



Orange Township Public Schools

Office of Mathematics and Science

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Superintendent of Schools

ASSESSMENT SCHEDULES & PROTOCOL FOR MATHEMATICS 2019-2020

Marking Period Dates (Note: Corresponds to End-Dates for Quarterly Assessments)

9/09/19 – 11/13/19	11/14/19 – 01/30/20	01/31/20 – 04/09/20	04/10/20 – 06/25/20
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Interim Marking Period Dates (Note: Corresponds to End-Dates for Quarterly Assessments)

9/09/19 – 10/09/19	11/14/19 – 12/18/19	01/31/20 – 03/09/20	04/10/20 – 05/20/20
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Interim Assessment Testing Windows

Grs K – 2; Grs 3 – 8: iReady Benchmarks, Grs 9 – 12 Edulastic Benchmarks

Interim 1	Interim 2	Interim 3	Interim 4
Oct 28 – Nov 12, 2019	Jan 13 – Jan 24, 2020	Mar 23 – Apr 3, 2020	Jun 1 – Jun 12, 2020

iReady Testing Windows

Fall (Diagnostic 1)	Winter (Diagnostic 2)	Spring (Diagnostic 3)
September 9 - 20	January 6 - 17	Apr 6 – 9; <i>Make Up Apr 20-22</i>

NWEA Testing Windows

Fall (Diagnostic 1)	Winter (Diagnostic 2)	Spring (Diagnostic 3)
September 9 - 20	January 6 - 17	Apr 6 – 9; <i>Make Up Apr 20-22</i>

Before Testing

This section describes activities the Test Administrator must complete before the first day of testing. It is highly recommended that you complete these tasks no later than the timeline suggested.

At Least One Week Before Testing
<ul style="list-style-type: none">● Review policies and instructions for test administration in this document.
<ul style="list-style-type: none">● Review all testing accommodations to be administered for your students and develop a plan to monitor their use.
<ul style="list-style-type: none">● Ensure your login works (Edulastic, NWEA, etc.) and that you have access to the correct unit assessment.
<ul style="list-style-type: none">● Ensure rosters are accurate and that students have access (usernames & passwords)
<ul style="list-style-type: none">● Complete/Preview the upcoming assessment in its entirety. Be sure to do all the math and ensure all the online functions work appropriately for the given assessment.
One Day Before Testing / Day Of Testing
<ul style="list-style-type: none">● Prepare the testing environment* <p>*See <i>Prepare the Testing Environment</i> section below for specific details</p>

Prepare the Testing Environment

Every assessment setting should have good lighting and ventilation, a comfortable room temperature, and should be as free as possible from noise and other interruptions. Chairs should be comfortable and tables at an appropriate height with sufficient room for approved testing materials. Confirm that each student will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Check that all needed materials and equipment are available and in good working condition.

To maintain security in a computer-based testing environment, the following configurations for seating students are considered ideal (unless local policy and procedures do not allow):

- Seat students in every other seat.
- Arrange monitors back-to-back.
- Seat students back-to-back
- Seat students in a semicircle.
- Seat students in widely spaced rows.
- Seat students in every other row.

If an ideal seating configuration is not possible, physical and visual barriers between testing devices should be used to prevent students from viewing other testing devices. Schools may

already have one or more of the following materials available that can be adapted for this purpose:

- Card stock (e.g., manila folders) that can be taped to the sides of monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between testing devices
- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

Before students enter the test environment:

- Post a “Testing — Please Do Not Disturb” sign on the outside of the door of the testing room.
- Display a timing box on the board; refer to the example below.
 - Write the name of the unit you are administering on the unit name line in the timing box on the board.
 - Write the unit time on the correct line in the timing box on the board. Unit assessments must be complete in 60 minutes.
 - Do not fill in the Start Time or End Time lines until instructed to do so in the scripts.

Unit Name: _____
Unit Time: _____
Start Time: _____
End Time: _____

During Testing

This section describes activities Test Administrators must complete during the day of testing.

Day of Testing
<ul style="list-style-type: none">● Distribute testing materials to students*
<ul style="list-style-type: none">● Scrap Paper and (Graph Paper, as needed) MUST be provided to ALL students whenever a Mathematics Assessment is administered and collected at the end of the test
<ul style="list-style-type: none">● Administer the assessment according to the directions in this document and using the appropriate administration script
<ul style="list-style-type: none">● Help students to log into their devices and the testing site
<ul style="list-style-type: none">● Monitor testing time
<ul style="list-style-type: none">● Supervise test administration*
<ul style="list-style-type: none">● Troubleshoot computer-based testing issues as needed.
<ul style="list-style-type: none">● Keep accurate time for each unit assessment

**See various sections below for additional details.*

Calculators

Calculators should be available for assessments where the use of calculator is allowed. Additionally, students may use hand-held calculators (provided by either the school or the student) if allowed by local policy.

- For grades 3–5, calculators are allowed for accommodation use only. Students with a calculator accommodation may only use a four-function calculator with square root and percentage functions.
- For grades 6–7, students may only use four-function calculators with square root and percentage functions for all calculator sections.
- For grade 8, students may only use scientific calculators for all calculator sections.

Students must only use calculators that are allowable for their grade/course assessment. Only students with a specific calculator accommodation may use calculators outside of their grade/course level. If a student needs a calculator in a non-calculator section as an accommodation, the student will need a hand-held calculator because an online calculator will not be available.

Additionally, schools must adhere to the following additional guidance regarding calculators:

- No tablet, laptop (or PDA), or phone-based calculators are allowed during assessments.

- Students are NOT allowed to share calculators with another student during a test unit.
- Test Administrators must confirm that the memory on all calculators has been cleared before and after the testing sessions.
- Calculators with “QWERTY” keyboards are NOT permitted.

Supervise Test Administration

During testing, you are expected to actively proctor and focus your full attention on students at all times to confirm they are working independently. Ensure that all student desks are free of any prohibited materials.

Guidance for Clarifying Directions

Test Administrators are permitted to clarify ONLY general administration instructions once the assessment has begun. No passages or test items may be read or clarified. If you have questions, consult your School Test Coordinator.

Guidance for Redirecting Students

The Test Administrator may redirect the student’s attention to the test without coaching or assisting the student in any way. Examples may include:

- Providing reminders to stay on task and focused during the assessments
- Providing a visual cue to the student to remain on task

Test Administrators may not point or gesture to the student to complete a specific test item or encourage a student to select an answer choice

