Mission Impossible: Staying Calm in the midst of Chaos

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Who are we?

Jodi Pafford

**Elementary (PK-5):** 18  
**Middle (6-8):** 6  
**High (9-12):** 3 Comprehensive, 1 Accelerated, 1 DAEP

Total Students: 24,100  
DTC Experience: 5 years DTC, 3 years CTC  
Favorite XYZ: Polka-Dots and Cooking

Dr. Monica Uphoff

**Elementary (PK-5):** 21  
**Middle (6-8):** 7  
**High (9-12):** 3 Comprehensive, 1 Alternate (AEA), 1 DAEP

Total Students: 23,867  
DTC Experience: 18 years  
Favorite XYZ: Creamer with a little bit of coffee
J&M’s Top Tips

DON’T LEAVE HOME WITHOUT IT STUFF…
Help Me, Help You

What will cause you stress? Thinking you are on an island by yourself.

You do not need to do this alone and you don’t need to “start from scratch” regarding every document or training you develop.

How do you keep this from occurring? Network, network, network

Keep an open mind because not all DTCs have the same “job description” depending on the size of the district

Resources for R10/R11
- ESCs/regional DTC groups
- Metroplex Area Testing Supervisors (MATS)
- TSNAP
- Slack
Does any know/have the document from last year that shows the font sizes for the STAAR tests (specifically 7th grade)? It's not posted for this year yet and I can't find where (or if) I saved the document from last year? Thanks!

4 replies  Last reply 4 days ago

Can someone post the webinar link please?

https://ets-txprogram.webex.com/ets-txprogram/onstage/g.php?
MTID=ec71e5ca4da964d08ae41da2753771abc
Cisco Webex Site
Cisco Webex Meetings
Simple, modern video meetings for the global workforce.
Samples

- TELPAS New Rater Checklist
- TELPAS Returning Rater Checklist
- TELPAS CTC Training
- TELPAS Calendar
- TELPAS Alternate Student List
- TELPAS Rater Planning Sheet
- Incident Form
- Cell Phone Statement for Students
- Test Security Technology Department
- District Monitor Training
- CTC/Principal Oath
- Other Roles Oath

- Blank ADP 3-8
- Blank ADP EOC
- Online Disruption Roster
- Verification of the Destruction of Testing Materials
- TELPAS Campus Assessment Plan
- STAAR Campus Assessment Plan

- Brenda Booth
- Christina Trotter
- Brenda Booth
- El Paso ISD
- Humble ISD
Communicate: Early and Often

- Keep emails simple – bullet critical information
- Subject listed for easy reference later
- Make it easy for people to do it right the first time
Communicate: Early and Often

- Yearly testing calendar – send out as soon as they are available

- Send district testing calendar which includes dates for EOC, how to handle DAEP, “telescopers”, etc.

Who to include?

- Student Services - Attendance Clerks/Registrars
- Special Ed, 504, LPAC liaisons, RtI, etc.
- Contacts at JJ
- Building and Grounds
- Fine Arts/Athletics
- GT/Advanced Academics (AP Testing)
- CTCs/Principals/Teaching and Learning
Chaos BEFORE the storm...

CATCH IT BEFORE IT STARTS
Set District Expectations

- **Procedures/Protocols - Do you need them?**
  - Not if you like chaos and room for interpretation

- **Why are they important?**
  - Ensures students receive the opportunity they deserve with the supports they qualify for
  - Ensures accurate data that reflects campus/district performance

- **Examples:**
  - Accommodations: collection of objective evidence
  - Campus Audits
  - TELPAS Audits (district – not the state one)
  - Trainings (district and then the expectation for the campuses and their staff)
  - Communication of scores (to parents, teachers, other stakeholders) – who sees the scores first?
Accommodations

- Reminder - Accommodations are to be reviewed yearly
- Set ‘drop dead date’ for accommodation decisions
  - Clearly communicated to ALL applicable parties
- Collection of data - objective evidence
- Verification of accommodations (CYB)
  - Two weeks prior to testing
Training

- Who is trained?
- How often?
- What delivery method (online, in person, etc.)?
- Oaths
Participation Counts

How do you collect Participation Counts?

Things to think about (caveats):

- 3-5: English/Spanish - will you need two books for one student
- 3-8: On Grade Testers + Above Grade Testers
- EOC: Students in the course + Retesters
- Braille (not part of participation counts but don’t forget…)
- Large Print

Call ETS to increase more than allotted
‘Pallet Specification’

Distribution of Materials
- Warehouse Delivery vs. Campus Pick-up

Campus ordering additional from district
- process?/form?

Check calendar for ordering deadlines
- Call ETS when past deadline
Precodes

- Uploading Student Files
  - Does your SIS build them?
  - Do you have a programmer that can?
- Precode Verification: Checking for accuracy
  - ETS Report: Reports > Students
  - District provided
Chaos DURING the storm...

YOU CAN’T CONTROL CRAZY
Test Day

- Last Minute Emergencies
  - CTC out
  - Call for materials
  - Student with broken arm (emergency accommodations)
- Documentation/Tracking of calls and irregularities
- SMILE when you talk! (Vent later)
- Don’t attempt to give up chocolate or caffeine during testing - it won’t go well
Irregularities

- Process outlined during training
- Do you, the DTC, need to investigate?
  - Suggestion - If you need to meet with a teacher, have a campus administrator in the room as well.
- District form for CTCs
- Signed statements on Campus/District Letterhead
- Do you track procedural irregularities?
  - Do you add additional training if you see a pattern?
Chaos AFTER the storm...

IT'S OVER BUT NOT REALLY OVER
Oops…

- ...So and So just told me that….
  - Handle like other irregularities
  - Call TEA for guidance, if needed
- I have a student miss-match in my resolutions
- I missed a student (EOC - just enrolled…)
Returning Materials

- **The Birdville Way**
  - District staff are invited to help (lunch provided on long days)
  - Scheduled return times sent to CTCs a week in advance
    - Scorable and Nonscorables
    - TestHound Expectations
    - The new Online ADPL expectation

- **The Northwest Way**
  - Campus signs up for a time
  - Admin Assistant counts
  - Jodi and Director work together to check EVERY answer doc
  - Answer Document Return order
Scores

- Do you send out preliminary data/scores?
- Who gets them first?
- Who loads them into your SIS?
- Who loads them into your data tool?
- Access in TOMS?
- Do you hand out the STAAR report card (or the TELPAS report card)?
Where do all these score go?

- Teachers
- Parents/Guardians
- Students
- SIS (eSchool Plus, Tyler, Skyward, Texit...)
- Data Warehouse (Eduphoria, DMAC, Edugence, On Data Suite...)
Questions?

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