

**August 2016**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
Aug: Share updated accessibility and accommodations resources including the Personal Needs Profile, 504 Plan, and LEP Accommodations Checklist located in the <a href="#">Assessment Library</a>	Resource Availability	•	•	•	•	•	•	•	•	•	•
Aug: Update contact information using the <b>DTC and Accountability Contact Update</b> form available on the <a href="#">Accountability page</a> and in the <a href="#">Assessment Library</a> . Submit updated forms to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .	Take Action	•	•	•	•	•	•	•	•	•	•
Aug: Begin installing Insight on devices that will be used for EAGLE, practice tests, and online summative assessments	Take Action	•	•	•							
Early Aug: Access LEAP Online Tools Training (OTT) for ELA, math, and social studies available in INSIGHT	Take Action	•	•								
Late Aug: Access EOC Online Tools Training (OTT) for ELA, math, and social studies available in INSIGHT	Take Action			•							
Late Aug: Access LEAP Student Tutorials available in INSIGHT	Take Action		•								
Late Aug: Access summer technology readiness reports within the TRT	Take Action	•	•	•							



**September 2016**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
Sept 1: <a href="#">Data Coordinators Monthly Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Sept 6: <a href="#">Assessment and Accountability Monthly Call and Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Sept 7: <a href="#">District Planning Monthly Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Sept 14,15,19,20: <a href="#">Supervisor</a> and <a href="#">Teacher Leader Collaboration</a> Events	Meeting	•	•	•	•	•	•	•	•	•	•
Sept: <a href="#">Office hours</a> begin, and are held Tuesdays at 1pm	Resource Availability	•	•	•	•	•	•	•	•	•	•
<b>Assessment Preparation and Administration</b>											
Sept: Ensure that all applicable staff members continuously evaluate the effectiveness of accessibility and accommodations and revise IEP, IAP, LEP, and PNP documents as needed	Take Action	•	•	•	•	•	•	•	•	•	•
Sept: Manage user accounts in eDIRECT for LEAP assessments	Take Action	•	•								
Sept: Begin setting up TSMs for EOC administration	Take Action			•							
Late Sept: Access fall technology readiness reports within the TRT and use to begin planning for online assessments	Take Action	•	•	•							

September 2016 (cont'd)

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
Sept 1, 15, 23, 29: Register and attend <a href="#">WorkKeys Test Groups and Batch Loading Training</a> presented by ACT	Take Action							•			
Sept. 13 and 22: Register and attend <a href="#">Building and Sustaining an AP Program</a> webinar presented by AP	Webinar										•
Sept 13: Access EOC Student Tutorials available in eDIRECT	Take Action			•							
Sept 13, 22, 26: Register and attend <a href="#">WorkKeys Test Administration Training for Online Testing Webinar</a> presented by ACT	Take Action							•			
Sept. 29 and Oct. 6: Register and attend <a href="#">AP Course Audit</a> webinar presented by AP	Webinar										•
Sept 30: K–3 Fall Assessments reporting deadline	Deadline								•		



October 2016 (cont'd)

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
Oct 10: Manage user accounts in eDIRECT for EOC assessments	Take Action			•							
Oct 12, 24: Register and attend <a href="#">WorkKeys Test Groups and Batch Loading Training</a> presented by ACT	Take Action							•			
Oct 14, 24: Register and attend Register and attend <a href="#">WorkKeys Test Administration Training for Online Testing Webinar</a> presented by ACT	Take Action							•			
Oct 28: EOC Fall 2015 deadline to finalize IEP, IAP, and LEP accommodations prior to fall EOC administration	Deadline			•							

**November 2016**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
Nov 1: <a href="#">Assessment and Accountability Monthly Call and Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Nov 2: <a href="#">District Planning Monthly Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Nov 3: <a href="#">Data Coordinators Monthly Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Nov: <a href="#">Office hours</a> held every Tuesday	Resource Availability	•	•	•	•	•	•	•	•	•	•
<b>Assessment Preparation and Administration</b>											
Nov: Test coordinators ensure that TAs, proctors, and monitors are assigned to testing groups for fall EOC tests	Take Action			•							
Nov: School test coordinators (STCs) deliver online test security and administration training for fall EOCs	Take Action			•							
Nov: ACT window for schools to agree to terms and conditions in PANext and start to order accommodations in November	Take Action						•				
Nov: Utilize scheduling guidance to determine final EOC test schedules prior to setting up test sessions in eDIRECT	Take Action			•							

**November 2016 (cont'd)**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
Early–Mid Nov: Create test sessions within eDIRECT in preparation for fall EOCs and print student test tickets	Take Action			•							
Nov. 8 and 17: Register and attend <a href="#">Getting Started with CLEP</a> webinar presented by AP	Webinar										•
Nov 14–May 12: WorkKeys online test administration window	Testing Window							•			
Nov–Feb 17: Submit ACT approved accommodations in the Test Accessibility and Accommodations (TAA) System	Take Action						•				
Nov 28–Dec 14: EOC Fall 2016 test administration window	Testing Window			•							
Nov 28: Enter EOC test ticket invalidation into eDIRECT at the end of each week of testing.	Take Action			•							

**December 2016**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
Dec 1: <a href="#">Data Coordinators Monthly Call and Tech/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Dec 6: <a href="#">Assessment and Accountability Monthly Call and Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Dec 7: <a href="#">District Planning Monthly Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Dec 9, 12, 13, and 15: <a href="#">Supervisor and Teacher Leader Collaboration</a> Events	Meeting	•	•	•	•	•	•	•	•	•	•
Dec: <a href="#">Office hours</a> held every Tuesday	Resource Availability	•	•	•	•	•	•	•	•	•	•
<b>Assessment Preparation and Administration</b>											
Dec: LEAP Practice Test test setup available in eDIRECT	Take Action		•								
Dec 5: Submit fall TRT device and network data	Take Action	•	•	•							
Nov 28–Dec 14: Administer EOC Fall 2016 tests	Testing Window			•							
Nov 14–May 12: WorkKeys online test administration window	Testing Window							•			
Nov–Feb 17: Submit ACT approved accommodations in the Test Accessibility and Accommodations (TAA) System	Take Action						•				

**January 2017**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
Jan 3: <a href="#">Assessment and Accountability Monthly Call and Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Jan 5: <a href="#">Data Coordinators Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Jan 11: <a href="#">District Planning Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Jan 31 and Feb 2, 7, and 9: <a href="#">Supervisor and Teacher Leader Collaboration</a> Events	Meeting	•	•	•	•	•	•	•	•	•	•
Jan: <a href="#">Office hours</a> held every Tuesday	Resource Availability	•	•	•	•	•	•	•	•	•	•
<b>Assessment Preparation and Administration</b>											
Jan: Coordinate distribution of ELDA and LAA 1 test coordinator manuals (TCMs), test administrator manuals (TAMs), and training video modules available in eDIRECT	Take Action				•	•					



**January 2017 (cont'd)**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
Jan 6: Finalize IAP and LEP accommodations plans on file at district/school for the ELDA test administration	Deadline				•						
Jan 6: Finalize IEP accommodations in SER for LAA 1 test administration	Deadline					•					
Jan 10: View online LEAP Practice Test results in eDIRECT, within 24 hours of test [MC Items only]	Take Action	•	•								
Jan 23–March 3: NAEP testing in selected schools	Testing Window									•	
Jan 24: ELDA and LAA 1 assessment materials delivered to sites	Take Action				•	•					
Jan 24: ELDA and LAA 1 Additional Materials System available in eDIRECT	Take Action				•	•					
Jan 24: ELDA & LAA 1 Electronic Security Checklists available in eDIRECT	Take Action				•	•					
Jan 31: AP course audit deadline	Deadline										•
Nov–Feb 17: Submit ACT approved accommodations in the Test Accessibility and Accommodations (TAA) System	Take Action						•				
Nov 14–May 12: WorkKeys online test administration window	Testing Window							•			

**February 2017**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
Feb 2: <a href="#">Data Coordinators Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Feb 7: <a href="#">Assessment and Accountability Monthly Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Feb 8: <a href="#">District Planning Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
Feb 2, 7, and 9: <a href="#">Supervisor and Teacher Leader Collaboration</a> Events	Meeting	•	•	•	•	•	•	•	•	•	•
Feb: <a href="#">Office hours</a> every Tuesday	Available Resource	•	•	•	•	•	•	•	•	•	•
<b>Assessment Preparation and Administration</b>											
Feb: Support continuous evaluation of accessibility/ accommodations effectiveness; revise IEP, IAP, LEP, and PNP documents as needed	Support	•	•	•	•	•	•	•	•	•	•
Feb: Utilize SER accommodation reports to plan for spring test administrations	Take Action	•	•	•	•	•	•	•	•	•	•
Feb: Order ACT non-college reportable accommodation materials online	Take Action						•				

**February 2017 (cont'd)**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
Feb: STCs ensure that TAs, proctors, and monitors are appropriately assigned to testing groups for ELDA and LAA 1 testing	Take Action				•	•					
Feb: Download ACT Match-No Match lists second release from sFTP for distribution to STCs to ensure testing of all grade 12 students with no ACT score on record	Take Action						•				
Feb: Verify testing enrollment and order WorkKeys Accommodated materials online	Take Action							•			
Feb: Ensure that Insight has been installed on all devices that will be used for spring EOCs	Take Action			•							
Feb: Set up TSMs for spring EOCs	Take Action			•							
Feb: Test Administrator Upload System available for ELDA and LAA 1 tests	Take Action				•	•					
Feb: Utilize the technology readiness tools to determine that devices are correctly configured for online spring EOCs	Take Action	•	•	•							

February 2017 (cont'd)

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
Late Feb–Early March: Coordinate Graduation cohort data certification/exit code review for accuracy of cohort graduation indices in SPS	Take Action			•			•				•
Feb 6–March 17: ELDA test administration	Testing Window				•						
Feb 6–March 17: LAA 1 test administration	Testing Window					•					
Nov–Feb 17: Submit ACT approved accommodations in the Test Accessibility and Accommodations (TAA) System	Take Action						•				
Jan 23–March 3: NAEP testing in selected schools	Testing Window									•	
Nov 14–May 12: WorkKeys online test administration window	Testing Window							•			

**March 2017**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
March 2: <a href="#">Data Coordinators Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
March 7: <a href="#">Assessment and Accountability Monthly Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
March 8: <a href="#">District Planning Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
March 14–16: <a href="#">Supervisor Collaboration Events</a>	Meeting	•	•	•	•	•	•	•	•	•	•
March: <a href="#">Office hours</a> every Tuesday	Available Resource	•	•	•	•	•	•	•	•	•	•
<b>Assessment Preparation and Administration</b>											
Late Feb–Early March: Finalize Graduation cohort data certification and exit code review for final calculation of graduation rates and SPS graduation indices	Deadline			•			•				•
March: Support STCs with delivery of test security, preparation, and administration training for spring testing to TAs and other school personnel for applicable assessments	Support	•	•	•			•	•			
March: Support STCs to ensure that TAs, proctors, and monitors are appropriately assigned to testing groups for spring testing	Support	•	•	•			•	•			

**March 2017 (cont'd)**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
March: STCs deliver test security, preparation, administration training to TAs/school personnel for spring assessments	Take Action	•	•	•			•	•			•
March: ACT- Complete advanced search in <i>Test Accessibility and Accommodations System (TAA)</i> for students with accommodations	Take Action						•				
March: Configure Insight on testing devices for LEAP	Take Action	•	•								
March: Utilize the technology readiness tools to determine that devices are correctly configured for LEAP	Take Action	•	•								
March: Utilize scheduling guidance to determine final LEAP and EOC test schedules prior to setting up test sessions in eDIRECT	Take Action	•	•	•							
March: Create test sessions within eDIRECT in preparation for LEAP and EOCs and print student test tickets	Take Action	•	•	•							

**March 2017 (cont'd)**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
Late March: Download and distribute to STCs EOC Tests third year cohort file/roster available on data management sFTP sites to ensure testing or accountability coding of students who must participate in Algebra I and/or English II	Take Action			•							
March 3: Finalize IEP, IAP, and LEP accommodations for the ELA, math, social studies, and science grades	Deadline	•	•								
March 6–10: ACT delivers standard time and accommodation(s) materials to LEAs/districts; for LEAs/districts on holiday delivery is Feb 27	Take Action						•				
March 21: Administer ACT initial test	Testing Date						•				
March 21–April 4: Administer ACT accommodations test (for ACT- approved and non-college reportable)	Testing Window						•				
March 22–April 5: Administer WorkKeys accommodations test	Testing Window							•			
March 23: Contact courier agency. Scheduled pickup of ACT secure materials from LEA/district office	Take Action						•				

**March 2017 (cont'd)**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
March 24: Finalize IEP, IAP, and LEP accommodations for the Spring 2016 EOC Tests administration window	Deadline			•							
Mar. 25: Priority Deadline for AP exam ordering	Deadline										•
Feb 6–March 17: ELDA test administration	Testing Window				•						
Feb 6–March 17: LAA 1 test administration	Testing Window					•					
Jan 23–March 3: NAEP testing in selected schools	Testing Window									•	
Nov 14–May 12: WorkKeys online test administration window	Testing Window							•			



**April 2017 (cont'd)**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Assessment Preparation and Administration</b>											
April 3–May 5: Administer ELA, math, and social studies tests for computer-based testing (CBT)	Testing Window	•	•								
April 6, 7: Contact courier agency. Scheduled pickup of ACT secure accommodated materials from LEA/district office	Take Action						•				
April 8: Final ACT national test date for grade 12 students to earn highest score included the 2015–2016 High School SPS ACT index	Deadline						•				
Apr. 8: Extension Deadline for AP exam ordering	Deadline										•
April 11: Order additional test materials in eDIRECT for spring testing	Take Action	•	•								
April 11: Access Test Administrator Upload System in eDIRECT for spring testing	Take Action	•	•								
April 11: LEAP grades 3–4 ELA and math, and grades 3–8 science paper materials delivered to LEAs	Take Action	•	•								
Apr. 15: Final Deadline for AP exam ordering	Deadline										•
April 24–May 2: Conduct pretest sessions for ACT makeup test administration date	Take Action						•				
April 24–May 19: Administer EOC Spring 2017 test	Testing Window			•							
Nov 14–May 12: WorkKeys online test administration window	Testing Window							•			

**May 2017**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
May 2: <a href="#">Assessment and Accountability Monthly Call and Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
May 3: <a href="#">District Planning Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
May 4: <a href="#">Data Coordinators Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
May 30–June 2: Tentative Teacher Leader Summit	Meeting	•	•	•	•	•	•	•	•	•	•
May: <a href="#">Office hours</a> held every Tuesday	Webinar	•	•	•	•	•	•	•	•	•	•
<b>Assessment Preparation and Administration</b>											
May: ELDA & LAA 1 School Rosters, Student Reports, and CSV files available in eDIRECT	Take Action				•	•					
May 1–5: Administer grades 3–4 ELA, math, and social studies tests for paper based testing, including makeup test administration	Testing Window	•	•								
May 2–13: Administer Advanced Placement (AP) test	Testing Window										•
May 3: Administer ACT makeup test	Take Action						•				

**May 2017 (cont'd)**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		DSC and K–3 Literacy	NAEP	AP and CLEP
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys			
<b>Assessment Preparation and Administration</b>											
May 4: Administer grades 3–8 science paper based test	Testing Window	•									
May 5: Contact courier agency. Scheduled pickup of ACT secure and non-secure make up materials from LEA/district office	Take Action						•				
May 12: Last day for College Level Examination Program (CLEP) test scores included in SPS for graduation cohort members	Deadline										•
May 19: Last day for ACT and WorkKeys answer documents to be received by ACT; documents received after this date will not be scored based testing	Deadline						•	•			
April 3–May 5: Administer grades 3–8 ELA, math, and social studies test for computer based testing	Testing Window	•	•								
April 24–May 29: Administer EOC Spring 2017 tests	Testing Window			•							

**June 2017**

Activity	Action Type	Grades 3–8		High School	Alternate Assessments		ACT Series		Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	ACT	WorkKeys	DSC and K–3 Literacy	NAEP	AP and CLEP
<b>Communication and Support</b>											
June 1: <a href="#">Data Coordinators Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
June 6: <a href="#">Assessment and Accountability Monthly Call and Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
June 14: <a href="#">District Planning Call/Webinar</a>	Webinar	•	•	•	•	•	•	•	•	•	•
<b>Assessment Preparation and Administration</b>											
Early June: Ensure that Insight has been installed on all devices that will be used for EOCs	Take Action			•							
Early June: Set up TSMs for EOCs	Take Action			•							
Early June: Utilize the technology readiness tools to determine that devices are correctly configured for EOCs	Take Action			•							
Early June: Utilize scheduling guidance to determine final EOC test schedules prior to setting up test sessions in eDIRECT	Take Action			•							
Early June: Create test sessions within eDIRECT in preparation for EOCs and print student test tickets	Take Action			•							
June 19–23: Administer EOC Summer 2017 tests	Testing Window			•							