



# PINE BLUFF SCHOOL DISTRICT

## ACT ASPIRE SPRING SUMMATIVE 2019, GRADES 9 AND 10 STANDARD AND PNP TESTING SCHEDULE

Instructions to Test Administrators: Refer to script in Arkansas Summative Spring, 2019 Room Supervisor's Manual. Testing procedures should be followed as noted in PBSO 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 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 9, Monday April 15, 2019

Grade 9	Test Subject/ Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing
	Preliminary test instructions	10	8:15-8:25	10	8:15-8:25
	Distribute log-in tickets, students log in				
	Math Assessment	75	8:25-9:40	113	8:25-10:17
	Collect tickets	5	9:40-9:45	5	10:17-10:22

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Grade 10. Monday, April 15, 2019					
Grade 10	Test Subject/Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing
	Distribute log-in tickets, students log in	10	10:30-10:40	First session testing	
	Math Assessment	75	10:40-11:55		
	Collect tickets, final instructions and dismiss	5	11:55-12:00		
Grade 9. Tuesday, April 16, 2019					
Grade 9	Test Subject/ Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing
	Preliminary test instructions Distribute log-in tickets, students log in	10	8:15-8:25	10	8:15-8:25
	Reading Assessment	65	8:25-9:30	98	8:25-10:03
	Collect tickets	5	9:30-9:35	5	10:03-10:08
Grade 10. Tuesday, April 16, 2019					
Grade 10	Distribute log-in tickets, students log-in	10	10:15-10:25	First session testing	
	Reading Assessment	65	10:25-11:30		
	Collect tickets and dismiss	5	11:30-11:35		
Grade 9, Wednesday, April 17, 2019					
Grade 9	Test Subject/ Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing

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<b>a d e 9</b>	Preliminary test instructions Distribute log-in tickets, students log in	10	8:15-8:25	10	8:15-8:25
	English Assessment	45	8:25-9:10	65	8:25-9:30
	Collect tickets and stretch break	5	9:10-9:15	5	9:30-9:35
	Distribute log-in tickets, students log-in	5	9:15-9:20	5	9:35-9:40
	Writing Assessment	40	9:20-10:00	60	9:40-10:40
	Collect tickets and dismiss	5	10:00-10:05	5	10:40-10:45
<b>Grade 10, Wednesday, April 17</b>					
<b>G r a d e 1 0</b>	Test Subject/ Task	Standard Minutes	Timing	1.5 TTS/ Extended Allowed	Timing
	Preliminary test instructions Distribute log-in tickets, students log in	10	10:30-10:40	First session testing	
	English Assessment	45	10:40-11:05		
	Collect tickets and stretch break	5	11:05-11:10		
	Distribute log-in tickets, students log-in	5	11:10-11:15		
	Writing Assessment	40	11:15-11:55		

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	Collect tickets and dismiss	5	11:55-12:00		
<b>Grade 9. Thursday, May 18</b>					
	<b>Test Subject/ Task</b>	<b>Standard Minutes</b>	<b>Timing</b>	<b>1.5 TTS/ Extended Allowed</b>	<b>Timing</b>
	Distribute log-in tickets, students log-in	10	8:15-8:25	10	8:15-8:25
	Science Assessment	60	8:25-9:25	90	8:25-9:40
	Collect tickets and dismiss	5	9:25-9:30	5	9:40-9:45
<b>Grade 10. Thursday, May 18</b>					
<b>G r a d e 1 0</b>	<b>Test Subject/ Task</b>	<b>Standard Minutes</b>	<b>Timing</b>	<b>1.5 TTS/ Extended Allowed</b>	<b>Timing</b>
	Distribute log-in tickets, students log-in	10	10:00-10:10	First testing session	
	Science Assessment	60	10:10-11:10		
	Collect tickets and dismiss	5	11:10-11:15		
<b>Make-up Testing</b>					



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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 TBA (tentative Friday, 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.
Site schedule with room numbers, test administrators and proctors listed to be submitted to DTC by Thursday, April 11.
Any updated or new Signed Security Agreements to be submitted to DTC by Thursday, April 11.
Test monitoring checklists, any test irregularity forms to be submitted by the end of business day, the day of the occurrence.
Schedule for Submission of Other Testing Materials: Tuesday, May 14 Schedule will be distributed at April 4 Summative Updates Training
Reminder: Authorization tickets are secure test materials and are to be under lock when being stored. BTCs will submit to DTC with testing materials.