

2019-2020 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 [2019-2020 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](#)

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

AUGUST 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: August 1	Webinar										✓
	Data Coordinator Monthly Webinar: August 8	Webinar										✓
	School System Monthly Planning Call: August 14	Webinar										✓
	Education Technology Monthly Call : August 15 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	Monthly Assessment and Accountability Call: August 20 at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	Early August: Data certification for Assessment, ACT, and DCAI indices	Take Action										✓
	Early August: School systems place braille orders for ELPS in TIDE	Take Action		✓								
	Mid-August: Data certification for 2018-2019 state standard and alternate assessments	Take Action										✓
	August: Set up COSs for high school LEAP 2025 testing	Take Action				✓						
	August: Use the Teacher Access versions and resources of LEAP 360 for PLC discussions	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					✓					

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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	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										✓
	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: 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: 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 1: AP Registration and exam ordering system opens myap.collegeboard.org	Take Action									✓	
	August 3: Access test setup and additional materials in eDIRECT for Placement Tests	Take Action										✓
	August 5: PearsonAccessnext opens for placing WorkKeys fall test administration.	Take Action								✓		
	August 5-23: Window to manage users and place orders for WorkKeys accommodated paper test materials in PearsonAccessnext for the fall accommodated testing window	Take Action								✓		
	August 15: First ECE GOLD Checkpoint Period begins	Take Action	✓									

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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	August 17: Order high school practice test braille materials in the Additional Materials tab in eDIRECT	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		✓	✓	✓	✓	✓			✓	
	July 18–June 26: Order high school and grades 3-8 practice test braille materials in the Additional Materials tab in eDIRECT	Take Action				✓						
	July–August: Download the 2019-2020 AIR Secure Browser	Take Action		✓								
	July–August: Manage users for all administrations in eDIRECT	Take Action			✓	✓	✓					
	July–June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	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 19–September 20: E-filing window for the NAEP 2019-2020 Long-Term Trend National Assessment of 13-year old students.	Take Action						✓				
	July 1–June 30: State Placement Test administration	Testing Window										✓

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

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 PNP 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										✓

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	September: Ensure all returning and new students enrolled for 2019-2020 have been submitted to eScholar, review retirement/split IDs and make updates in applicable systems (LASID Audit #1)	Take Action										✓
	September: Deadline to submit class schedule corrections for fall high school 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: Conduct session for examinees to complete non-test information on the answer documents for paper testing	Take Action								✓		
	July 18-June 26: Order high school and grades 3-8 practice test braille materials in the Additional Materials tab in eDIRECT	Take Action				✓						
	July-June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	Administer KEA and K-3 Literacy Assessments within the first 30 school days.	Testing Window	✓									
	September: Administer Diagnostic/Interim assessments	Testing Window			✓							
	August-July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	August 19-September 20: E-filing window for the NAEP 2019-2020 Long-Term Trend National Assessment of 13-year old students.	Take Action						✓				
	July 1-June 30: State Placement Test administration	Testing Window						✓				✓

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

OCTOBER 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: October 2	Webinar										✓
	SPED Leader Monthly Call: October 3	Webinar										✓
	Data Coordinator Monthly Webinar: October 3	Webinar										✓
	Monthly Assessment and Accountability Call: October 8	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call : October 17 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	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: 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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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	October: Receive test materials for Accommodated WorkKeys makeup testing	Take Action								✓		
	October 1-15: WorkKeys fall accommodated testing window for both online and paper	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				✓						
	October 4: Recommended deadline for submitting May 2020 AP exam orders	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 22: Deadline for ACT to receive all fall WorkKeys accommodated test materials	Take Action								✓		
	October 28: LEAP 2025 Fall 2018 deadline to finalize IEP , IAP , EL , and PNP plans prior to fall high school LEAP 2025 administration	Deadline				✓						
	October 28: Begin test setup and create Test Administrator numbers in eDIRECT in preparation for fall high school LEAP 2025 using the eDIRECT User Guide	Take Action				✓						
	July 18–June 26: Order high school and grades 3-8 practice test braille materials in the Additional Materials tab in eDIRECT	Take Action				✓						
	July–June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	October: Administer LEAP 360 Interim assessments	Testing Window			✓							
	October: STC order WorkKeys accommodations and/or supports materials for makeup testing	Take Action								✓		

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	October: 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: Deadline for ACT to received accommodated WorkKeys materials. Late-arriving answer documents will not be scored.	Take Action						✓		✓		
	Once materials arrive–October: Conduct sessions for examinees to complete non-test information on the answer documents	Take Action								✓		
	October 1–15: Administer WorkKeys with accommodations and/or supports during the makeup testing window	Take Action								✓		
	October 1–15: Fall ACT WorkKeys accommodations testing window	Testing Window								✓		
	October 18: Deadline to submit KEA and K-3 literacy screening assessment data with the SIS K-3 Assessment Collection	Take Action	✓									
	October 31: Deadline to submit GOLD Early Childhood Assessment Fall Benchmark.	Take Action	✓									
	October 1–April 10: ACT WorkKeys online testing window	Testing Window								✓		
	October 14–December 20: Assessment window for the NAEP 2019-2020 Long-Term Trend National Assessment of 13-years old students.	Testing Window						✓				
	October 28–November 22: E-filing window for the NAEP 2019-2020 Long-Term Trend National Assessment of 9-years old students.	Take Action						✓				
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	July 1–June 30: State Placement Test administration	Testing Window										✓

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

NOVEMBER 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Super App Collaboration: Baton Rouge: November 4, 7, & 8; Ruston: November 12	Collab										✓
	School System Monthly Planning Call: November 6	Webinar										✓
	SPED Leader Monthly Call: November 7	Webinar										✓
	Data Coordinator Monthly Webinar: November 7	Webinar										✓
	ACT Test Administration Q & A Webinar : November 7 at 11:00 a.m.	Webinar							✓			
	Monthly Assessment and Accountability Call : November 12	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call : November 21 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	November–January: Request ACT-Approved accommodations on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA)	Take Action							✓			
	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: Test coordinators ensure that TAs, proctors, and monitors are assigned to testing groups for fall high school LEAP 2025 tests	Take Action				✓						

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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	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				✓						
	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 2019-2020 AIR Secure Browser	Take Action		✓								
	November: PearsonAccess ^{next} opens for ACT spring testing	Take Action							✓			
	November: Complete ELPT user and student management in TIDE .	Take Action		✓								
	November: ACT window for schools to manage participation for ACT	Take Action							✓			
	November 1: Fall high school TCM and TAM posted in eDIRECT	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				✓						
	Nov 11: LEAP 2025 high school materials due in school systems	Take Action				✓						
	November 12: Additional materials window opens for Fall high school testing	Take Action				✓						

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	November 15: Deadline to digitally submit exam orders for all AP courses that began before November 15	Take Action									✓	
	November 29: Enter fall high school LEAP 2025 test ticket invalidations into eDIRECT at the end of each week of testing	Take Action				✓						
	July 18–June 26: Order high school and grades 3–8 practice test braille materials in the Additional Materials tab in eDIRECT	Take Action				✓						
	July–June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	November: Administer LEAP 360 Interim assessments	Testing Window			✓							
	October 1–April 10: ACT WorkKeys online testing window	Testing Window								✓		
	October 14–December 20: Assessment window for the NAEP 2019-2020 Long-Term Trend National Assessment of 13-years old students.	Testing Window						✓				
	October 28–November 22: E-filing window for the NAEP 2019-2020 Long-Term Trend National Assessment of 9-years old students.	Take Action						✓				
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	July 1–June 30: State Placement Test administration	Testing Window										✓

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

DECEMBER 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: December 4	Webinar										✓
	Data Coordinator Monthly Webinar: December 5	Webinar										✓
	Monthly Assessment and Accountability Call : December 10	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call : December 19 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	December: TIDE opens for ELPT user and student management	Take Action		✓								
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	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: 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: Download the 2019-2020 AIR Secure Browser	Take Action		✓								

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	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: Verify/upload student information in PearsonAccessnext for ACT	Take Action							✓			
	December–February: Site readiness checks, install Proctor Cache software, setup proctor caching in PearsonAccessnext (ACT online only), and switch from paper to online	Take Action										
	December–February: Complete a mock administration (ACT online only)	Take Action										
	July 18–June 26: Order high school and grades 3–8 practice test braille materials in the Additional Materials tab in eDIRECT	Take Action				✓						
	July–June: Manage users in eDIRECT for spring testing	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				✓						
	December 2–18: High School LEAP 2025 Fall 2018 test administration window	Testing Window				✓						
	January 2–31: E-filing window for the NAEP 2019–2020 Long-Term Trend National Assessment of 17-years old students.	Take Action						✓				
	October 1–April 10: ACT WorkKeys online testing window	Testing Window								✓		
	October 14–December 20: Assessment window for the NAEP 2019–2020 Long-Term Trend National Assessment of 13-years old students.	Testing Window						✓				

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	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	July 1–June 30: State Placement Test administration	Testing Window										✓

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

JANUARY 2020

✓	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: January 8	Webinar										✓
	Data Coordinator Monthly Webinar: January 9	Webinar										✓
	Monthly Assessment and Accountability Call : January 14	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Act (paper and online) Administration Q & A Webinar: January 16 at 1:00 p.m.	Webinar							✓			
	Education Technology Monthly Call : January 16 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	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: Complete ELPT user and student management in TIDE .	Take Action		✓								
	January: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	January: Deliver test security, preparation, and administration training for ELPT and LEAP Connect 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										✓

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	January: Install the ELPT secure browser on all devices that will be used for ELPT testing	Take Action		✓								
	January: LEAP Connect 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: Begin test setup and test administrator management for LEAP Connect using the eDIRECT User Guide	Take Action					✓					
	January: ACT will upload student data in to PearsonAccess ^{next}	Take Action							✓			
	January: ELPT assessment materials delivered to sites	Take Action		✓			✓					
	January 3: LEAP Connect TCM and TAM posted in eDIRECT	Take Action					✓					
	January 6: Finalize IEP , IAP , and EL accommodations plans for LEAP Connect and ELPT	Deadline		✓			✓					
	January 17: Deadline to submit AP exam accommodation requests	Deadline										
	January 17: 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									✓	
	January 20: ELPT Additional Materials system available in TIDE	Take Action		✓								
	January 21: Manuals and materials arrive in school systems. Coordinate distribution of materials to schools.	Take Action					✓					
	January 22: LEAP Connect Additional Materials system available in eDIRECT	Take Action					✓					
	November-January: Request ACT-Approved accommodations on the ACT for eligible examinees through the Test Accessibility and Accommodations System (TAA)	Take Action							✓			

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✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	December-January: Install ProctorCache software and setup proctor caching in PearsonAccess^{next} (ACT online only)	Take Action							✓			
	December-January: Complete a mock administration (ACT online only)	Take Action							✓			
	December-January: 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-March: 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							✓			
	July 18-June 26: Order high school and grades 3-8 practice test braille materials in the Additional Materials tab in eDIRECT	Take Action				✓						
	July-June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	January: Administer LEAP 360 Diagnostic/Interim assessments	Testing Window			✓							
	January 2-31: E-filing window for the NAEP 2019-2020 Long-Term Trend National Assessment of 17-years old students.	Take Action						✓				
	January 6-March 13: Assessment window for the NAEP 2019-2020 Long-Term Trend National Assessment of 9-years old students.	Testing Window						✓				
	August-July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	July 1-June 30: State Placement Test administration	Testing Window										✓

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

FEBRUARY 2020

✓	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Spring Collaboration: Baton Rouge: February 3, 6, & 7; Ruston: February 4	Collab										✓
	School System Monthly Planning Call: February 5	Webinar										✓
	Data Coordinator Monthly Webinar: February 6	Webinar										✓
	Monthly Assessment and Accountability Call : February 11	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call : February 20 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	February: ACT Test Administration Q&A. Register here.	Webinar							✓			
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	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: 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 testing	Take Action		✓			✓					
	February: Audit of spring high school LEAP 2025 testers (TSDL)	Take Action										✓

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	February: Deadline to submit class schedule corrections for spring high school LEAP 2025 testers in preparation for DRC assessments.	Deadline										✓
	February: Administer LEAP 360 Interim assessments	Testing Window			✓							
	February: Request reconsideration of ACT-approved accommodations and/or supports on the ACT in TAA	Take Action							✓			
	February: 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							✓			
	February 15: Deadline to submit all device and broadband updates within the Technology Readiness Tool (TRT).	Take Action										✓
	February 28: Grades 3–8 CBT testing materials posted in eDIRECT and arrive in school systems	Take Action				✓						✓
	February 28: Deadline to submit GOLD Early Childhood Assessment Winter Benchmark.	Take Action	✓									
	February–March: 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–March: 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–March: Create test sessions and assign students to test sessions (ACT online only)	Take Action							✓			
	February–March: Order additional WorkKeys accommodations materials	Take Action								✓		

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	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							✓			
	July–June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	January 6–March 13: Assessment window for the NAEP 2019-2020 Long-Term Trend National Assessment of 9-years old students.	Testing Window						✓				
	February 3–March 13: All LEAP Connect and ELPT voids should be emailed to assessment@la.gov by the end of the window	Deadline		✓			✓					
	February 3–March 13: LEAP Connect and ELPT test administration	Testing Window		✓			✓					
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	July 1–June 30: State Placement Test administration	Testing Window										✓
	October 1–April 12: WorkKeys online test administration window	Testing Window								✓		

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

MARCH 2020

✓	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: March 4	Webinar										✓
	Data Coordinator Monthly Webinar: March 5	Webinar										✓
	Monthly Assessment and Accountability Call : March 10	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call : March 19 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	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: 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				✓						

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	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: 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				✓						
	March: Deadline to bulk purchase CLEP vouchers.	Take Action									✓	
	March: Order standard time materials for the March 31 makeup test date	Take Action							✓			
	March: 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: 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: 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							✓			
	March: Order ACT-approved accommodations and/or supports materials for the March 31-April 2 makeup testing window by calling ACT Accommodations, 800-553-6244 ext. 1788	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				✓						

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	Once materials arrive–March 16: Conduct sessions for examinees to complete non-test information on the answer document for paper testing	Take Action							✓			
	Once materials arrive–March 16: Train room supervisors and proctors. Prepare rooms and materials	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 2: Additional materials window opens for grades 3-8 LEAP 2025 manuals	Take Action				✓						
	March 3: Finalize IEP , IAP , EL , and PNP accommodations for the grades 3-8 LEAP 2025	Deadline				✓						
	March 13: Deadline for all digital AP exam orders	Deadline									✓	
	March 13: Deadline to submit all late orders.	Take Action									✓	
	March 13: Deadline to submit spring block schedule orders.	Take Action									✓	
	March 16: Begin test setup and test administrator management in eDIRECT for grades 3-8 LEAP 2025											
	March 17: Additional materials window opens for CBT materials	Take Action				✓						
	March 18: Begin test setup and test administrator management in eDIRECT for grades 3-8 LEAP 2025	Take Action				✓						
	March 20: Spring high school LEAP 2025 TAM and TCM posted in eDIRECT	Take Action				✓						
	March 23: Begin test setup and test administrator management in eDIRECT for high school LEAP 2025	Take Action				✓						
	March 24: Finalize IEP , IAP , and EL accommodations for the Spring 2019 LEAP 2025 high school test administration window	Deadline				✓						

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	Once materials arrive–March 16: 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							✓			
	February–March: Order additional standard time materials for the March 17 test date, non-college reportable accommodations (NCR) ACT materials for the March 31–April 10 testing window, and WorkKeys accommodations and supports materials for the March 18–April 1 testing window, as needed	Take Action							✓	✓		
	February–March: 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							✓			
	March–April: 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							✓			
	All LEAP Connect and ELPT voids should be emailed to assessment@la.gov at the end of each week	Deadline		✓			✓					
	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							✓			
	July–June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	March: Administer LEAP 360 Interim assessments	Testing Window			✓							

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	March 2: Grades 3-8 manuals arrive in school systems	Take Action			✓							
	January 6–March 13: Assessment window for the NAEP 2019-2020 Long-Term Trend National Assessment of 9-years old students.	Testing Window						✓				
	March 16: Grades 3-8 CBT materials arrive in school systems	Take Action			✓							
	March 17: 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							✓	✓		
	February 3–March 13: ELPT and LEAP Connect test administration	Testing Window		✓			✓					
	March 12–21: (Tuesdays–Thursdays only): ACT Online Testing Window	Testing Window							✓			
	March 16–May 22: Assessment window for the NAEP 2019-2020 Long-Term Trend National Assessment of 17-years old students.	Testing Window						✓				
	March 18–April 1: WorkKeys Accommodated Spring Testing Window	Testing Window								✓		
	March 18–April 1: Administer the ACT WorkKeys on paper with accommodations and/or supports during the initial testing window	Testing Window							✓			
	March 31–April 2, April 7-9: (Tuesday–Thursday only) Administer the ACT online with standard time and accommodations and/or supports during the initial testing window	Testing Window							✓			
	March 31–April 10: Administer ACT accommodations test (for ACT-approved and non-college reportable)	Testing Window							✓			

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	July 1–June 30: State Placement Test administration	Testing Window										✓
	October 1–April 10: WorkKeys Online Testing Window	Testing Window								✓		

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

APRIL 2020

✓	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: April 2	Webinar										✓
	School System Monthly Planning Call: April 8	Webinar										✓
	Monthly Assessment and Accountability Call : April 21	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call : April 23 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	2019-2020 School Year: Access OTTs for ELPS and ELPT	Take Action		✓								
	April: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	April: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	April: LASID Audit #4 – Data coordinators will review retirement/split IDs and make updates in applicable systems	Take Action										✓
	April: Complete KEA and K-3 literacy assessment surveys to submit which assessments the LEA/ school system will administer in 2019-2020	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				✓						
	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							✓			

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	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 or 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							✓			
	April 2: ACT paper makeup test	Deadline							✓			
	April 6: Grades 3-8 PBT materials arrive in school systems	Take Action				✓						
	April 6: Spring high school testing materials arrive in school systems	Take Action				✓						
	April 7: Additional materials window opens for Spring high school testing	Take Action				✓						
	April 7: Additional materials window opens for PBT materials	Take Action				✓						
	April 7: Grades 3-8 Additional Materials window opens in eDIRECT for PBT	Take Action				✓						
	July–June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	April: Administer LEAP 360 Interim assessments	Testing Window			✓							
	April: 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: 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							✓			

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	March 16–May 22: Assessment window for the NAEP 2019-2020 Long-Term Trend National Assessment of 17-years old students.	Testing Window						✓				
	March 18–April 1: Administer WorkKeys with accommodations and/or supports during the makeup testing window	Take Action								✓		
	April 2: Administer the ACT on paper with standard time on the makeup test date	Action							✓			
	April 2–8: Administer the ACT on paper with accommodations and/or supports during the makeup testing window	Take Action							✓			
	April 19: Final deadline for AP Coordinators to order AP exams.	Deadline										
	April 20–May 15: Administer high school LEAP 2025 Spring 2019 Test	Testing Window				✓						
	April 27–May 3: Administer grades 3-8 paper-based LEAP 2025 assessments	Testing Window				✓						
	March 30–May 1: Administer grades 3-8 computer-based LEAP 2025 assessments	Testing Window				✓						
	July 1–June 30: State Placement Test administration	Testing Window										✓
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								

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

MAY 2020

✓	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	School System Monthly Planning Call: May 6	Webinar										✓
	Monthly Assessment and Accountability Call : May 12	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: May 14	Webinar										✓
	Education Technology Monthly Call : May 21 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
	Teacher Leader Summit: May 25-29	Event										✓
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 ELPS OTTs through the ELPT Portal	Take Action		✓								
	May: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	May: Last day for College Level Examination Program (CLEP) test scores included in SPS for graduation cohort members	Deadline									✓	
	May: ELPT and LEAP Connect School Rosters, Student Reports, and .csv files available	Score Release		✓			✓					
	May 4: AP exams begin with US Govt. and Politics. Full list of exam dates .	Take Action									✓	
	May 4-15: Administer Advanced Placement (AP) test	Testing Window									✓	
	May 9: Report all LEAP 2025 3-8 test irregularities to assessment@la.gov	Deadline				✓						

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
	May 17: Summer high school LEAP 2025 TAM and TCM posted in eDIRECT	Take Action				✓						
	May 23: Report all LEAP 2025 high school test irregularities to assessment@la.gov	Deadline				✓						
	March 30–May 1: Administer grades 3–8 LEAP 2025 computer-based testing	Testing Window				✓						
	April 27–May 1: Administer grades 3–4 LEAP 2025 paper-based tests	Testing Window				✓						
	August–July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								
	July–June: Manage users in eDIRECT for spring testing	Take Action				✓						
Assessment Administration and Reporting												
	March 16–May 22: Assessment window for the NAEP 2019-2020 Long-Term Trend National Assessment of 17-years old students.	Testing Window						✓				
	May 31: Deadline to submit GOLD Early Childhood Assessment Spring Benchmark.	Take Action	✓									
	July 1–June 30: State Placement Test administration	Testing Window										✓

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

JUNE 2020

✓	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												
	School System Monthly Planning Call: June 3	Webinar										✓
	Data Coordinator Monthly Webinar: June 4	Webinar										✓
	Monthly Assessment and Accountability Webinar : June 9	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call : June 20 at 9:00 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
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: Utilize scheduling guidance to determine final summer high school LEAP 2025 test schedules prior to setting up test sessions in eDIRECT	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 5: Additional materials window opens for summer high school testing	Take Action				✓						
	June 5: Begin test setup and test administrator management in eDIRECT for summer high school LEAP 2025	Take Action				✓						
	June 15: Postmark deadline for AP exam invoices and payment	Deadline									✓	
	July–June: Manage users in eDIRECT for spring testing	Take Action				✓						
	Mid-July: eScholar student data submissions for returning and new students enrolled for 2020-2021 begins	Take Action										✓

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

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Assessment Administration and Reporting												
	June: LEAP 2025 school rosters, student reports, and .csv files released	Score Release				✓						
	June 15-19: Administer LEAP 2025 summer 2019 tests	Testing Window				✓						
	July 1: The cost of CLEP exams will increase by \$2. The new fee will be \$89	Take Action									✓	
	July 1-June 30: State Placement Test administration	Testing Window										✓
	August-July: Administer ELPS to new registrants who are potentially ELs	Testing Window		✓								