

July 2015

Activity	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
	Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support											
July 16, 20, 21, & 23: Assessment Planning Meetings	•	•	•	•	•	•	•	•	•	•	•
Late July: Submit updates to district test coordinator (DTC), accountability contact (AC), and secure shipping address information to assessment@la.gov	•	•	•	•	•	•	•	•	•	•	•
Assessment Preparation and Administration											
July 24: EOC June 2015 deadline to submit rescore requests for June EOC administration			•								
Reports											
Week of July 13: ACT and WorkKeys School and District Summary Reports delivered to LEAs							•	•			
Late July: Compass student transitional growth data uploaded into Compass Information System	•										
Late July: Summer reporting package including: Special Education Data Suite and Assessment Summary Reports available on the FTP and EOC Test System	•		•	•	•						

August 2015

Activity	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
	Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support											
Share available 2015-2016 assessment resources	•	•	•	•	•						
Encourage teachers, principals, and other staff to subscribe to the Weekly Newsletter, Ed-Connect Newsletter and/or Early Childhood Connection Newsletter	•	•	•	•	•	•	•	•	•	•	•
Engage in Compass goal setting process	•	•	•	•	•	•	•	•	•	•	•
Share the 2015-2016 Event and Communications Calendar with all appropriate staff (e.g., Supervisors and Teacher Leaders)	•	•	•	•	•	•	•	•	•	•	•
Aug 4: Assessment and Accountability Monthly Call and Webinar	•	•	•	•	•	•	•	•	•	•	•
Aug 5: District Planning Monthly Call/Webinar	•	•	•	•	•	•	•	•	•	•	•
Aug 5: Data Coordinators Monthly Call/Webinar	•	•	•	•	•	•	•	•	•	•	•
Accessibility and Accommodations											
August: Share updated accessibility and accommodations resources including the Personal Needs Profile, 504 Plan, and LEP Accommodations Checklist located in the Assessment Library	•	•	•	•	•	•	•	•	•	•	•
Accountability											
Mid August: Data certification for ACT, high school progress points, and DCAI								•			

September 2015

Activity	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
	Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support											
Review SLTs to ensure appropriate goal setting	•	•	•	•	•	•	•	•	•	•	•
Sept 1: Assessment and Accountability Monthly Call and Webinar	•	•	•	•	•	•	•	•	•	•	•
Sept 2: District Planning Monthly Call/Webinar	•	•	•	•	•	•	•	•	•	•	•
Sept 3: Data Coordinators Monthly Call/Webinar	•	•	•	•	•	•	•	•	•	•	•
Sept 14,15,17,18: Supervisor and Teacher Leader Collaboration Events	•	•	•	•	•	•	•	•	•	•	•
Accessibility and Accommodations											
Ensure that all applicable staff members continuously evaluate the effectiveness of accessibility and accommodations and revise IEP, IAP, LEP, and PNP documents as needed	•	•	•	•	•	•	•	•	•	•	•
Assessment Preparation and Administration											
Sept 30: DSC screening deadline									•		
Accountability											
Early Sept: Phase I Fall data certification for 2014-2015 state standard and alternate assessments	•	•	•		•	•					

October 2015

Activity	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
	Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support											
Review SLTs to ensure appropriate goal setting	•	•	•	•	•	•	•	•	•	•	•
Oct 1: Data Coordinators Monthly Call/Webinar	•	•	•	•	•	•	•	•	•	•	•
Oct 6: Assessment and Accountability Monthly Call and Webinar	•	•	•	•	•	•	•	•	•	•	•
Oct 7: District Planning Monthly Call/Webinar	•	•	•	•	•	•	•	•	•	•	•
Oct 22: Online Test Security Webinar			•								
Accessibility and Accommodations											
Oct 30: EOC Fall 2015 deadline to finalize IEP, IAP, and LEP accommodations prior to fall EOC administration			•								
Assessment Preparation and Administration											
DTCs deliver online test security and EOC administration training to School Test Coordinators (STCs) and other applicable school and district personnel			•								
Review the EOC Tests Technology Guidelines and ensure that all devices meet the technology requirements and are prepared for Fall 2015 test administration			•								
Oct 1: NAEP deadline for selected schools to register school via MyNAEP										•	
Oct 5-Nov 13: Program for International Student Assessment (PISA) test administration window											
Oct 7: Deadline for TSDL submission for use in preregistration for fall EOC administration			•								

October 2015

Activity	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
	Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Assessment Preparation and Administration											
Oct 8: Understanding and Using ACT WorkKeys Scores Webinar presented by ACT							•				
Oct 9: EOC deadline to submit data sharing agreements for Fall 2015 test administration			•								
Oct 12: ACT accommodations videos become available								•			
Oct 12-23: ACT widow to submit establishment information via the Online Testing Information System (OTIS)								•			
Oct 15, 22, 28: WorkKeys Test Administration Training for Online Testing Webinar presented by ACT							•				
Oct 15: DIBELS Next deadline to enter Fall 2015 data into DDS									•		
Oct 15: DSC deadline to report results									•		
Oct 23: ACT deadline to submit establishment information via the Online Testing Information System (OTIS)								•			
Oct 30: NAEP deadline for selected schools to provide school information via MyNAEP											

November 2015

Activity	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
	Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support											
Nov 4: District Planning Monthly Call/Webinar	•	•	•	•	•	•	•	•	•	•	•
Nov 5: Data Coordinators Monthly Call/Webinar	•	•	•	•	•	•	•	•	•	•	•
Nov 10: Assessment and Accountability Monthly Call and Webinar	•	•	•	•	•	•	•	•	•	•	•
Nov 16-19: Supervisor and Teacher Leader Collaboration Events	•	•	•	•	•	•	•	•	•	•	•
Accessibility and Accommodations											
Nov 16: EOC deadline to order Braille materials and Communication Assistance scripts for the Fall 2015 administration window			•								
Late Nov: Accessibility and Accommodations Guidelines for grades 3-8 assessments available in the Assessment Library	•	•		•	•						
Assessment Preparation and Administration											
School test coordinators (STCs) deliver online test security and administration training for fall EOCs			•								
Test coordinators ensure that TAs, proctors, and monitors are assigned to testing groups			•								
Review the EOC Tests Technology Guidelines and ensure that all devices meet the technology requirements and are prepared for Fall 2015 test administration			•								
Nov 2-May 13: WorkKeys online test administration window							•				
Nov 4 & 10: ACT and WorkKeys Accommodations Q & A sessions							•	•			
Nov 9-20: EOC Fall 2015 registration at www.louisianaec.org and window to submit testing schedules to assessment@la.gov			•								
Mid-Nov: Updated 2015-2016 Assessment Calendar available in the Assessment Library	•	•	•	•	•	•	•	•	•	•	•

November 2015

Activity	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
	Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Assessment Preparation and Administration											
Nov 30–Dec 16: EOC Fall 2015 test administration window			•								
Late Nov: Technology Readiness Guide available in the Assessment Library	•	•									

December 2015

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support												
Dec 3: Data Coordinators Monthly Call and Tech/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Dec 9: District Planning Monthly Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Dec 15: Assessment and Accountability Monthly Call and Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Accessibility and Accommodations												
Dec 4: Submit ACT approved accommodations in the Test Accessibility and Accommodations (TAA) System	Deadline								•			
Share accessibility and accommodations resources with appropriate staff, STCs, and school leaders Assessment Library	Resource Availability	•	•	•	•	•	•	•	•	•	•	•
Assessment Preparation and Administration												
Nov 30–Dec 16: Administer EOC Fall 2015 tests	Testing Window			•								
Submit EOC irregularity, void notification, and void verification forms to assessment@la.gov by the end of each scheduled testing week	Deadline			•								
Dec 1: Access ACT and WorkKeys Cooperative Endeavor Agreement (CEA) available in the Assessment Library	Take Action								•			
Early Dec: Distribute ELA and math Assessment Guides to	Take Action		•									

Assessment and Accountability Month-by-Month Checklist

appropriate staff, STCs and school leaders												
Early Dec: Distribute Guide to the Social Studies Field Test to appropriate staff, STCs and school leaders	Take Action	•										
Dec: Notify STCs of available resources in eDIRECT non secure portal available	Resource Availability	•	•									
Dec 15: Submit ACT and WorkKeys Cooperative Endeavor Agreement (CEA) available in the Assessment Library	Resource Availability							•	•			
Late Dec: Provide link to ELA and math paper-based practice tests to appropriate staff, STCs and school leaders	Take Action		•									
Nov 2-May 13: Administer WorkKeys online test	Testing Window							•				

January 2016

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support												
Share available 2015-2016 assessment resources and encourage their use in school planning and teacher collaboration	Resource Availability	•	•	•	•	•	•	•	•	•	•	•
Jan 5: Assessment and Accountability Monthly Call and Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Jan 7: Data Coordinators Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Jan 13: District Planning Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Jan 25-28: Supervisor and Teacher Leader and Collaboration Events: <ul style="list-style-type: none"> Sup: http://www.louisianabelieves.com/resources/library/statewide-superintendents-collaboration-library Teacher http://www.louisianabelieves.com/resources/classroom-support-toolbox/teacher-support-toolbox/teacher-leader-programs DTCs/Technology staff 	Meeting	•	•	•	•	•	•	•	•	•	•	•

January 2016 (continued)

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Accessibility and Accommodations												
Jan 3: Finalize IAP and LEP accommodations plans on file at district/school for the ELDA test administration	Deadline				•							
Jan 3: Finalize IEP accommodations in SER for LAA 1 test administration	Deadline					•						
Jan 29: Submit reconsideration requests for ACT-approved accommodations in the TAA System	Deadline								•			
Assessment Preparation and Administration												
Month of Jan: Deliver test security, preparation, and administration training to STCs and other applicable school and district personnel http://www.louisianabelieves.com/resources/library/assessment	Take Action	•	•	•	•	•	•	•	•	•	•	•
Month of Jan: Ensure the appropriate number (and type) of calculators are available for each grade level.	Take Action	•	•									
Month of Jan: Technology staff should complete technology readiness evaluations, initial infrastructure trials, ensure site readiness of schools delivering online practice test	Take Action	•	•									

January 2016 (continued)

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Assessment Preparation and Administration												
Month of Jan: Notify STCs of available resources in eDIRECT secure portal	Resource Availability	•	•									
Month of Jan: Notify appropriate staff, STCs and school leaders of ELA and math online practice test availability http://www.louisianabelieves.com/resources/library/practice-tests	Resource Availability		•									
Month of Jan: Coordinate distribution of ELDA and LAA 1 test coordinator manuals (TCMs), test administrator manuals (TAMs), and training video modules available in eDIRECT non-secure portal	Take Action				•	•						
Month of January: Office Hours begins on the 7 th and is held every Thursday	Resource Availability	•	•	•	•	•	•	•	•	•	•	•
Administer DIBELS Next Winter 2016 assessment <ul style="list-style-type: none"> begins one week after winter break; 3 week window, data must be entered into DDS w/in 2 weeks after assessment period ends http://www.louisianabelieves.com/resources/library/dibels-next	Testing Window									•		

Assessment and Accountability Month-by-Month Checklist

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Assessment Preparation and Administration												
Jan 5: ACT Test Administration Q&A	Webinar								•			
Jan 5-12: Verify testing enrollment and order WorkKeys Accommodated materials online	Take Action							•	•			
Jan 15: ACT: Submit off-site proposal, if applicable	Deadline								•			
Jan 18: ACT: Complete advanced search in <i>Test Accessibility and Accommodations System (TAA)</i> for students with accommodations	Deadline								•			
Jan 20: Submit Special Education Graduation Waiver applications for Spring 2016	Deadline			•								
Mid Jan-Early Feb: Submit information to TSDL for Spring 2016 assessments	Deadline	•	•	•	•	•	•	•	•			
Month of Jan: Notify STCs of quick guide resources for test administration and updated training materials available in the Assessment Library	Resource Availability	•	•									
Jan 25-March 4: NAEP testing in selected schools	Testing Window										•	
Late Jan: Notify STCs of ELDA and LAA 1 Paper/Pencil Materials Management Tools available in eDIRECT	Resource Availability				•	•						
Nov 2-May 13: Administer WorkKeys online test	Testing Window							•				

February 2016

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support												
Feb 2: Assessment and Accountability and Technology Readiness Monthly Call and Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Feb 4: Data Coordinators Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Feb 17: District Planning Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Month of Feb: Assessment Office Hours every Thursday	Webinar	•	•	•	•	•	•	•	•	•		•
Accessibility and Accommodations												
Support continuous evaluation of accessibility/ accommodations effectiveness; revise IEP, IAP, LEP, and PNP documents as needed	Support	•	•	•	•	•	•	•	•	•	•	•
Utilize SER accommodation reports to plan for spring test administrations	Take Action	•	•	•	•	•	•	•	•	•	•	•
Feb 1-11: Order ACT non-college reportable accommodation materials online	Take Action								•			
Assessment Preparation and Administration												
STCs deliver test security, preparation, administration training to TAs/school personnel for applicable assessments	Take Action	•	•	•	•	•	•	•	•	•	•	•
STCs ensure that TAs, proctors, and monitors are appropriately assigned to testing groups	Take Action	•	•	•	•	•	•	•	•	•	•	•
Mid Jan-Early Feb: Submit information to Teacher Student Data Link System (TSDL) for Spring Assessments	Deadline	•	•	•	•	•	•	•	•			

February 2016 (continued)

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series		Other			
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Assessment Preparation and Administration												
Early Feb: Submit assessment format selections for district/schools (CBT, PBT) for ELA and math to assessment@la.gov	Deadline		•									
Month of Feb: Technology staff should continue tech readiness evaluations, infrastructure trials, ensure site readiness of schools delivering the operational tests	Take Action	•	•	•								
Feb 1-4: Receive ACT non-secure materials delivered to LEAs/districts for distribution to schools	Take Action								•			
Feb 1-March 11: ELDA test administration	Testing Window				•							
Feb 1-March 11: LAA 1 test administration	Testing Window					•						
Feb 2: ACT Test Administration Q & A session	Webinar								•			
Feb 1-March 1: <ul style="list-style-type: none"> Conduct supervised pretest sessions for all examinees, conduct room supervisor and proctor trainings, and arrange to meet facility requirements at school and off-site locations 	Take Action								•			
Coordinate Spring 2016 LEAP Test: Review Technology Guidelines, ensure that all devices meet requirements	Take Action	•	•									

Assessment and Accountability Month-by-Month Checklist

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Assessment Preparation and Administration												
Feb 19: DIBELS Next Mid-Late-deadline to enter Winter 2016 data into DDS	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 22-25: ACT delivers standard time and accommodation(s) secure materials to LEAs/districts; for LEAs/districts on holiday delivery is Feb 15-19	Take Action									•		
Feb 29-March 4: PLAN test administration	Testing Window						•					
Late Feb: Test Setup functionality and training video modules in eDIRECT portal	Take Action	•	•									
Late Feb: Notify STCs of Online User Guides availability in eDIRECT portal	Take Action	•	•									
Jan 25-March 4: NAEP testing window for selected schools	Testing Window										•	
Nov 2-May 13: WorkKeys online test administration window	Testing Window							•				
Accountability												
Late Feb-Early March: Coordinate Graduation cohort data certification/exit code review for accuracy of cohort graduation indices in SPS	Take Action			•						•		•

March 2016

Activity	Activity Type	Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support												
March 1: Assessment and Accountability Monthly Call and Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
March 7-10 : Supervisor Collaboration Event http://www.louisianabelieves.com/resources/library/statewide-superintendents-collaboration-library	Meeting	•	•	•	•	•	•	•	•	•	•	•
March 9: Data Coordinators Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
March 16: District Planning Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Month of March: Assessment Office Hours every Thursday	Webinar	•	•	•	•	•	•	•	•	•	•	•
Accessibility and Accommodations												
March 7-14: Finalize IEP, IAP, and LEP accommodations for the ELA, math, and science grades 3-8 administration windows	Deadline	•	•									
March 24: Finalize IEP, IAP, and LEP accommodations for the Spring 2016 EOC Tests administration window	Deadline			•								
Assessment Preparation and Administration												
Support STCs with delivery of test security, preparation, and administration training to TAs and other school personnel for applicable assessments	Take Action	•	•	•	•	•	•	•	•	•	•	•
Support STCs to ensure that TAs, proctors, and monitors are appropriately assigned to testing groups	Take Action	•	•	•	•	•	•	•	•	•	•	•

Assessment and Accountability Month-by-Month Checklist

Activity		Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Assessment Preparation and Administration												
Coordinate for Spring 2016 EOC Testing: Review Technology Guidelines and ensure that all devices meet requirements	Take Action		•	•								•
Month of March: Notify appropriate staff, STCs and school leaders of ELA, math, science, and social studies TCMs and TAMs for paper-based testing (PBT) available in eDIRECT portal	Take Action	•	•									
Jan 25-March 4: NAEP testing window for selected schools	Testing Window										•	
Nov 2-May 13: WorkKeys online test administration window	Testing Window							•				
Feb 1-March 11: Administer ELDA test	Testing Window				•							
Feb 1-March 11: Administer LAA 1 test	Testing Window					•						
Feb 29-March 4: Administer PLAN test	Testing Window						•					
March 1: Administer ACT initial test	Testing Window								•			
March 1-2: Submit makeup orders for standard time ACT test materials	Deadline									•		
March 1-15: Administer ACT accommodations test (for ACT-approved and non-college reportable)	Testing Window									•		
March 2-16: Administer WorkKeys accommodations test	Testing Window							•				

March 2016 (continued)

Activity		Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Assessment Preparation and Administration												
Month of March: Technology staff continues tech readiness evaluations, infrastructure trials, ensure site readiness of schools delivering operational tests	Take Action	•	•	•								
March 3: Contact courier agency, schedule pickup of ACT secure and non-secure materials from LEA/district office	Deadline								•			
March 7-10: Receive ACT delivery of standard time secure materials to LEAs/districts for ACT make up test administration	Take Action								•			
March 7-14: Conduct pretest sessions for ACT makeup test administration date	Take Action								•			
March 15: Coordinate administration of ACT makeup test	Take Action								•			
Month of March: Access INSIGHT Installers available in eDIRECT	Resource Availability	•	•									
Month of March: Access Online Tools Training (OTT) and Tutorials available in eDIRECT	Resource Availability	•	•									
March 17: Contact courier and schedule pickup of ACT secure and non-secure makeup test materials from LEA/district office	Deadline								•			
March 25: Last day for ACT and WorkKeys answer documents to be received by ACT; documents received after this date will not be scored	Deadline							•	•			

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		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Accountability												
Late Jan: Notify STCs of ELA, math, science, social studies Paper/Pencil Management Tools available in eDIRECT	Resource Availability	•	•									
Late Feb-Early March: Finalize Graduation cohort data certification and exit code review for final calculation of graduation rates and SPS graduation indices	Take Action			•					•			•
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			•								•
Late March-Early April: Download CLEP score files for 2014-2015 graduation index available on data management sFTP sites	Take Action											•

April 2016

Activity		Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support												
April 5: Assessment and Accountability Monthly Call and Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
April 6: District Planning Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
April 18: Data Systems Users Conference	Meeting	•	•	•	•	•	•	•	•	•	•	•
Month of April: Assessment Office Hours every Thursday	Webinar	•	•	•	•	•	•	•	•	•	•	•
Accessibility and Accommodations												
Assist as needed all appropriate staff, STCs and school leaders with amendments to IEPs, IAPs, PNPs that must be final 30 days prior to EOC testing; assignment of appropriate accommodations and/or modifications to students during testing	Support	•	•	•	•	•	•	•	•	•	•	•
Assessment Preparation and Administration												
DIBELS Next Spring 2016 assessment window begins 5 weeks before students' last day of school and lasts for 3 weeks or 15 school days; data must be entered into the DIBELS Data System within 2 weeks after the assessment period ends http://www.louisianabelieves.com/resources/library/dibels-next	Testing Window									•		
Mid-Late April: Complete EOC Tests registration at www.louisianaec.org for Spring 2016 test administration	Deadline			•								

Assessment and Accountability Month-by-Month Checklist

Activity		Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Mid-Late April: Submit EOC test schedules to assessment@la.gov	Deadline											
April 11-May 6: Administer ELA and math tests for computer-based testing (CBT)	Testing Window		•									
April 25-29: Administer ELA, math, science for paper-based testing (PBT), including makeup test administration	Testing Window	•	•									
April 25-May 20: Administer EOC Spring 2016 test	Testing Window			•								
Nov 2-May 13: WorkKeys online test administration	Testing Window							•				
Accountability												
April 9: Final ACT test date for grade 12 students to earn highest score included the 2015-2016 High School SPS ACT index	Deadline								•			

May 2016

Activity		Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support												
May 4: Data Coordinators Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
May 18: District Planning Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
May 19: Assessment and Accountability Monthly Call and Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Accessibility and Accommodations												
Support continuous evaluation of accessibility/ accommodations effectiveness; revise IEP, IAP, LEP, and PNP documents as needed	Support	•	•	•	•	•	•	•	•	•	•	•
Assessment Preparation and Administration												
April 18-May 6: Administer ELA and math test for computer-based testing (CBT)	Testing Window		•									
April 25-May 20: Administer EOC Spring 2016 tests	Testing Window			•								
May 2-13: Administer Advanced Placement (AP) test	Testing Window											•
May 9-13: Administer Social studies field test	Testing Window	•										
May 13: Last day for WorkKeys test scores included in SPS for graduation cohort members	Deadline							•				
May 13: Last day for College Level Examination Program (CLEP) test scores included in SPS for graduation cohort members	Deadline											•
May 30: Enter DIBELS Next Spring 2016 data into DDS	Deadline									•		

June 2016

Activity		Grades 3-8		High School	Alternate Assessments		ACT Series			Other		
		Science and Social Studies	ELA and Math	EOC	ELDA	LAA 1	PLAN	WorkKeys	ACT	DSC and DIBELS	NAEP	AP and CLEP
Communication and Support												
June 1-3: Superintendent Collaboration & Teacher Leader Summit	Meeting	•	•	•	•	•	•	•	•	•	•	•
June 3: Data Coordinators Call/Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
June 9: Assessment and Accountability Monthly Call and Webinar	Webinar	•	•	•	•	•	•	•	•	•	•	•
Assessment Preparation and Administration												
June 1: Last day to submit Special Education Graduation Waiver application for Spring 2016	Deadline			•								
June 20-24: Administer EOC Summer 2016 tests	Testing Window			•								
June 30: Last day to submit DIBELS Next Statement of Assurance to assessment@la.gov	Deadline									•		