



ISTEP Countdown: 3 Months!

Instructional

* Establish and map out a spiral routine for the 8 weeks leading up to the test window. Find time to teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.

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To Do This Week:

Teachers

* Familiarize students with testing procedures, writing rubric, typing skills, ect.

* Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions

* Ensure teachers are familiar with the accommodations available to the students in your classroom through their 504 plan, IEP, or ILP. Ensure students are using these accommodations when necessary and required in the daily classroom setting.

Principal and/or School Test Coordinator

* Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck.

* SPED documentation/accommodations need to be confirmed/up to date before data upload

* Prepare and keep up to date Onsite Monitoring binder

Corporation Test Coordinator / Information Technology

* Submit data upload for testing

* Notify SPED/schools of upcoming student data upload to assure any accommodations have been noted

* Submit waiver for elementary paper/pencil Spring Part 1 testing

* Prepare schools for Local Infrastructure Trial

* Precache/prepare test sessions for Local Infrastructure Trial

* Support schools during Local Infrastructure Trial



ISTEP Countdown: 8 Weeks!

Instructional

- * Begin implementation of spiral routine for the remaining weeks leading up to the test window. Teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.
- * Use resources through Exact Path and Study Island to support reteaching
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To Do This Week:

Teachers

- * Familiarize students with testing procedures, writing rubric, typing skills, ect.
- * Prepare and keep up to date Onsite Monitoring binder
- * Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions
- * Ensure teachers are familiar with the accommodations available to the students in your classroom through their 504 plan, IEP, or ILP. Ensure students are using these accommodations when necessary and required in the daily classroom setting.

Principal and/or School Test Coordinator

- * Verify accommodations - run Accommodation Report from Pearson. Verify all accommodations as noted in IEP/ILP/504 Plan are noted appropriately in Pearson.
- * Send communication to parents about attendance during testing.
- * Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck.
- * Schedule practice test(s).
- * Use Pearson/Study Island to prepare students.
- * Choonhyun Jeon (ELL) to provide translation of parent letter in multiple languages.

Corporation Test Coordinator / Information Technology



ISTEP Countdown: 7 Weeks!

Instructional

* Continue implementation of spiral routine for the remaining weeks leading up to the test window. Teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.

* Use resources through Exact Path and Study Island to support reteaching

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To Do This Week:

Teachers

* Familiarize students with testing procedures, writing rubric, typing skills, ect.

* Prepare and keep up to date Onsite Monitoring binder

* Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions

* Continue to provide opportunities for students in your classroom with a 504 plan, IEP, or ILP to practice using their designated accommodations.

Principal and/or School Test Coordinator

* Verify accommodations - run Accommodation Report from Pearson. Verify all accommodations as noted in IEP/ILP/504 Plan are noted appropriately in Pearson.

* Send communication to parents about attendance during testing.

* Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck.

* Use Pearson/Study Island to prepare students.

* Choonhyun Jeon (ELL) to provide translation of parent letter in multiple languages.

Corporation Test Coordinator / Information Technology

* Expected decision on waiver for Elementary schools to test via paper/pencil



ISTEP Countdown: 6 Weeks!

Instructional

* Continue implementation of spiral routine for the remaining weeks leading up to the test window.
Teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.

* Use resources through Exact Path and Study Island to support reteaching

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To Do This Week:

Teachers

* Familiarize students with testing procedures, writing rubric, typing skills, ect.

* Prepare and keep up to date Onsite Monitoring binder

* Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions

* Continue to provide opportunities for students in your classroom with a 504 plan, IEP, or ILP to practice using their designated accommodations.

Principal and/or School Test Coordinator

* Verify accommodations - run Accommodation Report from Pearson. Verify all accommodations as noted in IEP/ILP/504 Plan are noted appropriately in Pearson.

* Send communication to parents about attendance during testing.

* Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck.

* Use Pearson/Study Island to prepare students.

* Choonhyun Jeon (ELL) to provide translation of parent letter in multiple languages.

Corporation Test Coordinator / Information Technology



ISTEP Countdown: 5 Weeks!

Instructional

* Continue implementation of spiral routine for the remaining weeks leading up to the test window. Teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.

* Use resources through Exact Path and Study Island to support reteaching

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To Do This Week:

Teachers

* Familiarize students with testing procedures, writing rubric, typing skills, ect.

* Prepare and keep up to date Onsite Monitoring binder

* Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions

* Continue to provide opportunities for students in your classroom with a 504 plan, IEP, or ILP to practice using their designated accommodations.

Principal and/or School Test Coordinator

* Verify accommodations - run Accommodation Report from Pearson. Verify all accommodations as noted in IEP/ILP/504 Plan are noted appropriately in Pearson.

* Send communication to parents about attendance during testing.

* Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck.

* Use Pearson/Study Island to prepare students.

* Choonhyun Jeon (ELL) to provide translation of parent letter in multiple languages

Corporation Test Coordinator / Information Technology



ISTEP Countdown: 4 Weeks!

Instructional

* Continue implementation of spiral routine for the remaining weeks leading up to the test window. Teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.

* Use resources through Exact Path and Study Island to support reteaching

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To Do This Week:

Teachers

* Familiarize students with testing procedures, writing rubric, typing skills, ect.

* Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions

* Continue to provide opportunities for students in your classroom with a 504 plan, IEP, or ILP to practice using their designated accommodations.

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Principal and/or School Test Coordinator

* Verify accommodations - run Accommodation Report from Pearson. Verify all accommodations as noted in IEP/ILP/504 Plan are noted appropriately in Pearson.

* Review test sessions/testing groups, set precache server. Consider those with accommodations/SPED students. Do these students need to be testing in a separate, smaller group or one-on-one?

* Add/remove students from test sessions as needed. Submit/reply to Student Transfer Requests.

* Send communication to parents about attendance during testing

* Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck

* Alter schedule(s) to allow for testing

* Create lab schedule (if needed)

* Use Pearson/Study Island to prepare students

* Choonhyun to provide translation of parent letter in multiple languages

* Prepare for Statewide Readiness Test (2/7 @ 10am). Print test tickets.

* Be prepared for onsite visit from IDOE. Prepare and update binder with pertinent information.

* Prepare and keep up to date Onsite Monitoring binder

Corporation Test Coordinator / Information Technology

* Attend IDOE pre-test workshop

* Precache/prepare sessions for Statewide Readiness Test



ISTEP Countdown: 3 Weeks!

Instructional

* Continue implementation of spiral routine for the remaining weeks leading up to the test window. Teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.

* Use resources through Exact Path and Study Island to support reteaching

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To Do This Week:

Teachers

* Familiarize students with testing procedures, writing rubric, typing skills, ect

* Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions

* Continue to provide opportunities for students in your classroom with a 504 plan, IEP, or ILP to practice using their designated accommodations.

Principal and/or School Test Coordinator

* Verify accommodations - run Accommodation Report from Pearson. Verify all accommodations as noted in IEP/ILP/504 Plan are noted appropriately in Pearson

* Review test sessions/testing groups, set precache server. Consider those with accommodations/SPED students. Do these students need to be testing in a separate, smaller group or one-on-one?

* Add/remove students from test sessions as needed. Submit/reply to Student Transfer Requests.

* Send communication to parents about attendance during testing

* Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck

* Use Pearson/Study Island to prepare students

* Choonhyun Jeon (ELL) to provide translation of parent letter in multiple languages

* Prepare for Statewide Readiness Test (2/7 @ 10am). Print test tickets.

* Be prepared for onsite visit from IDOE. Prepare and update binder with pertinent information.

* Prepare and keep up to date Onsite Monitoring binder

Corporation Test Coordinator / Information Technology

* Prepare MCCSC pre-test workshop PowerPoint and additional documentation

* Share information received about Statewide Readiness Test

* Watch for Student Transfer Requests in Pearson



ISTEP Countdown: 2 Weeks!

Instructional

* Continue implementation of spiral routine for the remaining weeks leading up to the test window. Teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.

* Use resources through Exact Path and Study Island to support reteaching

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To Do This Week:

Teachers

* Familiarize students with testing procedures, writing rubric, typing skills, ect

* Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions

* Continue to provide opportunities for students in your classroom with a 504 plan, IEP, or ILP to practice using their designated accommodations.

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Principal and/or School Test Coordinator

* Verify accommodations - run Accommodation Report from Pearson. Verify all accommodations as noted in IEP/ILP/504 Plan are noted appropriately in Pearson

* Create testing schedule - Send to Angela Harlan (CTC)

* Review test sessions/testing groups, set precache server. Consider those with accommodations/SPED students. Do these students need to be testing in a separate, smaller group or one-on-one?

* Assign proctors to each room/group

* Add/remove students from test sessions as needed. Submit/reply to Student Transfer Requests.

* Send communication to parents about attendance during testing

* Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck
* Gather materials for each teacher/proctor to include: schedule, instructions, class list, reference materials, guidelines, examiner manual, test books, pencils, calculators, sticky notes, Record for Absent Students, snacks, ect

* Pre-test workshop at Corporation followed by workshop at individual schools - Send sign-in sheet(s) to Angela Harlan (CTC)

* Use Pearson/Study Island to prepare students

* Choonhyun Jeon (ELL) to provide translation of parent letter in multiple languages

* Be prepared for onsite visit from IDOE. Prepare and update binder with pertinent information.

* Prepare and keep up to date Onsite Monitoring binder

* Verify all proctors have completed training and signed Testing Security and Integrity Agreement

Corporation Test Coordinator / Information Technology

* Conduct MCCSC pre-test workshop

* Precache test content, prepare sessions for testing window

* Watch for Student Transfer Requests in Pearson



ISTEP Countdown: 1 WEEK!

Instructional

* Continue implementation of spiral routine for the remaining weeks leading up to the test window. Teach a 10-minute mini-lesson Monday-Thursday each week with a quick check on Friday.

* Use resources through Exact Path and Study Island to support reteaching

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To Do This Week:

Teachers

* Familiarize students with testing procedures, writing rubric, typing skills, ect

* Practice tests, Experience Online, practice writing prompts, review academic vocabulary, practice showing work, multiple-step math and story problems, open-ended response questions, 'select all that apply' questions, general multiple choice questions

* Continue to provide opportunities for students in your classroom with a 504 plan, IEP, or ILP to practice using their designated accommodations.

* Ensure you are familiar with the accommodations of the students in your testing group, especially if different from the students you work with on a daily basis

* Ensure any teaching supplements are covered/removed to ensure a secure testing environment

Principal and/or School Test Coordinator

* Verify accommodations - run Accommodation Report from Pearson. Verify all accommodations as noted in IEP/ILP/504 Plan are noted appropriately in Pearson

* Review test sessions/testing groups, set precache server. Consider those with accommodations/SPED students. Do these students need to be testing in a separate, smaller group or one-on-one?

* Add/remove students from test sessions as needed. Submit/reply to Student Transfer Requests.

* Send communication to parents about attendance during testing

* Reiterate to staff that time off during ISTEP prep/testing is highly discouraged to have all hands on deck

* Use Pearson/Study Island to prepare students

* Choonhyun Jeon (ELL) to provide translation of parent letter in multiple languages

* Submit auto logon start date to Angela Harlan so this can be relayed to IT. Send email to Angela Harlan (CTC), Scott Underwood (IT) and John Walker (IT) at end of testing window when auto logon needs to be disabled.

* Print test tickets

* Be prepared for onsite visit from IDOE. Prepare and update binder with pertinent information.

* Prepare and keep up to date Onsite Monitoring binder

* Verify all proctors have completed training and signed Testing Security and Integrity Agreement

Corporation Test Coordinator / Information Technology

* Be available to answer questions regarding testing as much as possible

* Watch for Student Transfer Requests in Pearson



ISTEP Countdown: During testing!

Instructional

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To Do This Week:

Teachers

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| * Ensure you have all materials for students to be successful in the testing setting. Ensure you have |
| * Sign out your testing booklets each morning and sign in your testing booklets as soon as you have time available following completion of testing for the day. Keep testing booklets in a secure location in your classroom when not testing. |
| * Alert your Principal/School Test Coordinator to any testing irregularities as soon as possible |

Principal and/or School Test Coordinator

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| * Submit invalidations/concerns to Angela Harlan asap |
| * Submit testing irregularity forms on the day they occur (both MCCSC and State) |
| * Use distribution sheet daily to track all materials |
| * Stop test sessions at the end of each session |
| * Keep seal codes under lock and key. Do NOT share them on a chalk/white board. |
| * Contact Angela Harlan (CTC) with any questions/concerns for IDOE regarding testing/specific questions on the assessment. Send as much information to Angela as possible about what test, grade and questions # the student was on at the time issue arose. |
| * Mark invalidations on the front of the test booklet/online |
| * Prepare and keep up to date Onsite Monitoring binder |
| * Verify all proctors have completed training and signed Testing Security and Integrity Agreement |

Corporation Test Coordinator / Information Technology

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| * Be available to answer questions as much as possible |
| * Keep an eye on test sessions. Lock sessions if all testing is complete. |
| * Reach out to IDOE/Pearson regarding any issues that arise |
| * Submit any testing irregularity forms to IDOE |
| * Watch for Student Transfer Requests in Pearson |
| * Submit any testing concerns and security violations to IDOE |
| * Submit Social Media/Unallowable Devices Concern Reports to IDOE |



MONROE COUNTY
COMMUNITY SCHOOL CORPORATION
ENGAGE. EMPOWER. EDUCATE.

ISTEP Countdown: After testing!

Instructional

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To Do This Week:

Teachers

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Principal and/or School Test Coordinator

* Remove students from test sessions who have moved and/or have not tested
* Verify bubble sheets are properly completed
* Remove stray markings on test booklets
* Complete non-participation form(s)
* Complete Group Information Sheet/Session Header Summary
* Return test materials for Part 1 (schedule to be provided)
* Return test materials for Part 2 (schedule to be provided)
* Submit request for medical exemptions (will need to be signed off on by Dr. DeMuth)
* Make notes about improvements which can be put into place for testing next year

Corporation Test Coordinator / Information Technology

* Meet schools to collect materials
* Send materials back to Pearson on date specified
* Make notes about improvements which can be put into place for testing next year