

# Spring 2013 Writing Trainings

Feb. 21, 22, and 27 STC and Team

Feb. 25, 26, and March 1 TestNav and Setting Up Sessions

## Agenda

### Session 1

Train the trainers for STC's and their Testing Team

Test Implementation Manual Training

Examiner's Manual Training

Lab Manual

Bring to your **TestNAV and Setting Up Sessions training:**

Star Base printed roster for each class in grades 5, 8 and in English 11 term 2

SPED, LEP, and 504 writing accommodations list per each student

List of SPED students and writing accommodations

List of LEP students and writing accommodations

List of 504 students and writing accommdations

Testing Lab Map

Day by day account

Lab #'s and # of pcs per lab (make sure that you have one pc for each student, one for the proctor with IM on it and 2 extra readied pc's for every lab testing more than 2 students)

### Session 2

IT will demonstrate and review

Caching

Systems Check

Lab and PC set up and check list

Session Set up and verification process

Name sessions: School Initials- multiple choice or short paper- teacher's name/block, and RA-SG-or Audio if applicable

Review protocol for running and monitoring test sessions

Print rosters and have teachers verify

Cache the day before you test

Print test tickets after caching and a new roster then lock them up with the appropriate transmittal form

STC/ designee *monitors* test sessions during testing and handles school session issues (this person must have IM on their computer and be trained for this task)

Internal Auditing by testing team and FCPS staff