

# PINE BLUFF SCHOOL DISTRICT

## ACT ASPIRE SPRING SUMMATIVE, 2019, GRADES 3-5 STANDARD AND PNP TESTING SCHEDULE



Instructions to Test Administrators: Refer to script in Arkansas Spring, 2019 Room Supervisor’s Manual. Testing procedures should be followed as noted in PBSB Testing Manual and your site training with BTCs.

**April 15-18, 2019**

Three Days Prior to Test Week

Tasks:

- ✓ Tasks:
- ✓ Check Technology to ensure TestNav update is loaded in your devices, students have individual passwords to access computer and internet, and devices are charged and ready for testing. Run APP checks on as many devices as possible. **Make sure students use the same device for each testing session.**
- ✓ Ensure that procedures are set and understood for distribution and submission of devices, authorization tickets, and testing irregularities.
- ✓ Ensure test administrators and proctors have testing procedures, have been trained and have signed the security agreements, TAs have a copy of the test schedule, test administration script and PNP Summary.
- ✓ Check that all test sessions are set and all students are scheduled into a test.
- ✓ Meet with your assessment team to ensure all preparations are complete.
- ✓ **DO NOT CLOSE TEST SESSIONS UNTIL ALL STUDENTS IN THE SESSION HAVE COMPLETED TESTING OR WITH FURTHER INSTRUCTIONS FROM DTC.**
- ✓ Make sure room is prepared; all anchor charts and visual aids covered, and testing signs posted.
- ✓ All students need to be facing the same direction and toward the wall clock. Internet timers may not be used. Students should be 3ft. apart from head to head.

Grade 3 and 4, Monday April 15, 2019

Grade 3 and 4	Test Subject/ Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing
	Preliminary test instructions Distribute log-in tickets, students log in	10	8:50-9:00	10	8:50-9:00
	Math Assessment	65	9:00-10:05	98	9:00-10:33
	Collect tickets and break	15	10:05-10:20	15	10:33-10:48
	Test Subject/Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing

# PINE BLUFF SCHOOL DISTRICT

## ACT ASPIRE SPRING SUMMATIVE, 2019, GRADES 3-5 STANDARD AND PNP TESTING SCHEDULE



Instructions to Test Administrators: Refer to script in Arkansas Spring, 2019 Room Supervisor's Manual. Testing procedures should be followed as noted in PBSB Testing Manual and your site training with BTCs.

	Distribute log-in tickets, students log in	5	10:20-10:25	5	10:48-10:53
	Reading Assessment	65	10:25-11:30	98	10:53-12:31
	Collect tickets, final instructions and dismiss	5	11:30-11:35	5	12:31-12:36
<b>Grade 3 and 4 Tuesday, April 16, 2019</b>					
<b>Grade 3 and 4</b>	Test Subject/ Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing
	Preliminary test instructions	10	8:50-9:00	10	8:50-9:00
	Distribute log-in tickets, students log in				
	English Assessment	40	9:00-9:40	60	9:00-10:00
	Collect tickets, stretch break	5	9:40-9:45	5	10:00-10:05
	Distribute log-in tickets, students log-in	5	9:45-9:50	5	10:05-10:10
	Writing Assessment	45	9:50-10:35	65	10:10-11:15
	Collect tickets, and dismiss	5	10:35-10:40	5	11:15-11:20
	Preliminary test instructions	10	1:00-1:10	10	1:00-1:10
	Distribute log-in tickets, students log in				
Science Assessment	60	1:10-2:10	90	1:10-2:40	
Collect tickets and dismiss	5	2:10-2:15	5	2:40-2:45	
<b>Grade 5, Wednesday, April 17, 2019</b>					
<b>Grade 5</b>	Test Subject/ Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing
	Preliminary test instructions	10	8:50-9:00	10	8:50-9:00
	Distribute log-in tickets, students log in				
	Math Assessment	65	9:00-10:05	98	9:00-10:33
	Collect tickets and break	15	10:05-10:20	15	10:33-10:48

# PINE BLUFF SCHOOL DISTRICT

## ACT ASPIRE SPRING SUMMATIVE, 2019, GRADES 3-5 STANDARD AND PNP TESTING SCHEDULE



Instructions to Test Administrators: Refer to script in Arkansas Spring, 2019 Room Supervisor's Manual. Testing procedures should be followed as noted in PBSO Testing Manual and your site training with BTCs.

	Distribute log-in tickets, students log-in	5	10:20-10:25	5	10:48-10:52
	Reading Assessment	65	10:25-11:30	98	10:52-12:32
	Collect tickets and dismiss	5	11:30-11:35	5	12:32-12:37
<b>Grade 5, Thursday, April 18</b>					
<b>Grade 5</b>	Test Subject/ Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing
	Preliminary test instructions Distribute log-in tickets, students log in	10	8:50-9:00	10	8:50-9:00
	English Assessment	40	9:00-9:40	60	9:00-10:00
	Collect tickets and stretch break	5	9:40-9:45	5	10:00-10:05
	Distribute log-in tickets, students log-in	5	9:45-9:50	5	10:05-10:10
	Writing Assessment	45	10:05-10:50	65	10:10-11:15
	Collect tickets and dismiss	5	10:50-10:55	5	11:15-11:20
	Preliminary test instructions Distribute log-in tickets, students log in	10	1:00-1:10	10	1:00-1:10
	Science Assessment	60	1:10-2:10	90	1:10-2:40

# PINE BLUFF SCHOOL DISTRICT

## ACT ASPIRE SPRING SUMMATIVE, 2019, GRADES 3-5 STANDARD AND PNP TESTING SCHEDULE



Instructions to Test Administrators: Refer to script in Arkansas Spring, 2019 Room Supervisor’s Manual. Testing procedures should be followed as noted in PBSO Testing Manual and your site training with BTCs.

Collect tickets and dismiss	5	2:10-2:15	5	2:40-2:50
Make-up Testing				
Students arriving late will begin testing at the next scheduled session and will make-up missed sessions in the afternoon.				
Students making up sessions will take no more than 3 tests in one day.				
Make-up testing will be completed by TBA (tentatively May 10)				
Submission of materials				
Documentation: Teacher training agenda, sign-in and handouts for standard and accommodations summative testing; summative security agreements, chain of custody forms for devices, headphones if applicable, bilingual dictionaries, if applicable privacy screens, test administration manuals, PNP rosters, authorization tickets, class testing absentee report, student rosters and student log-in info, if applicable; site testing room numbers, with test administrator and proctor names; and completed testing violations forms, if applicable.				
<b>Site schedule with room numbers, test administrators and proctors listed to be submitted to DTC by Thursday, April 11.</b>				
<b>Any updated or new Signed Security Agreements to be submitted to DTC by Thursday, April 11.</b>				
<b>Test monitoring checklists, any test irregularity forms to be submitted by the end of business day, the day of the occurrence.</b>				
Schedule for Submission of Other Testing Materials: Tuesday, May 14th A schedule will be distributed at April 4 Summative Training Updates.				
Reminder: Authorization tickets are secure test materials and are to be under lock when being stored. BTCs will submit to DTC with testing materials.				

# PINE BLUFF SCHOOL DISTRICT

## ACT ASPIRE SPRING SUMMATIVE, 2019, GRADES 3-5 STANDARD AND PNP TESTING SCHEDULE



Instructions to Test Administrators: Refer to script in Arkansas Spring, 2019 Room Supervisor's Manual. Testing procedures should be followed as noted in PBSO Testing Manual and your site training with BTCs.