

2009-2010 ASSESSMENT AND ACCOUNTABILITY CHECKLIST

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Revision History: Page 37

Purpose - This document provides:

- 1) Assessment testing windows for the 2009-10 school year**
- 2) Key events and district responsibilities related to the ordering, handling, administration, and reporting of Oregon Statewide Assessment results**
- 3) Data collection, related to the reporting of AYP, windows for the 2009-10 school year**
- 4) Key events and district responsibilities related to student and staff level data collection used in the reporting of Adequate Yearly Progress, school and district report cards, and assessment group reports**

If you identify inaccuracies in this document or have suggestions for improvement, please contact:
Kathy.Busby@state.or.us or 503-947-5844

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Contacts for Assistance

REGIONAL ASSESSMENT SUPPORT ESD PARTNERS	NAME	ORGANIZATION	PHONE	E-MAIL
REGION 1	General Assessment Support Amy Rockwell	Willamette ESD	1-800-970-8372	helpdesk@wesd.org
	Data Collection Support Heidi Johnson	Multnomah ESD	1-800-970-8372 ext. 2	Heidi_Johnson@mesd.k12.or.us
REGION 2	General Assessment Support Kristine Keizer	Douglas ESD	541-440-4775	Kristine.keizer@douglasesd.k12.or.us
	Data Collection Support Donna Smith		1-877-373-3684 541-440-4756	Donna.Smith@douglasesd.k12.or.us
REGION 3	General Assessment Support Ronda Thornburg	Umatilla Morrow ESD	541-966-3220	Ronda.Thornburg@umesd.k12.or.us
	Data Collection support Karen Brown Smith		1-888-437-6892 541-966-3124	Karen.Brown@umesd.k12.or.us
ODE DATA OWNERS				
Accountability Reports	Melinda Bessner	ODE	503-947-5828	Melinda.Bessner@state.or.us
Cumulative ADM Collections	Joy Blackwell Robb Keller	ODE	503-947-5767 503-947-5632	Joy.Blackwell@state.or.us Rob.Keller@state.or.us
Assessment Collections	Shanda Jordan	ODE	503-947-5925	Shanda.Jordan@state.or.us
Class Size	Robb Keller	ODE	503-947-5632	Rob.Keller@state.or.us
English Language Proficiency	Carmen West	ODE	503-947-5669	Carmen.West@state.or.us
Early Leavers High School Completers	Brian Lindsley	ODE	503-947-5928	Brian.Lindsley@state.or.us
Report Card Validation	Cynthia Yee	ODE	503-947-5780	Cynthia.Yee@state.or.us
Secure Assessment Reports	Cindy Barrick	ODE	503-947-5822	Cindy.Barrick@state.or.us
Staff Position	Lorene Nakamura	ODE	503-947-5831	Lorene.Nakamura@state.or.us
	Robb Keller		503-947-5632	Rob.Keller@state.or.us
Student Centered Staging	Cindy Barrick	ODE	503-947-5822	Cindy.Barrick@state.or.us
ODE TOPIC CONTACTS				
National Assessment of Educational Progress (NAEP)	Beth LaDuca	ODE	503-947-5836	Beth.Laduca@state.or.us
Extended Assessment	Dianna Carrizales	ODE	503-947-5634	Dianna.Carrizales@state.or.us
PSAT/NMSQT®	Nancy Potter	College Board	866-392-4078	NPotter@collegeboard.org

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
	TRAINING	Regional DTC trainings	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Attend Regional DTC training and ensure that Test Administrators are trained as well. Review the 2009-10 Administration Manual. Review test security procedures with and collect signed Assurance of Test Security forms from all district and school staff that may come in contact with paper or online test materials.
	ACCOUNTABILITY REPORTS	REMINDER: Annual ADM 08-09 collection window is open 5/15 – 7/15. Districts should continue to submit their ADM data.	DATA SUBMITTER <ul style="list-style-type: none"> Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=136 Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?=94 Submit a collection with common fields and collection-specific fields accurately filled for all applicable students. Correct any error records after file is processed. Save a production download for your records. Review collection summary report to verify data submitted correctly.
	ACCOUNTABILITY REPORTS	REMINDER: High School Completers 08-09 collection window is open 5/15 – 11/02. Districts should continue to submit their Completers data.	DATA SUBMITTER <ul style="list-style-type: none"> Correct any error records once file is processed. Save a production download for your records. Review collection summary report and click the green check mark under Status Tracking to verify data is complete and accurate. Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=140 Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?=107
JULY 2009			
JULY 6	TEST ORDERING & REPORTING	Spring Writing Performance Assessment preliminary class reports and student work received by districts.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Distribute assessment reports and student work to appropriate recipients. Appeals of writing scores are due to ODE by September 30, 2009. See instructions in cover letter accompanying shipped materials.
JULY 15	DATA COLLECTION	REMINDER: Last day for submitting Annual ADM Collection 08-09	

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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JULY 15	TEST ORDERING & REPORTING	ELPA Tests Completed in May (through the end of the testing window) posted to Student Centered Staging.	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> • Verify that each ELL student has a score posted for the ELPA • Supply accommodations/modification codes if necessary • Notify Regional Assessment Support ESD if a posted record is not from a district student <p>Notify <u>Regional Assessment Support ESD partner</u> if a student who completed the ELPA does not have a score in Student Staging.</p>
JULY 20	TEST ORDERING & REPORTING	Test records from Spring Writing Performance Assessment posted in Student Staging Application on ODE district secure website.	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> • Verify that the demographic information on posted test records is correct. • Correct error records. • Supply accommodations/modification codes if necessary. • Notify Regional Assessment Support ESD partner if a posted record is not from a district student. • Request admin codes for students not enrolled during test window (e.g., home schooled students, etc.)
JULY 24	DATA COLLECTION	<p>LAST DATE FOR CHANGES TO:</p> <ul style="list-style-type: none"> – Spring Student Membership – NCLB English Proficiency – Assessment test records – Annual ADM 08-09 <p>For inclusion in Preliminary AYP reports.</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Review preliminary reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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JULY 30	ACCOUNTABILITY REPORTS	Preliminary school and district AYP designations with supporting data and preliminary report card detail sheets on ODE district website.	<p>DISTRICT TEST COORDINATOR</p> <p>If the district has made changes to student level data collections or assessment test records after May 31:</p> <ul style="list-style-type: none"> Review preliminary reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics: Review virtual records for students reported in Spring Membership that did not participate in required state assessments and request admin codes for students not enrolled during test window, home schooled students, etc. Notify submitter of Spring Membership Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. Notify submitter of Spring Membership Collection if TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. Notify submitter of English Language Proficiency Collection if Limited English Proficient data on test records is incorrect. Review/download summary results at https://district.ode.state.or.us/apps/acctrpt/Default.aspx <p>SUPERINTENDENT</p> <ul style="list-style-type: none"> Prepare local press release, if necessary.
JULY 30 – OCTOBER 30	DATA COLLECTION	Early Leavers 08-09 collection window	<ul style="list-style-type: none"> Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=145 Correct any error records once file is processed. Save a production download for your records. Review collection summary report and click the green check mark under Status Tracking to verify data is complete and accurate.
AUGUST 2009			
AUGUST 4	ACCOUNTABILITY REPORTS	Public release of preliminary AYP designations for all schools and districts on the ODE public website.	

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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AUGUST 4 – 21	ACCOUNTABILITY REPORTS	Requests by districts for AYP data reviews prior to final designation of AYP.	SUPERINTENDENT <ul style="list-style-type: none"> Request review (substantive appeal) via letter of school AYP designation if data cannot be corrected by editing test records or collections.
AUGUST 21	DATA COLLECTION	LAST DATE FOR CHANGES TO: <ul style="list-style-type: none"> Assessment test records Annual ADM 08-09 Spring Student Membership NCLB English Proficiency <p>For inclusion in Final AYP reports.</p>	DISTRICT TEST COORDINATOR <p>If the district has made changes to assessment test records after July 24:</p> <ul style="list-style-type: none"> Review preliminary reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics. Review virtual records for students reported in Spring Membership that did not participate in required state assessments and request admin codes for students not enrolled during test window, home schooled students, etc. Districts over the 1% cap on alternate assessments must flag test records in Student Staging to come into compliance. Schools with preliminary AYP designations of "pending" submit additional local assessment data.
AUGUST 31	ACCOUNTABILITY REPORTS	Final school and district AYP reports available for preview on ODE district secure website.	SUPERINTENDENT <ul style="list-style-type: none"> Review final report for implementation of substantive appeal if submitted and approved.
SEPTEMBER 2009			
SEPTEMBER 3	ACCOUNTABILITY REPORTS	Final AYP Report posted on ODE public website.	
SEPTEMBER 3 - 18	ACCOUNTABILITY REPORTS	Report Card Data Elements available on ODE district secure website.	
SEPTEMBER 3 – OCTOBER 15	TEST ORDERING & REPORTING	Assessment Test Order window for Online Writing Performance Field Test Participation.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Sign up to participate in the Online Writing Performance Field Test. Go to: https://district.ode.state.or.us/.
By September 18	TEST ADMINISTRATION	2010 NAEP information arrives in selected schools.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Remind principals of selected schools to designate an appropriate professional staff member to serve as NAEP coordinator and to register for the NAEP MySchool website.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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SEPTEMBER 24	ACCOUNTABILITY REPORTS	Report card detail sheets available on ODE district secure website.	
SEPTEMBER 30	TEST ADMINISTRATION	REMINDER: Appeals of Spring Writing scores are due to ODE.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> See instructions in cover letter accompanying shipped materials.
OCTOBER 2009			
OCTOBER 1	ACCOUNTABILITY REPORTS	Pre-preliminary school and district report cards including supporting detail sheets, available on ODE district secure website	
OCTOBER 7 – MAY 17	TEST ADMINISTRATION	OAKS Online Multiple Choice testing window	DATA SUBMITTER <ul style="list-style-type: none"> Prior to student testing, update SSID records for students (<u>ONLY</u> update SSIDs for students actively enrolled in your district for the 2009-10 school year) DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Provide all Test Administrators with Test Administration and Security Training, including experience with the OAKS Online training environment. Ensure that School Test Coordinators and Test Administrators have proper access to the OAKS Online system. As test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> Verify that the demographic information on the posted test record is correct. Correct error records. Collect information from Test Administrators about accommodation/modification codes that need to be applied to test records in Student Centered Staging.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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OCTOBER 14 - OR - OCTOBER 17	TEST ADMINISTRATION	PSAT/NMSQT® testing	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Ensure that all tenth grade students who are enrolled in public school have the opportunity to take the PSAT/NMSQT® (except in districts with a waiver) Postmark return material shipment by 10/15 <p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Ensure that all tenth grade students who are enrolled in public school have the opportunity to take the PSAT/NMSQT® (except in districts with a waiver) Postmark return materials shipment by 10/19
By October 15	ACCOUNTABILITY REPORTS	Release of 2009 NAEP mathematics assessment results.	
October 15	ACCOUNTABILITY REPORTS	Preliminary school and district report cards including supporting detail sheets, available on ODE district secure website.	
By October 16	DATA COLLECTION	2010 NAEP School Data Collection Form due from selected schools.	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Remind principals or NAEP coordinators of selected schools to submit the School Data Collection Form on the NAEP MySchool website.
October 16		State Furlough Day	<ul style="list-style-type: none"> All ODE offices will be closed. Online testing will be suspended for both OAKS and ELPA.
October 22 – November 5	TEST ORDERING & REPORTING	Assessment Order Window for Precode Winter Writing Performance Assessment (Including Braille and Large Print)	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Order Winter Writing Performance Assessment materials (Including Braille and Large Print) Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?=82

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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OCTOBER 22 – DECEMBER 7	ACCOUNTABILITY COLLECTIONS	First Period Cumulative ADM 2009-10 (Covers period from July 1 - October 1).	DATA SUBMITTER <ul style="list-style-type: none"> Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=136 Submit collection with common fields and collection-specific fields accurately filled for all applicable students. Correct any error records after file is processed. Review collection summary report to verify data submitted correctly. Save a production download for your records. Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=193
OCTOBER 29	ACCOUNTABILITY REPORTS	Final Preview of school and district report cards, including supporting detail sheets, available on ODE district secure webstie.	
OCTOBER 30	ACCOUNTABILITY COLLECTIONS	REMINDER: Last day for submitting 08-09 Early Leavers data	
NOVEMBER 2009			
NOVEMBER 2	ACCOUNTABILITY COLLECTIONS	REMINDER: Last day for submitting 08-09 High School Completer data	
NOVEMBER 5	ACCOUNTABILITY REPORTS	Final school and district report cards, including final AYP designations and supporting detail sheets, on ODE district website.	
November 5	TEST ORDERING & REPORTING	REMINDER: Last day for submitting Precode Winter Writing Performance Assessment (Including Braille and Large Print)	
NOVEMBER 10	Accountability Reports	School and district report cards, including final AYP designations and supporting detail sheets, available to public on ODE website.	District Test Coordinator <ul style="list-style-type: none"> Download school and district report cards for 2008-09 for distribution to parents prior to January 15, 2009. Go to http://www.ode.state.or.us/data/reportcard/reports.aspx

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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NOVEMBER 27		State Furlough Day	<ul style="list-style-type: none"> All ODE offices will be closed. Online testing will be suspended for both OAKS and ELPA.
DECEMBER 2009			
DECEMBER 3 – 18	TEST ORDERING & REPORTING	Assessment Order window for Aprenda 3 rd grade Spanish Reading Assessment	<ul style="list-style-type: none"> Order 3rd grade Spanish Reading Assessment (Aprenda)
DECEMBER 3 – 18	TEST ORDERING & REPORTING	Order window for Paper / Pencil Knowledge & Skills Multiple Choice Assessments, including Braille and Large Print	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Order Knowledge & Skills Multiple Choice Assessment materials, including Braille and Large Print. Materials should only be ordered for students with an IEP or 504 Plan indicating Paper / Pencil, Braille, or Large Print for each specific content area or for students for whom the school district determines that web-based testing is not appropriate for the particular student to demonstrate proficiency in each specific content area. <u>Students who access the Paper / Pencil, Braille, or Large Print Multiple Choice assessment in a specific content area must not have access to the OAKS Online assessment in that same content area.</u> Paper / Pencil, Braille, and Large Print test booklets are available in English, as well as English-Spanish and English-Russian side-by-side. Coordinate with Itinerant Teachers for visually impaired students to ensure that all orders for students needing Braille or Large Print materials are included. <u>All orders for Braille or Large Print materials must be submitted by the DTC.</u>
DECEMBER 7	ACCOUNTABILITY COLLECTIONS	Reminder: Last day for submitting 1st Period Cumulative ADM for 2009-2010.	
DECEMBER 17 – JANUARY 15	DATA COLLECTION	2nd Period Cumulative ADM Collection for 2009-2010 (covering July 1 - December 31, 2009).	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> Make sure that data for all students in grades 7 and above who have withdrawn are included. The prior Early Leavers and High School Completers Collections are now incorporated in this cumulative collection which should be updated continually each period. <u>Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=193</u>

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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DECEMBER 18	TEST ORDERING & REPORTING	REMINDER: Last day to order Paper / Pencil Knowledge & Skills Multiple Choice Assessments, including Braille and Large Print	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Order Knowledge & Skills Multiple Choice Assessment materials, including Braille and Large Print. Materials should only be ordered for students with an IEP or 504 Plan indicating Paper / Pencil, Braille, or Large Print for each specific content area or for students for whom the school district determines that web-based testing is not appropriate for the particular student to demonstrate proficiency in each specific content area. Students who access the Paper / Pencil, Braille, or Large Print Multiple Choice assessment in a specific content area <u>must not have access to the OAKS Online assessment in that same content area.</u> Paper / Pencil, Braille, and Large Print test booklets are available in English, as well as English-Spanish and English-Russian side-by-side. Coordinate with Itinerant Teachers for visually impaired students to ensure that all orders for students needing Braille or Large Print materials are included. <u>All orders for Braille or Large Print materials must be submitted by the DTC.</u>
JANUARY 2010			
Early 2010	ACCOUNTABILITY REPORTS	Release of 2009 NAEP reading and science assessment results (2010 U.S. history, civics, and geography results will be released in 2011.)	
JANUARY 4	TEST ADMINISTRATION	Winter Writing Performance Assessment testing materials received by School Districts (Including Braille and Large Print).	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Receive and inventory all test materials. If order quantities are incorrect, contact your <u>Regional Assessment Support ESD partner.</u> Maintain the security of all test materials in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. Distribute testing materials to School Testing Coordinators.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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January 4 – 22	TEST ADMINISTRATION	NAEP pre-assessment visits to selected schools.	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> Remind principals or NAEP coordinators that the surveys delivered to schools on Jan. 4 must be completed before the pre-assessment visit. Remind principals or NAEP coordinators to read and follow ODE guidance on the inclusion of students with disabilities and English language learners in NAEP testing. Ensure that principals or NAEP coordinators follow ODE assessment accommodations guidelines in selecting NAEP accommodations for students.
JANUARY 11 – FEBRUARY 26	TEST ADMINISTRATION	Testing Window for Winter Writing Performance Assessment.	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> Maintain security of all test materials during the testing window in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form for the 2009-10 school year prior to the administration of tests.
JANUARY 11 – APRIL 30	TEST ADMINISTRATION	Testing Window for High School Online Writing Performance Assessment.	<p><i>DATA SUBMITTER</i></p> <ul style="list-style-type: none"> Prior to student testing, update SSID records for students (<u>ONLY</u> update SSIDs for students actively enrolled in your district for the 2009-10 school year) <p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> Provide all Test Administrators with Test Administration and Security Training, including experience with the OAKS Online training environment. Ensure that School Test Coordinators and Test Administrators have proper access to the OAKS Online system. As test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> Verify that the demographic information on the posted test record is correct. Correct error records. Collect information from Test Administrators about accommodation/modification codes that need to be applied to test records in Student Centered Staging.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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BY JANUARY 15		Districts are required to get report cards to parents by January 15.	<ul style="list-style-type: none"> As of Tuesday, November 10, the final School and District Report Cards and Detail Sheets (English and Spanish versions) are available on the ODE website at http://www.ode.state.or.us/data/reportcard/reports.aspx. Districts are required to get report cards to parents by January 15.
JANUARY 21 – MAY 17	TEST ADMINISTRATION	Testing Window for the English Language Proficiency Assessment (ELPA) K – 12.	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> Update SSID records for students prior to testing. <p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Maintain security of all test materials during the testing window in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. Coordinate with Title III Director to ensure that all ELL students are appropriately tested (refer to the Administration Manual, Part VII and Appendix B for details). Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
January 25 – March 5	TEST ADMINISTRATION	Testing window for NAEP selected schools in U.S. history, civics, and geography.	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Remind principals or NAEP coordinators that parent/guardian notification letters must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. Support 12th grade principals/staff in ensuring 12th grade student participation in NAEP. Remind principals or NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
JANUARY 28 – FEBRUARY 12	TEST ORDERING & REPORTING	Assessment Order Window for Precode Spring Writing Performance Assessment (Including Braille and Large Print)	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Order Spring Writing Performance Assessment materials (Including Braille and Large Print). Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?=82

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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FEBRUARY 2010			
FEBRUARY 4	DATA REPORTING	Student Enrollment Report for 2009-10 released to the public and press release.	
FEBRUARY 8	TEST ORDERING & REPORTING	Extended Assessment document download launched for Spring; Mathematics, Reading, Science.	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> Download Extended Assessments for February 15 – April 26 testing window. Go to: https://district.ode.state.or.us/. Maintain the security of all test materials in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual.
FEBRUARY 11 – APRIL 9	DATA COLLECTION	Window for Submitting Staff Position	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> USID must be requested or updated for all staff prior to completing the staff-level collections. Review business rules and instructions prior to submission. Go to: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=168 https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=171 Submit collection with common fields and collection specific fields accurately filled for all applicable students. Correct any error records after file is processed. <u>Review collection summary report</u> to verify data submitted correctly. Save a production download for your records. Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?=89
FEBRUARY 12	TEST ORDERING & REPORTING	REMINDER: Last day to submit Precode Spring Writing Performance Assessment (Including Braille and Large Print).	

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

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FEBRUARY 18 – April 28	TEST ADMINISTRATION	Testing window for Extended Reading, Extended Writing, Extended Mathematics, Extended Science assessments.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Maintain security of all testing materials during the testing window in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. Transmit results of Extended Assessments via Extended Assessment Application on ODE district secure website. Go to: https://district.ode.state.or.us/ Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
FEBRUARY 18– MAY 18	TEST ADMINISTRATION	Data Entry window for transmitting Extended Assessment results to ODE.	DATA SUBMITTER <ul style="list-style-type: none"> Update SSID records for students prior to submitting assessment results. Transmit results of Extended Assessments via Extended Assessment Application on ODE district secure website. Go to: https://district.ode.state.or.us/
FEBRUARY 22	TEST ADMINISTRATION	School Districts will receive return packets for Winter Writing materials.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Verify receipt of scoring site return shipment packets, including mailing labels, to send materials to scoring sites (test materials must be postmarked/shipped by March 8). Keep copies of tracking information for the shipments. Begin inventorying and packaging any completed writing response folders as instructed in the scoring site return packet.
FEBRUARY 26	TEST ADMINISTRATION	REMINDER: Last day for Winter Writing Performance Assessment testing.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Maintain the security of all test materials in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. All testing materials must be collected and inventoried from schools. Collect and inventory all test materials from school test coordinators and prepare testing materials for shipment to scoring sites. Verify that materials are correctly packaged (refer to Appendix M– Requirements for OAKS Writing Performance Administration of the 2009-10 Test Administration Manual).

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 2010			
BY MARCH 1	TEST ADMINISTRATION	OAKS Paper/Pencil, Braille, and Large Print Multiple Choice testing materials received by school districts.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Receive and inventory all test materials. If order quantities are incorrect, contact your Regional Assessment Support ESD partner. Maintain the security of all test materials in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual.
BY MARCH 1	TEST ADMINISTRATION	Aprendo testing materials received by school districts.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Receive and inventory all test materials. If order quantities are incorrect, contact your Regional Assessment Support ESD partner. Maintain the security of all test materials in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual.
MARCH 4 – APRIL 1	DATA REPORTING	Validation window for High School Graduation Report (HS Completers Collection 08-09) (Will be renamed Graduation Cohort Report for 09-10). Validation window for Dropout Report (Early Leavers Collection 08-09).	DATA SUBMITTER <ul style="list-style-type: none"> Check that all schools are included in the validation and that High School Completer & Early Leaver data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/ and access the report card validation application.
MARCH 5	TEST ADMINISTRATION	REMINDER: Last day for NAEP 2010 testing in selected schools.	
MARCH 8	TEST ORDERING & REPORTING	REMINDER: Deadline for shipping Winter Writing Performance Assessment to scoring sites.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> All districts should have secure disposal options in place, districts must securely dispose of all unused Writing assessment test materials onsite. All unused writing packets must be returned to the DTC and securely destroyed by the deadline to return tests for scoring listed in the 2009-2010 Test Schedule. If you have any questions about this process, please contact your Regional Assessment Support ESD Partner. <p>IMPORTANT: Winter Writing Assessments not shipped by this date will be counted as non-participants in assessment and accountability reports.</p>

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 8 – APRIL 9	TEST ADMINISTRATION	Paper/Pencil Multiple Choice testing window for Reading, Mathematics and Science (includes Braille, Large Print, and Apenda).	<i>DISTRICT TEST COORDINATOR</i> <ul style="list-style-type: none"> Maintain security of all testing materials during the testing window in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form for the 2009-10 school year.
MARCH 11 – MAY 7	DATA COLLECTION	Window for Submitting Class Size	<i>DATA SUBMITTER</i> <ul style="list-style-type: none"> Review business rules and instructions prior to submission. Go to: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=170 Submit collection with common fields and collection-specific fields accurately filled for all applicable students. Correct any error records after file is processed. Review collection summary report to verify data submitted correctly. Save a production download for your records. Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?=90
MARCH 15	TEST ORDERING & REPORTING	ELPA Tests Completed in January posted to Student Centered Staging.	<i>DISTRICT TEST COORDINATOR</i> <p>As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> Verify that each ELL student has a score posted for the ELPA Supply accommodations/modification codes if necessary Notify Regional Assessment Support ESD Partner if a posted record is not from a district student <p>Notify <u>Regional Assessment Support ESD partner</u> if a student who completed the ELPA does not have a score in Student Staging.</p>
MARCH 19		State Furlough Day	<ul style="list-style-type: none"> All ODE offices will be closed. Online testing will be suspended for both OAKS and ELPA.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 29- APRIL 30		OAKS Online 3 rd Grade Spanish Reading Assessment	<p><i>DISTRICT TEST COORDINATOR</i></p> <p>This spring, ODE will offer a new online Grade 3 Spanish Reading assessment through the OAKS Online System. The test window for this new assessment will be from Monday, March 29 through Friday, April 30. Grade 3 ELL students may take the OAKS Spanish Reading assessment as one of their three online Reading opportunities. Pending approval by the U.S. Department of Education in Summer 2010, students results on the OAKS Grade 3 Spanish Reading assessment <u>may</u> be used to meet accountability requirements. However, to ensure that students are counted for accountability purposes, districts must ensure that students taking the Grade 3 OAKS Spanish Reading assessment <u>also</u> take the OAKS Reading assessment in English. Those who do not take the OAKS Reading assessment in English may be counted as non-participants.</p>
APRIL 2010			
APRIL 2	TEST ORDERING & REPORTING	Winter Writing Performance Assessment preliminary class reports and student work shipped to districts.	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> • Distribute assessment reports and student work to appropriate recipients. • Appeals of writing scores are due to ODE by June 1, 2010. See instructions in cover letter accompanying preliminary class roster reports.
APRIL 5	TEST ADMINISTRATION	Spring Writing testing materials will be received by school districts.	<p><i>DISTRICT TEST COORDINATOR</i></p> <ul style="list-style-type: none"> • Receive and inventory all test materials. If order quantities are incorrect, contact your <u>Regional Assessment Support ESD partner</u>. • Maintain the security of all test materials in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. • Distribute testing materials to School Testing Coordinators.
APRIL 9	DATA COLLECTION	REMINDER: Last day for Staff Position Collection.	

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 9	TEST ADMINISTRATION	REMINDER: Testing Window Ends for Paper/Pencil Multiple Choice.	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Collect all OAKS Paper Pencil test materials, including Braille or Large Print and Apenda from school test coordinators. Inventory test booklets to ensure that all secure documents have been received from schools. Verify that materials are correctly packaged for return shipping (see Appendix N – OAKS Paper and Pencil of the 2009-10 Test Administration Manual for instructions). Ship all test materials in the return shipment packet to designated contractor for scoring. All districts should have secure disposal options in place, districts must securely dispose of all unused assessment test materials onsite. All unused assessment materials must be returned to the DTC and securely destroyed by the deadline to return tests for scoring listed in the 2009-2010 Test Schedule. If you have any questions about this process, please contact your Regional Assessment Support ESD Partner. Keep copies of tracking information for your shipments.
APRIL 12 – 30	TEST ADMINISTRATION	Spring Writing Performance Assessments testing window.	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> Maintain security of all testing materials during the testing window in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.
APRIL 15	TEST ORDERING & REPORTING	ELPA Tests Completed in February posted to Student Centered Staging.	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> Verify that each ELL student has a score posted for the ELPA Supply accommodations/modification codes if necessary Notify Regional Assessment Support ESD if a posted record is not from a district student <p>Notify Regional Assessment Support ESD partner if a student who completed the ELPA does not have a score in Student Staging.</p>
APRIL 16		State Furlough Day	<ul style="list-style-type: none"> All ODE offices will be closed. Online testing will be suspended for both OAKS and ELPA.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 19	TEST ADMINISTRATION	Deadline for shipping Paper/Pencil Multiple Choice testing materials.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Verify that materials are correctly packaged (see Appendix N – OAKS Paper and Pencil of the 2009-10 Test Administration Manual for instructions). Keep copies of tracking information for your shipments. <p><i>IMPORTANT: Paper/Pencil Multiple Choice Assessments not shipped by this date will be counted as non-participants in assessment and accountability reports.</i></p>
BY APRIL 19	TEST ORDERING & REPORTING	Apreneda test materials return ship due date.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Collect all Apreneda test materials from schools. Package test materials according to return instructions and prepare for scheduled carrier pick-up.
BY APRIL 20	TEST ORDERING & REPORTING	Districts receive return shipping packets for Spring Writing Performance Assessment.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Begin collecting complete Spring Writing test materials from School Test Coordinators.
APRIL 28	TEST ADMINISTRATION	REMINDER: Testing window ends for Extended Reading, Extended Mathematics, Extended Science and Extended Writing.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Transmit results of Extended Assessments via Extended Assessment Application on ODE district secure website by May 18. Go to: https://district.ode.state.or.us/
APRIL 29	REPORT VALIDATION	Report Validation Window opens on ODE district secure website for: <ul style="list-style-type: none"> – Institutions for AYP and Report Card – Bond Levy – ESD Support & General Fund Expenditures – Videoconferencing Facilities 	DATA SUBMITTER <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that relevant data is available for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx Request, if desired, recognition as new school if more than 40% of student population is new to the school due to boundary changes. See AYP Manual or Report Card Policy Manual for more details. Boundary change calculator posted at: http://www.ode.state.or.us/search/page/?=677. Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=193

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 29 – MAY 28	DATA COLLECTION	3 rd Period Cumulative ADM Collection for Participation 2009-10 (covering the period from July 1, 2009 to May 3, 2010)	DATA SUBMITTER <ul style="list-style-type: none"> Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=136 Submit collection with common fields and collection-specific fields accurately filled for all applicable students. Correct any error records after file is processed. Review collection summary report to verify data submitted correctly. Save a production download for your records. Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=193
APRIL 30	TEST ADMINISTRATION	Reminder: Last day of OAKS Online 3rd Grade Spanish Reading Assessment testing window.	
APRIL 30	TEST ADMINISTRATION	REMINDER: Last day of Spring Writing Performance Assessments testing window.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Maintain the security of all test materials in accordance with Part IV – Test Security of the 2009-10 Test Administration Manual. All testing materials must be collected and inventoried from schools. Collect and inventory all test materials from school test coordinators and prepare testing materials for shipment to scoring sites. Verify that materials are correctly packaged (refer to Appendix M– Requirements for OAKS Writing Performance Administration of the 2009-10 Test Administration Manual).
MAY 2010			
MAY 7	TEST ORDERING & REPORTING	Test records from Winter Writing Performance Assessment posted in Student Centered Staging Application on ODE district secure website.	DISTRICT TEST COORDINATOR <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> Verify that the demographic information on the posted test record is correct, including program participation. Correct error records. Supply modification codes if missing. Notify your Regional Assessment Support ESD partner if a posted record is not from a district student. Apply admin codes for students not enrolled during test window, home schooled students, etc.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 10	TEST ADMINISTRATION	REMINDER: Deadline for shipping Spring Writing Performance Assessment to scoring sites.	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> All districts should have secure disposal options in place, districts must securely dispose of all unused Writing assessment test materials onsite. All unused writing packets must be returned to the DTC and securely destroyed by the deadline to return tests for scoring listed in the 2009-2010 Test Schedule. If you have any questions about this process, please contact your Regional Assessment Support ESD Partner. Ship Spring Writing Performance Assessment response folders for writing, as instructed in Appendix M– Requirements for OAKS Writing Performance Administration of the 2009-10 Test Administration Manual, to designated scoring sites. Keep copies of tracking information for the shipments. <p><i>IMPORTANT: Spring Writing Assessments not shipped by this date will be counted as non-participants in assessment and accountability reports.</i></p>
MAY 13 – JULY 15	DATA COLLECTION	Annual Cumulative ADM Collection 2009-10 (covering the period from July 1, 2009 to June 30, 2010)	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> Review business rules and instructions prior to submission at: https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=136 Submit collection with common fields and collection-specific fields accurately filled for all applicable students. Correct any error records after file is processed. Review collection summary report to verify data submitted correctly. Save a production download for your records. Videoconference Training related to this collection is available at: https://district.ode.state.or.us/search/page/?id=193
MAY 14	TEST ORDERING & REPORTING	ELPA Tests Completed in March posted to Student Centered Staging.	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> Verify that each ELL student has a score posted for the ELPA Supply accommodations/modification codes if necessary Notify Regional Assessment Support ESD if a posted record is not from a district student <p>Notify Regional Assessment Support ESD partner if a student who completed the ELPA does not have a score in Student Staging.</p>
MAY 17 - 21	COLLECTION VALIDATION	Third Period Cumulative ADM - First set of post-submission validations sent to districts by ODE	During the week of May 17 – 21, ODE will send the first set of post-submission validations for those districts that have submitted their 3 rd Period Cumulative ADM.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 18	TEST ADMINISTRATION	REMINDER: Last day for transmitting Extended Assessment results to ODE.	DATA SUBMITTER <ul style="list-style-type: none"> Update SSID records for students prior to submitting assessment results. Transmit results of Extended Assessments via Extended Assessment Application on ODE district secure website. Go to: https://district.ode.state.or.us/ <p><i>IMPORTANT: Extended Assessment results not transmitted by this date will be counted as non-participants in assessment and accountability reports.</i></p>
MAY 19	TEST ADMINISTRATION	REMINDER: Last day for OAKS Online testing.	
MAY 19	TEST ADMINISTRATION	REMINDER: Last day for ELPA testing.	
MAY 21	ACCOUNTABILITY REPORTS	REMINDER: Last day for submitting requests for new school status due to boundary or grade changes.	SUPERINTENDENT <ul style="list-style-type: none"> Send signed request for new school designation with supporting data to ODE. See http://www.ode.state.or.us/search/page/?id=677 or the AYP Manual for additional information.
MAY 25	DATA REPORTING	08-09 Dropout, High School Completers and new Cohort Graduation Rate reports released to the public.	<ul style="list-style-type: none"> Reports will include the current traditional graduation and dropout rates. Reports will reflect 08-09 High School Completers, 08-09 Early Leavers, and Cumulative ADM 2009-10 data collections submitted by districts.
MAY 28	TEST ORDERING & REPORTING	Test records from OAKS Multiple Choice Paper/Pencil tests posted in Student Centered Staging Application on ODE district secure website.	DISTRICT TEST COORDINATOR <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> Verify that the demographic information on posted test record is correct, including program participation. Correct error records. Supply modification codes as necessary. Notify Regional Assessment Support ESD partner if a posted record is not from a district student. Request admin codes for students not enrolled during test window, home schooled students, etc.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 28	REPORT VALIDATION	<p>Report Validation Window closes for:</p> <ul style="list-style-type: none"> – Institutions for AYP and Report Card – Bond Levy – ESD Support & General Fund Expenditures – Videoconferencing Facilities 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that relevant data is available for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Request, if desired, recognition as new school if more than 40% of student population is new to the school due to boundary changes. See AYP Manual or Report Card Policy Manual for more details. Boundary change calculator posted at: http://www.ode.state.or.us/search/page/?=677. • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=193
MAY 28	DATA COLLECTION	<p>REMINDER: Last day for 3rd Period Cumulative ADM Collection.</p>	
MAY 29	ACCOUNTABILITY REPORTS	<p>First weekly extract of data from NCLB English Proficiency Collection for application to test records and generation of virtual records.</p> <p>First weekly extract of data from 3rd Period Cumulative ADM Collection for inclusion in Pre-preliminary AYP reports.</p>	
JUNE 2010			
JUNE 1	TEST ADMINISTRATION	<p>REMINDER: Appeals of Winter writing scores are due to ODE.</p>	<p>DISTRICT TEST COORDINATOR</p> <ul style="list-style-type: none"> • See instructions in cover letter accompanying preliminary class roster reports and Appendix M – Requirements for OAKS Writing Performance Administration of the 2009-10 Test Administration Manual

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 1 - 4	COLLECTION VALIDATION	Third Period Cumulative ADM – First set of post collections validations sent to district by ODE.	During the week of June 1 – 4, ODE will send the first set of post collections validations.
JUNE 2	DATA COLLECTION	Reminder: Last day to submit extension request for submission of Third Period Cumulative ADM.	All requests will be reviewed by a committee.
JUNE 3	REPORT VALIDATION	Report Validation Window opens on ODE district secure website for: <ul style="list-style-type: none"> – Staff Assignment – Highly Qualified Teachers (HQT) – Emergency Certification 	DATA SUBMITTER <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=193
JUNE 4 (5 PM)	DATA COLLECTION	LAST DATE FOR CHANGES TO: <ul style="list-style-type: none"> – Assessment test records – 3rd Period Cumulative ADM 09-10 – NCLB English Proficiency For inclusion in initial posting of pre-preliminary AYP reports.	DISTRICT TEST COORDINATOR <p>As test records are posted to Student Centered Staging on the ODE district secure website:</p> <ul style="list-style-type: none"> • Verify that the demographic information on posted test records is correct. • Correct error records. • Supply modification/administration codes if necessary. • Notify Regional Assessment Support ESD partner if a posted record is not from a district student. • Apply admin codes for students not enrolled during test window, home schooled, students, etc.
JUNE 4 – 7	ACCOUNTABILITY REPORTS	Student Centered Staging, Secure Assessment Reports closed for AYP processing <ul style="list-style-type: none"> • All Math and Reading records unavailable for download or editing 	
JUNE 7 - 11	COLLECTION VALIDATION	3 rd Period Cumulative ADM – Districts make corrections to submissions.	Districts will have an opportunity to make corrections to their 3 rd Period Cumulative ADM submission as identified in the post collection validations.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 8	REPORT VALIDATION	<p>Reports posted on ODE district secure website (Preview 1 of 5):</p> <ul style="list-style-type: none"> • Pre-preliminary school and district AYP reports • Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) • Report Card data elements (based on 3rd Period Cumulative ADM Collection): <ul style="list-style-type: none"> – English Language Learners – Students Attending In/From Another District – Student Attendance 	<p>DISTRICT TEST COORDINATOR</p> <p>Review pre-preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> • Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. • Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. • Notify submitter of 3rd Period Cumulative ADM Collection if TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. • Notify submitter of English Language Proficiency Collection if Limited English Proficient data on test records are incorrect. • For Frequently Asked Questions about AYP: http://www.ode.state.or.us/apps/faqs/index.aspx?=39 <p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • The aggregate counts of the Spring Membership extract will be shown to districts to verify. Districts will have the opportunity to reopen 3rd Period Cumulative ADM to correct any data. Spring Membership data shown on the June 8th preview will be from May 28th or earlier. • Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193
JUNE 8	COLLECTION VALIDATION	<p>Collection Validation Window opens on ODE district secure website for:</p> <ul style="list-style-type: none"> – 3rd Period Cumulative ADM Collection 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 11	TEST ORDERING & REPORTING	Test records from Extended Assessments available in the Student Centered Staging Application on the ODE district secure website.	DISTRICT TEST COORDINATOR As test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> • Verify that the demographic information on posted test records are correct, including program participation. • Correct error records. • Supply modification/administration codes if necessary. • Notify Regional Assessment Support ESD partner if a posted record is not from a district student. • Apply admin codes for students not enrolled during test window, home schooled students, etc.
JUNE 15	REPORT VALIDATION	Reports refreshed on ODE district secure website (Preview 2 of 5): <ul style="list-style-type: none"> • Pre-preliminary school and district AYP reports • Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) • Report Card data elements (based on 3rd Period Cumulative ADM Collection): <ul style="list-style-type: none"> – English Language Learners – Students Attending In/From Another District – Student Attendance 	DATA SUBMITTER <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Data shown on the June 15th preview will be from June 11th or earlier. • Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193
JUNE 15	TEST ORDERING & REPORTING	ELPA Tests Completed in April posted to Student Centered Staging.	DISTRICT TEST COORDINATOR As test records are posted to Student Centered Staging on the ODE district secure website <ul style="list-style-type: none"> • Verify that each ELL student has a score posted for the ELPA • Supply accommodations/modification codes if necessary • Notify Regional Assessment Support ESD if a posted record is not from a district student Notify <u>Regional Assessment Support ESD partner</u> if a student who completed the ELPA does not have a score in Student Staging.
JUNE 18		State Furlough Day	<ul style="list-style-type: none"> • All ODE offices will be closed. ODE staff will be unavailable.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 22	REPORT VALIDATION	<p>Reports refreshed on ODE district secure website (Preview 3 of 5):</p> <ul style="list-style-type: none"> • Pre-preliminary school and district AYP reports • Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) • Report Card data elements (based on 3rd Period Cumulative ADM Collection): <ul style="list-style-type: none"> – English Language Learners – Students Attending In/From Another District – Student Attendance 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Data shown on the June 22nd preview will be from June 18th or earlier. • Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193
JUNE 24	REPORT VALIDATION	<p>Report Validation Window closes for:</p> <ul style="list-style-type: none"> – Staff Assignment – Highly Qualified Teachers (HQT) – Emergency Certification 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=193
JULY 2010			
JULY 1	TEST ORDERING & REPORTING	<p>ELPA Tests Completed in May (through the end of the testing window) posted to Student Centered Staging.</p>	<p>DISTRICT TEST COORDINATOR</p> <p>As test records are posted to Student Centered Staging on the ODE district secure website</p> <ul style="list-style-type: none"> • Verify that each ELL student has a score posted for the ELPA • Supply accommodations/modification codes if necessary • Notify Regional Assessment Support ESD if a posted record is not from a district student <p>Notify Regional Assessment Support ESD partner if a student who completed the ELPA does not have a score in Student Staging.</p>

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 6	TEST ORDERING & REPORTING	Spring Writing Performance Assessment preliminary class reports and student work received by districts.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Distribute assessment reports and student work to appropriate recipients. Appeals of spring writing scores are due to ODE by September 30, 2010. See instructions in cover letter accompanying shipped materials.
JULY 8	REPORT VALIDATION	Report Validation Window opens on ODE district secure website for: <ul style="list-style-type: none"> – Persistently Dangerous Schools – Staff FTE – Teacher Characteristics – Class Size 	DATA SUBMITTER <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=193
JULY 13	REPORT VALIDATION	Reports refreshed on ODE district secure website (Preview 4 of 5): <ul style="list-style-type: none"> • Pre-preliminary school and district AYP reports • Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) • Report Card data elements (based on 3rd Period Cumulative ADM Collection): <ul style="list-style-type: none"> – English Language Learners – Students Attending In/From Another District – Student Attendance 	DATA SUBMITTER <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. Data shown on the July 6th preview will be from July 2nd or earlier. Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193
JULY 15	REPORT VALIDATION	Report Validation Window closes for: <ul style="list-style-type: none"> – Persistently Dangerous Schools 	DATA SUBMITTER <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=193

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 15	DATA COLLECTION	REMINDER: Last day for submitting Annual Cumulative ADM.	
JULY 16	TEST ORDERING & REPORTING	Test records from Spring Writing Performance Assessment posted in Student Staging Application on ODE district secure website.	DISTRICT TEST COORDINATOR As test records are posted to Student Centered Staging on the ODE district secure website: <ul style="list-style-type: none"> • Verify that the demographic information on posted test records is correct. • Correct error records. • Supply modification/administration codes if necessary. • Notify Regional Assessment Support ESD partner if a posted record is not from a district student. • Apply admin codes for students not enrolled during test window, home schooled, students, etc.
JULY 20	REPORT VALIDATION	Reports refreshed on ODE district secure website (Preview 5 of 5): <ul style="list-style-type: none"> • Pre-preliminary school and district AYP reports • Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) • Report Card data elements (based on 3rd Period Cumulative ADM Collection): <ul style="list-style-type: none"> — English Language Learners — Students Attending In/From Another District — Student Attendance 	DATA SUBMITTER <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Data shown on the July 20th preview will be from July 16th or earlier. • Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193
JULY 23	COLLECTION VALIDATION	Collection Validation Window closes for: <ul style="list-style-type: none"> — 3rd Period Cumulative ADM Collection 	DATA SUBMITTER <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 23	REPORT VALIDATION	<p>Report Validation Window closes for:</p> <ul style="list-style-type: none"> – English Language Learners – Students Attending In/From Another District – Student Attendance <p>Report Validation Window opens on ODE district secure website for:</p> <ul style="list-style-type: none"> – Annual ADM Common Core (based on Annual Cumulative ADM Collection) 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • All data submitted through July 23rd will be included in Preliminary AYP reports. Preliminary AYP will be released to the public on August 2nd. • Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193
JULY 23	DATA COLLECTION	<p>LAST DATE FOR CHANGES TO:</p> <ul style="list-style-type: none"> – NCLB English Proficiency – Assessment test records – Cumulative ADM 09-10 <p>For inclusion in Preliminary AYP reports.</p>	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Review pre-preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics.
JULY 24 – 28	ACCOUNTABILITY REPORTS	<p>Student Centered Staging, Secure Assessment Reports closed for AYP processing</p> <ul style="list-style-type: none"> • All Math and Reading records unavailable for download or editing 	

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 29	ACCOUNTABILITY REPORTS	Preliminary school and district AYP designations with supporting data on ODE district website.	<p>DISTRICT TEST COORDINATOR</p> <p>If the district has made changes to student level data collections or assessment test records after June 4:</p> <ul style="list-style-type: none"> Review preliminary reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics: Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. Notify submitter of 3rd Period Cumulative ADM Collection if virtual records represent students not enrolled on first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at wrong school. Notify submitter of 3rd Period Cumulative ADM Collection if TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate. Notify submitter of English Language Proficiency Collection if Limited English Proficient data on test records is incorrect. Review/download summary results at https://district.ode.state.or.us/apps/acctrpt/Default.aspx <p>SUPERINTENDENT</p> <ul style="list-style-type: none"> Prepare local press release, if necessary.
AUGUST 2010			
AUGUST 2	ACCOUNTABILITY REPORTS	Public release of preliminary AYP designations for all schools and districts on the ODE public website.	
AUGUST 2 - 19	ACCOUNTABILITY REPORTS	Requests by districts for AYP data reviews prior to final designation of AYP.	<p>SUPERINTENDENT:</p> <ul style="list-style-type: none"> Request review (substantive appeal) via letter of school AYP designation if data cannot be corrected by editing test records or collections.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 13	REPORT VALIDATION	Report Validation Window closes for: <ul style="list-style-type: none"> – Staff FTE – Teacher Characteristics – Class Size 	<p>DATA SUBMITTER</p> <ul style="list-style-type: none"> • Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx • Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. • Videoconference Training related to these collections is available at https://district.ode.state.or.us/search/page/?id=193
AUGUST 19	DATA COLLECTION	<p>LAST DATE FOR CHANGES TO:</p> <ul style="list-style-type: none"> – Assessment test records – 3rd Period Cumulative ADM 09-10 – NCLB English Proficiency <p>For inclusion in Final AYP reports.</p>	<p>DISTRICT TEST COORDINATOR</p> <p>If the district has made changes to assessment test records after July 24:</p> <ul style="list-style-type: none"> • Review preliminary AYP reports posted on the ODE district secure website to verify that demographic information in report reflects student demographics. • Review virtual records for students reported in 3rd Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during test window, home schooled students, etc. • Districts over the 1% cap on alternate assessments must flag test records in Student Staging to come into compliance. • Schools with preliminary AYP designations of “pending” submit additional local assessment data.
AUGUST 20		State Furlough Day	<ul style="list-style-type: none"> • All ODE offices will be closed. ODE staff will be unavailable.
AUGUST 20 - 30	ACCOUNTABILITY REPORTS	<p>Student Centered Staging, Secure Assessment Reports closed for AYP processing</p> <ul style="list-style-type: none"> • All Math and Reading records unavailable for download or editing • All Math and Reading records will remain read-only after August 30, 2010 	

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

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MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 30	ACCOUNTABILITY REPORTS	Final school and district AYP reports available for preview on ODE district secure website.	SUPERINTENDENT <ul style="list-style-type: none"> Review final AYP report for implementation of substantive appeal if submitted and approved.
SEPTEMBER 2010			
September 2	ACCOUNTABILITY REPORTS	Final AYP Report posted on ODE public website.	
SEPTEMBER 2 - 9	ACCOUNTABILITY REPORTS	Report Card Data Elements available on ODE district secure website.	
SEPTEMBER 9	REPORT VALIDATION	Report Validation Window opens on ODE district secure website for: <ul style="list-style-type: none"> SAT Scores Report Validation Window closes for: <ul style="list-style-type: none"> Annual ADM Common Core (based on Annual Cumulative ADM Collection) 	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx DATA SUBMITTER <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission. Videoconference Training related to this collection is available at https://district.ode.state.or.us/search/page/?id=193
SEPTEMBER 16	REPORT VALIDATION	Report Validation Window closes for: <ul style="list-style-type: none"> SAT Scores 	DATA SUBMITTER <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx
SEPTEMBER 16	ACCOUNTABILITY REPORTS	District preview of preliminary 2009-10 school and district Report Cards, including final AYP designations and supporting detail sheets, on ODE district secure website (Preview 1 of 2)	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Check that all schools in district are included in the validation and that data is accurately reported and complete for each school. Go to: https://district.ode.state.or.us/apps/acctrpt/Default.aspx Submit an appeal on the district validation site if a collection needs to be opened in order to correct a prior data submission.
September 17		State Furlough Day	<ul style="list-style-type: none"> All ODE offices will be closed. ODE staff will be unavailable.

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

MONTH / DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 30	TEST ADMINISTRATION	REMINDER: Appeals of Spring Writing scores are due to ODE.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> See instructions in cover letter accompanying shipped materials.
OCTOBER 2010			
OCTOBER 1	ACCOUNTABILITY REPORTS	District preview of 2009-10 school and district report cards, including final AYP designations and supporting detail sheets, on ODE district website. (Preview 2 of 2)	
OCTOBER 7	ACCOUNTABILITY REPORTS	School and district report cards, including final AYP designations and supporting detail sheets, available to public on ODE website.	DISTRICT TEST COORDINATOR <ul style="list-style-type: none"> Download school and district report cards for 2009-10 for distribution to parents prior to December 15, 2010. Go to http://www.ode.state.or.us/data/reportcard/reports.aspx
OCTOBER 15	ACCOUNTABILITY REPORTS	How to read report card documents in English and Spanish posted on public website.	Documents posted to http://www.ode.state.or.us/search/page/?=661

REPORTING/EDITING SCHEDULE FOR 2009-10

Reporting of Statewide Assessment Results

	Preliminary PAPER Class Rosters shipped to Districts	Individual Student Reports & Class Rosters available on District WEB (Student Centered Assessment Reports)	Downloading & Editing individual student results available on District WEB (Student Centered Staging)
OAKS Online K/S (Math, Reading, Science, Social Sciences)	N/A	October 12, 2009	October 12, 2009 - June 4, 2010 June 8 - July 23, 2010
OAKS Online Writing	N/A	March 2010	March 2010 - June 4, 2010 June 8 - July 23, 2010
Paper-Pencil Writing – Winter *	April 5, 2010	May 7, 2010	May 7 - June 4, 2010 June 8 - July 23, 2010
Paper-Pencil K/S, Aprenda (Math, Reading, Science)	N/A	May 28, 2010	May 28 - June 4, 2010 June 8 - July 23, 2010
Extended Assessments (Math, Reading, Science, Writing)	N/A	June 11, 2010	June 11 - July 23, 2010
Paper-Pencil Writing – Spring**	July 6, 2010	July 16, 2010	July 16 - 23, 2010

* Appeals of winter writing scores are due to ODE by June 1, 2010. Appealed winter writing scores will be available in Student Centered Staging by July 2, 2010.

** Appeals of spring writing scores are due to ODE by September 30, 2010. Appealed spring writing scores will be available in Student Centered Staging by October 15, 2010.

Student Centered Staging Down Time (Math & Reading closed for downloading or editing) Individual Student Reports will also be unavailable during this time	June 4 (5:00 PM) – June 7, 2010 (processing for AYP Pre-Preliminary and RC Details) July 24-28, 2010 (processing for AYP Preliminary and RC Details) August 20-30, 2010 (processing for AYP Final)
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	Secure Assessment Group Reports (SAGR) available on District WEB (unsuppressed)	Public Assessment Group Reports (PAGR) available on ODE public web site (suppressed)
Group Reports – Preliminary (Preview for districts only)	August 16, 2010 (click on “Secure PAGR” link)	
Group Reports – Final	August 30, 2010	August 30, 2010

Revision 10/13/09 Date Accountability Reports data owner changed from Tony Alpert to Melinda Bessner. Pg 2

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010

Go to <http://www.ode.state.or.us/search/page/?=499> for updates

History:

10/13/09 *Regional Assessment Support - Region 3 Contact information updated. Pg 2*
10/13/09 *Test order window for Online Writing Performance Field Test Participation extended to 10/15. Pg 6*
10/13/09 *OAKS Online Multiple Choice testing window extended through May 17. Pg 7 & 21*
10/13/09 *First Period Cumulative ADM window changed to October 22 – December 7. Pg 9*
10/13/09 *Testing Window details for High School Online Writing Performance Assessment added. Pg 12*
10/13/09 *Testing Window for the English Language Proficiency Assessment (ELPA) K – 12 extended to May 10. Pg 13 & 21*
10/13/09 *Inserted OAKS Paper/Pencil, Braille, & Large Print Multiple Choice testing materials received by school districts by 3/1. Pg 15*
10/13/09 *Public release date changed for preliminary AYP designations for all schools and districts on the ODE public website August 2. Pg 26*
10/13/09 *Deadline for requests by districts for AYP data reviews prior to final designation of AYP changed to August 19. Pg 26*
10/13/09 *Changes to: Assessment test records, Cumulative ADM 09-10 & NCLB English Proficiency for inclusion in Final AYP reports deadline changed to August 19. Pg 27*
11/04/09 *State Furlough Days added: October 16, November 27, March 19, April 16, June 18, August 20 & September 17.*
11/04/09 *Testing window for Extended Reading, Writing, Mathematics & Science assessments extended to April 28. Pgs 14 & 19.*
11/04/09 *Addition of OAKS Online 3rd Grade Spanish Reading Assessment. March 29 – April 23. Pg 17*
11/12/09 *K/S Multiple Choice Assessment ordering details updated. Pg 10 & 11*
11/12/09 *Assessment Download window for Paper/Pencil Multiple Choice test materials removed from Pg 16 in previous version.*
11/12/09 *Districts are required to get report cards to parents by January 15. Pg 13*
12/03/09 *Regional Assessment Support - Region 1 Contact information updated. Pg 2*
12/03/09 *Corrected links to Cumulative ADM Videoconference Training. Pgs 9, 10, 20 & 21*
12/03/09 *Reminder: Last day for submitting 1st Period Cumulative ADM for 2009-2010 corrected to December 7. Pg 10*
12/03/09 *Reporting Schedule updated. Pg 30*
01/14/10 *Testing Window for the English Language Proficiency Assessment (ELPA) K – 12 extended to May 17. Pg 13 & 21*
01/14/10 *New Data Owner for Staff Position and Class Size, Lorene Nakamura. Pg 25*
01/14/10 *Dropout and High School Completers 08-09 reports released to the public—date changed to April 14. Pg 18*
01/14/10 *Validation window for High School Graduation Report (HS Completers Collection 08/09) & Validation window for Dropout Report (Early Leavers Collection 08-09) changed to March 4 – April 1. Pg 16*
01/14/10 *Updated Regional Assessment Support ESD Partners contact information. Pg 2*
02/16/10 *Replaced “Spring Membership” references with “3rd Period Cumulative ADM.” Pgs 24, 27 & 28.*
03/30/10 *Removed: “Districts receive return shipping packets for OAKS Multiple Choice Assessment test materials-April 2”. No longer applicable. pg 17*
04/21/10 *Updated contact information for Cumulative ADM, Staff Position & Class Size. Pg 2*
04/21/10 *Revision to instructions for secure disposal of assessment materials by DTC. Pgs 16, 18 & 21.*
04/21/10 *Report Validation window April 29- May 28 for Institutions for AYP and Report Card, Bond Levy, ESD Support & General Fund Expenditures and Videoconferencing Facilities. Pg 20 & 23.*
04/21/10 *08-09 Dropout, High School Completers and new Cohort Graduation Rate reports released to the public on May 25. Pg 23*
04/21/10 *Report Validation Window June 3 – 24 for Staff Assignment, Highly Qualified Teachers (HQT) & Emergency Certification. Pg 24 & 28*
04/21/10 *June 4 - Last date for changes to: Assessment test records, 3rd Period Cumulative ADM 09-10 & NCLB English Proficiency. Pg 25*
04/21/10 *Student Centered Staging, Secure Assessment Reports closed for AYP processing June 4-7. Pg 25*
04/21/10 *Reports posted on ODE district secure website (Previews 1 - 5): Pre-Preliminary school and district AYP data and Report Card details, Spring Membership Preview (based on 3rd Period Cumulative ADM Collection) & Report Card data elements (based on 3rd Period Cumulative ADM Collection). Pgs 26-30.*
04/21/10 *3rd Period Cumulative ADM Collection Validation Window June 8 – July 23. Pgs 26 & 30*
04/21/10 *Report Validation window for Staff FTE, Teacher Characteristics & Class Size July 8 – August 13. Pgs 29 & 33*
04/21/10 *Report Validation window for Persistently Dangerous Schools, July 8 – July 15. Pg 29*
04/21/10 *Report Validation window for Annual ADM Common Core (based on Annual Cumulative ADM Collection) July 23 – September 9. Pgs 31 & 34*
04/21/10 *Report Validation window for SAT Scores September 9-16. Pg 34*
04/21/10 *District preview of preliminary 09-10 school and district Report Cards, including final AYP designations and supporting detail sheets September 16. Pg 34*
04/21/10 *Final AYP Report posted on ODE public website September 2. Pg 34*
04/21/10 *OAKS Online 3rd Grade Spanish Reading Assessment testing window extended to April 30. Pgs 18 & 21*
5/3/2010 *Deadline for shipping Spring Writing Performance Assessment to scoring sites corrected to May 10. Pg 22*

ASSESSMENT AND ACCOUNTABILITY CHECKLIST 2009-2010 Go to <http://www.ode.state.or.us/search/page/?=499> for updates

5/17/10 Last day for OAKS Online and ELPA testing extended to May 19. Pg 23

5/17/10 3rd Period Cumulative ADM - First set of post-submission validations sent to districts by ODE, May 17-21. Pg 22

5/17/10 May 28 is last day for 3rd Period Cumulative ADM Collection. Pg 23

5/17/10 3rd Period Cumulative ADM – First set of post-collection validations sent to district by ODE, June 1-4. Pg 24

5/17/10 June 2, last day to submit extension request for submission of Third Period Cumulative ADM. Pg 24

5/17/10 3rd Period Cumulative ADM – Districts make corrections to submissions, June 7-11. Pg 25

5/17/10 (June 8 Report Validation Info added) the aggregate counts of the Spring Membership extract will be shown to districts to verify. Districts will have the opportunity to reopen 3rd Period Cumulative ADM to correct any data. Spring Membership data shown on the June 8 preview will be from May 28 or earlier. Pg 26

5/17/10 (June 15 Report Validation info added) Data shown on the June 15 preview will be from June 11 or earlier. Pg 27

5/17/10 (June 22 Report Validation info added) Data shown on the June 22 preview will be from June 18 or earlier. Pg 28

5/17/10 (July 26 Report Validation info added) Data shown on the July 6 preview will be from July 2 or earlier. Pg 29

5/17/10 (July 20 Report Validation info added) Data shown on the July 20 preview will be from July 16 or earlier. Pg 30

5/17/10 (July 23 Report Validation info added) All data submitted through July 23 will be included in Preliminary AYP reports. Preliminary AYP reports will be released to the public on August 2. Pg 31

6/10/10 REPORT VALIDATION (PREVIEW 4 OF 5) DATE CHANGED TO JULY 13 (WAS JULY 6). Pg 29