



2019 GLA Updates Administrators, STC, & Technology March 26, 2019

This document has been put together to replace all other notices and documents with timelines related to the GLA and EOC state tests. All deadlines have been adjusted to reflect the changes in testing windows.

Testing Windows & Schedules:

- [Elementary GLA](#)
 - April 30 - May 2
 - May 7 - 9
 - May 14 - 15 (Science)

- [Middle School](#)
 - May 6 - 10
 - May 13 - 17 (EOC - Algebra I)
 - May 20 - 24 (make-ups)

- High School (Specific building schedules will be updated soon)
 - April 29 - May 7 (SENIORS ONLY - special session granted by DESE)
 - May 14 - 22 (ALL students)

Staff Training Dates (Wednesday PD): *(Dr. Huff has made adjustments to the district Wednesday calendar.)*

- Elementary - April 24
- Middle School - April 24
- High School - May 8

Work space has been reserved at RSECC on Wednesday, April 17, from 8:00 - 4:30 and on April 24 from 8:00 - 12:00, for any STC, with building administrator approval, who wishes to work on test preparation. DTC will be available to assist, support, or any answer any questions.

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Timelines for GLA Prep

Elementary

- ❑ **March 29**
 - ❑ All accommodations MUST be in eDirect.
 - ❑ IEP students - were due March 15
 - ❑ Other special populations
 - ❑ 504 students
 - ❑ Title I - small group testing students
 - ❑ ALL students should have the S041 text-to-speech marked
- ❑ **April 5 (Elementary) -**
 - ❑ [Detailed testing schedule](#) - The linked document is to the small group testing and schedule guidelines. It should be placed in your building's testing folder.
 - ❑ Small group/testing rosters - DTC will send rosters and instructions to STC to identify/confirm which group a student will be placed in to test in order to support printing tickets by testing group (and thus eliminating the need to sort/resort tickets). This also includes classrooms/buildings that have departmentalization.
- ❑ **April 15 - April 19**
 - ❑ [Technology Check](#) - Administrators should follow the directions and expectations on the handout to ensure all computers are ready for the start of the testing window.
- ❑ **April 19 (no later than)**
 - ❑ STC **must** email the DTC to indicate tickets are ready to be printed and the small group/testing rosters are accurate.
- ❑ **April 24**
 - ❑ Elementary tickets will be ready for pickup at DTC office.
 - ❑ Any large print materials will need to be signed out.
- ❑ **April 30 - May 15**
 - ❑ [Technology Issues & Resolutions](#) - (COPY THIS FIRST before making any changes, please.) Any/all notes regarding computer issues/student unlocks/irregularities should be recorded on the Google sheet and placed in your GLA folder in Drive.
- ❑ **May 22 - May 31**
 - ❑ [GLA Checkout](#) - Please review to make certain you have all documentation as required. DTC will send a sign up sheet for dates/times closer to checkout week.

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Middle School

❑ April 5

- ❑ All accommodations MUST be in eDirect.
 - ❑ IEP students - were due March 15
 - ❑ 504 students
 - ❑ ALL students should have the S041 text-to-speech marked

❑ April 12 -

- ❑ [Detailed testing schedule](#) - (COPY THIS FIRST before making any changes, please.) Simply make a list of your teachers, the room number, and number of students testing. Copy the tab for each day of testing and make any necessary adjustments by day. Place this completed form in your building's testing folder.

❑ April 22 - April 26

- ❑ [Technology Check](#) - Administrators should follow the directions and expectations on the handout to ensure all computers are ready for the start of the testing window.

❑ April 26 (no later than)

- ❑ STC **must** email the DTC to indicate tickets are ready to be printed and the small group/testing rosters are accurate.

❑ May 1

- ❑ Middle school tickets will be ready for pickup at DTC office.
- ❑ Any large print materials will need to be signed out.

❑ May 6 - May 24

- ❑ [Technology Issues & Resolutions](#) - (COPY THIS FIRST before making any changes, please.) Any/all notes regarding computer issues/student unlocks/irregularities should be recorded on the Google sheet and placed in your GLA folder in Drive.

❑ May 22 - May 31

- ❑ [GLA Checkout](#) - Please review to make certain you have all documentation as required. DTC will send a sign up sheet for dates/times closer to checkout week.

Middle School Algebra I EOC

- ❑ Testing must be completed in the computer labs on the windows machines. NO CHROMEBOOKS.
- ❑ STC will have access to Questar this year to verify test completion.
- ❑ DTC will schedule time with STC and Algebra I teachers to train and verify testing rosters.
- ❑ Test tickets will be printed by DTC and delivered to building STC.