



2014-2015

Test Coordinator Checklist

<input type="checkbox"/>	September Updates	<input type="checkbox"/>	December Updates	<input type="checkbox"/>	March Updates
<input type="checkbox"/>	October Updates	<input type="checkbox"/>	January Updates	<input type="checkbox"/>	April Updates
<input type="checkbox"/>	November Updates	<input type="checkbox"/>	February Updates	<input type="checkbox"/>	May Updates

Use this checklist to mark your system's progress in preparation for 2014-2015 MontCAS Assessments. This checklist will be updated monthly. All tasks are subject to change.

Date	Task	Assessment	Done
Ongoing	Administer W-APT ELP Screener for potential LEP students w/in 14 days of enrollment. Contact Yvonne Field at yfield@mt.gov with questions.	WIDA W-APT Screener	
08/15/2014-08/26/2014	NCSC Pilot 2 Registration Window	NCSC Alternate Assessment	
10/01/2014-10/31/2014	Alternate ACCESS for ELLs Registration	Alternate ACCESS for ELLs	
10/8/2014	Setting the Stage: Teamwork and Responsibility	All MontCAS Assessments	
10/6/2014-12/01/2014	Register students for the CRT-Alternate Science	CRT-Alternate Science	
10/6/2014	ACT Accommodations Webcast Available	ACT Plus Writing	
10/12/2014	LEP program participation data pulled from AIM to register students for the ACCESS for ELLs	ACCESS for ELLs	
10/16/2014-11/26/2014	Submit Off-Site Proposals for ACT Plus Writing	ACT Plus Writing	
10/20/2014-11/04/2014	NCSC Pilot 2 Test Window	NCSC Alternate Assessment	
10/22/2014	Setting the Stage: Preparing for Accommodations and Technology	All MontCAS Assessments	
11/5/2014	Setting the Stage: Test Manual Guidance	All MontCAS Assessments	
11/11/2014	ACCESS for ELLs Test Administrator Training	ELP	
11/18/2014	ACT Fall Webinar	ACT Plus Writing	
11/19/2014	Setting the Stage: Data Expectations	All MontCAS Assessments	
12/03/2014-1/28/2015	ELP Test Window	ELP	
Tentative-01/05/2015-02/27/2015	NCSC Alternate Assessment Registration	NCSC Alternate Assessment	
01/8/2015-01/09/2015	Eastern Assessment and Data Conference, Billings	All MontCAS Assessments	

01/15/2015-01/16/2015	Western Assessment and Data Conference, Missoula	All MontCAS Assessments	
1/23/2015	ACT must receive application for ACT-Approved Accommodations	ACT Plus Writing	
2/17/2015-3/24/2015	CRT-Alternate Science Test Window	CRT-Alternate Science	
3/03/2015-3/24/2015	CRT Science Test Window	CRT Science	
Tentative 03/08/2015-05/18/2015	Smarter Window	Smarter	
Tentative 03/25/2015-05/06/2015	NCSC Window	NCSC Alternate Assessment	
3/31/2015	Spring ACT Webinar	ACT Plus Writing	
4/13/2015	Utilizing the ACCESS for ELLS Results Reports	ELP	
4/28/2015	ACT Plus Writing Initial Test Date	ACT Plus Writing	
4/28/2015-5/12/2015	ACT Plus Writing Accommodations Window	ACT Plus Writing	
5/12/2015	Makeup Test Date	ACT Plus Writing	