

# PASA Test Talks

December 3, 2020

Meeting #8

# Thank You for Joining

- You are muted upon entry.
- PaTTAN facilitators will monitor the chat.
- Questions entered in the chat will be answered.
- Reminder: chats are to everyone unless designated as private.
- This session will be recorded and posted to [PaTTAN PASA Web Page](#) following captioning.
- All sessions are also available on PASA DLM AC Google folder at [https://drive.google.com/drive/folders/14\\_QJ9I1WAN0--aadOsYz9DovmynkSqvt?usp=sharing](https://drive.google.com/drive/folders/14_QJ9I1WAN0--aadOsYz9DovmynkSqvt?usp=sharing)
- Questions after PASA Test Talks may be emailed to:
  - [alternateassessment@pattan.net](mailto:alternateassessment@pattan.net)

# PASA Test Talks

- Provide a forum for on-going support to PASA ACs
- Provide reminders and updates about timely test enrollment procedures, training, and administration/management tasks
- Demonstrate procedures in the KITE Educator portal
- Answer questions

## Meeting #8 Overview

- Reminders and updates
- Teacher preparation activities and resources
- Questions and answers

## Reminders & Updates

- Friday, December 11<sup>th</sup> – all students are to be enrolled
- Monday, December 14<sup>th</sup> – LEAs must submit 1% Threshold Justification survey
- Coming soon
  - Suggested guidance on due dates of assessment related tasks (e.g. completion of trainings, rosters verified, PLP completed, etc.)
  - Enhanced test administrator checklist

## Teacher Preparations

### Assessment System Implementation

- Phase 1: PASA ACs have been responsible for 'setting up' the system by completing procedural tasks and directing teachers to complete training
- Phase 2: PASA ACs will monitor teachers test preparation activities and support by answering questions or providing resources

## Teacher Preparations

- PASA Test Talks will now transition into Phase 2 –
  - Monitor and Support

# Teacher Preparations

## MONITORING

- See Step 5 of the [Quick Start Guide for Assessment Coordinators](#)
  - Inform assessors about required trainings.
  - Direct assessors to begin completion of Personal Learning Profile for each student. Refer to p. 30-31 in the Assessment Coordinator Manual and Personal Learning Profile Training for Assessors.
  - Monitor progress of staff using extract reports
    - See p. 91 of Educator Portal User Guide.
  - Ensure Security Agreements (Video) are completed.
  - Use the Assessment Coordinator Manual Checklist p. 8-16 and Data Management Manual Checklist p. 8-10 to guide test preparation activities.



## Teacher Preparations


### SUPPORTING

- Be familiar with teacher test preparation activities
- Be familiar with available resources


## Teacher Preparations

- See Checklists for Test Administrators – p. 9 of [Test Administration Manual](#)
- Review and discuss

## Teacher Preparations

- Consider available resources that support teachers in test administration
  - Manuals available on the PA DLM website – especially Test Administration Manual
  - Helplet videos available on the PA DLM website under Resources for Educators and District Staff – look for the icon and Educator Resource Videos 
  - Examples include test tickets and TIPS, PLP training, verifying rosters, etc.

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## Teacher Preparations

- More resources to consider
  - [Accessibility Manual](#) available on the PA DLM website under Manuals
  - [FAQ Document](#) available on the PA DLM website under Supplemental Resources

## Questions from the Field

- I have a student in an out of district placement. The service provider told me that I must enroll the student, is that correct?
- No. It is the responsibility of the service provider to enroll and administer the assessment.

## Questions from the Field

- I am trying to complete PASA enrollment on the KITE site. I was told that I can upload my student file from the PASA Digital site. Is that correct?
- No. The student enrollment template is taken from the PIMS Cognos Report. The user upload template is taken from the PASA Digital site.

# Questions and Answers





# PA Alternate Assessment Team

## Bureau of Special Education and PA Training and Technical Assistance Network

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