

The Assessment and Accountability Month-by-Month Checklist identifies key dates and deadlines for statewide assessment programs and accountability processes for the academic year, provides action steps to ensure readiness for administering statewide assessments, and recommends resources for system and school staff.

The checklist includes information on the following areas:

- Communication and Support
- Accessibility and Accommodations
- Assessment Preparation and Administration
- Accountability
- Reports

Use the hyperlink below to access action items for assessments by month.

[August](#)

[November](#)

[February](#)

[May](#)

[September](#)

[December](#)

[March](#)

[June](#)

[October](#)

[January](#)

[April](#)

## August 2017

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —Aug 3	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —Aug 9	Webinar										•
	<a href="#">Assessment and Accountability Monthly Call</a> —Aug 15 at 1:00 p.m.		•	•	•	•	•	•	•	•	•	•
	<b>Accountability and Assessment Preparation</b>											
	Early Aug: Access grades 3-8 LEAP 2025 Online Tools Training (OTT) and tutorials for ELA, math, and social studies available in INSIGHT	Take Action				•						
	Early August: Data certification for ACT, High School Progress Points, and DCAI	Take Action										•
	Aug: Begin planning LEAP 2025 practice test implementation	Take Action				•						
	Aug: Begin data submission of class schedules for LEAP 2025 testers (TSDL)	Take Action										•
	Aug: Submit DTC and Accountability Contact Update Form to <a href="mailto:assessment@la.gov">assessment@la.gov</a>	Take Action										•
	Aug: Begin setting up TSMs for all assessments	Take Action			•	•	•					
	Aug: Begin installing INSIGHT on devices that will be used for online assessments	Take Action			•	•	•					
	Aug: eScholar student data submissions for returning and new students enrolled for 2017-18 begins	Take Action										•
	Aug: Manage users in eDIRECT for LEAP 360 assessments	Take Action			•							
	Aug: Manage user accounts in eDIRECT for Spring LEAP 2025 for	Take Action				•						

## 2017–2018 Assessment and Accountability Month-by-Month Checklist

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	grades 3-8 and Fall LEAP 2025 for high school assessments											
	Aug: Begin test setup for Diagnostic Assessments and LEAP Practice Tests	Take Action			•	•						
	Aug: PearsonAccessNEXT opens for placing WorkKeys accommodated paper test orders	Take Action								•		
	Aug 7–25: Window to manage participation information and order accommodations and ELL support materials in PearsonAccessNEXT	Take Action								•		
	Late Aug: Data certification for 2016–2017 state standard and alternate assessments	Take Action										•
	Aug 25: Schools order materials based upon numbers expected to test for ACT WorkKeys paper (accommodated fall testing)	Take Action								•		
	Aug 31: Districts and schools selected for test security audit submit security policies to <a href="mailto:assessment@la.gov">assessment@la.gov</a>	Take Action										•
	Aug 31: Submit summer TRT device and network data	Deadline										•
	<b>Assessment Administration and Reporting</b>											
	Aug: Distribute 2016-2017 student score reports and parent support materials	Take Action										
	Aug: Administer the LEAP 360 Diagnostic Assessments	Take Action			•							
	Aug: Begin administering KEA and K-3 Literacy Assessments	Testing Window	•									
	Aug: Use Diagnostic reports for planning and PLC discussions	Take Action			•							

## September 2017

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">School System Monthly Planning Call</a> —Sept 6	Webinar										•
	<a href="#">Data Coordinator Monthly Webinar</a> —Sept 7	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> —Sept 12	Webinar	•	•	•	•	•	•	•	•	•	•
	Fall Collaborations—Sept 12, 14, 19, and 21	Training										•
	<b>Accountability and Assessment Preparation</b>											
	Sept: Ensure that all applicable staff members continuously evaluate the effectiveness of accessibility and accommodations and revise IEP, IAP, EL, and PNP documents as needed	Take Action										•
	Sept: Begin test setup for high school LEAP 2025 practice tests	Take Action				•						
	Sept: Begin data submission, including class schedules (SIS) and accommodations (SIS and SER) and certify sponsor and site info in the Sponsor Site system for delivery of test materials	Take Action										•
	Sept: Audit of Fall LEAP 2025 testers (TSDL)	Take Action										•
	Sept: Schools receive annual AP participation materials	Take Action									•	
	Sept: Ensure all returning and new students enrolled for 2017-18 have been submitted to eScholar, review retirement/split IDs and make updates in applicable systems (LASID Audit #1)	Take Action										•
	Sept: Deadline to submit class schedule corrections for LEAP 2025 testers in preparation for DRC Assessments	Deadline										•
	Sept: Access high school LEAP 2025 OTTs and Student Tutorials	Take Action				•						

2017–2018 Assessment and Accountability Month-by-Month Checklist

√	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	available in eDIRECT											
	Sept 18–22: Receipt of materials for ACT WorkKeys shipment(s) containing nonsecure and secure standard time and accommodation support materials	Take Action								•		
	Sept 18–Oct 2: Window to conduct pretest sessions for all ACT WorkKeys examinees and train room supervisors and proctors	Take Action								•		
	Sept: Begin test setup for LEAP 360 interim assessments	Take Action			•							
	Late Sept: Access technology readiness reports within the TRT and use to begin planning for online assessments	Take Action										•
	<b>Assessment Administration and Reporting</b>											
	Sept 29: KEA and K–3 Literacy Assessments reporting deadline	Deadline	•									

October 2017

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —Oct 5	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —Oct 4	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> — Oct 10	Webinar	•	•	•	•	•	•	•	•	•	•
	<b>Accountability and Assessment Preparation</b>											
	Oct 1: NAEP deadline for selected schools to register school via <a href="#">MyNAEP</a>	Deadline						•				
	Oct: DTCs deliver online test security and LEAP 2025 administration training to School Test Coordinators (STCs) and other applicable school and district personnel for fall high school LEAP 2025	Take Action				•						
	Oct: Review retirement/split IDs and make updates to applicable systems (LASID Audit #2)	Take Action										•
	Oct: Ensure accommodations are updated in SIS (504) and SER (IEP) to populate the precoded assessment files	Take Action										•
	Oct 10: Manage user accounts in eDIRECT for fall high school LEAP 2025 assessments	Take Action				•						
	Oct 28: LEAP 2025 Fall 2017 deadline to finalize IEP, IAP, and LEP accommodations prior to fall high school LEAP 2025 administration	Deadline				•						
	<b>Assessment Administration and Reporting</b>											
	Oct 3-17: ACT WorkKeys accommodations and testing window	Testing Window								•		
	Oct 18: Return all ACT WorkKeys accommodations and supports test	Take Action								•		

√	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	materials via the prescheduled pickup											
	Oct 27: Deadline for ACT to receive ACT WorkKeys answer documents from schools	Deadline								•		
	Oct 3-April 13: ACT WorkKeys <b>online</b> testing window	Testing Window								•		

## November 2017

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —Nov 2	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —Nov 1	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> —Nov 7	Resource	•	•	•	•	•	•	•	•	•	•
	<b>Accountability and Assessment Preparation</b>											
	Early–Mid Nov: Create test sessions within eDIRECT in preparation for fall high school LEAP 2025 and print student test tickets	Take Action				•						
	Nov: Test coordinators ensure that TAs, proctors, and monitors are assigned to testing groups for fall high school LEAP 2025 tests	Take Action				•						
	Nov: School test coordinators (STCs) deliver online test security and administration training for fall high school LEAP 2025	Take Action				•						
	Nov: ACT window for schools to agree to terms and conditions in PANext and order accommodations	Take Action							•			
	Nov: Utilize scheduling guidance to determine final fall high school LEAP 2025 test schedules prior to setting up sessions in eDIRECT	Take Action				•						
	Nov: DTCs receive preliminary ACT Match/No Match list	Take Action							•			
	Nov: Deadline for schools to return the AP Participation Form and Participation Survey to the College Board.	Deadline									•	
	Nov 29: Enter fall high school LEAP 2025 test ticket invalidation into eDIRECT at the end of each week of testing	Take Action				•						
	Nov 30: Schools receive ACT WorkKeys individual score reports, summary for examinee, and examinee roster report	Take Action								•		



√	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	Nov–Feb: Submit ACT approved accommodations in the TAA System	Take Action							•			
	<b>Assessment Administration and Reporting</b>											
	Nov 29–Dec 15: High School LEAP 2025 Fall 2017 test administration window	Testing Window				•						
	Oct 3–April 13: ACT WorkKeys <b>online</b> testing window	Testing Window							•			

## December 2017

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —Dec 7	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —Dec 13	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> —Dec 19	Webinar	•	•	•	•	•	•	•	•	•	•
	<b>Accountability and Assessment Preparation</b>											
	Dec: Data coordinators review retirement/split IDs and make updates in the applicable systems (LASID Audit #3)	Take Action										•
	Dec 5: Submit fall TRT device and network data	Take Action										•
	Dec: AP Coordinator's Manual, Bulletin for AP Students and Parents, and other information arrives at schools that have submitted AP Forms to College Board	Take Action									•	
	Nov–Feb: Submit ACT approved accommodations in the TAA System	Take Action							•			
	<b>Assessment Administration and Reporting</b>											
	Dec: Access Fall LEAP 2025 for high school individual reports	Take Action				•						
	Nov 29–Dec 15: High school LEAP 2025 Fall 2017 test administration window	Testing Window				•						
	Oct 3–April 13: ACT WorkKeys <b>online</b> testing window	Testing Window								•		

## January 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —Jan 11	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —Jan 10	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> —Jan 16	Webinar	•	•	•	•	•	•	•	•	•	•
	Winter Collaboration Event: Jan 30	Training										•
	Jan: ACT (paper and online) and ACT WorkKeys Paper Test Administration Q & A webinar	Webinar							•			
	<b>Accountability and Assessment Preparation</b>											
	Jan: Coordinate distribution of LEAP Connect test coordinator manuals (TCMs), test administrator manuals (TAMs), and training video modules available in eDIRECT	Take Action					•					
	Jan: Deliver test security, preparation, and administration training for LEAP Connect to STCs and other applicable school and district personnel, available in the <a href="#">Assessment Library</a>	Take Action					•					
	Jan: Begin Spring data submission of class schedules for high school LEAP 2025 testers (TSDL)	Take Action										•
	Jan: AP coordinators receive an email containing exam ordering information and can begin ordering exams online.	Take Action									•	
	Jan: AP Studio Art Digital Submission Web application becomes available.	Take Action									•	
	Jan: Begin setup for LEAP Connect	Take Action					•					
	Jan 6: Finalize IEP, IAP, and LEP accommodations plans for LEAP	Deadline		•			•					

2017–2018 Assessment and Accountability Month-by-Month Checklist

√	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	Connect and ELPT											
	Jan: Test Administrator Upload System available for LEAP Connect	Take Action					•					
	Jan: LEAP Connect assessment materials delivered to sites	Take Action					•					
	Jan: LEAP Connect Additional Materials System available in eDIRECT	Take Action					•					
	Jan 24: LEAP Connect Electronic Security Checklists available in eDIRECT	Take Action					•					
	Jan 31: AP course audit deadline	Deadline									•	
	<b>Assessment Administration and Reporting</b>											
	Jan 29–March 9: NAEP testing in selected schools	Testing Window						•				

## February 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —Feb 1	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —Feb 7	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> —Feb 20	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">ACT Q&amp;A Webinar</a> – Feb 20	Webinar							•			
	Winter Collaborations—Feb 1, 6, and 8	Training										•
	<b>Accountability and Assessment Preparation</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							•			
	Feb: STCs ensure that TAs, proctors, and monitors are appropriately assigned to testing groups for LEAP Connect testing	Take Action					•					
	Late Feb: Download ACT Match-No Match lists second release from FTP 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								•		

2017–2018 Assessment and Accountability Month-by-Month Checklist

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	Feb: Deadline for submitting to College Board complete disability documentation for students with disabilities who will take a 2018 AP exam	Deadline									•	
	Feb 27: ACT delivers standard time and accommodation(s) materials to LEAs/districts on holiday break in March	Take Action							•			
	Feb: Audit of spring high school LEAP 2025 testers (TSDL)	Take Action										•
	Feb: Deadline to submit class schedule corrections for high school LEAP 2025 testers	Deadline										•
	Feb: LASID Audit #4 - Data coordinators will review retirement/split IDs and make updates in applicable systems	Take Action										•
	Feb. 2: Schools complete request for ACT-approved accommodations	Deadline							•			
	Feb. 22: School Test Coordinators indicates participation for online ACT	Deadline							•			
	Feb. 22: Schools complete the ACT online site readiness check	Take Action							•			
	Feb. 22: Schools order materials based upon number expected to test the ACT and ACT WorkKeys paper (accommodated spring testing)	Take Action							•	•		
	Nov–Feb : Submit ACT approved accommodations in the Test Accessibility and Accommodations (TAA) System	Take Action							•			
	<b>Assessment Administration and Reporting</b>											
	Feb 5–March 16: LEAP Connect test administration	Testing Window					•					
	Jan 29–March 9: NAEP testing in selected schools	Testing Window						•				
	Oct 3-April 13: WorkKeys online test administration window	Testing Window								•		

## March 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —Mar 1	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —Mar 11	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> —Mar 13	Webinar	•	•	•	•	•	•	•	•	•	•
	Spring Collaborations: Mar 13–15	Training										•
	<b>Accountability and Assessment Preparation</b>											
	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				•						
	Mar: Support STCs to ensure that TAs, proctors, and monitors are appropriately assigned to testing groups for spring testing	Support				•						
	Mar: STCs deliver test security, preparation, administration training to TAs/school personnel for spring assessments	Take Action				•						
	Early–Mid Mar: Access Test Administrator Upload System in eDIRECT for spring testing	Take Action				•						
	Mar: Complete advanced search in Test Accessibility and Accommodations System (TAA) for students with accommodations	Take Action							•			
	Mar: DTCs receive final ACT Match/No Match Rosters	Take Action							•			
	Mar: Configure INSIGHT on testing devices for LEAP 2025	Take Action				•						

**2017–2018 Assessment and Accountability Month-by-Month Checklist**

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	Mar: Manage users in eDIRECT for Spring LEAP 2025 for high school	Take Action				•						
	Mar: Orders placed for AP exam pre-administration materials	Take Action									•	
	Mar: Utilize scheduling guidance to determine final LEAP 2025 test schedules prior to setting up test sessions in eDIRECT	Take Action				•						
	Mar: Create test sessions within eDIRECT in preparation LEAP 2025 and print student test tickets	Take Action				•						
	Late Mar: Download third year cohort file/roster available on data management FTP sites and distribute to STCs to ensure testing or accountability coding of students who must participate in Algebra I and/or English II	Take Action				•						
	Mar 3: Finalize IEP, IAP, and LEP accommodations for the ELA, math, social studies, and science	Deadline				•						
	Mar 6–10: ACT delivers standard time and accommodation(s) materials to LEAs/districts; for LEAs/districts on holiday break delivery is Feb 27	Take Action							•			
	Mar 23: Contact courier agency. Scheduled pickup of ACT secure materials from LEA/district office	Take Action							•			
	Mar 24: Finalize IEP, IAP, and LEP accommodations for the Spring 2016 LEAP 2025 high school test administration window	Deadline				•						
	Mar 24: Priority Deadline for AP exam ordering	Deadline									•	
	Late Mar–Mid Apr: Order additional test materials in eDIRECT for spring testing	Take Action				•						
	<b>Assessment Administration and Reporting</b>											
	Mar 20: ACT Initial Paper Testing	Test Date							•			
	Mar 20-29: (Tuesdays-Thursdays only): ACT Online Testing Window	Testing Window							•			
	Oct. 3-Apr 13: WorkKeys Online Testing Window	Testing Window								•		



**2017–2018 Assessment and Accountability Month-by-Month Checklist**

√	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	Mar 24-Apr 3: WorkKeys Accommodated Spring Testing Window	Testing Window								•		
	Mar 20–April 3: Administer ACT accommodations test (for ACT-approved and non-college reportable)	Testing Window							•			
	Feb 5–Mar 16: ELPT and LEAP Connect test administration	Testing Window		•								
	Jan 29–Mar 9: NAEP testing in selected schools	Testing Window						•				

April 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —Apr 12	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —Apr 11	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> —Apr 17	Webinar	•	•	•	•	•	•	•	•	•	•
	<b>Accountability and Assessment Preparation</b>											
	Apr: Assist as needed all appropriate staff, STCs and school leaders with amendments to IEPs, IAPs, PNPs that must be final 30 days prior to LEAP 2025 testing; assignment of appropriate accommodations to students during testing	Take Action										•
	Apr: Submit makeup orders for standard time ACT test materials	Take Action							•			
	Late Mar–Mid Apr: Order additional test materials in eDIRECT for spring testing	Take Action				•						
	Apr: Complete KEA and K-3 literacy assessment surveys to submit which assessments the LEA/district will administer in 2018-2019	Take Action	•									
	Apr: Access Test Administrator Upload System in eDIRECT for LEAP 2025 high school assessments	Take Action				•						
	Early–Mid Apr: LEAP 2025 paper materials delivered to LEAs	Take Action				•						
	Mid-Apr: Final deadline for schools to order AP exams	Deadline									•	
	Apr: Contact courier agency. Scheduled pickup of ACT secure accommodated materials from system office	Take Action							•			
	Apr: Final ACT national test date for grade 12 students to earn highest score included the 2015–2016 High School SPS ACT index	Deadline							•			

2017–2018 Assessment and Accountability Month-by-Month Checklist

√	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	Apr 7: Extension Deadline for AP exam ordering	Deadline									•	
	Apr 11: Order additional test materials in eDIRECT for LEAP 2025	Take Action				•						
	Apr: LEAP 2025 PBT materials delivered to districts	Take Action				•						
	Apr 14: Final Deadline for AP exam ordering	Deadline									•	
	<b>Assessment Administration and Reporting</b>											
	Apr 2-May 31: ICILS and TIMSS testing for selected schools	Testing Window						•				
	Apr 4–May 4: Administer grades 3-8 computer-based LEAP 2025 assessments	Testing Window				•						
	Apr 13: WorkKeys online test administration window closes	Testing Window Closes								•		
	Apr 24-30: ACT Paper Accommodated Makeup Window	Testing Window							•			
	Apr 23–May 18: Administer high school LEAP 2025 Spring 2017 test	Testing Window				•						
	Apr 24: ACT Paper Makeup Test	Test Date							•			

## May 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Assessment and Accountability Office Hours</a> —Tuesdays at 1:00 p.m.	Webinar	•	•	•	•	•	•	•	•	•	•
	<a href="#">Data Coordinator Monthly Webinar</a> —May 3	Webinar										•
	<a href="#">School System Monthly Planning Call</a> —May 9	Webinar										•
	<a href="#">Monthly Assessment and Accountability Call</a> —May 15	Webinar	•	•	•	•	•	•	•	•	•	•
	Teacher Leader Summit—May 29-June 1	Training										•
	<b>Accountability and Assessment Preparation</b>											
	May: LEAP Connect School Rosters, Student Reports, and CSV files available in eDIRECT	Take Action					•					
	May 5: Contact courier agency. Scheduled pickup of ACT secure and non-secure make up materials from LEA/district office	Take Action							•			
	May 11: Last day for College Level Examination Program (CLEP) test scores included in SPS for graduation cohort members	Deadline									•	
	<b>Assessment Administration and Reporting</b>											
	Apr 30–May 4: Administer grades 3–4 LEAP 2025 paper-based tests	Testing Window				•						
	Apr 2-May 31: ICILS and TIMSS testing for selected schools	Testing Window						•				
	May 1–12: Administer Advanced Placement (AP) test	Testing Window									•	
	Apr 9–May 4: Administer grades 3–8 LEAP 2025 computer-based testing	Testing Window				•						
	Apr 23–May 18: Administer high school LEAP 2025 Spring 2018 tests	Testing Window				•						

June 2018

√	Activity	Action Type	KEA & K-3 Literacy	ELPT	LEAP 360	LEAP 2025	LEAP Connect	NAEP	ACT	WorkKeys	AP & CLEP	Other
	<b>Communication and Support</b>											
	<a href="#">Monthly Assessment and Accountability Webinar</a> —Jun 19	Webinar	•	•	•	•	•	•	•	•	•	•
	Teacher Leader Summit—May 29–June 1	Training										•
	<b>Accountability and Assessment Preparation</b>											
	Early June: Ensure that INSIGHT has been installed on all devices that will be used for Summer high school LEAP 2025 testing	Take Action				•						
	Early June: Set up TSMs for high school LEAP 2025 testin	Take Action				•						
	Early June: Utilize scheduling guidance to determine final Summer high school LEAP 2025 test schedules prior to setting up test sessions in eDIRECT	Take Action				•						
	Early June: Create test sessions within eDIRECT in preparation for Summer high school LEAP 2025 and print student test tickets	Take Action				•						
	<b>Assessment Administration and Reporting</b>											
	June 19–23: Administer LEAP 2025 Summer 2018 tests	Testing Window				•						