Please email the building plan to Quiana Hennigan by **March 7** for review and approval.

Smarter Balanced Assessment (SBA) - Online
Washington Comprehensive Assessment of Science (WCAS) – Online

School Name: _____

Administrator who will serve as School Coordinator: _____

Additional staff to receive communications about SBA: _____

1. **Schedule**: **Enter your scheduled grade level and content areas (including makeups) on the calendar below:**

CONTENT AREA	Estimated time	
ELA Computer Adaptive Test (CAT)	40-60 minutes	3 hours combined
ELA Performance Task (PT)	120-180 min	
Math CAT	60 min	2 hours combined
Math PT	60 min	
WCAS (Grade 8 only)	120 min	
Make-ups NOTE: CATs expire in 45 calendar days; PTs expire in 30 days—do not save all make-up testing until the end of the window)		

- Reminder: You may test more than one grade level or content area in a classroom for SBA.
- 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

SBA and WCAS Testing Calendar Window
April 8 – June 7

	Mon	Tue	Wed	Thu	Fri
April	8 Window Opens No Testing	9 Ramadan Ends 4/9	10	11	12 LIF
	15 No Testing	16	17	18	19 LIF
	22 No Testing	23	24	25	26 LIF

	Mon	Tue	Wed	Thu	Fri
May	29 No Testing	30	1	2	3 LIF

If you have any questions, please contact Quiana Hennigan at x4057 or qhennigan@everettsd.org
Revised 02/02/2024

6 No Testing	**7**	**8**	**9**	**10** LIF
13 No Testing	**14**	**15**	**16**	**17** LIF
20 No Testing	**21**	**22**	**23**	**24** LIF
27 **MEMORIAL DAY** **NO SCHOOL**	**28** MAKE-UPS ONLY	**29** MAKE-UPS ONLY	**30** MAKE-UPS ONLY	**31** MAKE-UPS ONLY
June **3** No Testing	**4** MAKE-UPS ONLY	**5** MAKE-UPS ONLY	**6** MAKE-UPS ONLY	**7** LIF **SBA/WCAS** **CLOSES**
10 **Documentation Due**	**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 for is **February 29, 3:30pm-4:30pm at Eisenhower MS 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)
     d. 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.		
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