

DPS Site Assessment Leader (SAL) Roles and Assessment Information

SAL Role	State Assessment(s)	Grades	Administration Platforms and Scoring	Test Window(s)	Additional SAL Qualifications	Mandatory Training(s) & Registration	School Turnaround Training Timeline	ARE Contact
W-APT & ACCESS	ACCESS for ELLS	K-12	DRC Insight (if online) (G 1-12); Hardcopy (K)	1/9 - 2/10	<ul style="list-style-type: none"> * Previous experience with high stakes computer based testing helpful (CMAS familiarity a plus) * Previous experience with the school's English Language Learner population * Proficiency in Excel *Capacity to manage secure student and staff data file uploads and downloads as needed *Capacity to maintain accurate accounting of secure hard copy material during all phases of administration 	<p>Mandatory participation in 2 training sessions</p> <p>Accommodations & Preparation Resources: various options 9/15-21; 1 - hr training</p> <p>Ethics & Administration: various options 11/15 - 12/13; 2-hr training</p> <p>Additional training dates to be added for DRC Insight will be scheduled in November and December. Use http://tinyurl.com/dpsaccess to register for the ACCESS SAL trainings.</p>	<ul style="list-style-type: none"> *All ACCESS Test Administrators will also need to participate in test vendor certification modules *SAL is expected to provide role relevant training to all staff prior to the opening of the administration window 	Armando Dominguez
CMAS	CMAS English Language Arts & Math	3-9	Pearson Access Next	3/13 - 4/28	<ul style="list-style-type: none"> *Has a leadership role in the building * Previous experience with high stakes computer based testing helpful * Proficiency in Excel *Capacity to manage secure student and staff data entry as well as file uploads and downloads as needed *Experience in collaborating with SPED/PSYCH coordinators to manage accommodation assignments for assessment *Capacity to maintain accurate accounting for secure hard copy material during all phases of administration 	<p>Mandatory participation in 2 training sessions: 1 for Accommodations and 1 for Ethics and Administration. Optional participation in training for Pearson Access Next</p> <p>Accommodations - October - Dates TBD</p> <p>Ethics and Administration - February - Dates TBD</p> <p>Non-mandatory ARE weekly office hours will be held starting two weeks before the testing window opening.</p>	SAL is expected to provide role relevant training to all staff prior to the opening of the administration window	Kelly Gilmore
CMAS	CMAS Science & Social Studies	4, 5, 7, 8, 11	Pearson Access Next	4/10 - 4/28	<ul style="list-style-type: none"> *Has a leadership role in the building * Previous experience with high stakes computer based testing helpful * Proficiency in Excel *Capacity to manage secure student and staff data entry as well as file uploads and downloads as needed *Experience in collaborating with SPED/PSYCH coordinators to manage accommodation assignments for assessment *Capacity to maintain accurate accounting for secure hard copy material during all phases of administration 	<p>Mandatory participation in 2 training sessions: 1 for Accommodations and 1 for Ethics and Administration. Optional participation in training for Pearson Access Next</p> <p>Accommodations - October - Dates TBD</p> <p>Ethics and Administration - February - Dates TBD</p> <p>Non-mandatory ARE weekly office hours will be held starting two weeks before the testing window opening.</p>	SAL is expected to provide role relevant training to all staff prior to the opening of the administration window	Kelly Gilmore
DLM & CoALT	CoAlt Science and Social Studies	4, 5, 7, 8, 11	Hardcopy Assessments; Score Entry uses Pearson Access Next	4/10 - 4/28	<ul style="list-style-type: none"> * Previous experience with the school's qualifying cognitively disabled population helpful *Experience in managing accommodation assignments for assessment * Proficiency in Excel *Capacity to manage secure student and staff data entry as well as file uploads and downloads as needed *Capacity to maintain accurate accounting of secure hard copy material during all phases of administration 	<p>Mandatory participation in 1 training session Various options 2/20- 2/28 ; 1 - hr training</p> <p>Use SchoolNet to register for SAL training.</p>	<ul style="list-style-type: none"> *ARE will train CoAlt Science and Social Studies Test Administrators directly * SAL must inform all staff of test schedule and ethics before test window opens 	Karen Lutz

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DLM & CoALT	CoAlt ELA & Math (DLM)	3-11	KITE	3/15 - 4/28	<ul style="list-style-type: none"> * Previous experience with the school's qualifying cognitively disabled population helpful. * Previous experience with high stakes computer <u>adaptive</u> testing helpful * Experience in managing accommodation assignments for assessment * Capacity to communicate potential impacts of varying accommodation assignments on assessment result use * Proficiency in Excel * Capacity to manage secure student and staff data entry as well as file uploads and downloads as needed * Capacity to maintain accurate accounting of secure hard copy material during all phases of administration 	<p>Mandatory participation in 1 training session</p> <p>Various options 2/20- 2/28 ; 1 - hr training</p> <p>Use SchoolNet to register for SAL training.</p>	<p>*All DLM Test Administrators will be trained via test vendor certification modules</p> <p>* SAL must inform all staff of test schedule and ethics before test window opens</p>	Karen Lutz
CMAS	Colorado Spanish Language Assessment	3,4	Hardcopy	3/13 - 4/28	<p>See SAL Qualifications for CMAS ELA/Math/Sci/SS (above)</p> <p>*Additional: Experience in collaborating with ELA team (SLT) to manage appropriate language of assessment for Spanish-speaking ELLs.</p>	<p>Mandatory participation in 2 training sessions: 1 for Accommodations and 1 for Ethics and Administration. Optional participation in training for Pearson Access Next</p> <p>Accommodations - October - Dates TBD</p> <p>Ethics and Administration - February - Dates TBD</p> <p>Non-mandatory ARE weekly office hours will be held starting two weeks before the testing window opening.</p>	SAL is expected to provide role relevant training to all staff prior to the opening of the administration window	Kelly Gilmore
PSAT & SAT	PSAT	10	Hardcopy assessments from The College Board	4/11 or 4/12 (School Decision)	<ul style="list-style-type: none"> * Previous experience with high stakes computer based testing helpful (ACT, PSAT/NMSQT or CMAS a plus) * Capacity to maintain accurate accounting for secure hard copy material during all phases of administration * Experience in managing student accommodations to ensure requests are submitted to College Board in advance of testing. * Capacity to manage secure student and staff data entry as well as file uploads and downloads *NOTE: To the extent possible, the PSAT/SAT SAL should not be the same individual as the CMAS SAL due to overlap of the testing dates and training schedules. 	<p>Mandatory participation in 3 training sessions: 1 for site administration, 1 for accommodations, and 1 for Test Administrator training.</p> <p>Each webinar is 1 hour each.</p>	SAL is expected to provide role relevant training to all staff prior to the opening of the administration window	Kelly Gilmore
MAP	Measures of Academic Progress (MAP)	6-12	NWEA	<p>3 Windows:</p> <p>Fall - 8/1-11/18</p> <p>Winter - 11/28-2/17</p> <p>Spring - 2/27-6/2</p>	<ul style="list-style-type: none"> * Previous experience with high stakes computer based testing helpful (CMAS is a plus) * Proficiency in Excel * Capacity to manage secure student and staff data entry as well as file uploads and downloads as needed * Experience in managing accommodation assignments for assessment 	<p>Mandatory participation in 1 training session</p> <p>8/2 & 8/11; 2-hr training</p> <p>Use SchoolNet to register for training</p>	SAL is expected to provide role relevant training to all staff prior to administering any assessments during the administration window	Mackenzie Lane
NAEP	National Assessment of Educational Progress	4,8	Hardcopy and Online assesments; materials provided by Westat	1/30-3/10	<ul style="list-style-type: none"> * Previous experience with high stakes computer based testing helpful (CMAS is a plus) * Proficiency in Excel * Capacity to manage secure student and staff data entry as well as file uploads and downloads as needed * Experience in managing accommodation assignments for assessment 	<p>Mandatory participation in 1 training session in September.</p>	SAL is expected to liaise with Westat field staff as needed to plan administration logistics and complete all identified pre-assessment activities.	Rochanda Jackson

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Elementary READ Act	READ Act Elementary Grade Assessments (IStation/CELS)	K-5	ISIP (Istation) Colorado Emergent Literacy Scales (CELS)	Fall (1-12): 8/22 -9/26 Fall (K): 8/22 -10/20 English for ELA-S: 11/1-11/28 Mid Year: 11/29-2/17 End of Year: 4/7-5/16	All READ Act Assessments *Experience with implementing literacy intervention strategies *Working knowledge of the administration of early literacy assessments, interpretation and implications of early literacy assessment data IStation * Previous experience with computer <u>adaptive</u> testing with primary students helpful * Proficiency in Excel and Google Docs required *Capacity to manage secure student and staff data entry as well as file uploads and downloads as needed	Mandatory participation in up to 2 training sessions depending on school selected assessment and student eligibility for CELS IStation - 8/16 - 8/20; 2-hr training Colorado Emergent Literacy Scales (CELS) - Hard copy portfolio alternative assessment for severely cognitively disabled students; 2-hr training, session held in September NonDistrict Supported READ Act Assessments - 8/16 - 8/20; 1-hr training	SAL is expected to provide role relevant training to all staff prior to administering any assessments in the administration window	Melissa Pace
Middle & High School READ Act	READ Act Middle & Secondary Grade Assessment (SRI)	6-12	Scholastic	Fall: 8/22 -9/26 Mid Year: 11/29-2/17 End of Year: 4/7-5/16	*Experience with implementing literacy intervention strategies * Previous experience with computer <u>adaptive</u> testing helpful * Proficiency in Excel and Google Docs required *Capacity to manage secure student and staff data entry as well as file uploads and downloads as needed	Mandatory participation in 1 training session SRI - 8/16 - 8/20; 1-hr training	SAL is expected to provide role relevant training to all staff prior to administering any assessments in the administration window	Melissa Pace and Karen Lutz
PSAT & SAT	SAT	11	Hardcopy assessments from The College Board	4/11	* Previous experience with high stakes computer based testing helpful (ACT, PSAT/NMSQT or CMAS a plus) *Capacity to maintain accurate accounting for secure hard copy material during all phases of administration *Experience in managing student accommodations to ensure requests are submitted to College Board in advance of testing. *Capacity to manage secure student and staff data entry as well as file uploads and downloads *NOTE: To the extent possible, the PSAT/SAT SAL should not be the same individual as the CMAS SAL due to overlap of the testing dates and training schedules.	Mandatory participation in 3 training sessions: 1 for site administration, 1 for accommodations, and 1 for Test Administrator training. Each webinar is 1 hour each.	SAL is expected to provide role relevant training to all staff prior to the opening of the administration window	Kelly Gilmore
TS Gold	TS Gold	PK3-K	Teaching Strategies	3 checkpoints: 10/24 - All Students 1/30 - All PK students; Progress Monitoring for K 5/8- All PK students; Progress Monitoring for K	*Experience in early childhood education. * Previous experience with computer based testing helpful *Capacity to manage secure student and staff data entry as needed	Mandatory participation in 1 training session 8/16 - 8/19; 2-hr training Use SchoolNet to register for SAL training.	SAL is expected to provide role relevant training to all staff prior to the opening of the Fall administration window	Mackenzie Lane

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W-APT & ACCESS	W-APT	K-12	Fall -Hardcopy (All Tests); ARE Assessment Applications (Scoring) Spring - Hardcopy kinder, online grades 1-12 Secure web based	Year-round - identified students must be tested within 10 school days of enrollment, within 4 days after the first 30 days of school	* Previous experience with the school's English Language Learners. *Capacity to maintain accurate accounting for secure hard copy material during all phases of administration	Mandatory participation in 2 training session for new SALs, 1 for returning SALs Administration Training 8/4 - 8/25; various, for new SALs Online Screener - 2/28-3/2/2017 - 1.5-hr training All SALs Use http://tinyurl.com/dpsaccess to register for the WAPT SAL trainings.	SAL is expected to provide role relevant training to all staff prior to administering any assessments in the administration window	Armando Dominguez
SAL Role	District Assessment(s)	Grades	Administration Platforms and Scoring	Test Window(s)*	Additional SAL Qualifications	Mandatory Training(s) & Registration	School Turnaround Training Timeline	ARE Contact
District Interim (Created by ANet)	Achievement Network (ANet)	3-8	ANet	3 windows dependent on Grade Level and Content: http://dpsare.com/anet-2/	* Previous experience with online testing * Familiarity with reading and interpreting assessment reports *Capacity to create school testing schedule and support teachers during administration *Ability to serve as school's point of contact for data analysis, action planning, etc... and has capacity to lead this work at the school, as needed	ANet Full Partner schools will receive training from ANet. Opt-In Schools Only will register using this link: http://goo.gl/forms/IMzDeKgVhag2J3kG3 Various sessions on August 16, 2016	SAL will be expected to provide version of training to all staff prior to first test.	Ashley Jakubowski
GT	CoGat - Gifted and Talented Magnet Site Programming Identification/ Eligibility Testing	1, 3-5, 7 Nominated Students Only	Riverside Data Manager	11/1/16-11/11/16	* Previous experience with computer based testing helpful * Familiarity with school schedules *Capacity to create school testing schedule *Capacity to maintain accurate accounting for secure hard copy material during all phases of administration	Mandatory participation in 1 training session. Training is TBD	SAL will be expected to provide version of training to all staff prior to first test.	Brooke Brenneman
GT	Gifted and Talented Universal Screener	K, 2, 6	Pearson TestNav or Paper-pencil	8/29/16-9/9/16 (Grade 6) 9/19/16-9/23/16 (Grade 2) 10/3/16-10/14/16 (Grade K)	* Previous experience with computer based testing helpful (depending on mode of test administration) * Familiarity with school schedules *Capacity to create school testing schedule *Capacity to maintain accurate accounting for secure hard copy material during all phases of administration	Mandatory participation in 1 training session. Training is TBD	SAL will be expected to provide version of training to all staff prior to first test.	Brooke Brenneman

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Illuminate Lead	Illuminate DnA	3-8	Illuminate DnA	<u>3 windows dependent on Grade Level and Content: assessment calendars</u>	<ul style="list-style-type: none"> *Strong understanding of assessment creation and DDI * Previous experience with computer based testing helpful * Familiarity with school schedules *Capacity to create school testing schedule *Knowledge about IC rostering/updating 	<p>Illuminate SALs are required to attend Illuminate DnA training with their school staff, provided by the Assessment Resource and Support Team (ARE).</p> <p>Illuminate SALs are required to attend one additional training regarding test administration and ethics with their school leader, provided by the Assessment Resource and Support team.</p>	<p>SAL will be expected to provide version of training to all staff prior to first test.</p>	<p>Megan Lovinguth</p>
HS Course	HS Course Assessments (Algebra 1, Geometry, Algebra 2, Probability & Statistics, Intro to Lit, American Lit, World Lit, Earth Science, Biology, Chemistry, Physics, US History, and US Civics)	9-12	Schoolnet	2 windows: Semester Final 11/30-12/21 Course Final 5/8 - 6/2	<ul style="list-style-type: none"> * Previous experience with computer based testing helpful * Familiarity with school schedules *Capacity to create school testing schedule *Capacity to maintain accurate accounting for secure hard copy material during all phases of administration 	<p>1 hour mandatory training, provided by ARE staff directly to SAL, to be scheduled individually</p>	<p>SAL will be expected to provide version of training to all staff prior to first test.</p>	<p>Olga Olivas</p>

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SLO Lead	Local assessments	K-12	All	Throughout the year to build a body of evidence related to standards in SLO	<ul style="list-style-type: none"> *Previous experience with SLO evaluation process recommended; strong understanding of SLO process, SLO/DDI integration and and SLO Application *Strong understanding of preparedness and expectation levels (not necessarily content specific) *Familiarity with school schedules *Experience with data team facilitation helpful *Capacity to support classroom and school assessment schedules; strong understanding of SLO deadlines 	<p>SLO leads will receive training from the Assessment Resource and Support Team (ARE).</p> <p>3 required trainings will be offered throughout the year (September, October, March - exact dates TBD)</p>	SLO lead will be expected to provide version of training to all staff.	Megan Lovinguth
SAL ROLE	District Surveys	Grades	Administration Platforms and Scoring	Test Window(s)*	Additional SAL Qualifications	Mandatory Training(s) & Registration	School Turnaround Training Timeline	ARE Contact
Surveys	<ul style="list-style-type: none"> Student Perception Survey Parent Satisfaction Survey Student Satisfaction Survey 	3-12	<ul style="list-style-type: none"> Student Perception Survey - Online Parent and Student Satisfaction - Paper and Pencil 	<ul style="list-style-type: none"> Student Perception Survey - Fall Parent and Student Satisfaction Surveys - Spring 	<ul style="list-style-type: none"> *Communicate effectively with staff to ensure proper administration *Capacity to create schedule for administering surveys *Capacity to maintain accurate accounting for secure hard copy material during all phases of administration *Primary SAL Should be a person with a leadership role within the school adn the Secondary SAL should be a secretary or staff member with full access to IC rosters, enrollment and reports 	<p>Student Perception Survey Training - September</p> <p>Parent and Student Survey Training - February</p>	<p>Immediate - Survey SALs are expected to role relevant training to all staff prior to administering any survey.</p>	<ul style="list-style-type: none"> Melissa "B" Sanders Karen Lutz