

## Resource Guide for District Assessment Coordinators

*Note: These resources have varying security levels. Secure documents may not be reproduced, transmitted, discussed or recounted and have defined and limited access. Semi-secure documents are intended only for defined and limited district and school personnel and may be reproduced as needed. Non-secure documents are available to anyone and may be reproduced.*

### Web Resources

#### Office of Student Assessment (OSA) Website

<http://www.cde.state.co.us/assessment/index.asp>

Security level: Non-secure

Many of the assessment resources listed here can be found on the Assessment Website. In addition to resources specifically mentioned here, on the Assessment Website you can find:

- Training Information
- Test maps and technical manuals
- Sample test items (also called released items) and rubrics
- Assessment Content Area Frameworks and Item Maps
- NAEP links
- A variety of other useful and interesting information and links
- CO ACT resources

#### CTB Navigator™

Covered Assessments: TCAP and CoAlt

Located at: [www.ctb.com/tcap](http://www.ctb.com/tcap)

Security level: Secure

What: CTB/McGraw-Hill is Colorado's provider of the TCAP, CELA and CoAlt assessments. From the secure Navigator™ webpage, you will find:

- CTB contact Information
- Enrollment and material ordering information
- Downloadable versions of the DAC/SAC Manual and Test Proctor's Manuals
- Downloadable Oral Scripts and Teacher Read Directions
- Score Reports

### Direct Communication Resources

#### Office of Student Assessment

Security level: Non-secure

General Information: Margo Allen (303) 866-6929, [allen\\_m@cde.state.co.us](mailto:allen_m@cde.state.co.us)

TCAP: Jason Clymer (303) 866-6808, [clymer\\_j@cde.state.co.us](mailto:clymer_j@cde.state.co.us)

Assessment Accommodations and CoAlt: Mira Monroe (303) 866-6709, [monroe\\_m@cde.state.co.us](mailto:monroe_m@cde.state.co.us)

Linguistic Accommodations and W-APT™ and ACCESS®: Heather Villalobos Pavia (303) 866-6118, [villalobos-pavia\\_h@cde.state.co.us](mailto:villalobos-pavia_h@cde.state.co.us)

CO ACT: Christine Deines (303) 866-6877, [deines\\_m@cde.state.co.us](mailto:deines_m@cde.state.co.us)

**(Office of Student Assessment, continued)**

New Summative Assessments: Glen Sirakavit (303) 866-3266, sirakavit\_g@cde.state.co.us

Data: Jessica Allen (303) allen\_j@cde.state.co.us

**DAC Emails**

Covered Assessments: All

Security: Semi-secure

DAC emails are generated from the OSA as needed.

- When replying to a DAC email, do not hit reply, instead, select the email address of the sender from the title and subject lines in the email.
- DACs may forward emails to relevant district personnel.

**CTB Help Desk (800) 994-8557**

Covered Assessments: TCAP, CoAlt, CELAplace

Security level: Semi-secure

The CTB Help Desk is CTB/McGraw-Hill's live customer support hotline and is available Monday through Friday, from 8:00am to 5pm, Mountain Time. The Help Desk is your direct connection to any issue concerning:

- Ordering of materials
- Assistance with issues of missing materials
- Scheduling drop off and pick up of materials
- Assistance with Navigator™ access

**Print and Downloadable Resources****The Procedures Manual**

Covered Assessments: TCAP, CoAlt, ACCESS®, W-APT™, CO ACT

Located at: Downloadable PDF from OSA website [here](#).

Security: Non-secure

What: The Procedures Manual includes important training, security, assessment administration, logistics and other information. It is essentially the DAC bible for state assessments in Colorado.

**Assessment Frequently Asked Questions (FAQ)**

Covered Assessments: All

Located at: Downloadable PDF from OSA website [here](#).

Security: Non-secure

The FAQ is a supplemental document to the Procedures Manual. It is intended to highlight issues pertaining to assessment that may not fit neatly into the procedures manual, and to provide additional clarification to DACs about some assessment procedures.

### **The Accommodations Manual**

Covered Assessments: TCAP, CoAlt, ACCESS®

Located at: Downloadable PDF from OSA website [here](#).

Security: Non-secure

What: The Accommodation Manual is the DAC resource for identifying and implementing accommodations for students with a formal educational plan.

### **The Accommodations Guide**

Covered Assessments: TCAP, CoAlt

Located at: Downloadable PDF from OSA website [here](#).

Security: Non-secure

What: The Accommodations Guide is the DAC resource for identifying and implementing accommodations for English Language Learners.

### **The DAC/SAC Manual**

Assessments Covered: There are separate DAC/SAC Manuals for TCAP and CoAlt

Security: Non-secure

Located At: CTB Navigator™, and Assessment Website [here](#).

What: The DAC/SAC manual describes important logistical procedures including packing and shipping of test materials.

### **TCAP Test Proctor's Manuals (TPM)**

Assessments Covered: TCAP

Security: Non-secure

Located At: Copies are shipped along with TCAP test booklets and can also be downloaded from CTB Navigator™

What: The Test Proctor's Manual is the manual given to test proctors. It includes guidelines for administering the test and ethical practices.

### **CoAlt Test Examiner's Manuals (TEM)**

Assessments Covered: CoAlt

Security: Non-secure

Located At: [www.ctb.com/coalt](http://www.ctb.com/coalt), and Assessment Website [here](#).

What: The Test Examiner's Manual is the manual given to CoAlt test examiners. It includes guidelines for administering the test and ethical practices.

### **Test Coordinator's Kit (TCK)**

Assessments Covered: There are separate TCKs for TCAP and CoAlt

Security: Non-secure

Located at: Shipped with testing materials. Some documents may be found at CTB Navigator™

What: The Test Coordinator's Kit contains checklists, packing documents and other materials vital to the logistic aspects of testing.

## **Required Training**

**ACCESS for ELLs® Training**, see the [WIDA website](#)

Covered Assessments: ACCESS for ELLs®

Security: Semi-secure

CDE will host several trainings in the fall with a WIDA presenter, online webinars and downloadable PowerPoints are available. All test administrators must pass the online ACCESS for ELLs® quizzes.

### **TCAP Test Administration Training for DACs**

Covered Assessments: TCAP

Security: Non-secure

Located at: Assessment Website. Training is conducted by pre-recorded web presentation in October.

What: Covers in depth topics for TCAP administration for all DACs and is required annually.

### **Logistics Training**

Covered Assessments: TCAP, CoAlt

Security: Non-secure

Located at: Training is conducted by pre-recorded web presentation in November

What: Covers in depth all logistical considerations for TCAP and CoAlt.

### **CoAlt Test Administration Training for DACs**

Covered Assessments: CoAlt

Security: Non-secure

Located at: Training is conducted in person and via webinar in November. DACs who have not participated in face-to-face training must attend one of the regional in-person trainings. DACs who have participated in a face-to-face training may participate via webinar. Training information can be found on the assessment website [here](#).

What: Covers administration of the CoAlt for DACs and District Trainers to train district personnel.

### **CO ACT Administration Training for DACs**

Covered Assessments: CO ACT

Security: Non-secure

Located at: Training is conducted via webinar and will be available from the OSA website

What: This training covers administration and logistics of the CO ACT.

## **Other Training and Meetings**

### **DAC Academy**

Covered Assessments: TCAP, CoAlt, CELAplace, W-APT™, ACCESS®, CO ACT, NAEP, future assessments

Security: Semi-secure

Located at: In person training held in or near Denver, Colorado

What: An all day event that serves as a kick-off to a new assessment year. The training includes a review of prior year's assessments, changes in policy and procedure, a preview of future assessments and specific, focused topics.

### **Colorado Department of Education Summer Symposium**

Covered Assessments: Any

Security: Non-secure

Located at: Various locations throughout Colorado

What: A two day conference covering not just assessment, but all topics relevant to the Colorado Department of Education and beyond.

### **DAC Boot Camp for New DACs**

Covered Assessments: TCAP, CoAlt, CELAplace, W-APT™, ACCESS®, CO ACT, NAEP

Security: Non-Secure

Located at: Pre-recorded web presentation can be found on the OSA website here.

The DAC Boot Camp is a training intended to orient new DACs to their roles and responsibilities as well as provide some helpful information about the assessment process. It is highly recommended for all new DACs.

### **W-APT™ Training**, see the [WIDA website](#)

Covered Assessments: W-APT™

Security: Semi-secure

CDE will host an optional face-to-face training in with a WIDA presenter, online webinars and downloadable PowerPoints are available. It is recommended that test administrators are familiar with the speaking portion of the ACCESS for ELLs® training and quiz.

### **Accommodations Training**

Covered Assessments: TCAP, CoAlt, ACCESS®

Security: Non-Secure

Located at: Training is conducted at regional sites website here. Information on location and dates for this training can be found [here](#).

The accommodations training provides DACs, district personnel, school administrators, and teachers information on instructional and assessment accommodations policy. This training covers information found in the Colorado Accommodations Manual.