Cook County School System Testing Plan 2022-2023

System Testing Coordinator: Laural Heard

School:	Cook High School	Cook Middle School	Cook Elementary School	Cook Primary School
Principal:	Joi Williams	Rusty Meadows	Jennifer Green	Jeanne Dixon
School Testing Coordinator:	Brittany Allen	Lyn Martin	Sataria Clayton	Almeta Owens

School Testing Team:

Who will plan the testing season and train the individuals involved?	Who will verify counts and prepare rosters?	Who will issue testing materials?	Who will verify accommodations?	
System Testing Coordinator, Principal and School Testing Coordinator	School Testing Coordinator	System Testing Coordinator and School Testing Coordinator	School Testing Coordinator, SpED Coordinator, and ESOL Teacher	

NOTIFICATIONS PRIOR TO TESTING

How, when, and where will you notify parents of the upcoming test? Have you planned for the needs of parents of EL students, SWD students etc.?	Who and when will you notify the lunchroom manager, lead custodian, PE teachers, etc. of any needs during testing?	Who will notify the District Office (food service, transportation, facilities) of changes due to the testing schedule to avoid distractions due to maintenance, lawn mowing, etc.?	How do you plan for announcements prior to testing that electronic devices (cell phones, tablets, etc…) and computer use are not allowed in the testing environment?	What is your plan for communicating the testing schedule to parents?
Parents will be notified of upcoming testing with notifications via school newsletters, classroom newsletters, social media, and phone calls.	Principal and School Testing Coordinator will notify all staff members of any needs during testing.	Principal will notify the District Office of any necessary changes to avoid distractions during testing.	Announcements will be made daily over the PA to remind all staff and students that devices will not be allowed in the testing environment. Signs will also be posted on all classroom doors stating "No Electronic Devices."	Testing schedules will be communicated to parents in English and Spanish via school newsletter, classroom newsletters, social media, and Remind.
How do you plan to communicate testing and training dates with staff?				
Testing and training dates will be communicated with staff frequently via e-mail.				

RECEIPT AND VERIFICATION OF MATERIALS

Who signs for materials?	Where are the testing materials stored?	Who has access to the testing storage area?		

School Testing Coordinator	All testing materials are stored in the School Testing Coordinator's closet, which is locked at all times.	Principal and School Testing Coordinator		

Who is responsible for training?	**When will examiners be trained?**	**How will examiners be trained?**	**How will you ensure that each school will maintain a school file per assessment for five years for including the following: training agenda, sign in sheet, copy of training materials, examiner certifications, school testing coordinator certification and copy of principal certification?**	**How will proctors/monitors be trained?**
System Testing Coordinator and School Testing Coordinator	Examiners will be trained one to two weeks prior to the beginning of the testing window.	Examiners will be trained using PowerPoints, archived webinars, handouts, and/or memos.	The School Testing Coordinator will send these documents to the System Testing Coordinator digitally and they will be labeled and kept.	Proctors and Monitors will be trained using PowerPoint and memos by the System Testing Coordinator and School Testing Coordinator.
What special training do examiners testing students with accommodations receive?	**How does the additional training help prevent irregularities?**	**How are test materials counted and prepared?**	**Who prepares testing rosters?**	**How far in advance are testing roster prepared?**
School Testing Coordinator will review the accommodations component of the Assessment Handbook. Examiners will receive a copy of student accommodations for students they are responsible for testing.	Examiners know what accommodations each student needs. They receive a copy of testing accommodations for each student from the School Testing Coordinator and System Testing Coordinator. This eliminates students receiving incorrect accommodations.	Testing materials are counted by the School Testing Coordinator. Testing materials are prepared by the School Testing Coordinator. Online test and summary test tickets will be counted by the School Testing Coordinator. Online accommodations will be entered by the System Testing Coordinator.	School Testing Coordinator and System Testing Coordinator will prepare the testing rosters.	School Testing Coordinator will begin preparing testing rosters two to three weeks prior to testing.
What are the procedures for students that may have different examiners throughout the test?	**What are the procedures for ensuring that students get the correct form/version of the test each day?**	**What are the check-in and check-out procedures?**	**What information is required on the check-in and check-out form?**	**How are the testing bins/folders prepared?**

Students have the same examiner throughout the test. If an examiner is absent, another certified teacher will take the place of that examiner on that day.	Teachers sign a verification sheet daily. Once materials are assigned to a teacher, the teacher verifies the test material/tickets making certain what is received is the test being administered.	Teachers will check test tickets to verify that they have the correct tickets for the section being assessed. They will count the tickets to ensure that they have the correct number of tickets.	*Teacher's Name *Number of Tickets *Day of Testing *Date Received - Initial *Date Returned - Initial *Teacher Signature	*Labeled with Teacher's Name and Grade *Class Roster *Test Tickets *Testing Manual *No. 2 Pencils *Scratch Paper (when needed) *Testing Accommodations for identified students *"Do Not Disturb" sign *"No Device" sign
How do examiners get their materials each day?	**How are the testing materials returned each day?**			
Teachers report to the Administrator's Office each morning after morning announcements to pick-up and sign out testing materials/tickets from the Principal and/or the School Testing Coordinator.	At the end of the testing period, teachers ONLY return the testing materials/tickets to the Administrator's office. Materials are verified and signed in by the teacher and either the Principal and/or School Testing Coordinator.			
TEST ADMINISTRATION				
How do you ensure that examiners and proctors are not in the classroom with their own children or grandchildren?	**How do you assure that students get their appropriate accommodations?**	**How do you ensure that all instructional materials are removed from the wall prior to testing?**	**What is your plan for examiners that may need assistance during testing?**	**How do you plan to make sure that student check-out forms have the correct form number?**

Examiners and proctors are assigned to classrooms in advance. This provides enough time for the School Testing Coordinator to verify that there are no relatives testing or proctoring other relatives.	Accommodations for Special Education students will be imported from GoIEP. The School Testing Coordinator will enter accommodations for students with 504 plans on the District Accommodations spreadsheet. ESOL teachers will enter accommodations for the students with TPC's on the District Accommodations spreadsheet. Once all accommodations have been entered, the accommodations are verified by the School Testing Coordinator and System Testing Coordinator.	The Principal and School Testing Coordinator will check all classrooms prior to testing.	Proctors are in place outside classrooms to assist examiners during testing.	Students, Teachers, and the School Testing Coordinator verify information is correct against state-issued sheets.
How do you ensure that examiners and proctors monitor/walk around the testing area routinely?	**What things have examiners and proctors been trained to look for while monitoring testing?**	**Who is in charge of reporting and investigating testing irregularities?**	**How do you ensure that testing irregularities are minimized?**	**How are accommodations for students verified?**
The Principal and School Testing Coordinator walk and monitor classrooms during testing.	They are trained to look for the following: *Students are in the correct section. *Students have marked answers for each question. *Students are not talking. *Students do not have any materials in the testing session except what is required. *Students do not have cell phones or other devices in the testing session. *Students are not sleeping.	Teachers report any irregularities to the School Testing Coordinator. The administration will report any irregularities to the System Testing Coordinator. Each person involved must submit a written report of the incident to the System Testing Coordinator who will notify the State Department.	Testing irregularities are minimized by eliminating electronic devices in testing areas, providing examiners and proctors with thorough training, and ensuring all testing equipment is up to date. Also, providing students with a safe and secure testing environment and consistent monitoring by the Principal and School Testing Coordinator is practiced to keep testing irregularities at a minimum.	IEP, TPC, and 504 accommodations pages are used to verify student accommodations.
How do you ensure that testing environments are free from all electronic devices during testing?				

Examiners and proctors turn all cellular devices (phones, watches, etc.) into a designated area in the front office. Devices and signed in and out daily on log.				

DURING TESTING

How do you verify that testing protocols are being followed in the testing site?	How do you handle late arrivals on testing days?	What are the school guidelines on staff members being in the building after hours while the tests are in the building?	How will you verify that testing materials counts match at the end of the testing sessions?	How do you handle emergencies during testing?
Monitors, proctors, Principal, and School Testing Coordinator are continuously walking, monitoring, and observing.	Late arrivals are held in the office until a break between sessions. If a student arrives after the break, they are admitted to class once testing is completed. Students are allowed to make up the missed portion on another day.	Testing materials/tickets are locked in the School Testing Coordinator's closet. The doors are locked at all times. The Principal and School Testing Coordinator are the only staff members with keys to the closet.	Examiners have to count and sign for the materials/tickets at the beginning of the testing session. They have to count and sign that they have returned the exact number of all materials/tickets.	Teachers report to either the School Testing Coordinator or the Principal. Administration reports to the District Testing Coordinator.

AFTER TESTING

How will you systematically identify students who need make up tests?	What is your process for picking up testing materials following testing each day?	How do you ensure that materials are secured promptly upon the completion of testing each day?	How do you ensure test security while in route from school to system?	How do you maintain test confidentiality before, during and after testing?
Attendance is taken daily by each teacher. Teachers have to fill out an absentee form daily. The absences are verified by the School Test Coordinator.	Teachers return all testing materials/tickets to the School Testing Coordinator located at a central location during the testing session each day.	Materials/tickets are locked in the School Testing Coordinator's closet. The doors remain locked at all times. The Principal and School Testing Coordinator are the only people with keys to the closet.	Test tickets are kept secure in the closet until the System Testing Coordinator picks them up.	Training Sessions before testing. Examiners sign the Testing Security Information Form prior to testing. Administration monitors.

COMMUNICATING TEST INFORMATION AND TESTING RESULT

How are parents/students notified of results?	How do you ensure that test results are filed in the permanent record in a timely manner?	How will you ensure that parents get score reports promptly?	How are parents/students notified of remediation and retest opportunities?	How are parents/ students notified of possible variance/waiver (high school) eligibility or retention appeals?

Score reports will be sent home for all students when available.	Teachers will place the test results and labels in the cumulative folder as soon as they are printed.	Score reports are sent home in secure folders with students as soon as they are printed.	Parents are notified through a letter from the school and personal telephone calls.	Parents will receive a letter. Administration/Teachers call to schedule a meeting between the parents, teachers, and administrators.
How is standardized test score data distributed to teachers and analyzed?	**How is standardized test score data analyzed to guide decisions for your school improvement plan?**	**How is standardized test score data analyzed to make decisions regarding the effectiveness of instructional programs?**		
Teachers have access to Interactive Reports in DRC and will monitor test results as they become available. The data is analyzed by teachers, leadership team members, and school administrators.	The data is disaggregated by domain and subgroups to determine instructional needs. The data will guide the school administration in developing professional learning opportunities that align with the school improvement plan and increase student achievement.	The data is analyzed to determine instructional strategies. The data also allows us to focus on areas that need improvement.		