
**STATE-MANDATED TEST ADMINISTRATION ITBS/ITED/WASL
(LNT-P002)**

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure to follow for the administration of state-mandated tests, including the ITBS, ITED, and WASL.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Assessment Coordinator, Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Assessment Coordinator

4.0 DEFINITIONS:

- 4.1 OSPI—Office of Superintendent of Public Instruction
4.2 ITBS—Iowa Test of Basic Skills
4.3 ITED—Iowa Test of Educational Development
4.4 WASL—Washington Assessment of Student Learning
4.5 CogAT—Cognitive Abilities Test
4.6 P105A—School Enrollment Report sent to OSPI to verify student count

5.0 PROCEDURE:

- 5.1 Assessment Coordinator contacts OSPI for test dates established by the state.
5.2 Assessment Coordinator informs administrators of test dates.
5.3 Assessment Coordinator provides OSPI with Wenatchee School District testing material inventory and student enrollment information/counts.
5.3.1 Testing materials inventory is stored in a secured location.
5.4 Assessment Coordinator receives instructions from Publishing Company for submission of student data files.
5.5 Assessment Coordinator meets with Information Processing Department to review the process for submitting student data files.
5.6 The Information Processing Department processes the student data files, submits to the publisher, and verifies the data.
5.6.1 Buildings are contacted for sort order information.
5.6.2 Grade levels are confirmed.
5.6.3 Student retention information is taken into consideration.
5.6.4 Data is verified for duplicates and/or missing information.

**STATE-MANDATED TEST ADMINISTRATION ITBS/ITED/WASL
(LNT-P002)**

WENATCHEE SCHOOL DISTRICT

- 5.6.5 Date for freight company to pick up materials is selected.
- 5.7 Assessment Coordinator orders the appropriate amount of CogAT materials.
- 5.8 Assessment Coordinator receives the OSPI regional assessment workshop schedule.
- 5.8.1 Assessment Coordinator attends the OSPI workshop.
- 5.8.2 Assessment Coordinator receives OSPI coordinators' manual, including updates and changes at the workshop.
- 5.8.3 Assessment Coordinator orders Spanish translation and materials.
- 5.9 Assessment Coordinator duplicates the manual, along with updates and changes, and schedules individual building meetings.
- 5.9.1 Assessment Coordinator hands out manuals and discusses the following information with building staff:
- Test participation
 - Test exemptions
 - Test modifications
 - Test accommodations
 - Test preparation
 - Materials distribution
 - Test schedule
- 5.10 Assessment Coordinator and Information Processing Department review P105A for enrollment count accuracy by building/grade level.
- 5.11 Assessment Coordinator receives testing materials from the publisher.
- 5.12 Assessment Coordinator and assistant repackage testing materials for each teacher.
- 5.12.1 Assessment Coordinator distributes the testing materials to the buildings.
- 5.12.2 Teachers advise Assessment Coordinator to order additional testing materials, if necessary.
- 5.12.3 Assessment Coordinator advises, troubleshoots, and explains coding for testing materials.
- 5.12.4 Assessment Coordinator prepares letter to parents for Principals to distribute.
- 5.13 Assessment Coordinator sets a schedule for test pick-up and informs buildings.
- 5.13.1 Once testing has been completed, Assessment Coordinator picks up tests on scheduled date.

**STATE-MANDATED TEST ADMINISTRATION ITBS/ITED/WASL
(LNT-P002)**

WENATCHEE SCHOOL DISTRICT

- 5.14 Assessment Coordinator previews tests for preparation and shipment.
 - 5.14.1 Review for header sheet, completeness of student demographics, and to ensure questionnaires are included.
 - 5.14.2 If any information is missing, the Assessment Coordinator researches and completes.
 - 5.14.3 WASL inventory is returned in its entirety.
 - 5.14.4 Other testing inventory is stored.
 - 5.14.5 Contact shippers for pick-up.
 - 5.14.6 Order scoring services.
 - 5.14.7 Box test materials per the shipping instructions.
- 5.15 Assessment Coordinator receives reports of the testing results.
 - 5.15.1 Assessment Coordinator duplicates the reports.
 - 5.15.2 Assessment Coordinator distributes the reports to the Cabinet.
- 5.16 Assessment Coordinator reviews the test results with the Cabinet.
 - 5.16.1 The Cabinet and Assessment Coordinator plan the Wenatchee School District press campaign.
- 5.17 Assessment Coordinator distributes the test results to the Principals.
 - 5.17.1 Assessment Coordinator provides instructions to the Principals on further analysis of the test data and report distribution.
- 5.18 Assessment Coordinator prepares historical and current year test results/data in a graphical form.
 - 5.18.1 Assessment Coordinator reports the results to the Leadership Team.
- 5.19 OSPI releases the statewide test results and the Assessment Coordinator answers any questions from the press and/or the public.
- 5.20 Assessment Coordinator meets with the grade-level teachers to review the test results.
- 5.21 Assessment Coordinator receives CD of test data and distributes to each building.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 CD of test data

**STATE-MANDATED TEST ADMINISTRATION ITBS/ITED/WASL
(LNT-P002)**

WENATCHEE SCHOOL DISTRICT

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
| CD of test data | Computer | Indefinitely | Not applicable | Copy in vault |

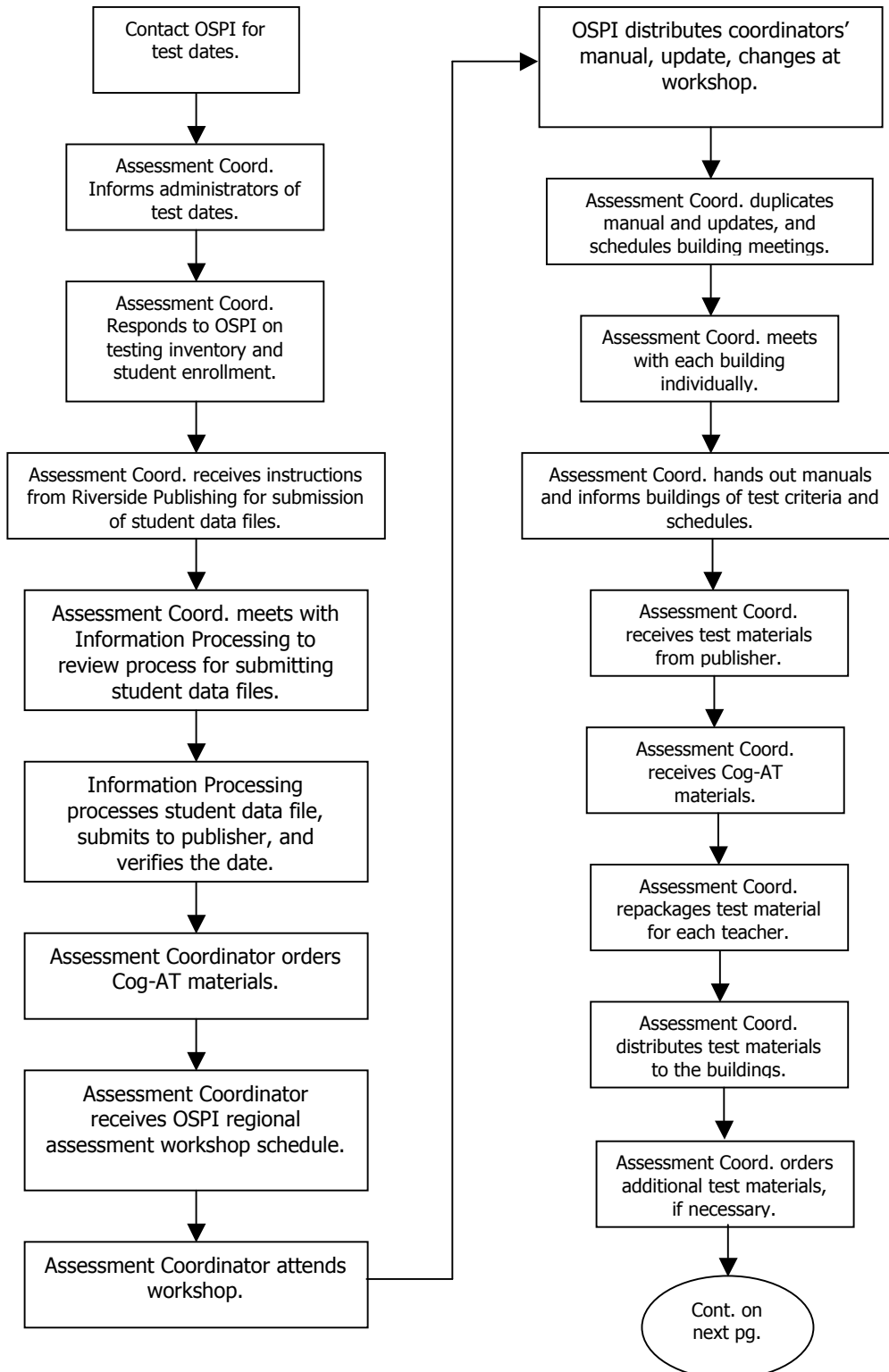
8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 07-May-01 | A | Original Release |

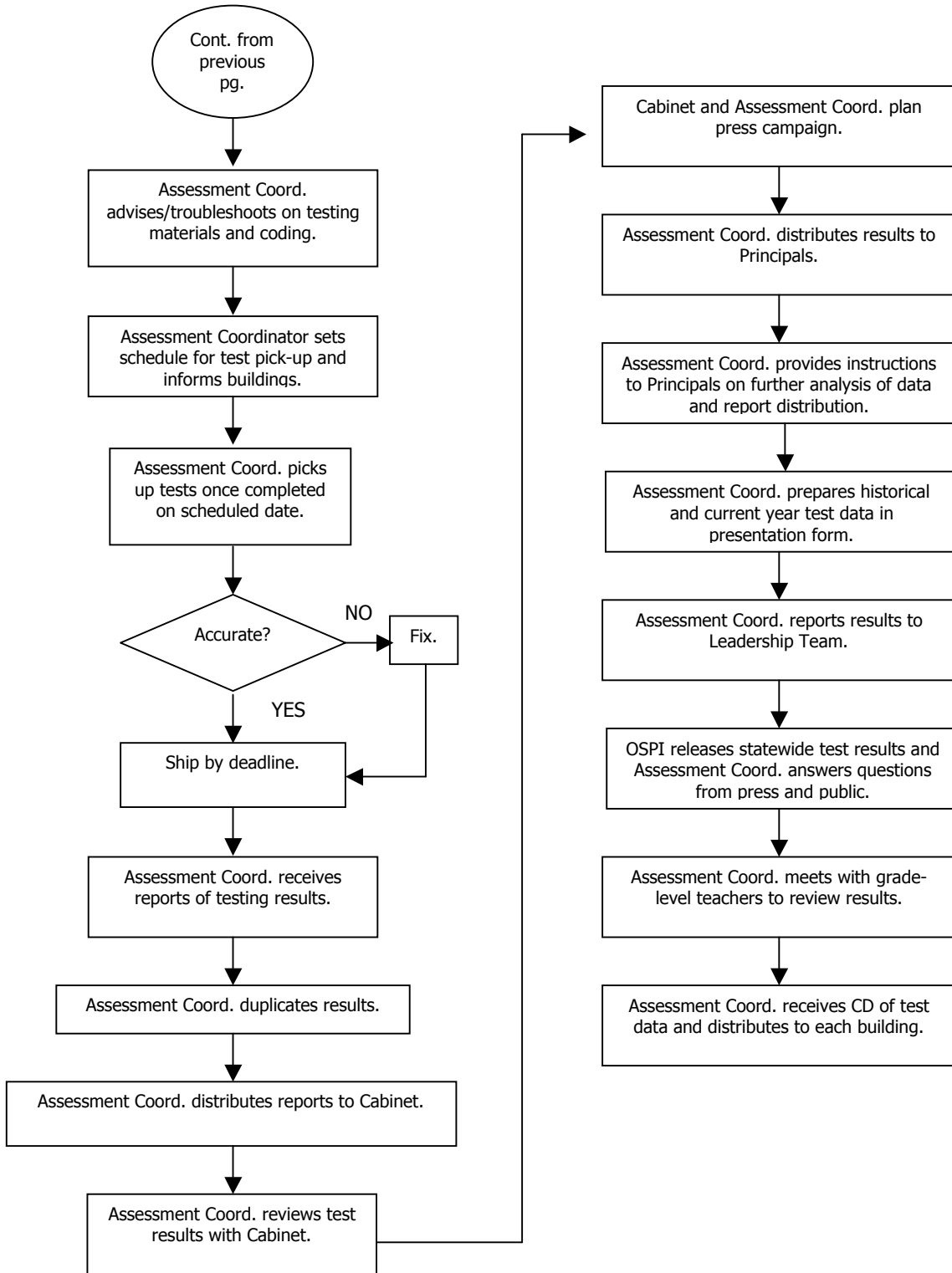
**STATE-MANDATED TEST ADMINISTRATION ITBS/ITED/WASL
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WENATCHEE SCHOOL DISTRICT

Exhibit "A"



**STATE-MANDATED TEST ADMINISTRATION ITBS/ITED/WASL
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WENATCHEE SCHOOL DISTRICT**



** End of procedure **