will ask students to verify accommodations on test tickets prior to beginning testing.
After	<ul style="list-style-type: none"> -Test examiners will report to the STC any students who did not receive their accommodation or students who received accommodations inappropriately. -Test tickets will be collected and packed daily.

Technology

Before	<ul style="list-style-type: none"> -The technology coordinator will do inventory to ensure that there are enough testing devices -The technology coordinator will check all computers to ensure testing software is installed -The technology coordinator will work with the system technology coordinator to verify wireless networks are functioning and ready -The technology coordinator will work with the system technology coordinator to verify testing software functions with district firewall and other security -Technology troubleshooting will be discussed during training -Troubleshooting tips handout will be provided to test examiners during training
During	<ul style="list-style-type: none"> -Troubleshooting handouts will be provided to test examiners -The technology coordinator will be available in the commons area to troubleshoot any technical issues -The school test coordinator will be available in her office to contact edirect for technical issues
After	<ul style="list-style-type: none"> -Technical issues that caused issue with testing will be reported -The technology coordinator will take inventory of chromebooks

Training

Before	<ul style="list-style-type: none"> -Training will be provided at least a month in advance of testing. All staff will be trained. Sign up sheets will be provided where staff will sign on date of attendance. -Examiners of students with accommodations will take place at least two weeks in advance. Training will focus on identifying accommodations, what they will need to provide for the student, and how to ensure the student has received his/her correct accommodations. -Training agenda, sign in sheets, and training material will be collected after each training to be maintained in the vault for at least five years. -GaDOE Powerpoint as well as JRT specific slides will be used to train examiners, proctors, monitors, and office staff. -GaDOE PowerPoint as well as JRT specific information will be used for training examiners testing students with accommodations. -We will ensure testing protocol will be followed daily through specific training on procedures, adherence to check in/check out and test security procedure, and being present in case of any issues. -Online practice test will begin at least a month prior to testing and the school principal will email links to the practice test when they become available. -We will ensure that all students are trained on technology by walking students through practice test at least a month prior to the test administration.
During	<ul style="list-style-type: none"> -Examiner certifications, STC certifications, and principal certifications will be signed and maintained in the vault after each test administration. -Check in/Check out sheets will be signed by the test administrator when materials are picked up and once materials have been returned. -Testing irregularities will be reported to the school test coordinator immediately -Test examiners testing students with accommodations will be provided with a list of accommodations -The school test coordinator will ensure that all staff participating in the test administration has been trained
After	<ul style="list-style-type: none"> -Certifications, test security, sign out sheets, and other test material will be collected and maintained in the vault. -Test irregularities will be reported to the system test coordinator and all documentation maintained