Please email the building plan to Quiana Hennigan by **March 6** for review and approval.

<u>Smarter Balanced Assessment (SBA) Grade 10</u> – Online
(optional 11 and 12 graders)
<u>WCAS required at Grade 11</u> – Online
(not available to students in other grades)

School Name:

Administrator who will serve as School Coordinator:

Additional staff to receive communications about SBA:

1. **Schedule**: Refer to the districtwide SBA testing calendar on the next page:
    - Use the calendar to plan for make-up sessions. **Note that WCAS closes a full week earlier than SBA**
    - You may test more than one grade level or content area in the same session.
    - Grade 11 and 12 students that have not met a graduation pathway, should be scheduled to test
    - You may request early or late testing dates for special populations: home/hospital tutoring, students out on discipline, and students who need a schedule to accommodate religious/cultural holidays

CONTENT AREA	Estimated time	
ELA Computer Adaptive Test (CAT)	60 minutes	3 hours combined
ELA Performance Task (PT)	120-180 min	
Math CAT	60 min	2 hours combined
Math PT	60 min	
WCAS (Grade 11 only)	120 min	
Make-ups - CATs expire in 45 calendar days; PTs expire in 30 days—do not save all make-up testing until the end of the window) - Grade 11 students that are not enrolled in science classes should not be tested during make-up periods. They should be tested prior to school-wide WCAS testing dates. Their testing dates must be communicated to Assessment to ensure testing windows are open and available to your students.		

    - Explain your building WCAS testing plan: space, time, juniors not in a science class, etc. Make sure to account for directions, logging in, breaks, logging out, etc (approx. 20-25 minutes)

- Explain your building SBA make-up plan: space, time, proctors, etc.

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	Mon	Tue	Wed	Thu	Fri
May	**6** No Testing *AP Testing*	**7** *AP Testing*	**8** *AP Testing*	**9** *AP Testing*	**10** LIF *AP Testing*
	13 No Testing *AP Testing*	**14** *AP Testing*	**15** *AP Testing*	**16** *AP Testing*	**17** LIF *AP Testing*
	20 No Testing	**21** **3-hour late start** CHS, EHS, JHS **ELA CAT & PT**	**22** *Late AP Testing*	**23** **3-hour late start** CHS, EHS, JHS **Math CAT & PT** *Late AP Testing*	**24** LIF *Late AP Testing*
	27 **Memorial Day** **NO SCHOOL**	**28** MAKEUPS ONLY	**29** MAKEUPS ONLY	**30** MAKEUPS ONLY	**31** MAKEUPS ONLY
	Mon	**Tue**	**Wed**	**Thu**	**Fri**
June	**3** MAKEUPS ONLY	**4** MAKEUPS ONLY	**5** MAKEUPS ONLY	**6** MAKEUPS ONLY	**7** **SBA/WCAS** **CLOSES**
	10 **ALL REQUIRED** **DOCUMENTS** **DUE TO A&R**	**11**	**12**	**13**	**14** *Early Release Day*

Paper/Pencil Testers Please contact A&R by March 29 if you have any student who will need a paper/pencil exam.

2. **Training Plan** Administrator Training is **February 28, 2:30pm-3:30pm at Cascade High School library**
   - Training materials will be posted in DocuShare
   - Ensure that all staff who might proctor:
     a. attend a school training
     b. sign-in on the Training Log
     c. receive the materials needed to proctor (manuals etc.-- electronic OK)
   - Complete side one of the Test Security Assurance Form before testing. Side two of the Test Security Assurance Form after testing Plan to train extra proctors to account for absent teachers/proctors.
   - Any adult in the testing room, during testing, is considered a proctor and must be trained. *No volunteers may be in the room during testing.*
   - Confirm all proctors have access to WCAP account (email address and forgot password to reset)

Training Date	Training Time	Location	Target Group	Trainer

3. **Test Communication Plan**. Consider the impact that testing will have on the school community, list ways to communicate to all groups affected.

Impacted Group	How/what we intend to communicate:	Person Responsible for creating communication	Date(s) to be sent
Students	• Can use wired, personal headsets • No personal technology • Testing Schedule		
Parents	• Can use wired, personal headsets • Why are we testing and what we do with the results • Testing Schedule		
Teacher/Paras/Special Education Staff/Counselors	• Required training dates • Approved testing schedules • Review student accommodations and update as needed • Training tests (are required) ○ *Must train students in use of supports and accommodations*		
Cafeteria, Custodial, Maintenance & Office Staff	• Daily schedules		

4. **Additional Test Logistics & Security Responsibilities**

Task/Activity	Person Responsible	Timeline
Confirm user accounts in TIDE (prior to training)		
Meet with Field Tech to ensure that technology is ready for testing and a spare device plan is in place		
Schedule students for training tests at least once before summative administration		
Provide staff with Test Settings Rosters and instructions		
Prepare test tickets and scratch paper logs for each test session. Store materials securely.		

If you have any questions, please contact Quiana Hennigan at x4057 or qhennigan@everettsd.org
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Monitor test progress for completion of all test sessions.		
Reschedule test sessions for extended time testers and any students that were absent		
Verify and organize paperwork and submit to Quiana Hennigan no later than **June 10**: • Training Log is accurate • TSA 1 for every attendee • TSA 2 for all proctors (stapled and in order by training log) • Not-tested log • Refusal forms (matching not-tested log)		

Building Plan completed by: _____

Your Name