

**STC AND SUPPORT STAFF**  
**SPRING WRITING ON-LINE TRAINING**  
**STAFF TRAINING PACKET (TIMS)**

Testing Window is March 11<sup>th</sup> –March 20<sup>th</sup>

- Test Preparation Practice Tools; All students need to practice using this new updated tool Feb.8<sup>th</sup>

[http://www.doe.virginia.gov/testing/sol/standards\\_docs/english/2010/online\\_writing/index.shtml](http://www.doe.virginia.gov/testing/sol/standards_docs/english/2010/online_writing/index.shtml)

Short Paper    No sample item/ instead a sample screen

Prompt can not be copied or pasted anywhere but it can be minimized

Note Pad-will be able to copy and paste unto the writing screen but the student must use the key board command and not the cut and paste tab. The cut and paste tab works in the exhibit window where the student types the short paper

Students testing include:

- Students in the Grades 5, 8, and Students Enrolled in English II term 2
- Schools are to provide testing maps to us by March 8<sup>th</sup>.
  - These maps need to include the labs, times, examiner and proctor names.

(Remember that the State Tornado Drill is Tues. March 12<sup>th</sup> at 9:45) Make sure that students are not testing during the drill.

- Sign Test Security Agreement pp. 63-66 (everyone must sign if they have any access to the testing materials)
- Irregularities pp. 35-36/ form p. 119
  - We must have your form # or prompt # so we can assign the correct alternate form
- Getting ready for testing pp. 3-25
- STC checklist pp. xviii-xix and training topics online pp.3-4
- Examiners; checklist p. 5
- Test prep training p. 6
- Setting up read-aloud for multiple choice p. 11
- Setting up and delivering read-aloud for the short paper p. 11
  - Only read-alouds can have the check list read to them if they ask
  - Read-alouds need to be in the type same session for mc and short paper, they can't be in with the regular group.
  - Audio is treated the same as read aloud as for sessions because if the student raises his hand the prompt and checklist can be read to them as can individual MC questions.

- Testing tools and test materials pp. 17, 18, and 29 (FCPS the same type paper and materials need to be in each schools lab)
- During testing pp. 26-39
- Disposition of Test Materials p. 49
- Travel Students, we need their names and the school that they will be testing in so that their registrations can be moved and the student allowed to test
- Mountain Vista Students need to be contacted and scheduled to test
- Homebound Students need to come in to your school to test, if you think you have an exception contact Kristen McAuliffe

#### APPENDIX B

- FCPS STCs must use the state’s Examiner/Proctor Booklet and Prompt Transmittal Forms
  - pp. 81-82 booklet/83-84 prompt
  - Special test forms pp.85-88 (high schools only)
- Guidelines for recording a test session pp. 89-90
  - Examiner’s/Proctor Transmittal form and Affidavit for Recorded Test Sessions
- Return your signed School Affidavit, Security Agreements, transmittal forms, and tapes when you return from Spring Break

#### Appendices C and D

- Special Testing Accommodations Appendix C pp.95-112
- Special Testing Accommodations CODES Appendix D p. 115

#### APPENDIX E

- Test Irregularity Form and procedures p. 119 and pp. 35-36
- Our FAX Number.....

#### Important Dates:

- Feb. 11<sup>th</sup> is the SOA transfer date
- Feb. 8<sup>th</sup> upload completed
  - (new Students) ASAP send us their names, teacher name, sped and disability code or LEP info, and where transferred from.
  - (students who leave after Feb. 8<sup>th</sup>) ASAP send us their names so we can remove their registration and they can test in their new division