

2018-2019 Assessment and Accountability Month-by-Month Checklist

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
- Accountability and Assessment Preparation
- Assessment Administration and Reporting

Refer to the [2018-2019 Louisiana Assessment Calendar](#) for grade specific assessments, delivery methods, and testing windows.

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

[**AUGUST**](#)

[**SEPTEMBER**](#)

[**OCTOBER**](#)

[**NOVEMBER**](#)

[**DECEMBER**](#)

[**JANUARY**](#)

[**FEBRUARY**](#)

[**MARCH**](#)

[**APRIL**](#)

[**MAY**](#)

[**JUNE**](#)

2018-2019 Assessment and Accountability Month-by-Month Checklist

AUGUST 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: August 9	Webinar										✓
	Data Coordinator Monthly Webinar: August 9	Webinar										✓
	Monthly Assessment and Accountability Call: August 7 at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call: August 23 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	Early August: Data certification for Assessment, ACT, and DCAL indices	Take Action										✓
	August: Early Childhood Data Certification	Take Action										✓
	August: Access LEAP 2025 Online Tools Training (OTT) in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	August: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome; OTT DTAs are posted in eDIRECT	Take Action					✓					
	August: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	August: Begin planning LEAP 2025 practice test implementation	Take Action				✓						
	August: Access teacher access version of high school practice tests	Take Action				✓						
	August: Begin data submission of class schedules for LEAP 2025 testers (TSDL)	Take Action										✓
	August: Submit DTC and Accountability Contact Update Form to assessment@la.gov	Take Action										✓

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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	August: Begin setting up TSMs for all assessments using the eDIRECT Technology User Guide	Take Action			✓	✓	✓					
	August: Order LEAP 360 braille materials in the Additional Materials tab in eDIRECT	Take Action			✓							
	August: Begin installing INSIGHT on devices that will be used for online assessments using the eDIRECT Technology User Guide	Take Action			✓	✓	✓					
	August: eScholar student data submissions for returning and new students enrolled for 2018-2019 begins	Take Action										✓
	August: Continue to manage users in eDIRECT for LEAP 360 assessments using the eDIRECT User Guide	Take Action			✓							
	August: Continue test setup for Diagnostic, Interims, Placement Test, and Practice Tests using the eDIRECT User Guide	Take Action			✓	✓						✓
	August: PearsonAccessnext opens for placing WorkKeys accommodated paper test orders	Take Action								✓		
	August: Refer to the Schedule of Events on the ACT State Testing site for all important dates and deadlines for ACT and WorkKeys	Take Action							✓	✓		
	August: Use the Teacher Access versions and resources of LEAP 360 Diagnostics for PLC discussions	Take Action			✓							
	August: Window to manage participation information and order accommodations and EL support materials in PearsonAccessnext	Take Action								✓		
	August: Schools order materials based upon numbers expected to test for ACT WorkKeys paper (accommodated fall testing) in PearsonAccessnext	Take Action								✓		
	Mid-August: Data certification for 2017-2018 state standard and alternate assessments	Take Action										✓
	July-August: Manage users for all administrations in eDIRECT	Take Action			✓	✓	✓					

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	August 3: Access test setup and additional materials in eDIRECT for Placement Tests	Take Action										✓
	August 15: First ECE GOLD Checkpoint Period begins	Take Action										✓
	August 17: Order high school practice test braille materials in the Additional Materials tab in eDIRECT	Take Action				✓						
	August 20: NAEP Help Desk opens for selected schools to register school via MyNAEP	Take Action						✓				
	August 31: School Systems and schools selected for test security audit submit security policies to assessment@la.gov	Take Action										✓
	August 31: Opening period to purchase Caveon Services	Take Action		✓	✓	✓	✓	✓	✓	✓	✓	
Assessment Administration and Reporting												
	August: Distribute 2017-2018 student score reports and parent support materials	Take Action				✓						
	August: Administer the LEAP 360 Diagnostic assessments	Take Action			✓							
	August: Begin administering KEA and K-3 Literacy Assessments	Testing Window	✓									
	August: Use LEAP 360 Diagnostic reports for planning and PLC discussions	Take Action			✓							
	August-July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 6-June 28: State Placement Test administration	Testing Window										✓

*All dates are subject to change.

2018-2019 Assessment and Accountability Month-by-Month Checklist

SEPTEMBER 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: September 6	Webinar										✓
	School System Monthly Planning Call: September 12	Webinar										✓
	Monthly Assessment and Accountability Call: September 18	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Fall Collaborations: September 10 (Baton Rouge), 13 (Harvey), 17 (Baton Rouge), and 18 (Harvey)	Training										✓
	September 12: 10:00–11:00 a.m. ACT WorkKeys Accommodations and Online Test Administration Training Q&A; Registration , Participants may call in beginning at 9:45 AM	Training							✓	✓		
	Education Technology Monthly Call: September 20 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	September: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	September: Access teacher access version of grades 3–8 practice tests	Take Action				✓						
	September: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome. OTT DTAs are posted in eDIRECT	Take Action					✓					
	September: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	September: 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										✓

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	September: Begin data submission, including class schedules (SIS) and accommodations (SIS and SER) and certify sponsor and site information in the Sponsor Site system for delivery of test materials	Take Action										✓
	September: Audit of fall LEAP 2025 testers (TSDL)	Take Action										✓
	September: Schools receive annual AP participation materials	Take Action									✓	
	September: Ensure all returning and new students enrolled for 2018-2019 have been submitted to eScholar, review retirement/split IDs and make updates in applicable systems (LASID Audit #1)	Take Action										✓
	September: Use the Teacher Access versions and resources of LEAP 360 for PLC discussions	Take Action			✓							
	September: Deadline to submit class schedule corrections for LEAP 2025 testers in preparation for DRC Assessments	Deadline										✓
	September: Receipt of materials for ACT WorkKeys shipment(s) containing non-secure and secure standard time and accommodation support materials	Take Action								✓		
	September: Complete test setup for LEAP 360 Interim assessments using the eDIRECT User Guide	Take Action			✓							
	Mid-September–Early October: Window to conduct pretest sessions for all ACT WorkKeys examinees and train room supervisors and proctors	Take Action								✓		
	Once materials arrive–October 1: Conduct session for examinees to complete non-test information on the answer documents for paper testing	Take Action								✓		
Assessment Administration and Reporting												
	September: Administer Diagnostic/Interim assessments	Testing Window			✓							
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 6–June 28: State Placement Test administration	Testing Window										✓

2018-2019 Assessment and Accountability Month-by-Month Checklist

OCTOBER 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: October 3	Webinar										✓
	Data Coordinator Monthly Webinar: October 4	Webinar										✓
	Monthly Assessment and Accountability Call: October 9	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call: October 18 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	October: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	October: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome; OTT DTAs are posted in eDIRECT	Take Action					✓					
	October: Download the 2018-2019 AIR Secure Browser	Take Action		✓								
	October: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	October: DTCs deliver online test security and LEAP 2025 administration training to School Test Coordinators (STCs) and other applicable school and school system personnel for fall high school LEAP 2025	Take Action				✓						
	October: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	October: Review retirement/split IDs and make updates to applicable systems (LASID Audit #2)	Take Action										✓
	October: Ensure accommodations are updated in SIS (504) and SER (IEP) to populate the pre-coded assessment files for fall high school testing	Take Action										✓

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	October 1: NAEP deadline for selected schools to register school via MyNAEP	Deadline						✓				
	October 1: Validus will be activated for WorkKey	Take Action								✓		
	October 9-15: Receive test materials for Accommodated WorkKeys makeup testing	Take Action								✓		
	October 15: Finalize submission of device and bandwidth data in the Technology Readiness Tool (TRT) for all online testing devices	Take Action										✓
	October 26: Fall high school TCM and TAM posted in eDIRECT	Take Action				✓						
	October 28: LEAP 2025 Fall 2018 deadline to finalize IEP , IAP , PNP , and EL plans prior to fall high school LEAP 2025 administration	Deadline				✓						
	October 29: Create test sessions and Test Administrator numbers in eDIRECT in preparation for fall high school LEAP 2025 and print student test tickets using the eDIRECT User Guide	Take Action				✓						
	October 29: Begin test setup in eDIRECT for all fall high school assessments using the eDIRECT User Guide	Take Action				✓						
	October 1-31: Enrollment window for paper and online testing for grades 3-4 in eDIRECT	Take Action										✓
	October 1-31: Student enrollment verification in eDIRECT	Take Action										✓
Assessment Administration and Reporting												
	October: Administer LEAP 360 Interim assessments	Testing Window			✓							
	October 1: KEA and K-3 Literacy Assessments reporting deadline	Deadline	✓									
	October 2-16: ACT WorkKeys accommodations testing window	Testing Window								✓		
	October 2-April 12, 2019: ACT WorkKeys online testing window	Testing Window								✓		

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	October 3-11: STC order WorkKeys accommodations and/or supports materials for makeup testing	Take Action								✓		
	October 15-December 7: IELS assessment window	Testing Window						✓				
	October 15-December 7: Administer IELS assessment in selected schools	Take Action						✓				
	Once materials arrive-October 16: Conduct sessions for examinees to complete non-test information on the answer documents	Take Action								✓		
	October 16-22: Administer WorkKeys with accommodations and/or supports during the makeup testing window	Take Action								✓		
	October 18: Pre-scheduled FedEx pickup from the LEA secure shipping address to return test booklets, answer documents, and test administration forms from the accommodations and/or supports testing window to ACT	Take Action								✓		
	October 24: Pre-scheduled FedEx pickup from the LEA secure shipping address to return test booklets, answer documents, and test administration forms from the makeup accommodations and/or supports testing window to ACT	Take Action								✓		
	October 26: Fall LEAP 2025 high school Test Coordinator Manual (TCM) and the Test Administrator Manual (TAM) is posted in eDIRECT	Take Action				✓						
	October 26: Deadline for ACT to received accommodated WorkKeys materials. Late-arriving answer documents will not be scored.	Take Action						✓		✓		
	August-July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 6-June 28: State Placement Test administration	Testing Window										✓

2018-2019 Assessment and Accountability Month-by-Month Checklist

NOVEMBER 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: November 1	Webinar										✓
	School System Monthly Planning Call: November 7	Webinar										✓
	ACT Test Administration Q & A Webinar : November 7 at 11:00 a.m.	Webinar							✓			
	Winter Collaborations: November 8 (Bossier), 13 (Baton Rouge), 14 (Baton Rouge), and 15 (Harvey)	Training										✓
	Education Technology Monthly Call: November 15 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	Monthly Assessment and Accountability Call : November 27	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	November: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	November: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome; OTT DTAs are posted in eDIRECT	Take Action					✓					
	November: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	November: Test coordinators ensure that TAs, proctors, and monitors are assigned to testing groups for fall high school LEAP 2025 tests	Take Action				✓						
	November: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	November: School test coordinators (STCs) deliver online test security and LEAP 2025 administration training to applicable school personnel for fall high school LEAP 2025	Take Action				✓						

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	November: Utilize scheduling guidance to determine final fall high school LEAP 2025 test schedules prior to setting up sessions in eDIRECT	Take Action				✓						
	November: Receive technology readiness reports via email. Use these reports for planning and support of online assessments.	Take Action		✓								✓
	November: Download the 2018-2019 AIR Secure Browser	Take Action		✓								
	November 5–January 25, 2019: Request ACT-Approved accommodations on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA)	Take Action							✓			
	November 5: PearsonAccess ^{next} opens for ACT spring testing	Take Action							✓			
	November 5–30: ACT window for schools to manage participation for ACT	Take Action							✓			
	November 7: LEAP 2025 high school materials delivered to school systems	Take Action				✓						
	November 8: LEAP 2025 high school additional materials ordering is available in eDIRECT	Take Action				✓						
	November 9: Fall high school testing materials arrive in school systems	Take Action				✓						
	November 12: Additional materials window opens for Fall high school testing	Take Action				✓						
	November 15: Deadline for schools to return the AP Participation Form and Participation Survey to the College Board. Annual AP Participation packets are mailed to the attention principals. See more details.	Deadline									✓	
	November 26: Complete ELPT user and student management in TIDE .	Take Action		✓								
	November 30: Enter fall high school LEAP 2025 test ticket invalidations into eDIRECT at the end of each week of testing	Take Action				✓						

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Assessment Administration and Reporting												
	November: Administer LEAP 360 Interim assessments	Testing Window			✓							
	November 28–December 14: High School LEAP 2025 Fall 2018 test administration window	Testing Window				✓						
	October 2–April 12, 2019: ACT WorkKeys online testing window	Testing Window								✓		
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 6–June 28: State Placement Test administration	Testing Window										✓

2018-2019 Assessment and Accountability Month-by-Month Checklist

DECEMBER 2018

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: December 5	Webinar										✓
	Data Coordinator Monthly Webinar: December 6	Webinar										✓
	Monthly Assessment and Accountability Call : December 11	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call: December 13 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	December: TIDE opens for ELPT user and student management	Take Action		✓								
Accountability and Assessment Preparation												
	December: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	December: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome; OTT DTAs are posted in eDIRECT	Take Action					✓					
	December: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	December: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	December: Complete ELPT user and student management in TIDE .	Take Action		✓								
	December: Data coordinators review retirement/split IDs and make updates in the applicable systems (LASID Audit #3)	Take Action										✓
	December: 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									✓	

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	December: Download the 2018-2019 AIR Secure Browser	Take Action		✓								
	December 19: Order high school and grades 3-8 practice test braille materials in the Additional Materials tab in eDIRECT	Take Action				✓						
	November 5–January 25, 2019: Request ACT-Approved accommodations on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA)	Take Action							✓			
	December–February: <ul style="list-style-type: none"> • December 3–January 25, 2019: Verify/upload student information in PearsonAccessnext for ACT • December 3–January 25, 2019: Site readiness checks, install Proctor Cache software, setup proctor caching in PearsonAccessnext (ACT online only), and switch from paper to online • Complete a mock administration (ACT online only) 	Take Action							✓	✓		
Assessment Administration and Reporting												
	December: Administer LEAP 360 Interim assessments	Testing Window			✓							
	December: Access fall high school LEAP 2025 individual reports in eDIRECT	Take Action				✓						
	December: Fall high school LEAP 2025 scores released in eDIRECT	Score Release				✓						
	November 28–December 14: High school LEAP 2025 Fall 2018 test administration window	Testing Window				✓						
	October 2–April 12, 2019: ACT WorkKeys online testing window	Testing Window								✓		
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 6–June 28: State Placement Test administration	Testing Window										✓

2018-2019 Assessment and Accountability Month-by-Month Checklist

JANUARY 2019

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: January 9	Webinar										✓
	Data Coordinator Monthly Webinar: January 10	Webinar										✓
	Monthly Assessment and Accountability Call: January 15	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Act (paper and online) Administration Q & A Webinar: January 16 at 1:00 p.m.	Webinar							✓			
	Education Technology Monthly Call: January 17 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	Winter Collaborations: January 28 (Baton Rouge), January 31 (Harvey)	Training										✓
Accountability and Assessment Preparation												
	January: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	January: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome. OTT DTAs are posted in eDIRECT .	Take Action					✓					
	January: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	January: Complete ELPT user and student management in TIDE .	Take Action		✓								
	January: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	January: Coordinate distribution of LEAP Connect test coordinator manuals (TCMs) and test administrator manuals (TAMs) available in eDIRECT	Take Action					✓					

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	January: Deliver test security, preparation, and administration training for ELPT and LEAP Connect/LAA1 to STCs and other applicable school and school system personnel, available in the Assessment Library .	Take Action		✓			✓					
	January: Begin spring data submission of class schedules for high school LEAP 2025 testers (TSDL)	Take Action										✓
	January: AP coordinators receive an email containing exam ordering information and the AP Fellows Scholarship application process opens.	Take Action									✓	
	January: AP Studio Art Digital Submission Web application becomes available	Take Action									✓	
	January: Install the ELPT secure browser on all devices that will be used for ELPT testing	Take Action		✓								
	January: LEAP Connect/LAA1 Electronic Security Checklists available in eDIRECT	Take Action					✓					
	January: ELPT TA User Guide, TAM, and AA manual posted to the ELPT Portal	Take Action		✓								
	January 2: Begin test setup and test administrator management for LEAP Connect/LAA1 using the eDIRECT User Guide	Take Action					✓					
	January 4: LEAP Connect/LAA1 TCM and TAM posted in eDIRECT	Take Action					✓					
	January 6: Finalize IEP , IAP , and EL accommodations plans for LEAP Connect/LAA1 and ELPT	Deadline		✓			✓					
	January 7-11: ACT will upload student data in to PearsonAccess ^{next}	Take Action							✓			
	January 10-16: ACT Match/No Match lists will be placed in the district FTP	Take Action							✓			
	January 16: ELPT assessment materials delivered to sites	Take Action		✓			✓					
	January 17: ELPT Additional Materials system available in TIDE	Take Action		✓								

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	January 18–February 1: TAs access the DTAs for LEAP Connect.	Take Action					✓					
	January 22: LEAP Connect and LAA 1 testing materials arrive in school systems	Take Action					✓					
	January 23: LEAP Connect/LAA1 Additional Materials system available in eDIRECT	Take Action					✓					
	November 5–January 25, 2019: Request ACT-Approved accommodations on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA)	Take Action							✓			
	December 3–January 25: Install ProctorCache software and setup proctor caching in PearsonAccess^{next} (ACT online only)	Take Action							✓			
	December 3–January 25: Complete a mock administration (ACT online only)	Take Action							✓			
	December 5–January 25: Upload students via SDU upload and verify student information in PearsonAccess^{next} for ACT. Enroll and unenroll students as needed. <i>Note: Students added after this deadline will not receive barcode labels.</i>	Take Action							✓			
	January 28–March 8: Request late consideration of ACT-approved accommodations and/or supports on the ACT for eligible student in TAA using the ACT-Approved late Consideration form	Take Action							✓			
Assessment Administration and Reporting												
	January: Administer LEAP 360 Diagnostic/Interim assessments	Testing Window			✓							
	January 28–March 8: NAEP testing assessment window in selected schools	Take Action						✓				
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 6–June 28: State Placement Test administration	Testing Window										✓

2018-2019 Assessment and Accountability Month-by-Month Checklist

FEBRUARY 2019

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Winter Collaborations: February 5 (Ruston), February 7 (Lake Charles)	Training										✓
	School System Monthly Planning Call: February 6	Webinar										✓
	Monthly Assessment and Accountability Call : February 12	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: February 14	Webinar										✓
	February 13: 1:00 p.m. ACT Test Administration Q&A. Register here.	Webinar							✓			
	Education Technology Monthly Call: February 21 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	February: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	February: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome. OTT DTAs are posted in eDIRECT .	Take Action					✓					
	February: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	February: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	February: Support continuous evaluation of accessibility/ accommodations effectiveness; revise IEP , IAP , EL , and PNP documents as needed	Support										✓
	February: STCs ensure that TAs, proctors, and monitors are appropriately assigned to testing groups for ELPT and LEAP Connect/LAA1 testing	Take Action		✓			✓					

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	February: Deadline for submitting to College Board complete disability documentation for students with disabilities who will take a 2019 AP exam and AP summer sites are announced on AP Central.	Deadline									✓	
	February: Audit of spring high school LEAP 2025 testers (TSDL)	Take Action										✓
	February: Deadline to submit class schedule corrections for high school LEAP 2025 testers	Deadline										✓
	February: LASID Audit #4 – Data coordinators will review retirement/split IDs and make updates in applicable systems	Take Action										✓
	February: Administer LEAP 360 Interim assessments	Testing Window			✓							
	February 8: Request reconsideration of ACT-approved accommodations and/or supports on the ACT in TAA	Take Action							✓			
	February 1–March 11: Request for ACT to add and remove students by submitting the <i>Enroll</i> or <i>Unenroll Students</i> file and update student information in PearsonAccess^{next} for initial testing as needed. <i>Students added during this window will not receive barcode labels.</i>	Take Action							✓			
	February 1–March 1: Order additional standard time materials for the March 12 test date, non-college reportable accommodations (NCR) ACT materials for the March 12–28 testing window, and WorkKeys accommodations and supports materials for the March 14–27 testing window, as needed	Take Action							✓			
	February 4–March 21: Create test sessions and assign students to test sessions (ACT online only)	Take Action							✓			
	February 18–22: Receive materials for initial testing at the district office. Arrange for materials to be picked up by or delivered to the school(s).	Take Action							✓			

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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	February 15: Deadline to submit all device and broadband updates within the Technology Readiness Tool (TRT).	Take Action										✓
	February–March: Order additional WorkKeys accommodations materials	Take Action								✓		
	February–March: Submit Late Consideration Form for ACT-approved accommodations on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA)	Take Action							✓			
	February–March: Add students and update student information in PearsonAccess^{next} and place additional orders for initial ACT test materials	Take Action							✓			
Assessment Administration and Reporting												
	January 28–March 8: NAEP testing assessment window in selected schools	Take Action						✓				
	February 4–March 15: All LEAP Connect/LAA1 and ELPT voids should be emailed to assessment@la.gov by the end of the window	Deadline		✓			✓					
	February 4–March 15: LEAP Connect/LAA1 and ELPT test administration	Testing Window		✓			✓					
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 6–June 28: State Placement Test administration	Testing Window										✓
	October 1–April 12: WorkKeys online test administration window	Testing Window								✓		

2018-2019 Assessment and Accountability Month-by-Month Checklist

MARCH 2019

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: March 14	Webinar										✓
	School System Monthly Planning Call: March 13	Webinar										✓
	Monthly Assessment and Accountability Call : March 19	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call: March 21 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	March: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	March: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome; OTT DTAs are posted in eDIRECT	Take Action					✓					
	March: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	March: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	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				✓						

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	March: STCs deliver test security, preparation, administration training to school personnel for spring assessments	Take Action				✓						
	March: Configure INSIGHT on testing devices for LEAP 2025	Take Action				✓						
	March: Manage users in eDIRECT for spring testing	Take Action				✓						
	March: Orders placed for AP exam pre-administration materials	Take Action									✓	
	March: Utilize scheduling guidance to determine final LEAP 2025 test schedules prior to setting up test sessions in eDIRECT	Take Action				✓						
	March: Train all staff members involved in testing in test security and administration	Take Action				✓						
	Late March: 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				✓						
	March 1: Deadline to bulk purchase CLEP vouchers.	Take Action									✓	
	March 1: Review Technology Readiness Tool (TRT) reports for planning and support of online assessments.	Take Action										✓
	March 1: Spring grades 3-8 TCM and TAM posted in eDIRECT	Take Action				✓						
	March 1: Grades 3-8 TAM and TCM arrive to school systems	Take Action				✓						
	March 3: Finalize IEP , IAP , PNP , and EL accommodations for the grades 3-8 LEAP 2025	Deadline				✓						
	Once materials arrive–March 11: Conduct sessions for examinees to complete non-test information on the answer document for paper testing	Take Action							✓			

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	Once materials arrive–March 11: Train room supervisors and proctors. Prepare rooms and materials	Take Action							✓			
	March 12-13: Order standard time materials for the April 2 makeup test date	Take Action							✓			
	March 14: Return test booklets, answer documents, and test administration forms from the initial standard time test date to ACT via pre-schedule FedEx pickup. Late arriving answer documents will not be scored	Take Action							✓			
	March 15: Grades 3–8 CBT testing materials arrive in school systems	Take Action				✓						
	March 15: Spring high school LEAP 2025 TAM and TCM posted in eDIRECT	Take Action				✓						
	March 16: Additional materials window opens for grades 3–8 CBT testing	Take Action				✓						
	March 18: Begin test setup and test administrator management in eDIRECT for grades 3–8 LEAP 2025	Take Action				✓						
	March 24: Finalize IEP , IAP , and EL accommodations for the Spring 2019 LEAP 2025 high school test administration window	Deadline				✓						
	March 25: Begin test setup and test administrator management in eDIRECT for high school LEAP 2025	Take Action				✓						
	Once materials arrive–March 27: Conduct sessions for examinees to complete non-test information for the ACT taken online or provide the information to examinees to complete on their own	Take Action							✓			
	March 12-26: Order ACT-approved accommodations and/or supports materials for the April 2-8 makeup testing window by calling ACT Accommodations, 800-553-6244 ext. 1788	Take Action							✓			

2018-2019 Assessment and Accountability Month-by-Month Checklist

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	March 12–April 1: Request for ACT to add and remove students by submitting the <i>Enroll</i> or <i>Unenroll Students</i> file and update student information in PearsonAccess^{next} for makeup testing as needed. <i>Note: Students added during this window will not receive barcode labels</i>	Take Action							✓			
	March 14–22: Order additional standard time materials for the April 2 makeup test date and NCR materials for the April 2–8 makeup testing window, if needed.	Take Action							✓			
	March 25–29: Receive materials for makeup testing at the district office. Arrange for materials to be picked up by or delivered to the school(s)	Take Action							✓			
	February 1–March 1: Order additional standard time materials for the March 12 test date, non-college reportable accommodations (NCR) ACT materials for the March 12-28 testing window, and WorkKeys accommodations and supports materials for the March 14-27 testing window, as needed	Take Action							✓	✓		
	February 1–March 11: Request for ACT to add and remove students by submitting the <i>Enroll</i> or <i>Unenroll Students</i> file and update student information in PearsonAccess^{next} for initial testing as needed. <i>Note: Students added during this window will not receive barcode labels</i>	Take Action							✓			
	February 4–March 15: All LEAP Connect/LAA1 and ELPT voids should be emailed to assessment@la.gov at the end of each week	Deadline		✓			✓					
	February 4–March 21: Create test sessions and assign students to test sessions (ACT online only)								✓			
	Once materials arrive–April 1: Conduct sessions for examinees to complete non-test information on the answer documents. <i>Note: Only required if not completed previously</i>	Take Action							✓			

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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Assessment Administration and Reporting												
	March: Administer LEAP 360 Interim assessments	Testing Window			✓							
	March 12: ACT Initial Paper Testing	Test Date							✓			
	March 22: Purge cached content from all proctor caching computers (ACT online only)	Take Action							✓			
	March 28: Return test booklets, answer documents, and test administration forms from the accommodations and/or supports and online testing windows to ACT via pre-schedule FedEx pickup. <i>Materials received after April 2 will not be scored.</i>	Take Action							✓	✓		
	January 28–March 8: NAEP testing assessment window in selected schools	Take Action						✓				
	February 4–March 15: ELPT and LEAP Connect/LAA1 test administration	Testing Window		✓			✓					
	March 12–21: (Tuesdays-Thursdays only): ACT Online Testing Window	Testing Window							✓			
	March 12–21: (Tuesday–Thursday only) Administer the ACT online with standard time and accommodations and/or supports during the initial testing window	Testing Window							✓			
	March 12–26: Administer ACT accommodations test (for ACT-approved and non-college reportable)	Testing Window							✓			
	March 13–27: WorkKeys Accommodated Spring Testing Window	Testing Window								✓		
	March 13–27: Administer the ACT WorkKeys on paper with accommodations and/or supports during the initial testing window	Testing Window							✓			
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 6–June 28: State Placement Test administration	Testing Window										✓
	October 1–April 12: WorkKeys Online Testing Window	Testing Window								✓		

2018-2019 Assessment and Accountability Month-by-Month Checklist

APRIL 2019

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: April 3	Webinar										✓
	Monthly Assessment and Accountability Call : April 9	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: April 11	Webinar										✓
	Education Technology Monthly Call: April 18 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	April: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	April: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome; OTT DTAs are posted in eDIRECT	Take Action					✓					
	April: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	April: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	April: 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										✓
	April: Complete KEA and K-3 literacy assessment surveys to submit which assessments the LEA/ school system will administer in 2018-2019	Take Action	✓									
	April: Train all staff members involved in testing in test security and administration	Take Action				✓						
	April: Access Test Administrator Upload System in eDIRECT for LEAP 2025 high school assessments	Take Action				✓						

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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	Once materials arrive–April 1: Conduct sessions for examinees to complete non-test information on the answer documents. <i>Note: Only required if not completed previously</i>	Take Action							✓			
	April 1: Spring high school testing materials arrive in school systems	Take Action				✓						
	April 2: Additional materials window opens for Spring high school testing	Take Action				✓						
	April 2: ACT paper makeup test	Deadline							✓			
	April 8: Grades 3-8 PBT materials arrive in school systems	Take Action				✓						
	April 9: Grades 3-8 Additional Materials window opens in eDIRECT for PBT	Take Action				✓						
	April 19: Final deadline for schools to order AP exams	Deadline									✓	
	March 12–April 1: Request for ACT to add and remove students by submitting the <i>Enroll</i> or <i>Unenroll Students</i> file and update student information in PearsonAccess^{next} for makeup testing as needed. <i>Note: Students added during this window will not receive barcode labels</i>	Take Action							✓			
Assessment Administration and Reporting												
	April: Administer LEAP 360 Interim assessments	Testing Window			✓							
	April 2: Administer the ACT on paper with standard time on the makeup test date	Action							✓			
	April 1–May 3: Administer grades 3-8 computer-based LEAP 2025 assessments	Testing Window				✓						
	April 1–May 31: TIMSS assessment window	Testing Window						✓				
	April 2-8: Administer the ACT on paper with accommodations and/or supports during the makeup testing window	Take Action							✓			

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	April 3–9: Administer WorkKeys with accommodations and/or supports during the makeup testing window	Take Action								✓		
	April 4: Return test booklets, answer documents, and test administration forms from the standard time makeup test date to ACT via pre-schedule FedEx pickup. <i>Late arriving materials will not be scored.</i>	Take Action							✓			
	April 11: Return test booklets, answer documents, and test administration forms from the accommodations and/or supports makeup testing windows to ACT via pre-schedule FedEx pickup. <i>Note: Answer documents received after April 15, 2019 will not be scored.</i>	Take Action							✓			
	April 15–May 17: Administer high school LEAP 2025 Spring 2019 Test	Testing Window				✓						
	April 19: Final deadline for AP Coordinators to order AP exams.											
	August 6–June 28: State Placement Test administration	Testing Window										✓
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								

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MAY 2019

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: May 8	Webinar										✓
	Monthly Assessment and Accountability Call : May 14	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call: May 23 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: May 23	Webinar										✓
Accountability and Assessment Preparation												
	May: Summer high school TCM and TAM posted in eDIRECT	Take Action				✓						
	May: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	May: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome; OTT DTAs are posted in eDIRECT	Take Action					✓					
	May: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	May: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	May 5: Contact courier agency scheduled pickup of ACT secure and non-secure make up materials from LEA/school system office	Take Action							✓			
	May 10: Last day for College Level Examination Program (CLEP) test scores included in SPS for graduation cohort members	Deadline									✓	
	May 17: Summer high school LEAP 2025 TAM and TCM posted in eDIRECT	Take Action				✓						
	May: ELPT and LEAP Connect/LAA1 School Rosters, Student Reports, and .csv files available	Score Release		✓			✓					

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	April 1–May 3: Administer grades 3–8 LEAP 2025 computer-based testing	Testing Window				✓						
	April 15–May 17: Administer high school LEAP 2025 Spring tests	Testing Window				✓						
	April 29–May 3: Administer grades 3–4 LEAP 2025 paper-based tests	Testing Window				✓						
	May 6–17: Administer Advanced Placement (AP) test	Testing Window									✓	
	May 9: Report all LEAP 2025 3-8 test irregularities to assessment@la.gov	Deadline				✓						
	May 23: Report all LEAP 2025 high school test irregularities to assessment@la.gov	Deadline				✓						
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
Assessment Administration and Reporting												
	August 6–June 28: State Placement Test administration	Testing Window										✓

2018-2019 Assessment and Accountability Month-by-Month Checklist

JUNE 2019

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAA1	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	School System Monthly Planning Call: June 12	Webinar										✓
	Monthly Assessment and Accountability Webinar: June 18	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call: June 20 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	Teacher Leader Summit: June 26-28	Training										✓
Accountability and Assessment Preparation												
	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 testing	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				✓						
	June: Schools will receive WorkKeys NCRCs in the mail from ACT	Take Action								✓		
	June: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	June: Report all LEAP 2025 high school test irregularities to assessment@la.gov	Deadline				✓						
	June 1: Deadline for AP services to receive all exam materials.	Take Action									✓	
	June 7: Additional materials window opens for summer high school testing	Take Action				✓						
	June 7: Begin test setup and test administrator management in eDIRECT for summer high school LEAP 2025	Take Action				✓						

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Assessment Administration and Reporting												
	June: LEAP 2025 school rosters, student reports, and .csv files released	Score Release				✓						
	June 17-21: Administer LEAP 2025 summer 2019 tests	Testing Window				✓						
	August 6-June 28: State Placement Test administration	Testing Window										✓
	August-July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								