

## Check list for Dakota STEP teacher training:

These items are not in any order but topics that the SDDOE believes should be covered during training:

\*Sign testing security agreement must be signed by going to:

[https://docs.google.com/spreadsheet/viewform?hl=en\\_US&formkey=dFA4dJlmQkJ4eTBmaDQ2dGtSZm04aVE6MQ#gid=0](https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dFA4dJlmQkJ4eTBmaDQ2dGtSZm04aVE6MQ#gid=0)

\*Pre-ID labels (if teachers need to do this) (pg. 26)

\*Go over testing security information

Read pg 3, 11, of TCH

Maintaining security of test booklets

Putting names of students on test booklets and

Filling out Box 1 on student answer doc

\*Report any testing irregularities to district testing coordinator immediately. If testing irregularity did occur, go to and complete the online form:

[https://docs.google.com/spreadsheet/viewform?hl=en\\_US&formkey=dDIsOVEyc3lvNU90bHpYU1JYNmo5TUE6MA#gid=0](https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dDIsOVEyc3lvNU90bHpYU1JYNmo5TUE6MA#gid=0)

\*Students can mark in their test booklets using pencil only;

\*Explain where the math and science reference sheets and periodic tables are located at in the student test booklets;

\*Remove anything on walls/etc that a reasonable person would conclude offers students in that room an unfair advantage over other students;

\*Absolutely **NO** writing down, discussing, etc questions/items from the DSTEP. This is a breach of security and will invalidate the test at the district/school/classroom where the breach occurred;

\*If a security breach occurs at the district/school level, the SDDOE does not have a breach form of the test. These tests will not be scored. The AYP will be below basic in the area for which the breach occurred. No participation credit will be given;

\*Testing schedule – page 8 (TCH)

Make sure you tell them that the test is un timed and that these times are for planning purposes only;

\* Make sure students write their first and last name on the test booklet and in Box 1 of their answer doc.;

\*Discuss appropriate accommodations and make sure teachers understand these accommodations (TCH page 28-45);

\*Discuss that teachers/paras or anyone working directly with students, that they can NO longer go through and erase stray marks from their students' answer docs;

\*Remind teachers that they should be circulating around the room during testing (i.e.—keeping students on track; making sure they finish the session that they are working on; once a student completes a section, they are NOT allowed to return to that section for “review/changes/etc”);

\*Reading ALL directions in DFAs:

Absolutely NO assisting/hints of students;

Absolutely NO pronouncing of words;

\*Discuss testing environment/classroom;

\*Discuss options if a student becomes sick during testing; if a student needs to leave testing room (i.e.—did not finish section, being disruptive during test);

\*Discuss appropriate calculators and rules that can be used for testing (pg 27);

\*The SDDOE staff will visit certain districts and would like to visit with teachers. If they are interested in visiting with a SDDOE staff to let you (testing coordinator) know;

\*Inform teachers know about Interpretive Guide for them to better understand the DSTEP [http://doe.sd.gov/octa/assessment/dakSTEP/documents/SD09\\_IG\\_CR09.pdf](http://doe.sd.gov/octa/assessment/dakSTEP/documents/SD09_IG_CR09.pdf)