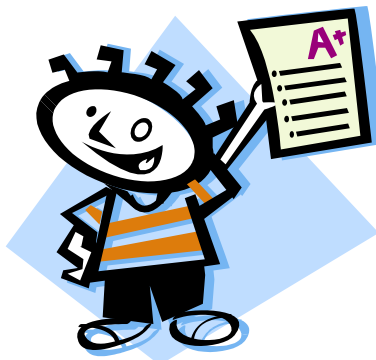


**Testing Coordinators Meeting
Minutes
September 1, 2016**



1. Welcome and Introductions
2. Testing/SIS Coordinators: Who's Who?
 - a. Melissa Jackson, MV
 - b. Jean Schultz, High School, MJC
 - c. District Coordinators were introduced. Information was provided regarding district assessment coordinators, SIS coordinators, and DLM contacts.
3. Upcoming Webinars
 - a. Assessment Update—9/2
 - b. SIS Planning-9/8

Student templates

4. Timelines
 - a. 9/30 If MV cannot enter the course code information, MV will have course codes/student information to districts by 9/30. Who should it go to? Chuck, Mary, Anne, Ronnie
 - b. 10/14 District deadline for fall housing
 - c. 11/2 Deadline for entering teacher information. MV will enter staff and courses.
 - d. 11/6 ACCESS Pre-ID labels due
 - e. 1/31 MV reports semester 1 grades; assigns new course codes for semester 2; reports to the district, if they cannot enter the information to the state.
 - f. 6/10 MV reports final grades to the district, if they cannot enter the information to the state.
 - g. End of each month: Changes—who should receive this information? The SIS coordinators and then they will be able to coordinate with district personnel. The accuracy of this information when it interfaces with ISTAR will be critical this year.

- h. SAT accommodations due for spring administration we believe in January. More information will be coming out soon regarding the spring administration and accommodations.

Note since the meeting: Up until the time of the meeting, the College Boards gave MV the impression that it would be a lengthy process for them to become an SAT testing site, even though we have been a site for the ACT and PARCC in previous years. And, as a consequence, we are not able to start the accommodations process. Carla has received the following information:

As we discussed, the College Board with the Illinois State Board of Education will be setting up all schools within Illinois for the SAT School Day administration (SAT School Day Administration is April 5, 2017). This will take place October-November. I will let you know (as soon as I know) how you will be notified, etc.

Regarding Accommodations, as you know, all testing accommodations must be approved by the College Board SSD office prior to the test. All Schools can use SSD Online to request, manage and track accommodation requests. For information on how to access SSD Online, go to collegeboard.org/ssdonline. The accommodation approval process takes approximately seven weeks. For any specific questions you may have regarding accommodations you can email at ssd@info.collegeboard.org or call the SSD Coordinator Help Line at [844-255-7728](tel:844-255-7728).

- i. PARCC accommodations due for spring administration also in January.

5. SAT

- a. There will be an SAT session on September 20, 1:00-4:30 at ECC.
- b. Need to register for the ECC session by the 9th.
- c. Change in MV status: see above.
- d. Accommodations need to have more extensive information. The turn-around for the approval process is approximately 7 weeks, but has been sooner for Geneva so far.
- e. Get students their accounts as soon as possible, so they can practice. There is also an app available.
- f. Each district needs to assign an accommodations coordinator.

6. SIS/ISTAR

- a. Home district is the resident district
- b. Serving district will be the Mid-Valley RCDTS code (31-045-3030-616-100) with the exception of:
 - i. ALOP students--student in New Directions grades 7-12; SAIL students through age 21; and GHS ALOP students partial
 - ii. ALOP RCDTS code: 31-000-0000-00-9501
 - iii. Safe Schools students RCDTS code: 31-000-0000-00-9303
- c. Serving school and testing school are the same code. It is the place where students attend. For SAIL and 12+ students, the serving school is Mid-

Valley's only school site and that is MJC—RCDTS code: 31-045-3030-616-101. (These students do not participate in testing.)

- d. If errors are noted, Melissa is your first contact. In the districts, communication for errors will go to the SIS coordinators.
- e. Carla shared several slides from the recent ISTAR training.

7. Course Codes

- a. We reviewed last year's course code table. It was determined that MV would enter this information directly into the state system.

Note since the meeting: At the most recent webinar, it was stated that the serving district would be able to enter this information on-line (and not through batch uploads, I assume). So, for us, that would mean that we would have to separately key in all students. The presenters also promised that there would be further information about this possibility, although nothing was shared. I have placed a call to the assessment division to see what kind of access we may be granted. Up until this point, we have not been able to enter this information into the district SIS systems.

David from D303 will be meeting with MV staff on September 27 to see what might be possible for uploads.

- b. PK and Transition are not entered for course codes

8. PARCC

- a. When is the testing going to occur in each district? Most don't know yet.
- b. What format are the districts using? All electronic.
- c. A reminder to go to user maintenance and update users.
- d. We're on the 5th edition of accommodations! They should be entered in January.
- e. There was a discussion about PowerIEP's capability to upload accommodation information in the required format.

Note since the meeting: Michelle looked into this issue and found that PowerIEP's recent version has created what appears to be a much better system for upload and that all the accommodations are listed correctly. Caution just needs to be used with the ELL cells.

- f. Pearson access next changes? None to our knowledge.
- g. Shared training events? None.

9. DLM

- a. Administration dates were shared along with all other dates.
- b. This process doesn't seem to have changed much from last year to this year.

10. ACCESS Testing

- a. At the liaison meetings, we will discuss how many students are eligible for ACCESS testing and who will administer the ACCESS.
- b. The Preschool administration will also be discussed at the liaison meeting.

11. FitnessGram assessments are going to be required this year. For students with APE, the Brockport may be used. These data are not individual, but will be aggregated and entered into IWAS (much like the immunization data).

12. KIDS

- a. KIDS 2 day teacher training in D101, March 15-16 of March staff training.
- b. At this time, it is still targeted to be implemented fully in the 2017-18 school year, although there is much opposition to its administration.

13. Science testing will be administered this year, but hopefully with more time for districts to prepare.

14. Next steps. We may need to have one more meeting in January so that we are prepared for the assessment season. Thanks to everyone for attending and for their input.