***Dates for 2012-2013 are tentative. DACS will be notified of upcoming activities and date changes through DAC emails and website announcements.***

# Ordering Assessment Materials:

* See 2012-2013 Procedures Manual for more details

|  |  |  |
| --- | --- | --- |
| Assessment | Tentative 2012-2013 Dates | Notes |
| TCAP (regular test booklets) | No specific date | Order is generated through October Count and Pre-Coded label collection.  |
| TCAP (special population booklets) | 10/31/2012-11/23/2011 | Order contracted braille, un-contracted braille, and large print booklets using CTB Navigator’s Online Enrollments. |
| TCAP (Extra Large Print and High Contrast) | Due 11/15/2012 | Order due to Mira Monroe at CDE. |
| CoAlt | 10/10/2012-10/24/2012 | Order using CTB Navigator’s Online Enrollments. |
| CO ACT | Initial Test Date 4/23/2013Make-up Test Date 5/7/2013 | Order is generated through October Count and Pre-Coded label collection. Then reconfirmed in December/January through Online Verification sent to HS Principal from ACT. |
| ACCESS for ELLS | 10/10/2012-11/10/2012 | Order using MetriTech’s website. |

# Pre-Coded Labels (PCL)

* Uses Automatic Data Exchange (ADE) System.
* See 2012-2013 Procedures Manual for more details

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| Assessment | Tentative 2012-2013 Dates | Notes |
| TCAP  | December 2012-January 2013 | October Student Count information generates the file. Districts * Add/subtract student records based on enrollment changes after October Count collection.
* Verify student biographical data.
 |
| Co Alt |
| CO ACT |
| ACCESS for ELLS | 10/10/12-11/10/12 | October Count information. |

# Student Biographical Data

* Uses Automatic Data Exchange (ADE) System. (Online training late February 2013

|  |  |  |
| --- | --- | --- |
| Assessment | Tentative 2012-2013 Dates | Notes |
| TCAP  | 5/22/2013 – 6/6/2013 | TCAP and CoAlt combined into one collection. |
| CoAlt |
| CO ACT | June 25 – July 4, 2013 |  |
| ACCESS for ELLS | 3/20/13-3/30/13 | Will be similar to CELAPro Collection. |

# N Counts

* Details covered in Online logistics training posted on assessment website in November.
* Only for TCAP and CoAlt
* Completed using CTB Navigator

|  |  |
| --- | --- |
| Assessment | Tentative 2012-2013 Dates |
| TCAP (3rd Grade Reading and Lectura) | March 29-April 4, 2013 |
| TCAP (all other assessments) | May 15-20, 2013 |
| CoAlt |

# Final Assessment Results

* Dates data is available to districts
* All results are embargoed from public distribution until a specific date.

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| Assessment | Tentative 2012-2013 Dates | Notes |
| TCAP | Mid-July | General Research Files (GRF) posted on CTB Navigator.Paper reports mailed to districts |
| CoAlt |
| CO ACT | Early August | Data and Reports mailed to districts from ACT. |
| ACCESS for ELLS | Mid-April | More information to come. |

# Assessment Logistics

* Online training posted on Assessment website in November.
* Includes information about and procedures for
	+ hand bubbling test invalidations and accommodations.
	+ completing the school group list.
	+ tracking the number of assessments returned to the testing companies by content area, grade and school.
	+ assessments administered to students who are home schooled.
	+ completing TCAP and CoALT N counts.