

2017-18 Test Coordinators Timeline

August	1	DLM manuals available DLM required training available as well as other DLM training modules; complete required training by September 8
	2	DLM 2016-17 data closes—2016-17 data not available after this date DTC's make sure teachers administering DLM have an Educator Portal account and are completing required training
	7	Complete DLM enrollment and roster uploads by August 18
	18	DLM test administrators(teachers) complete first contact surveys and PNP's by September 8 and begin selecting EE's from blueprint for each student.
September	1	Submit TASC records for interim assessments Clean up Educator Portal users' roles and inactivate users who have left your district.
	12	DTC webinar: KITE software updates/enhancements discussion, interim assessments, DLM "to do's"
	15	Interim assessment instructional mini tests available for ELA and math
	19-20	ATS "hot line" open for KITE technology assistance
	20	DLM Instructional Tools Interface opens: enter instructional plans for fall window and begin instruction and testing
October	1	Submit TASC records for interim assessments; first window for "predictive interim assessments" is October 16-27
	11-13	KSDE Annual Conference
	16	Submit TEST records for cPass fall assessments
November		DTC's complete Test Security and Ethics training online and train all staff involved with State Assessments
	1	cPass assessments available through December 15
	9	DTC webinar: Test Security-available for new and veteran DTC's—online, interpreting the Interim Predictive reports
December	4	"predictive interim assessment" window 2 through December 15
	5	DTC webinar: Educator Portal enhancements, TEST submissions, preparing for the summative assessments, entering local test schedules in KITE
	20	DLM Instructional Tools Interface closes; testing on all EE's selected for the fall window is to be completed by today
January	2	Kansas Assessment Examiner's Manual posted on KAP website DLM Instructional Tools Interface reopens; enter instructional plans for winter window for instruction and testing on selected EE's—must be completed by February 27
	5	Submit TEST records for students that will be taking the KELPA2 assessment and complete PNP's by January 17 DTC's make sure all teachers administering and scoring KELPA2 have an Educator Portal account
	9	DTC webinar: Examiner's Manual review; KELPA2 overview and review, HGSS scoring
	23	DTC webinar: KELPA2 scoring
February	1	KELPA2 testing opens—closes March 9; suggest administering speaking and writing early since they must be human scored
	5	"predictive interim assessment" window 3 through February 16
	13	Submit TEST records for summative testing (ELA, math, science, HGSS) and complete PNP's no later than February 26 Submit TEST records for spring cPass assessments
	28	DTC webinar: Are you ready for KAP summative? ELA, math, science, HGSS, DLM DLM instructional assessment window closes. ITI closed until September 2018.

March	6	DTC webinar: Test Security reminders, additional topics to help prepare for the summative assessments.
	9	KELPA2 assessment window closes; scoring for speaking and writing must be completed by March 30.
	13	Spring assessment window opens for ELA, math, science, HGSS, DLM and cPass. Suggest administering HGSS performance task early since scoring must be completed by the close of the testing window on April 27.
	27	DTC webinar: Topics will be specific to testing—any issues or updates
April	3	KAAC meeting
	10	DTC webinar: SC coding
	20	Deadline for entering SC codes in Educator Portal
	24	DTC webinar: Topics will be specific to testing—any issues or updates
	27	Spring testing window closes.
May	8	DTC webinar: score reports in EP, AMOSS data