

Louisiana Believes

**Assessment and Accountability Monthly Call
September 10, 2019**

Agenda

- I. Month-by-Month Checklist**
- II. Accountability**
- III. Assessment Administration**
- IV. Assessment Updates**
- V. Support and Communication**
- VI. Data Certification**

Month-by-Month Checklist

The 2019–2020 Assessment and Accountability Month-by-Month Checklist

- **identifies** key dates and deadlines for statewide assessment programs and accountability processes for next school year;
- **provides** action steps to ensure readiness for administering statewide assessments; and
- **recommends** resources for district and school staff.

The checklist includes information on the following areas:

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

NEW: The [2019-2020 Assessment Month-by-Month Checklist](#) is available in the [Assessment Library](#).

September Assessment and Accountability Checklist

DTCs should review the entire September section of the [Assessment Month-by-Month Checklist](#).

Highlights for September:

- September: Assessment data certification finalized
- September: Administration of KEA and K-3 literacy screening assessment the first 30 days of school.
- September 1: New browser required for ELPT
- September 9: LEAP 360 Interim window opens

SEPTEMBER 2019

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	SPED Leader Monthly Call: September 5	Webinar										✓
	Data Coordinator Monthly Webinar: September 5	Webinar										✓
	School System Monthly Planning Call: September 9	Webinar										✓
	Monthly Assessment and Accountability Call: September 10	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call : September 19 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	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: Ensure that all applicable staff members continuously evaluate the effectiveness of accessibility and accommodations and revise IEP , IAP , EL , and DNP documents as needed	Take Action										✓
	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										✓

Accountability

Roster and File Release Timeline

The department released the following files in August.

Data	Posting Location	Information Provided
2018-2019 School System and School-Level Progress Results	La Data Review	Points awarded for student growth from 2018 to 2019. Includes prior year targets and step used to assign points toward the progress index.
Assessment Subgroup Summary File disaggregates data by subgroup and subclaim	DRC INSIGHT Portal	Number and percent of student in achievement levels by subgroup and subclaim for calculators.
Preliminary, pre-data certification school performance scores	Secure FTP (No public release)	Preliminary SPS without any data certification changes.
2018-2019 State, School System and School Progress Results and Science Results	Press release PK-8 Performance and High School Performance data libraries	Overall progress of state and systems.

2018-2019 Assessment Reporting Timeline

Assessment	Student Report Timeline and Location	School System-Level Results Time and Location	Public Release and Location
CLEP	Schools and school systems using bulk purchasing services will receive score in week 4 of each month	Monthly: Full Schedule	August, public release and posted to Data Center
ACT	Spring, state administered student and school results from ACT sent to schools	Summer iCD and district profile from ACT in summer; additional reporting in FTP	Fall, public release and posted to Data Center
Progress index rosters	Student rosters distributed in August during data certification through La Data Review	August via ftp	August, public release and posted to Data Center
EL Progress toward Proficiency Data	Student rosters distributed in August during data certification through La Data Review	Fall	TBD
Growth to Mastery file with 2020 targets	Released grades 4-8 at the end of June in DRC INSIGHT portal High school grades will be posted in ftp at the end of September	Grades 4-8 released in DRC INSIGHT portal	No public release
Growth to Mastery file with 2020 targets and new site codes for 2019-2020	TBA Winter in ftp	TBA Winter in ftp	No public release

Wrapping Up Data Certification

ACT and DCAI

ACT and DCAI closed for new submissions on Tuesday, September 4th. All submissions that have been completely submitted for review will be finalized before SPS is updated for fall release.

Assessment

Please make sure that all submissions are completely submitted no later than Friday, September 13 by 5 pm.

- Changes to ELPT and progress index can be made using appropriate fields provided on the assessment edit screen.
- Forced zeros, assigned by the LDOE, are always indicated on the roster with a flag of Yes.

Example of Forced Zero Record

A forced zero record will always include a zero reason (zero code like AZ, EZ), a forced zero flag of Yes, and for high school an “I” for initial test. The first record is an example of a zero that was applied for a student who was on the TSDL file and was not coded 99 in the testing window or in June data cert. The second record is not a zero.

Algebra I		Algebra I	
Ach. Lvl:	<input type="text" value="Unsatisfactory"/>	Ach. Lvl:	<input type="text" value="Unsatisfactory"/>
MS Incentive Pts:	<input type="text"/>	MS Incentive Pts:	<input type="text"/>
Acct Code:	<input type="text" value="EZ - Enrolled Zero"/>	Acct Code:	<input type="text" value="EZ - Enrolled Zero"/>
Zero Flag:	<input type="text" value="Yes"/>	Zero Flag:	<input type="text"/>
Initial Tester:	<input type="text" value="I - Initial tester, will cou"/>	Initial Tester:	<input type="text"/>
Progress Pts:	<input type="text"/>	Progress Pts:	<input type="text"/>

Interests and Opportunities: Key Dates and Resources

Activity	Purpose	Dates
Online Principal Survey (distributed via data managers)	Survey completion makes up 2.5-5% of 2020 SPS for all schools	Sept. 30 - Nov. 1
October CLASS Collection (CUR, PEP, SIS)	Enrollment in PE, visual art, performing art, and world language courses makes up 2.5% of 2020 SPS for grades K-8	October 1 - (on or near) January 8

The following 2019-2020 Interests and Opportunities resources are now available in the [Accountability Resources Library](#):

- [Course Code List](#)
- [FAQ](#)
- [Sample CLASS validation report](#)
- [Interests and Opportunities Policy Summary](#)
- [Teacher Leader Summit Session Presentation](#)

Accountability Resources

- [School Finder Toolkit](#): School Finder resources for principals, including sample parent night presentations and a one-page overview of the accountability system
- [Accountability Library](#): website with important resources for accountability contacts such as data certification support and webinars
- [SPS Calculator](#): provided in the accountability library to help schools and systems estimate their school performance scores
- [Grades 4 to 8](#) and [High School](#) Progress Index FAQ: updated to provide details related to student growth targets and the data used to determine them
- [English Language Proficiency Progress Measure](#): provides policy and process for calculating the new English Language Proficiency progress measure (beginning in 2019-2020)

Technology Readiness

Online Tools Training

The Online Tools Training (OTT) should be utilized in order to become familiar with the online testing tools (e.g., highlighter, magnification, etc.) used for the operational test. Additionally the OTT:

- may be reviewed as many times as desired;
- is not to be considered representative of an actual test; and
- is available once INSIGHT is installed or by [link](#) using Google Chrome browser.

Training Accounts

Each LEA has a Sample School (777) in eDIRECT to use for training purposes only.

- This is located under the **Diagnostic/Interim** administration.
- Ten sample students have been added to each 777 site and should be used to practice creating test sessions.

Technology Resources

[Device Toolkit Menu Directions](#)

[eDIRECT Refresher](#)

[LEAP 2025 Technology Enhanced Item Types](#)

[Online Scheduling Guidance](#)

[Statewide Assessments FAQ about Technology](#)

[Technical Assistance for ELPT Assessments](#)

[Technical Assistance for LEAP 2025 and LEAP Connect Assessments](#)

[Technical Troubleshooting Tips](#)

[eDIRECT User Guide](#)

[Technology User Guide](#)

Test Security

Nonsummative Test Security

Non Summative Test Security Reminders

- All LEAP 360 system components are considered copyrighted materials and therefore belong to the originator and shall not be considered LEA property. All applicable copyright laws shall be enforced and adhered to under the terms of this agreement.
- The content may NOT be used or published in part or in whole outside of the prescribed purposes set forth by the Louisiana Department of Education (LDOE). Assessment items and passages can only be used in the assessment delivery platform operated by DRC.

Accommodated Materials Reminder

- Secure documents must be kept in a locked, secure area before and after testing. It must be returned immediately to the School Test Coordinator after the scheduled testing has ended for the day. When testing is completed, the School Test Coordinator must return the materials to the District Test Coordinator.

Caveon Test Security Services

In order to help districts and schools improve test security, the LDOE has negotiated an agreement with Caveon, the nation's leading test security experts, to provide the following services:

Monitoring

- Provides two Caveon monitors on campus on one day of testing
- Provides school systems with accurate information of every testing room at the school

Investigations

Provides districts with professional investigators to investigate and report on any testing irregularity that occurred in the school system

Training

Provides districts with active online training modules created by Caveon

A full explanation of the services and the fee schedules can be found [here](#). Districts and schools can purchase these services by contacting [Caveon](#) directly.

K-3 Screening Assessments

Kindergarten Entry Assessment

Who	When	Measures	Assessment Options	Data Submission	Due Date
First-time Kindergarten children	First 30 days of school	<ul style="list-style-type: none">• Language/ Literacy• Math• Social -Emotional• Approaches to Learning• Physical	DRDP-K GOLD	DRDP-K: Submit with SIS K-3 Assessment Collection GOLD: Submit in the GOLD System	October 18, 2019

Additional Resources

[DRDP-K](#)

[GOLD Guidance](#)

[K-2 Pilot Library](#)

[KEA and K-3 Literacy Screening Guidance](#)

[Kindergarten-Grade 3 Assessments Fact Sheet](#)

[PreK-Grade 3 Guidebook for Site and System Leaders](#)

[SIS K-3 Assessment Collection Guidance](#)

LEAP 360

LEAP 360

- New LEAP 360 diagnostic assessments have been available since early August. The 2019 assessment reflects substantial changes that were inspired by feedback from the field.
- Interim assessments are now available.
- All reporting is now available in the Interactive Reporting app.
 - Student Response Maps
 - Test Session Response Maps
 - Student and school summaries
 - List reports

LEAP 2025 and English III EOC

NEW: LEAP 2025

Spanish-Language Math Assessment Guidelines

The Office of Academic Policy and Analytics has developed a set of guidelines that should be used in determining whether the Spanish-language version of the LEAP 2025 mathematics assessment is an appropriate choice for a Spanish-speaking EL. The student should meet at least one of the following criteria.

- A student whose primary language is Spanish and who receives instruction in Spanish
- A student who is a recently arrived EL and had prior instruction in mathematics in Spanish
- A student who is enrolled in a dual-language immersion program that includes where mathematics is taught in Spanish

More information can be found in any [LEAP 2025 assessment guide for mathematics](#).

2019-2020 Enrollment Window

From October 1 - October 31, each school system is required to enter enrollments for schools for grades 3 and 4 paper or online testing into the eDIRECT Enrollment System. School systems will also verify enrollment numbers.

To enter enrollments in eDIRECT:

1. Select **My Applications** and then select **Materials**
2. Select **Enrollments** within Materials
3. Under the **Administration** drop-down box, select the appropriate Administration
4. Under **School**, select the school for which enrollments will be entered
5. Click **Show Enrollments**

The screenshot shows the 'Enrollment' window in the eDIRECT system. It features three dropdown menus: 'Administration', 'District', and 'School'. The 'School' dropdown is currently set to '(All)'. Below these fields is a blue button labeled 'Show Enrollments'. A red box highlights the 'Administration', 'District', and 'School' dropdowns, and another red box highlights the 'Show Enrollments' button. A red asterisk indicates required fields. The 'Administration' dropdown has a red asterisk next to it. The 'District' dropdown is set to 'SAMPLE DISTRICT - 4'. The 'School' dropdown is set to '(All)'. The 'Show Enrollments' button is highlighted with a red box.

2019-2020 Enrollment Window

6. Confirm testing mode for grades 3 and 4 for all schools.

Enter Enrollments

Status Report

☐ [Instructions](#)

The 'Administration', 'District' and 'School' must be selected before any items can be entered. Users can save and continue at a later date by clicking the 'Save' button. When all items are final, the user should click the 'Complete' button.

How will Grade 3 students at your school be tested?

Online *

How will Grade 4 students at your school be tested?

Paper *

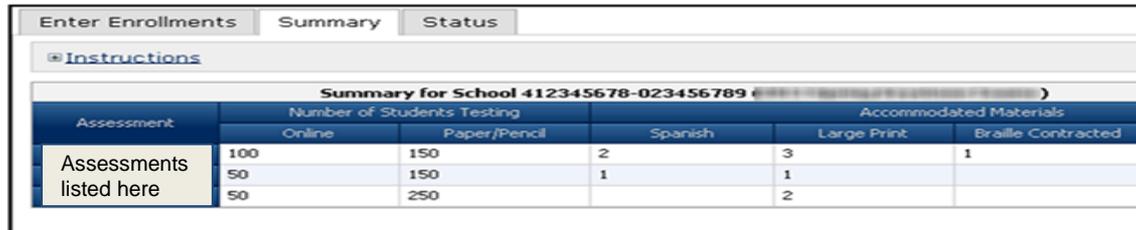
2019-2020 Enrollment Window

7. Confirm or update counts in the grid.

- Enrollment numbers are prepopulated with 2018 initial enrollments.
- Verify or update the 2018 counts with the enrollments for 2019. This will ensure that accurate materials quantities are available for your schools and included in initial shipments.
- If a school no longer hosts a grade, zero out any numbers that appear.

Note: It is important to include all students that require the consumable test booklet accommodated version, including English Learner and PNP students requiring test read aloud.

8. Click **Complete**.



The screenshot shows a web interface with three tabs: 'Enter Enrollments', 'Summary', and 'Status'. The 'Summary' tab is active, displaying a table titled 'Summary for School 412345678-023456789'. The table has columns for 'Assessment', 'Number of Students Testing' (subdivided into 'Online' and 'Paper/Pencil'), and 'Accommodated Materials' (subdivided into 'Spanish', 'Large Print', and 'Braille Contracted').

Assessment	Number of Students Testing		Accommodated Materials		
	Online	Paper/Pencil	Spanish	Large Print	Braille Contracted
Assessments listed here	100	150	2	3	1
	50	150	1	1	
	50	250		2	

2019-2020 Enrollment Window

9. Select the **Summary** tab to view the information designated for each school.
 - Click **Print** to print the screen that is currently viewed.

Enter Enrollments **Summary** Status

[Instructions](#)

Summary for School 412345678-023456789

Assessment	Number of Students Testing		Accommodated Materials		
	Online	Paper/Pencil	Spanish	Large Print	Braille Contracted
Assessments listed here	100	150	2	3	1
	50	150	1	1	
	50	250		2	

Print

2019-2020 Enrollment Window

10. Select the **Status** tab to view the progress of schools' registration process.
 - Click **Export to Excel** to view this information in Microsoft Excel.

The screenshot shows a web application interface with three tabs: "Enter Enrollments", "Summary", and "Status". The "Status" tab is active. Below the tabs is a section titled "Instructions" with a plus icon. Underneath is a summary header: "Overall Status for School 412345678-023456789 () - Completed". Below this is a table with three columns: "District", "School", and "Status". The table contains one row of data. At the bottom left, there is a blue button labeled "Export to Excel" which is highlighted with a red rectangular box.

District	School	Status
412345678 - Sample District	023456789 - Sample School 2	Completed

NEW: LEAP 2025 Resources

The following resources have recently been made available.

- [Science Achievement Level Descriptors](#) describe the knowledge, skills, and abilities associated with each performance expectation of the Louisiana Student Standards for Science.
- Science Annotated Student Responses have been added to the practice test answer keys for [grade 5](#), [grade 6](#), and [Biology](#) and include details about how to use the provided scoring information to score student responses to the extended-response task.

The following resource will be available in September.

- A Mathematics Equation Builder presentation and webinar recording introduce the equation builder (EB) tool updates, describe acceptable student response formats for tasks, and explain how to access the EB tool and response box for instructional practice in coordination with Tier I mathematics curricula.

High School FAQ Updates

The High School FAQ will be updated and posted in the assessment library by September 20. Highlighted changes include the following:

- All subjects now include a 5-level assessment. The older EOC versions are no longer available, with the exception of English III, which will be a district-administered assessment in 2019-2020.
- All students who take an assessment-eligible course for credit must take the assessment unless the student already has a passing achievement level from a previous administration. This includes students who participate in LEAP Connect.
- A student who earns one of the subjects in a subject pair out of state or at a nonpublic school is not exempt from the other subject in the pair if the student takes the second of the subject pair in Louisiana.

English III EOC

The Summer 2019 administration marked the last statewide administration for the English III End of Course test.

Beginning with the 2019-2020 school year, the English III EOC assessment will be a paper-based assessment that is administered by school systems to students who need to test per graduation requirements for the graduation cohort of fall 2011 through summer 2017.

Reminder: Students who entered high school prior to 2017-2018 cannot use English I to meet graduation requirements.

All materials for the administration and scoring of the test will be available in late fall for school systems to request.

New Video Sign Language (VSL) Tool

Video Sign Language is available this year as a pilot for OTT and Diagnostic Testing for English (grades 3-8, ENG I and II) and mathematics (grades 3-8, Algebra I and Geometry). Feedback received from students participating in this pilot tool will be crucial to future development.

State Placement Test

State Placement Test Reminders

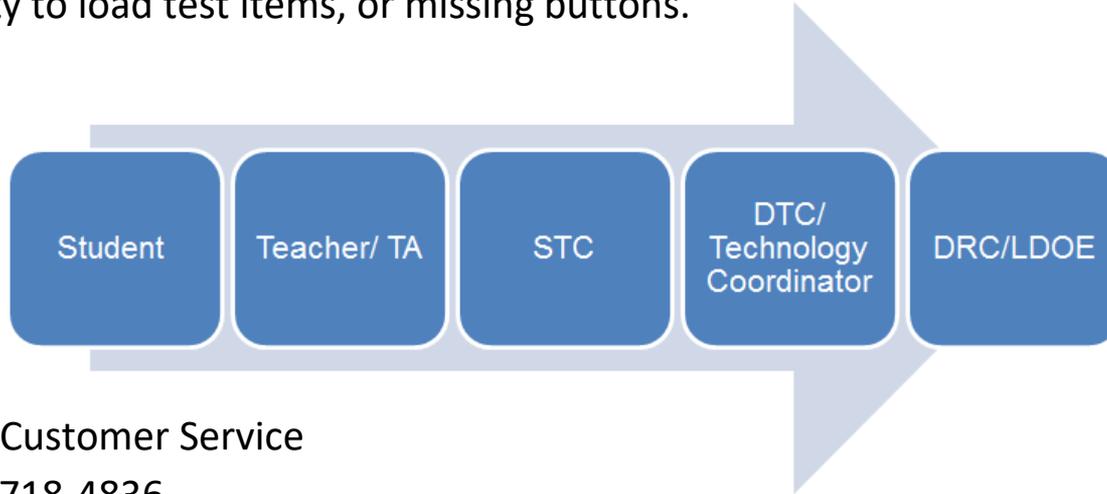
- Per policy, LEAs determine promotion and retention for students in grades 3 through 8. Placement decisions for students entering grade 9 will be made in accordance with longstanding policy in Bulletin 1566, which includes the possibility of students being placed in transitional 9th grade.
- The [state placement test](#) is mandated in BESE policy for administration to students seeking to **transfer to a public school in grades 5 or 9 from any in-state nonpublic school, approved home study program, or out-of-state school. These students** shall be required to take the English language arts and mathematics portions of the state placement test to inform placement decisions and any supports needed to assist struggling students.
- The computer-based test is designed to measure students' knowledge and skills in ELA and math pursuant to Louisiana Student Standards in grades 4 and 8, and is consistent with the LEAP 2025 test.

State Placement Test Reminders

- DTCs will be responsible for managing the state placement test administration in [eDIRECT](#). All functionality of testing systems and test security will be the same as LEAP 2025 assessments.
- **The state placement test is mandatory and available all year.**
- **School systems must notify the Department at least 30 days in advance of any school system planned testing day** to ensure scoring and reporting are completed within normal turn-around times.
- Test results will typically be available in eDIRECT no later than 4-7 days after a student completes all test sessions.
- The Test Coordinator Manual and Test Administrator Manual are posted in [eDIRECT](#).

Technical Assistance Protocol

If technical problems occur during testing, school and district staff should follow the [Technical Assistance Protocol](#) presented below. Technical problems include, but are not limited to, problems connecting to INSIGHT, the inability to load test items, or missing buttons.



DRC Louisiana Customer Service

1-888-718-4836

LAHelpDesk@datarecognitioncorp.com

LDOE

1-844-268-7320

assessment@la.gov

LEAP Connect

LEAP Connect ELA and Math Resources

Assessment Guides	<ul style="list-style-type: none">● grades 3-5, grades 6-8, and high school● Science information added in September and throughout fall
ELA Sample Constructed-Response Tasks	<ul style="list-style-type: none">● grades 3-5 directions, stimuli, webinar presentation and recording● grades 6-8, 11 directions, stimuli, webinar presentation and recording
Math Sample Constructed-Response Tasks	<ul style="list-style-type: none">● directions● reference materials● Webinar scheduled for October 16, 2019 at 3:30 pm<ul style="list-style-type: none">○ Join https://ldoe.zoom.us/j/448611621○ Call 1-646-876-9923○ Meeting ID 448-611-621#

LEAP Connect Reminders

Students must be identified as eligible for LEAP Connect at least 30 days prior to the state's testing window.

- The department conducts yearly IEP audits, and students who are identified as not qualified or identified too late are subject to earn a zero in the assessment index of the school performance score.
- Students must have taken and passed the LEAP Connect ELA and mathematics tests to be eligible for the Jump Start diploma for students who participate in alternate assessment. If students are unable to pass the assessment(s), then the school can follow guidelines for a portfolio that will qualify them for graduation.
- Students must have taken the LEAP Connect ELA and mathematics assessments to be exempt from ACT testing.

ACT and WorkKeys

New: WorkKeys Accommodated Paper Form

NEW For WorkKeys

- ACT is providing schools in Louisiana the opportunity to upload the names of students taking accommodated WorkKeys paper tests into PearsonAccess^{Next}. This upload will allow ACT to print barcode labels for the students who participate with this form. Printing and affixing barcode labels to student answer documents will ensure more accurate reporting of student demographic data to the LDOE. This step is not required but the department strongly recommends taking advantage of this opportunity.
- [What's New with WorkKeys State Testing](#) is located on the [ACT State Testing](#) site and provides a list of all enhancements and changes for WorkKeys test administration for the 2019-2020 school year.

WorkKeys Accountability Changes

Beginning in 2019-2020, the points awarded for WorkKeys Silver, Gold and Platinum certificates will change to reflect the new concordance between ACT scores earned and WorkKeys certificates earned.

WorkKeys Index Beginning 2019-2020 (2020 SPS)	
WorkKeys Level	Index Points
Platinum	120.4
Gold	103.4
Silver	70.0

Accommodations for WorkKeys

Schools cannot administer WorkKeys assessments to students without accommodations that are recorded on the IEP or IAP.

- The department will audit WorkKeys assessments, and will not use WorkKeys scores in accountability for any students who were not provided accommodations.
- All students with accommodations must be tested in one or both accommodated test windows.

Important WorkKeys Dates

Order additional accommodations and/or supports materials in PearsonAccess^{next} for the initial testing window, weekdays October 1–15, as needed.	August 30-September 30
WorkKeys Test Administration Q & A Register here.	September 12 - 10:00 AM
Window to receive test materials based on the delivery window chosen in PANext .	September 9-20
Complete non-test information, train room supervisors and proctors, and prepare rooms and materials.	Once material arrive- September 30
WorkKeys testing window opens.	October 1

2019-2020 ACT MOU

The 2019-2020 ACT MOU is available in the [Assessment Library](#) in the ACT and WorkKeys section.

What's New? There are 2 different ACT MOUs.

- Public and Charter Schools
 - payment option 1: one time MFP deduction in February 2020
 - payment option 2: two prepays made by the 10th of November 2019 and the 10th of February 2020
- Non-Public Schools Receiving State Funding for State Scholarship Students
 - payment option 1: one prepay made by the 10th of November 2019
 - payment option 2: two prepays made by the 10th of November 2019 and February 2020
- Signed ACT MOU must be mailed to the LDOE by September 30, 2019.

ELPS and ELPT

English Language Proficiency Screener

The ELPS is a tool for determining if students entering Kindergarten through grade 12 are English Learners (ELs) who require language support services to continue developing proficiency in English.

- Students who do not score proficient on the ELPS will be identified as an EL and can receive an [English Learners \(EL\) Accommodation Checklist](#).

The ELPS is designed to assess a student's English proficiency in the four language domains: listening, speaking, reading, and writing.

- Beginning August 1, 2019 the ELPS will be Louisiana's required standardized entrance screener.
- All [guidance](#) and trainings are available in the [Assessment Library](#) and the [AIR Portal](#).

Screeners Setup

The [ELPS](#) is a computer-based assessment that will be taken in the AIR Portal, the same testing system used for the English Learner Proficiency Test (ELPT). Prior to testing, the [AIR Secure Browser](#) must be installed on computers. Reference the [Secure Browser Installation Manual](#) for detailed directions.

Test administrators, students, and accommodations are managed in the [TIDE Portal](#). See the [TIDE User Guide](#) for detailed directions on test setup requirements.

- Both District and School Test Coordinators have permission to add students into TIDE.
- Students must have a LASID in order to be entered into TIDE and take ELPS.

Students taking the ELPS will need headsets with microphones for interacting with the online platform. The headsets are the same ones required for taking the ELPT. Specifications for headsets are located on pages 5-6 of the [Assessment Technology Specifications 2019-2020](#) in the [Assessment Library](#).

*Enable pop-up windows and microphone settings on all ELPS computers prior to screening.

AIR Secure Browser Update

The 2019-2020 Secure Browser is now available for Windows, Mac, and Linux operating systems. All devices running with these operating systems will need to update the new browser to administer tests as of September 1. See the [Secure Browser page](#) for additional information.

The new Chrome OS Secure Browser is now available. Please note that the Chrome OS updates are pushed automatically via the auto-updates, so they do not require manual updates.

The current version of the iOS Secure Browser will continue to be used during the 2019-2020 administration year; there will not be any updates needed for the iOS devices.

ELPT Updates for 2019

Online Reporting

- AIRWays, the new reporting system that replaces the Online Reporting System (ORS) will go live on September 27th. The systems will be open concurrently during the month of October to assist users with transition to new system. Users are encouraged to begin using the AIRWays system as soon as it is available to allow time to become accustomed to a new system.
- Training modules and user guides will be available soon.

Test Forms for Grades K-1

Grades K-1 will no longer include a paper writing supplement. All items in the writing domain will be completed on the computer.

ELPS Administration Documents

All ELPS administration documents can be found in the [ELPT Portal](#) under ELPS.

[TIDE User Guide](#)

Provides directions for registering students for assessments, establishing test settings and accommodations, associating students with districts, schools, and rosters, and creating and approving testing appeals

[TA User Guide](#)

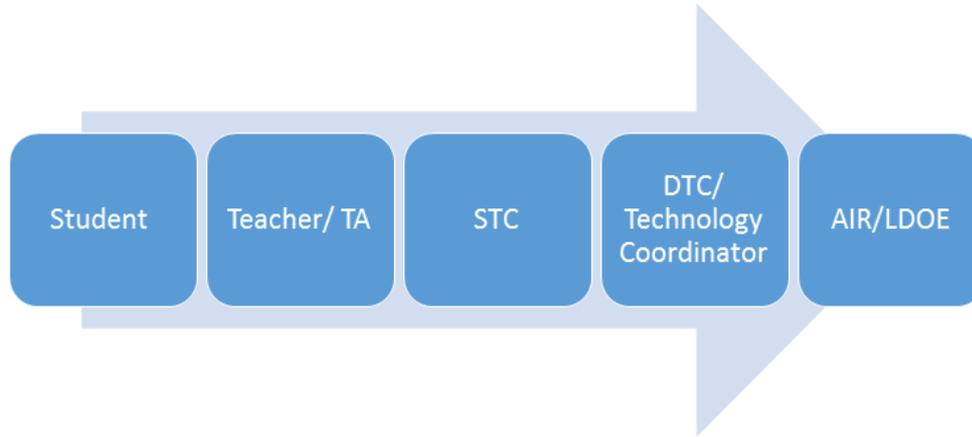
Directions to help users navigate the Test Delivery System (TDS) including the Student Interface and the Test Administrator Interface, and help support Test Administrators manage and administer ELPS.

[ELPS TAM](#)

Provides specific instructions for the administration of the ELPS. Details include information on test security, logistical requirements, and the Test Administrator directions to students.

Technical Assistance Protocol

If technical problems occur during testing, school and district staff should follow the [ELPT Technical Assistance Protocol](#) presented below. Technical problems include, but are not limited to, problems connecting to INSIGHT, the inability to load test items, or missing buttons.



AIR Contact Info

7:00 AM – 7:00 PM

1-866-758-0231

laelpthelpdesk@air.org

Chat: <http://la.portal.airast.org/chat/>

LDOE

1-844-268-7320

assessment@la.gov

ELPT Resources

- [LA EL Portal](#): access all ELPT/ELPS administrative portals, reports, browsers, and manuals
- [EL Frequently Asked Questions](#): a list of common EL, ELPT/ELPS questions and answers
- [ELPT Assessment Guide](#): test design, structure, and sample items
- [ELPS Guidance](#): purpose, criteria and design of ELPS
- [English Learner Library](#): access materials and forms to support ELs
- [English Learner Guidebook](#): guidance to implement high-quality instruction for ELs
- [LA Connectors for ELs](#): a list of the English Learner Connectors for use collaboratively with EL and content teachers
- [English Learner \(EL\) Accommodations Checklist](#): the form used to document an EL's classroom and assessment accommodations, available in [Arabic](#), [Spanish](#), and [Vietnamese](#)
- [ELPS/ELPT Training Webinars](#): information about how and when to administer ELPS or ELPT

LEAP 2025 Humanities Pilot

6-8: LEAP 2025 Humanities

Research shows that students need to possess deep knowledge of a subject in order to effectively read, comprehend, and write about complex texts. However, reading tests traditionally use passages that include contexts and vocabulary that students may have never encountered, placing those who have fewer life experiences at a disadvantage.

To solve for this disconnect, and better assess students' knowledge of complex tasks, Louisiana has partnered with school systems to [pilot an innovative, joint English language \(ELA\) and social studies assessment](#) that ensures all students have an equal opportunity to succeed on the test.



K-12: LEAP 2025 Humanities

To find out more about Louisiana's Innovative Assessment Pilot, please review the Innovative Assessment Pilot [summary document](#).

If you would like to participate in the 2019-2020 cohort, contact Chanda.Johnson@la.gov and confirm your participation by September 30th.

NAEP and Advanced Placement

2019-2020 NAEP

Long-Term Trend Assessment

Age ranges	Age 13 13 years old as of 1/1/2020 (born Jan-Dec 2006)	Age 9 9 years old as of 1/1/2020 (born Jan-Dec 2010)	Age 17 17 years old as of 10/1/2020 (born Oct 2002-Sep 2003)
E-Filing Windows	Aug 19-Sep 20, 2019	Oct 28-Nov 22, 2019	Jan 2-Jan 31, 2020
Assessment Windows	Oct 14-Dec 20, 2019	Jan 6-Mar 13, 2020	Mar 16-May 22, 2020

Advanced Placement

- Instructional Leaders: AP teachers can now order Course Exam Description (CED) binders. The 2019-2020 CEDs provide teachers with new insight related to skills assessed, pacing, and scope of content.
- AP Coordinators: October 4 is the recommended preferred deadline to place AP Exam orders.
- A best practice is to indicate student fee reduction status in the AP Registration and Ordering system when submitting your school's AP Exam order.

Support and Communication

DTC and Accountability Contact Update

Schools and school systems were notified of the department's new process for reporting all school system contact information through JOTForms by September 13. To ensure timely access to La Data Review and DRC INSIGHT, contact updates should continue using the DTC and Accountability Update Form until September 13.

- Located in the Forms section in the [Assessment Library](#).
- Requires Superintendent signature
- The [DTC and Accountability Contact Update Form](#) must be submitted from the superintendent's district email account.

Assessments Customer Service

The Assessments Customer Service Contact Information has been posted to the [Assessment Library](#). This provides customer service contact information for all assessments.



Assessment Contact Information

Below is contact information for questions and support regarding assessments:

Assessment	Contact Information
General Test Administration	LDOE hotline: 1-844-368-7320 Email: assessment@ls.gov Contact Hours: 8:30 AM – 6:30 PM
ACT	Phone: 1-800-353-6244 x 2800 Online: https://act.org/stateandistrict/contactus Contact Hours: Monday – Friday: 7:00 AM – 7:00 PM Saturday: 8:00 AM – 2:00 PM
ACT Accommodations	Phone: 1-800-353-6244 x 7800 Email: ACTStateAccomp@act.org Contact Hours: Monday – Friday: 7:00 AM – 7:00 PM Saturday: 8:00 AM – 2:00 PM
College Board: Advanced Placement (AP)	Phone: 1-877-274-6474 (Professionals) Phone: 1-888-225-9427 (Students) Online: https://apcentral.collegeboard.org/ap-services-inquiry-form Email: apstudents@info.collegeboard.org (Students) Contact Hours: Monday – Friday: 7:00 AM – 7:00 PM
College Board: College-Level Examination Program (CLEP)	Phone: 800-257-9558 or 212-237-1331 E-mail: clep@collegeboard.org (Professionals) E-mail: clep@info.collegeboard.org (Students) Contact Hours: Monday – Friday: 7:00 AM – 5:00 PM
English Language Proficiency Test (ELPT)	AIR phone: 1-866-758-0231 Email: ls@thehelpdesk@air.org Chat: http://ls.portal.airast.org/chat/ Contact Hours: Monday – Friday: 7:00 AM – 7:00 PM
KEA/K-3 Literacy	Teaching Strategies (TS) Tech Support phone: 1-866-248-2575 TS General Customer Service: 1-800-637-3632 Online: https://teachingstrategies.com/contact/support/customer-support-form/ Contact Hours: Monday – Friday: 7:00 AM – 5:00 PM LDOE Email: EarlyChildhood@ls.gov
LEAP 2025, LEAP 360, LEAP Connect, LAA1	DRC phone: 1-888-718-4836 Email: ls@helpdesk@datarecognitioncorp.com Contact Hours: 7:30 AM – 4:30 PM
ACT WorkKeys	Phone: 1-800-WorkKey (967-5939) Email: workkeys@act.org Contact Hours: Monday – Friday: 7:00 AM – 7:00 PM Saturday: 8:00 AM – 2:00 PM

2019-2020 Assessment and Accountability Webinar Dates

The chart lists the details for accessing the remaining 2019-2020 Assessment and Accountability Monthly Calls. The entire calendar is located in the [2019-2020 School System Support Calendar](#).



Please note new numbers for the weekly call.

Assessment and Accountability Monthly Calls	
Webinar Dates	<ul style="list-style-type: none">● October 8● November 12● December 10● January 7● February 4● March 10● April 21● May 12● June 9● July 7
Webinar Time	1:00 PM
Webinar Link	https://ldoe.zoom.us/j/202189164
Phone Number	16468769923,,202189164#
Meeting ID	Meeting ID: 202 189 164

School System Support

Monthly Educational Technology Calls

Each month a webinar is held for district technology personnel to provide training, updates, and important information related to technology readiness and digital literacy.

Assessment@

All stakeholders are encouraged to email assessment and accountability questions and/or concerns to assessment@la.gov.

Assessment Hotline

For immediate assistance regarding assessment and accountability, district-level staff may call the Assessment Hotline at 1-844-268-7320.

EdTech@

All stakeholders are encouraged to email technology readiness questions and/or concerns to edtech@la.gov.

School System Support

The Assessment team offers multiple avenues of support to districts, schools, and teachers seeking information or assistance about assessment administration and accountability.

Weekly Newsletters

Assessment and accountability information and deadlines are released each week in the district newsletter.

Weekly Assessment & Accountability Calls

Each Tuesday at 1:00 PM these webinars are held to provide training, updates, and important information to DTCs and Accountability Contacts.

Assessment Library and Accountability Library

The [Assessment Library](#) contains resources for DTCs including the Assessment Schedule and the Assessment and Accountability Month-by-Month Checklist. The [Accountability Library](#) contains resources for accountability contacts including the School Performance Score (SPS) calculators as well as information on data certification and federal accountability.

Data Sharing Agreements

Pursuant to R.S. 17:3914, school systems must have a contract or data sharing agreement in place with private vendors that deliver services in order to share personally identifiable student data. Systems should review:

- the 2019-20 list of [data sharing agreements](#) to identify which ones are new and/or expiring. For each agreement needing to be completed, school systems should **download** the addendum, get the appropriate signatures, scan, and use the specific **submission link** to submit the form to LDOE.
- the tracking chart [HERE](#) to verify which agreements school systems have already opted into. The tracking chart is updated weekly as additional addenda are submitted to LDOE.

Data Systems: 2019-20 School Year

Forward to Sponsor Site Coordinators:

Sponsor Site System (SPS) Validation Reports were recently dropped on the [DM FTP](#). Please download and verify all District (Sponsor) and School (Site) information.

If any corrections are needed, SPS is open for finalizing online updates to district and school information. SPS data managers can make updates to certain fields directly in the SPS system including Administrators Name, Website links, clubs/Sports, and Dropoff/Pickup times. Other requests for updates/changes to district and school information must be made via the [Sponsor Site Information](#) form which must be reviewed/approved by the Department.

SPS data is used in the monthly refresh of School Finder (in the ABOUT OUR SCHOOL section).

Please use the SPS system to certify Sponsor and Site information no later than September 30, 2019.

Dropout Correction Process

With the exception of graduation cohort index, all dropout flags on rosters could only be changed if the dropout flag in SIS could also be changed.

- Beginning with cohort graduation data certification in March, no dropout flags or exit codes will be changed for the 2018-2019 year. There will be no exceptions.
- Superintendents will receive a letter from Jessica Baghian this week that must be signed and returned to Jennifer Baird.
- Schools and systems should make use of the current dropout correction period to avoid the assignment of non-graduate status to students who could have been corrected and identified as legitimate leavers.

Data Systems: 2019-20 School Year

Forward to Data Managers:

School systems should continue uploading their initial 2019-2020 student enrollment information to the Louisiana Secure ID system (eScholar).

- All students expected to be enrolled at the beginning of the 2019-2020 school year should be submitted to eScholar for a Louisiana Secure ID (LASID) match.
- After this period, school systems should only send records of active students that are either new to the school system or have a change in information.

Please email SystemSupport@la.gov if eScholar training is needed.

Home Study Reminders

Applications for home study represent an agreement between the parent and the LDOE. Please see the following reminders:

- A home study application should only be initiated by the parent.
- The application cannot be submitted by a student.
- School addresses, emails, and phone numbers should never be listed on a home study application.
- The only home study that qualifies a student as a legitimate leaver is BESE-approved home study.
- There is no such thing as a BESE or LDOE approved home study school. All requests for records from non-approved private schools will not serve as documentation of home study.

Next Steps

Dates	Action
September 1	Update for AIR secure browser must be installed
Aug/Sept	Administer KEA and K-3 Literacy Screeners within the first 30 days of school
September 13	Submit all contacts using JOT Forms; prior DTC/acct contact form discontinued
September 30	ACT MOU signed and returned to LDOE
October 1	Opening of WorkKeys testing window
October 3	Data Coordinator Monthly Webinar
October 8	October Monthly Assessment and Accountability Call

EL Accountability Updates 2019

ELPT Assessment Reminders: Grades K-12

Test Participation

All students who are identified in SIS as English Learners are expected to participate in the ELPT. Students who do not test will be assigned zero points in the 2020 assessment index.

Accommodations

Bulletin 111 policy now requires that all accommodations be completed on plans no later than 30 days prior to the opening of the state testing window.

Exemptions

A new document named 2019-2020 Request for ELPT Exemption will be available soon. All requests for exemption must be submitted no later than 30 days prior to the opening of the testing window, and all must be approved by the LDOE.

Accountability Coding

In order for a student to be excused from testing, the student record must include an accountability code.

Code	Reason
01	Student is no longer enrolled in the school.
02	Precoded materials are received by a student who was misclassified as EL.
04	Student is absent for the entire testing cycle due to illness.
05	Student completed the test on another document.

EL Progress Rosters in Data Certification

Establishing Baselines

- All students who participated in ELPT in 2018 established the baseline that will be used for every comparison until the student exits from EL status. It is very important that schools and systems review the baselines.
- ELDA scores are not used for comparisons.
- Newly identified EIs whose first participation was in 2019 also established baselines that will be used for every comparison until the student exits from EL status.

Trajectories

- For students who participated in 2018, there is also a 2019 score that was used to determine growth. This growth was measured using the trajectory tables on the following slide.

Expected Growth

Select table based on grade in which student was enrolled when first Identified as EL.

Trajectory to English Language Proficiency: Students First Identified in Grades PK-5				
Initial ELPT Proficiency Level	Year 2	Year 3	Year 4	Year 5 and Beyond
Emerging (E)	P1	P2	P3	T
Progressing 1 (P1)	P2	P3	T	T
Progressing 2 (P2)	P3	T	T	T
Progressing 3 (P3)	T	T	T	T
Transitioning (T)	N/A	N/A	N/A	N/A

Trajectory to English Language Proficiency: Students First Identified in Grades 6-12						
Initial ELPT Proficiency Level	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7 and Beyond
Emerging (E)	P1	P2	P2	P3	P3	T
Progressing 1 (P1)	P2	P2	P3	P3	T	T
Progressing 2 (P2)	P2	P3	P3	T	T	T
Progressing 3 (P3)	P3	T	T	T	T	T
Transitioning (T)	N/A	N/A	N/A	N/A	N/A	N/A

Points Awarded for ELPT Growth

Points were assigned to students for growth from 2018-2019 based on the table below.

ELPT Progress Outcome	Assessment Index Points
Exceeds expected proficiency level	150
Meets expected proficiency level	100
Improves one or more proficiency levels from prior year	80
No improvement in overall proficiency level	0

Example of Student Growth

Yosin, in grade 4, earned the following scores on the ELPT in 2019, which is Progressing 1 (P1)

Listening: 3	Speaking: 3	Reading: 2	Writing: 1
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Progressing 1 (P1) At least one level 3 or higher score and the lowest score is a level 1

In 2019-2020, Yosin earned the following scores on the ELPT, which is Progressing 2 (P2)

Listening: 3	Speaking: 4	Reading: 2	Writing: 2
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Progressing 2 (P2) At least one level 3 or higher score and the lowest score is a level 2

Full Academic Year Flags

	What does the flag mean for SPS?	What dates are used?
LEA Flag=Y	Student counts in School System (District) Score. <i>Note: students with accountability codes will not be included if there is no valid score.</i>	Student is enrolled on October 1 and testing.
LEA Flag=N	Student does not count in System Performance (District) Score	Student is not enrolled on BOTH October 1 and for testing.
Site Flag=Yes	Student counts in School Performance Score. <i>Note: students with accountability codes will not be included if there is no valid score.</i>	Student is enrolled at the site on February 1 and LEA flag is Yes.
Site Flag=No	Student does not count in the School Performance Score.	LEA flag is No or LEA flag is Yes but student is not enrolled at the site on February 1.