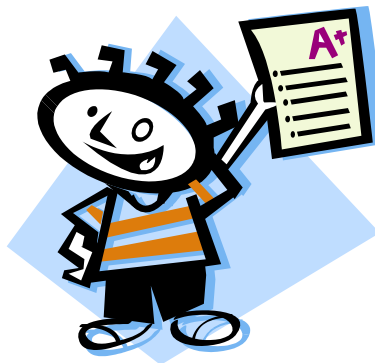


**Testing Coordinators Meeting  
Minutes  
October 1, 2014**



1. Present: Shannon DelRe, Jeene Bailey, Kristi Browne, Lynn Reilley, D304; Mike Potsic, Cheryl Berg, Leslie Stoner, D301; Fran Eggleston, Jocelin Zavala, D302; Kelly Brittan, Mary Jo Kohlhagen, Chris Brandt, Laurel Beasley-O'Brien, Patti Nier, Sharon Stec, Beth Jones, Maureen Joy, D303, Carla Cumblad, Melissa Jackson, Mid-Valley.
2. Upcoming DLM Training at Mid-Valley. *Note since the meeting. The flyer for this event has been disseminated. The location is the Illinois Food Bank.*
  - a. 11/11 8:00-3:30 Facilitated DLM Webinars and Essential Elements Review, location TBA
3. Follow-up: Key district personnel identified by the Superintendents
  - a. Two emails to sign up into different sessions; one for PAECC and one for DLM. The DLM one comes from the University of Kansas.
  - b. Staff need to be entered into DLM and signed up for professional development. This is the only way they can participate in the webinars.
4. Timelines:
  - a. By November 17, into the SIS system, enter (a) accessibility/accommodations, (b) IEIN numbers for the teachers, (c) DLM or PARCC with accommodations, and (d) course codes for each student.
  - b. Once received, Pearson will assign student access codes. (We're not sure how those codes will be received by the districts.
  - c. After that, there will be an opportunity to check and confirm the student data.
  - d. Prior to the testing window, the testing coordinator determines the testing schedule (groups and times) and forwards that information to Pearson.  
**This step is new to be completed electronically.**
  - e. After March 9, teachers will have access and session codes provided by Pearson.

5. PARCC:

- a. Any recent information from any webinars? Test administrator and coordinator manual are supposed to be released in **January**.
- b. PARCC session limits: Revised sessions 9-10 hours depending on the subject. Elementary—3 sessions for performance-based assessments (PBA) and 2 for English/Language Arts (ELA) end of year/unit assessments (EOY); 3 for Math PBA and 2 for EOY.
- c. If spring break interferes with the testing window, districts must calculate 20 consecutive days before spring break on line; 10 days on paper. Then, an application to extend the dates must be made with the state.
- d. PARCC dates: PBA March 9 – April 3; EOY April 27-May22
- e. ACT March 3; accommodation due by November 21; updated accommodations form on isbe's website. ***These dates are almost two months earlier than in previous years.***
- f. Practice tests: Chris will send the links.
- g. Which accessibility features or accommodations need to be recorded in the SIS system? We believe it is all of the allowed features. It was suggested that we use the ISBE template from the SIS system, accommodations page, in order to determine which of the accessibility/accommodations the state wants to be reported in SIS. (Although the page appears to have been removed.)
- h. Special education students should be in their own sessions to allow for the extended time needs. However, this causes difficulties with the consecutive sessions and scheduling.
- i. Districts (and Mid-Valley) will need to have a testing schedule identified so students can have their access numbers. And, apparently, this schedule will need to be submitted to the state in some fashion.
- j. Login codes should be available to the students from Pearson.
- k. In math for high school only do they have to take both the March and May assessments? Yes.
- l. What format are the districts using? D303 is going to do on-line with 5-6, and high school, all others paper/pencil; D101 is doing p/p in the fall. All other districts will do all students electronically.
- m. If districts are doing different formats, what should the Mid-Valley students in the serving schools do? We have yet to figure this one out. The testing windows are different as well.
- n. How do MV students get entered into their system? We believe that the procedure will be similar to previous years. MV will prepare and confirm spreadsheets with testing information (including accessibility features and accommodations) for the SIS administrator to enter.
- o. What is the timeline for entering the information above? November 17 all accommodations and course codes.
- p. Will the SIS coordinators be requiring completed Personal Needs Profiles (PNPs)? Not sure about this answer.
- q. Anyone have any updates on Braille and Closed-captioning accommodations? Not yet.

6. DLM
  - a. The district DLM Coordinator puts in the name of the testing administrator (teacher) in the serving school, if the serving school is in the district.
  - b. The District DLM coordinator also rosters the students. Mid-Valley will provide each district with the names of the teachers and students in the serving schools.
  - c. Who enters the teachers (and paras) into the Educator Portal so they can view the webinars? Same as (a) above.
  - d. The testing administrator (teacher) puts in the student accommodations after they have completed the training modules. (And, enters the scores.)
  - e. Before teachers can administer the DLM, they will have to participate and pass through 7 webinars. Apparently, they are available now. Dates:
    - i. Instructionally Imbedded: 11/10-12/19 and 1/5-3/13
    - ii. Required testing: 3/21-5/1
  - f. Will private schools administer the electronic tests? Apparently so. They have RCDT numbers that can be entered into the SIS system.
7. ACCESS Testing and Eligibility:
  - a. No waivers for the testing requirements (ACCESS or Alternate)
  - b. How are the decisions being made about the Alternate ACCESS Assessment? At the IEP level.
  - c. Grades to be tested: K-12.
  - d. Who administers the ACCESS or Alternate Assessment? This issue will be discussed at the administrative liaison meetings.
  - e. Testing and ordering windows. We will provide the same information for MV students for ACCESS, but on a separate sheet for clarity.
8. Revised Course Codes: Timelines and Expectations; new courses. Due November 17. Mid-Valley will prepare and confirm them as soon as possible.
9. ACT Administration: Which districts? All.
  - a. 11.5 credits are junior eligible to take the test.
10. Workkeys Administration: Which districts?
  - a. 101?
  - b. 301 ?
  - c. 302 yes
  - d. 303 yes
  - e. 304 no
11. Results Discussion; Mid-Valley still does not consistently receive the full results for students that have been tested. We can see the final scores, but don't receive the paper copies with the specific results. This is an issue that we have discussed

for 4 years and feel that it is an impossible task. And now, with the new assessment system, it may be a moot point.

12. Next Steps. There will not be any further meetings this year unless there are major changes to the process. **If anyone obtains any further information, it can be shared on this group email.**
13. Thanks to everyone for their great participation. We are especially appreciative for the input from the D302 folks because they participated in the pilot and had a lot to contribute to this meeting.