

## Emanuel County Schools Assessment Checklist

Assessment Needs – Two Weeks Before			
Determine assessment settings/groups/examinees for: <ul style="list-style-type: none"> <li>• Regular Ed Locations</li> <li>• SpEd Testing Locations</li> <li>• 504 Testing Locations</li> <li>• Transcription of paper test answers</li> <li>• EL Testing Locations                             <ul style="list-style-type: none"> <li>○ Schedule Alison/Andrea/Alexandria if needed (Please talk with them prior to scheduling).</li> </ul> </li> <li>• EOC Dual Enrollment Students – Especially Biology and American Lit</li> </ul>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <b>Small Group, Text to Speech (TTS), Extended Time, Paper Test, Dual Enrollment Students (Biology/Am Lit)</b> </div> <input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Communicate with Riverquest (Demita Hubbard) and Alt School (Donna GoDowns) regarding testing at those locations.</li> <li>• Riverquest students must be identified/marked in eDirect.</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Computer lab/Chromebooks</li> <li>• Plan for Hospital Homebound and Home-based student testing.</li> <li>• Submit any helpdesk ticket needed for setting up Chromebooks for Hospital Homebound testing.</li> <li>• Plan for Chromebook setups (who ensures Chromebooks are charged nightly during testing?)</li> <li>• Earphone setup/checked for Accommodations</li> <li>• Ensure calculators are cleared prior to/after each test session.</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Check all classrooms for content material on the walls/bulletin boards</li> </ul>	<input type="checkbox"/>		
Training – A Week Before			
<ul style="list-style-type: none"> <li>• Train all teachers (including Alt school) that will be Examiners for the assessment using GaDOE Resources found at:                             <ul style="list-style-type: none"> <li>○ Give out examiners manuals. Teachers are expected to read the script ahead of time.</li> <li>○ Math Assessments – Do not pass out calculators until students raise their hands after finishing non-calculator section.</li> <li>○ Train teachers using practice/secure assessment tickets (allows teachers to experience on-line assessment)</li> </ul> </li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Maintain detailed attendance records:                             <ul style="list-style-type: none"> <li>○ Name of each participant/Responsibility</li> <li>○ Date of training/Name of the assessment/Training Agenda/Sign-in Sheet</li> </ul> </li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Testing Tickets                             <ul style="list-style-type: none"> <li>○ Students are to be given the correct testing ticket (pre-printed student name &amp; ID)</li> <li>○ Different color tickets for each testing session</li> <li>○ Make arrangements for transporting testing tickets to Riverquest and Alt school</li> </ul> </li> </ul>	<input type="checkbox"/>		
eDirect – Prior to Testing – Two Weeks Before			
<ul style="list-style-type: none"> <li>• Set accommodations for all SPED students</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Print the Export Student Details Report</li> <li>• Share with lead SPED teachers and have them sign-off to ensure all accommodations are set</li> <li>• Make any corrections that are found</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Set Test Sessions in eDirect</li> <li>• Check accuracy for student testing sessions (New students, students whose classes may have been changed)</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Print Test Tickets and organize for each test session (Week Before)</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Count and secure all testing materials (Week Before)</li> </ul>	<input type="checkbox"/>		
Security			
<b>Materials Security:</b> <ul style="list-style-type: none"> <li>• Secure Test Tickets</li> <li>• Sign out testing materials before the test</li> <li>• Count, secure, sign in testing materials after the test</li> </ul>	<input type="checkbox"/>		
<b>Materials Needed Day of Testing:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>• Test Tickets</li> <li>• Pencils</li> <li>• headphones for TTS students</li> <li>• Reference Sheets (where appropriate)</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>• scratch paper</li> <li>• Incident Reports (If you plan to use them)</li> <li>• Testing in Progress signs for doors</li> <li>• Handheld Calculators (where appropriate)                                     <ul style="list-style-type: none"> <li>○ Ensure they are cleared before/after test session</li> </ul> </li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Test Tickets</li> <li>• Pencils</li> <li>• headphones for TTS students</li> <li>• Reference Sheets (where appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• scratch paper</li> <li>• Incident Reports (If you plan to use them)</li> <li>• Testing in Progress signs for doors</li> <li>• Handheld Calculators (where appropriate)                                     <ul style="list-style-type: none"> <li>○ Ensure they are cleared before/after test session</li> </ul> </li> </ul>	<input type="checkbox"/>
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<b>Check eDirect for “In Progress” students. This would include students who didn’t sign-out properly.</b>			