Mission pre-ops:
Gearing up for STAAR
INTRODUCTIONS

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On a sticky note, or scratch paper, write down all of the known moving pieces of State Assessments coming up.
Learning target
I will be able to explain my action steps in the next three weeks to prepare for the STAAR/Testing Season.
Goal: The right student, is taking the right test, with the right tools needed.
PRIORITYING

1. TIME

Accommodations
Test Versions
Testing Room Locations
Small Groups & Testing Rooms
Training Staff for Proctoring/Logistics
Materials: headphones, pencils, highlighters, etc
Pre-Test Day Logistics, Test Day Logistics, Post Test Day Logistics
PRIORITIZING

2. COMMUNICATION

Trainings for staff
Emailing staff any changes
Knowing what your staff needs
Gearing up in weeks before
Informing students of testing procedures
Prioritizing

3. Organization

Testing Bins? Folders?
Accommodations Binder? Folder?
DCCM
Answer Documents
To Do Lists
“Man does not plan to fail, he fails to plan.”

- Ben Franklin? Winston Churchill?
ACCOMMODATIONS

SpEd, 504, LPAC,
Local Tier Accountability

Consider how you’ll keep this organized.
Accommodations drive most decisions early on

<table>
<thead>
<tr>
<th><strong>Accommodations</strong></th>
<th><strong>Test Versions</strong></th>
<th><strong>Testing Rooms</strong></th>
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<tbody>
<tr>
<td>Depending on what your students need, will lead to the test versions needed</td>
<td>Test versions also affect the types of proctors you need. Online vs. Paper. Headphones or no headphones?</td>
<td>How many computer labs do you need? Will you bring in Chromebooks? How many small group rooms do you need?</td>
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</table>
TESTING ROOMS

Small Group
Oral Administration
Oral Administration - Spanish
Online
Online Small Group
Available Space

Campus Map
If you don’t have access to this, request one today!

Consider:
• Available Testing Proctors
• Relocation on Testing Days?
• How do you plan on communicating that?
Assign Test booklets
- Label them
- Goal is to not “burn books”
- Consider the # of kids who need “oral admin” booklets first

Answer Documents
- Testing Room Rosters
- Great help from CTA
COMMUNICATION

What?
When?
How Often?
This is why the calendar is so important, and honestly, why January is so important.
Next steps this week...

What do you need ordered?
What shape is your “Testing Room HQ” in?
Who are you contacting this week?

CTA & Campus Confidants
Your Testing Season support!

Grace
Plan for what you can...
Thanks!

Any questions? At this time, take some time to process and work on your calendar.

You can find me at keaneh@cfbisd.edu or 972-968-2619