To:      ES Building Principals
         EL Building Designees
From:    Quiana Hennigan X4057
Re:      ELPA21 Building Plan

Please e-mail your building plan to Quiana Hennigan using the guidelines below by **December 15** for review and approval.

### Elementary - Winter 2018 Building Plan
### ELPA21 Assessment
### Grades K to 5 (Feb 12 – Mar 30)

**School  Hawthorne ES**                    **Principal**    Celia O'Connor-Weaver                    **Ext.4690**

**EL Building Designee**   Julie Kaufman, Holly Im-Hamper, Julie Kaufman                    **Ext.4655**

SC Resources can be found on **Docushare**

1. **Schedule:** Use the space below to plan for testing as well as make-up sessions. Be sure to cover:
   - ✓ Every grade K-5
   - ✓ Each domain in order (listening, reading, writing, speaking)
   - ✓ Ensure you have sufficient proctors and rooms to test each group at the scheduled time
   Refer to the sample schedules provided by Categorical in the November 9 Principal Packet

#### Test Window: February 12 – March 30, 2017

| | | | | |
|---|---|---|---|---|
| **February 12**<br>**First Day of Test**<br>**3: Listening**<br>**4-5: Listening** | **13**<br>**3: Reading**<br>**4-5: Reading** | **14**<br>**3: Writing**<br>**4-5: Writing** | **15**<br>**3: Speaking**<br>**4-5: Speaking** | **16**<br>**K-5 Make-ups** |
| **19**<br>No school<br>Mid-winter break | **20**<br>No school<br>Mid-winter Break | **21**<br>**1-2:Listening**<br>**K: Listening** | **22**<br>**1-2:Reading**<br>**K: Reading** | **23**<br>**K-5 Make-ups** |
| **26**<br>**1-2: Writing**<br>**K: Writing** | **27**<br>**1: Speaking**<br>**K: Speaking** | **28**<br>**K-5 Make-ups** | **March 1**<br>**K-5 Make-ups** | **2**<br>**TDS System is down – No ELPA Testing or interim** |
| **5**<br>**K-5 Make-ups** | **6**<br>**K-5 Make-ups** | **7**<br>**K-5 Make-ups** | **8**<br>**K-5 Make-ups** | **9**<br>**K-5 Make-ups** |
| **12** | **13** | **14** | **15** | **16** |
| **19** | **20** | **21** | **22**<br>**Last Day of Test** | **23** |
| **26**<br>**Early Release**<br>**A&R to collect testing materials** | **27**<br>**Early Release**<br>**A&R to collect testing materials** | **28**<br>**Early Release**<br>**A&R to collect testing materials** | **29**<br>**Early Release**<br>**A&R to collect testing materials** | **30**<br>**Early Release**<br>**A&R to collect testing materials** |

*Updated 10/30/2017*

*Consider the OSPI suggested student ratio and test times for each grade level. Allow 10-15 minutes additional time for instructional purposes and proctor set-up.*

| Grade/Grade Band | Proctor : Student Ratio | Subtest Times | Total |
|---|---|---|---|
| **K and 1** | 1 : 5 | 20 Minutes | 1 Hour and 20 Minutes |
| **2-3** | 1 : 8 | 25 Minutes | 1 Hour and 40 Minutes |
| **4-5** | 1 : 10 | 25 Minutes | 1 Hour and 40 Minutes |

2. **Exemptions:** List any students applying for Medical Exemption.

| SSID | Student Name | Grade | Explanation |
|---|---|---|---|
| | N/A | | |
| | | | |

3. **Refusal:** Who will be responsible for coding test refusals in TIDE under Participation Codes and sending refusal form to Assessment & Research department.

| Person Responsible for entering refusal into TIDE and sending in paperwork to Assessment department |
|---|
| Celia O'Connor, Valerie Yob |
| |

4. **Dually Qualified Students with Significant Cognitive Disabilities:** These students will not be tested during this window. Instead they will take the WIDA during a different window. Additional information about WIDA is pending release from OSPI.

5. **Test Tools and Supplies:** Consult the Test Administration Manual (TAM), and/or Guidelines for Tools, Supports, and Accommodations (GTSA) to assist in planning.

| Subject | Tools | Person Responsible |
|---|---|---|
| Listening | ☐ *Scratch paper and pencil*<br>☐ *Headsets* | Holly Im-Hamper<br>Julie Kaufman |
| Reading | ☐ *Scratch paper and pencil* | |
| Writing | ☐ *Scratch paper and pencil*<br>☐ *Must be Number 2 Pencils for K-1 booklets* | |
| Speaking | ☐ *Scratch paper and pencil*<br>☐ *Headsets with microphone* | |

6. **Portables as Testing Locations:** Contact IT if using a portable.

| Person responsible to contact IT with portable # and number of students testing |
|---|
| N/A |
| |

7. **Accommodations**: IEP and 504 accommodations are coded en masse at the CRC on a specific schedule that accounts for testing windows. School assessment coordinators receive a list of students who were coded with accommodations from special services after the mass update. If changes are required, school assessment coordinators should work with case managers.

8. **Test Administrators (Proctors) Access to WCAP:** Assessment & Research department set-up proctor accounts in WCAP at the beginning of the year. All K-12 teachers have WCAP accounts. Para-educators or specialist may need access. First have them enter their email address and select "forgot my password" on the WCAP login page, if they have an account they will immediately see an email with temporary password. SC can add new TA roles for paras that will be administering the exam.

| Building SC responsible to add new TA accounts to WCAP |
| --- |
| Celia O'Connor, Valerie Yob |
|  |
|  |

**All proctors and administrators (or designated School Coordinators) must attend one of these training dates:**
Thursday, Jan. 18 at CRC – Board Room (10am to noon)
        10am-11am – Proctor Security and Test Administration Training
        11am-12pm – ELPA21 Annual Practice Test Training
Tuesday, Jan. 23 at CRC - Port Gardner Room A (3:30pm to 5:30pm)
        3:30pm-4:30pm – Proctor Security and Test Administration Training
        4:30pm-5:30pm – ELPA21 Annual Practice Test Training

9. **Secure Test Material Handling Plan**. All K-1 Writing test booklets must be kept in a locked storage area with limited staff access. Consider who will receive, inventory, and return test booklets.

| Document Storage | Location: Room A153B | | |
| --- | --- | --- | --- |
|  | **Name** | **Name** | **Name** |
| Staff with keys (access) | **Holly Im-Hamper** | **Ahmad Ahmad** | **Rania Salib** |
| Do you need to rekey? | □ **Yes** | ✓ **No** | |
|  | | | |
| **Activity** | **Person Responsible** | **Extension #** | **Person Assisting** |
| Ensure fire drills are not scheduled on test date | **Valerie Yob** | **X4691** | **Celia O'Connor** |
| Reserve Chromebooks | Holly Im-Hamper | 4655 | Julie Kaufman |
| Reserve headsets with microphone | Holly Im-Hamper | 4655 | Julie Kaufman |
| Check headsets and computers for listening and recording | Rania Salib | 4658 | Ahmad Ahmad |
| Receive K-1 Writing booklets on **TBD** | Holly Im-Hamper | 4655 | Julie Kaufman |
| Verify test material inventory by **TBD** (E-mail Yu-Chin Huang for additional materials) | Holly Im-Hamper | 4655 | Julie Kaufman |
| Receive testing roster from Yu-Chin and create schedule for testing and update roster | Holly Im-Hamper | 4655 | Julie Kaufman |
| Verify all students are in TIDE. If student is not in TIDE, create LMS work order | Holly Im-Hamper | 4655 | Julie Kaufman |
| Test all EL & Native American students on the roster sent by categorical | Holly Im-Hamper | 4655 | Julie Kaufman |
| To test additional students, not on the list, contact Deb X4066 or Yu-Chin X4031 | Holly Im-Hamper | 4655 | Julie Kaufman |
| Print test tickets for students from TIDE. Keep in a secured area until testing is complete. Destroy all test tickets at the end of testing. | Holly Im-Hamper | 4655 | Julie Kaufman |
| Apply labels to K-1 Writing test booklets | Rania Salib | 4658 | Ahmad Ahmad |
| Print labels for new students | Holly Im-Hamper | 4655 | Julie Kaufman |
| Record booklet number on K-1 eRoster | Holly Im-Hamper | 4655 | Julie Kaufman |

| Activity | Person Responsible | Extension # | Person Assisting |
|---|---|---|---|
| Count and sign out K-1 Writing test booklets to proctors | Holly Im-Hamper | 4655 | Julie Kaufman |
| Track absent students and arrange for makeup | Holly Im-Hamper | 4655 | Julie Kaufman |
| Provide Yu-Chin an eRoster with any non-tested students and the reason (W/D, extended absence, refused etc.) | Holly Im-Hamper | 4655 | Julie Kaufman |
| Inventory K-1 Scorable and Non-Scorable booklets | Holly Im-Hamper | 4655 | Rania Salib Ahmad Ahmad |
| Pack K-1 writing test booklets, but do NOT seal box before A&R department arrives at your building. Appointment requests forth coming. | Holly Im-Hamper | 4655 | Rania Salib Ahmad Ahmad |

**Test Communication Plan**.  Considering the impact that testing will have on the many people at your building, list ways to communicate to all who are affected.

| Impacted Group | How/what we intend to communicate: | Person Responsible | Date(s) |
|---|---|---|---|
| EL Students | In person Connect-ed, school newsletter | Rania Salib, Ahmad Ahmad Celia O'Connor-Weaver | Week of 2/5 Week of 2/12 |
| EL Parents | BlackBoard connect call | Yu-Chin and Deb | Week of 2/5 |
| Teacher/Faculty (excused student list with times) | Emails, verbal reminders | Holly Im-Hamper | Jan-Feb 201 |
| Office support staff | Emails, verbal reminders | Holly Im-Hamper | Jan-Feb 201 |
| Sp ED Staff | Emails, verbal reminders | Holly Im-Hamper | Jan-Feb 201 |
| Cafeteria Staff | Emails, verbal reminders | Holly Im-Hamper | Jan-Feb 201 |
| Para Pros | Emails, verbal reminders | Holly Im-Hamper | Jan-Feb 201 |
| Custodial | Noise Consideration | Holly Im-Hamper | Jan-Feb 2016 |
| Maintenance | Noise Consideration | Holly Im-Hamper | Jan-Feb 2016 |
| Tutors/ Refugee Forum | N/A | | |
| Other(s) | N/A | | |