

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

Principal: Erie McDonald

Test Coordinator: Krista McNeal

**Communications with staff and parents**

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

**Test Security**

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

**Accommodations**

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

**Technology**

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

**Training**

Before	<ul style="list-style-type: none"> <li>-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.</li> <li><b>-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.</b></li> <li>-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.</li> <li>-GaDOE Powerpoint as well as JRT specific slides will be used to train examiners, proctors, monitors, and office staff.</li> <li>-GaDOE PowerPoint as well as JRT specific information will be used for training examiners testing students with accommodations.</li> <li><b>-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.</b></li> <li><b>-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.</b></li> <li>-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.</li> </ul>
During	<ul style="list-style-type: none"> <li>-Examiner certifications, STC certifications, and principal certifications will be signed and maintained in the vault after each test administration.</li> <li>-Check in/Check out sheets will be signed by the test administrator when materials are picked up and once materials have been returned.</li> <li>-Testing irregularities will be reported to the school test coordinator immediately</li> <li>-Test examiners testing students with accommodations will be provided with a list of accommodations</li> <li>-The school test coordinator will ensure that all staff participating in the test administration has been trained</li> </ul>
After	<ul style="list-style-type: none"> <li>-Certifications, test security, sign out sheets, and other test material will be collected and maintained in the vault.</li> <li>-Test irregularities will be reported to the system test coordinator and all documentation maintained</li> </ul>

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

Principal: Eric McDonald

Test Coordinator: Krista McNeal

**Communications with staff and parents**

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

**Test Security**

Before	<ul style="list-style-type: none"> <li>-Logins and passcodes are printed and sorted a week prior to testing and kept secured in the vault</li> <li>-Testing rooms, test examiners, and test proctors are scheduled at least a month in advance by the school principal.</li> <li>-Number of materials needed are counted and ordered a least a month prior to testing</li> <li>-Testing bins arranged by test examiner, grade, and team are created for passing out and returning test material</li> <li>-Check in/Check out forms are created to include the required information once test groups are created</li> <li>-Hallway monitors are scheduled and trained at least a month in advance</li> <li>-The JRT principal communicates to staff via email and training that all instructional material must be covered or removed from walls</li> <li>-The technology coordinator will go over chromebook procedures for online testing</li> <li>-Trouble shooting procedures for online testing will be discussed during training at least one month prior to testing</li> </ul>
During	<ul style="list-style-type: none"> <li>-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</li> <li>-Materials will be distributed using bins</li> <li>-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</li> <li>-A hall monitor will be assigned for each grade level hall and one monitor will be assigned in the commons area</li> <li>-Any testing irregularities are reported to the system test coordinator as soon as the school test coordinator learns of it</li> <li>-Testing rosters, scratch paper, and test tickets are packed daily and stored in the vault</li> <li>-Other testing material are packed in bins for the next testing administration and stored in the vault</li> <li>-The principal, assistant principal, and student information specialist will be assisting with testing along with the school test coordinators.</li> <li>-Electronic devices are labled and stored in ziploc bags and placed outside the classroom door</li> <li>-The school test coordinator will work with the JRT principal concerning test dates to ensure dates don't conflict with other scheduled events</li> <li>-Hall monitors will communicate with each other and the school test coordinator face to face and/or via radio.</li> <li>-Late arrival who arrive before testing starts will be allowed to test; those who arrive after testing has began will take the makeup test that same afternoon</li> <li>-Emergency Protocol             <ul style="list-style-type: none"> <li>-Students who get sick during test but are able to return will be allowed to continue testing</li> <li>-Students who get sick before testing but are able to return will be allowed to test</li> <li>-Students who get sick during testing but are unable to return will not finish testing and is reported as an irregularity</li> <li>-Students who get sick before testing and are unable to return will make up the test upon their return</li> <li>-Students who leave the testing area will be supervised by a hall monitor</li> <li>-Test will time out after 20 minutes</li> <li>-If an emergency occurs that requires students to leave the room, test examiners will try to ensure all test material is secure before leaving the room</li> </ul> </li> <li>-Test materials will be counted in front of the school test coordinator at check out and at check in</li> </ul>
After	<ul style="list-style-type: none"> <li>-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</li> <li>-Testing material will be filed away in the vault for at least five years</li> <li>-Electronic devices will be returned to students after the testing period has been announced to be completed</li> <li>-Testing irregularities are reported daily and documented</li> <li>-Testing bins are reset to include materials for the next testing administration</li> </ul>

**Accommodations**

Before	<ul style="list-style-type: none"> <li>-List of students with accommodations will be acquired from the student information specialist and from IEP, 504, and ELL casemanagers</li> <li>-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.</li> <li>-IEP, 504, and ELL casemanagers will emphasize that testing accommodations must reflect classroom accommodations with teachers during meetings.</li> <li>-Students will participate in practices tests in order to familiarize themselves with their accommodations and how they will appear during testing.</li> </ul>
During	<ul style="list-style-type: none"> <li>-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</li> <li>-Parents of students who refuse their accommodations will be notified.</li> <li>-Students who are assigned small group will be pulled out and tested in another room with a test examiner and proctor.</li> <li>-Teachers will be provided with timers and a copy of accommodations for students who have extended time.</li> <li>-Test examiners will ask students to verify accommodations on test tickets prior to beginning testing.</li> </ul>
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**Technology**

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During	<ul style="list-style-type: none"> <li>-Troubleshooting handouts will be provided to test examiners</li> <li>-The technology coordinator will be available in the commons area to troubleshoot any technical issues</li> <li>-The school test coordinator will be available in her office to contact edirect for technical issues</li> </ul>
After	<ul style="list-style-type: none"> <li>-Technical issues that caused issue with testing will be reported</li> <li>-The technology coordinator will take inventory of chromebooks</li> </ul>

**Training**

Before	<ul style="list-style-type: none"> <li>-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.</li> <li><b>-Training for 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.</b></li> <li>-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.</li> <li>-GaDOE Powerpoint as well as JRT specific slides will be used to train examiners, proctors, monitors, and office staff.</li> <li>-GaDOE PowerPoint as well as JRT specific information will be used for training examiners testing students with accommodations.</li> <li><b>-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.</b></li> <li><b>-Online practice test will begin at least a month prior to testing and the JRT principal will email links to the practice test when they become available.</b></li> <li>-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.</li> </ul>
During	<ul style="list-style-type: none"> <li>-Examiner certifications, STC certifications, and principal certifications will be signed and maintained in the vault after each test administration.</li> <li>-Check in/Check out sheets will be signed by the test administrator when materials are picked up and once materials have been returned.</li> <li>-Testing irregularities will be reported to the school test coordinator immediately and then reported to the system test coordinator</li> <li>-Test examiners testing students with accommodations will be provided with a list of accommodations</li> <li>-The school test coordinator will ensure that all staff participating in the test administration has been trained</li> </ul>
After	<ul style="list-style-type: none"> <li>-Certifications, test security, sign out sheets, and other test material will be collected and maintained in the vault.</li> <li>-Test irregularities will be reported to the system test coordinator and all documentation maintained</li> </ul>

**Vidalia City: J. R. Trippe Middle School- GAA 2.0**

Principal: Eric McDonald

Test Coordinator: Krista McNeal

**Communications with staff and parents**

Before	<ul style="list-style-type: none"> <li>-Testing and training dates will be communicated to staff via email</li> <li>-Scheduled dates will be determined by school test coordinators the special education test examiner in order to avoid conflicts with other school activities</li> <li><b>-Testing schedule will be communicated to parents via letter that will be sent home.</b></li> </ul>
During	<ul style="list-style-type: none"> <li>-A no electronics sign will be placed within view in the testing environment to communicate that they are not allowed</li> <li>-Certifications and sign in/sign out sheets will be collected and stored daily in the vault</li> </ul>
After	<ul style="list-style-type: none"> <li>-Score reports will go out at the beginning of the year with students in a folder to the parent</li> <li>-Test scores are mailed out as soon as possible to parents at the beginning of the new school year</li> <li>-Training agenda, sign in/out sheet, training materials, etc. will be stored in the vault for at least five years</li> <li><b>- 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.</b></li> </ul>

**Test Security**

Before	<ul style="list-style-type: none"> <li>-Test security procedures will be covered during training with test examiners</li> <li>-A secure place in the vault will be designated for testing materials</li> <li>-A sign in sheet will be created in order to track testing material and length of time signed out</li> <li>-Testing material will be stored in the vault in school test coordinator's office. Only the school test coordinators will have access</li> <li>-The school test coordinators will talk with administrators about scheduled events in order to avoid conflict</li> <li><b>-District Testing Emergency protocol includes securing testing material as best as possible. If possible, resume testing and if not possible report as an irregularity</b></li> </ul>
During	<ul style="list-style-type: none"> <li>-Testing material will be signed out at the beginning of the testing period and signed in immediately after testing has been completed</li> <li>-Test examiners will verify that they have received all testing material and sign out materials with signature, date, and time</li> <li>-One school testing coordinator will sit with the test examiner and act as test monitor</li> <li>-All instructional material will be covered or removed from walls prior to testing</li> <li>-Testing material will be stored in the vault at the end of each testing period</li> <li>-Test irregularities will be reported daily</li> <li>-Electronics will be turned off and secured in a ziploc bag outside of the testing environment until testing is completed</li> </ul>
After	<ul style="list-style-type: none"> <li>-Testing material will be packed in boxes and stored in the vault until delivery to the system test coordinator.</li> <li>-Sign in/sign out sheets, certifications, manuals, etc. will be packed to be sent back to the BOE</li> <li>-Test irregularities have been reported daily, documented, and filed in the vault</li> </ul>

**Accommodations**

Before	<ul style="list-style-type: none"> <li>-Demographic information will be input into the GAA testing system prior to testing</li> </ul>
During	<ul style="list-style-type: none"> <li>-Students are tested one on one</li> <li>-GAA is paced based on the student</li> </ul>
After	<ul style="list-style-type: none"> <li>-Student test answers are transcribed by the test examiner</li> </ul>

**Technology**

Before	<ul style="list-style-type: none"> <li>-The technology coordinators will install the appropriate software</li> <li>-The school technology coordinator will ensure that networks are functioning and ready for test takers</li> <li>-The school technology coordinator will ensure that testing software functions with district firewalls and other internal security</li> </ul>
During	<ul style="list-style-type: none"> <li>-The school test coordinators will be available to troubleshoot issues that may occur</li> <li>-The technology coordinators will troubleshoot any technical issues that cannot be fixed by the school test coordinator</li> </ul>
After	N/A

**Training**

Before	<ul style="list-style-type: none"> <li>-School test coordinator will provide training at least a month prior to the testing window</li> <li>-Test examiners will be trained using GaDoe training material</li> <li>-Testing protocol will be discussed during training to ensure that all participants are familiar with the procedures</li> </ul>
During	<ul style="list-style-type: none"> <li>-The school test coordinators will ensure that testing protocol is followed</li> </ul>
After	<ul style="list-style-type: none"> <li>-Training material will be stored in the vault</li> <li><b>-The three page annual security signature form will be filed and maintained for at least five years</b></li> </ul>

Vidalia City: J. R. Trippe Middle School- ACCESS

Principal: Eric McDonald

Test Coordinator: Krista McNeal

**Communications with staff and parents**

Before	<ul style="list-style-type: none"> <li>-The assessment calendar is developed system wide with district and school leadership to ensure there are no conflicts with other school activities.</li> <li>-The system test coordinator provides training for school testing coordinators prior to each testing window. All procedures including communication, test security, accommodations, training for examiners and proctors, and required documentation are covered.</li> <li>-The test examiner will consult with the school testing coordinator and principal about specific testing dates to ensure that testing dates and times do not conflict with school activities.</li> <li>-Parents are provided with the assessment schedule by sending a letter home with their child.</li> <li>-All students are reminded that NO electronic devices are allowed in the testing environment.</li> </ul>
During	<ul style="list-style-type: none"> <li>-Announcements are made daily to remind students and faculty of the testing schedule.</li> <li>-School test coordinator communicates with test examiners in regards to student attendance. Teachers email school test coordinator the names of any students that are absent from testing.</li> <li>-School test coordinator contacts the parents/guardians of any students who are absent from testing to notify them and arrange for makeup testing.</li> <li>-During the testing session, the school test coordinator communicates with the school office staff about when the testing is in session to avoid any interruptions.</li> </ul>
After	<ul style="list-style-type: none"> <li>-Parents receive a copy of their student's results after the state reports are received. The EL teacher schedules meeting with parents to discuss the students score reports.</li> <li>-A copy of each student's test results are placed in the student permanent record.</li> <li>-Training documentation is submitted to the System Test Coordinator.</li> </ul>

**Test Security**

Before	<ul style="list-style-type: none"> <li>-Materials are received from the System Test Coordinator and the Title III director verifies numbers received.</li> <li>-All materials are stored in a secured locked location with restricted access.</li> <li>-The test examiner will set up the testing location prior to the scheduled testing time. The Title III director works with the test examiner to complete the test registration process and print off test tickets for the students. Test tickets are kept in a locked secured location with the Title III director until the testing session date and time.</li> <li>-Ensures testing sites are free of interruptions during test administration.</li> </ul>
During	<ul style="list-style-type: none"> <li>-Ensures testing sites are free of interruptions during test administration and that sites do not have content-related materials to and collects from each Examiner on the testing days.</li> <li>-Forms for checking test materials in and out are provided by WIDA. The materials are signed out by the test examiner are counted and documented on the forms. The are dated and signed by the test examiner. The sign out forms are kept by the Title III director and provided to the System Test Coordinator.</li> <li>-Do Not Disturb signs are placed outside the testing room prior to testing.</li> <li>-Prior to beginning the test session , the test examiner reminds students that no electronic devices are allowed in the testing environment.</li> <li>-Testing irregularities are reported to the Title III Director who reports them in WIDA.</li> </ul>
After	<ul style="list-style-type: none"> <li>-All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received.</li> <li>-Materials are placed in the secured location after each testing session by the school test coordinator.</li> <li>-Return all specified test materials to the System Test Coordinator.</li> </ul>

**Accommodations**

Before	<ul style="list-style-type: none"> <li>-The Title III Director will provide a list of EL students to the Special Education Department and obtain a list of accommodatins for the students who have IEPs, IAPs, or EL/TPC plans.</li> <li>-The Title III Director will be responsible for providing the accommodations list to the test examiner who will utilize them in the testing sessions.</li> <li>-All examiners receive training and are prepared to provide accommodations for students with IEP, EL, or 504 plans.</li> </ul>
During	<ul style="list-style-type: none"> <li>-Students receive their accommodations for presentation, setting, response, scheduling based on their education plan.</li> </ul>
After	<ul style="list-style-type: none"> <li>-All test materials are signed in (sign, date, and time) after the testing session is complete. The test examiner and Title III director accounts for all materials received. Examiners sign off that all students receive the prescribed accommodations.</li> <li>-Materials are placed in the secured location after each testing session by the Title III director.</li> </ul>

**Technology**

Before	<ul style="list-style-type: none"> <li>-Coordinate with the system test coordinator and system technology director to ensure that all devices are ready for testing.</li> <li>-Ensure that there is the appropriate number of technology devices for all students in a testing session. ACCESS test examiner works with the media specialist to make a plan for each testing session that includes the number of devices and location for each testing group.</li> </ul>
During	<ul style="list-style-type: none"> <li>-The district technology director is available if any technology issues occur during the testing session.</li> <li>-Examiners verify that they have the appropriate technology devices each testing session.</li> <li>-Any issues with technology are reported to the school testing coordinator and if needed the media specialist at the school. If the issue cannot be resolved, the system technology director is contacted.</li> </ul>
After	<ul style="list-style-type: none"> <li>-Examiners collect technology devices from the students immediately after their tests are submitted.</li> <li>-Examiners return all technology carts to the media center and they are placed in a secure locked room until the next testing session.</li> </ul>

**Training**

Before	<ul style="list-style-type: none"> <li>-System Test Coordinator provides training to the Title III Director and ACCESS for ELs test examiner at the beginning of the year.</li> <li>-System Test Coordinator , Title III Director, and ACCESS for ELs test examiner participate in WIDA webinar trainings.</li> <li>-Training materials include handouts, PowerPoints, emails, sign-in sheets, and agendas.</li> </ul>
During	<ul style="list-style-type: none"> <li>-Email communication is provided about testing procedures and security during tests.</li> </ul>
After	<ul style="list-style-type: none"> <li>-WIDA training is provided for the EL teacher regarding interpretation of student results.</li> <li>-Parents are provided with detailed explanations about how to interpret their child's test results.</li> </ul>

(District/School Name) NAEP	
Principal: Eric McDonald	Test Coordinator: Krista McNeal
Special Education Coordinator: n/a	Technology Coordinator: Eddis Kirkland
Testing Dates: n/a	
<b>Communications with staff and parents</b>	
Before	-The assessment calendar is developed system wide with district and school leadership to ensure there are no conflicts with other school activities. -The school test coordinator will participate in a pre-administration training with GADOE in preparation for the NAEP assessment -All students are reminded that NO electronic devices are allowed in the testing environment.
During	-Announcements are made daily leading up to the testing date to remind students and faculty of the testing schedule. -An email is sent to teachers and staff notifying them of students who will be testing that day and what time.
After	-Students are notified about their testing time and teachers send them to their testing location at their designated time. -Math and Reading teachers are asked to complete a survey regarding NAEP testing
<b>Test Security</b>	
Before	-The school test coordinator will complete preassessment activities on MyNAEP regarding demographic information for all students who will
During	-Test material will be brought to the school and maintained by NAEP representatives.
After	-Test materials are brought to the school and maintained by NAEP representatives.
<b>Accommodations</b>	
Before	-The school test coordinator will complete demographic information regarding students with accommodations on the MyNAEP website.
During	-The school test coordinator will verify with NAEP representative the list of students receiving accommodations in order to ensure materials are
After	N/A
<b>Technology</b>	
Before	-The school technology coordinator will ensure that networks are functioning and ready for test takers
During	-The technology coordinators will troubleshoot any technical issues that cannot be fixed by the NAEP representative.
After	N/A
<b>Training</b>	
Before	-The school test coordinator will participate in the pre-administration training with GADOE.
During	-The school test coordinator will ensure that teachers and students are notified about the scheduled testing times and locations.
After	-The school test coordinator will complete a questionnaire regarding the NAEP test administration.