

*Note: Detailed instructions, resources, and other helpful information for any of the activities associated with a test administration may be found in the following resources:

- District and Campus Coordinator Manual (DCCM)
- Test Security Supplement (found on the TEA Student Assessment website)
- TEA Student Assessment Division website: http://www.tea.state.tx.us/index3.aspx?id=3534&menu_id3=793 (Sign up for the ListServ)
- Pearson website: <http://www.texasassessment.com>
- TSNAP and regional affiliate websites, e.g., CATS, BRATS, etc. <http://www.tsnap.org>

August 2010	
1	Ask your district “Ask TED” administrator to designate you as the District TAKS Coordinator.
2	Contact your regional service center assessment person and discuss new coordinator training.
3	Review and sign district coordinator security oath. (found on Pearson website - see #6 below)
4	Receive your User ID and Password from Pearson to access secure Texas Assessment Management System site on the Internet. This site allows you to enter enrollment numbers, submit precode data files, enter student record changes, enter orders for additional materials, and view student test history. DTC can begin creating user accounts and assigning roles for district and campus testing staff.
5	Request the User ID and Password from your Superintendent to view test results.
6	Join the TEA Student Assessment Listserv. http://miller.tea.state.tx.us/list/
7	Bookmark the TEA Student Assessment website and Pearson website as your top 2 favorites. www.tea.state.tx.us/student.assessment/index.html http://www.texasassessment.com
8	Locate the 2010 District and Campus Coordinator Manual (DCCM) and read it thoroughly, then read it again (and again, and again, and again). 2011 DCCM arrives in December.
9	Request the name of persons who will be designated as campus test coordinators.
10	Provide campus coordinators with information concerning TELPAS. They need to identify new teachers that will need to take the training in the spring. There is no fall TELPAS training this year. Also this year, raters will not have to go to the ESCs for onsite training. It’s all online this year.
11	Register OOS testers for the October Exit Retest online between 8/19 – 9/17. (No more paper registration packets.)
12	Receive campus and district reports from the July TAKS Exit Level Retest administration (by Aug. 13) and distribute to appropriate personnel. Prepare reports as needed.
13	Window opens to submit online record changes from July Exit Level Retest (8/11 – 8/27).
14	Select Optional Reports for the October, 2010 TAKS Exit Retest <u>online</u> between 8/19 and 10/26.
15	Select precode option for the October TAKS Exit Retest (8/19 – 8/27).
16	Receive notification from TEA of possible selection for field testing and other studies (e.g., NAEP, End-of-Course field testing, etc.) and share with appropriate campus and district personnel.
17	Mark your calendar for all of the TSNAP TETNs and events and make plans to attend. TSNAP Members Forum: October 1, 2010 - Houston (Region 4 Service Center) Future Teleconference Dates: Sept. 2, 2010; Oct. 28, 2010; Feb. 10, 2011; June 9, 2011
18	Register for the 2010 Texas Assessment Conference (December 1-3, 2010), Hilton Austin

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

	Hotel) www.tasanet.org
19	Bookmark the TSNAP website and join TSNAP: www.tsnap.org
20	TAKS-Alt timeline, assessments, manuals, etc. are posted on TAKS-Alt site (TAKS-Alt Resources page off TEA Student Assessment website) August, 2010. Modules 1, 2, and 4 available August 16. Updated Module 3 available in September.
21	2010-11 Accommodations Manual posted on Student Assessment site.
22	2010-11 TAKS-Alt manuals for Coordinators and Test Administrators posted on Student Assessment website.
23	<p>Mark your calendar and plan to attend relevant TETNs: (See Student Assessment website (TETNs) for details on each one.)</p> <p>TETN Special Education Assessment #7928: August 18, 2010, 1:00-3:00 p.m.</p> <p>TETN Special Education Assessment #7929: September 1, 2010, 1:00-3:00 p.m.</p> <p>TETN Special Education Assessment #7930: September 15, 2010, 1:00-3:00 p.m.</p> <p>TETN ELL Update #7871: September 16, 2010, 1:00-4:00 p.m.</p> <p>TETN Special Education Assessment #8301: October 8, 2010, 1:00-4:00 p.m.</p> <p>TETN Special Education Assessment #7932: January 5, 2011, 1:00-3:00 p.m.</p> <p>TETN Special Education Assessment #7933: March 24, 2011, 1:00-3:00 p.m.</p> <p>TETN Special Education Assessment #7960: May 12, 2011, 1:00-3:00 p.m.</p> <p>Note: There will be other TETNs related to TELPAS, LAT, and ELL topics. Stay tuned for dates and times.</p>

September 2010	
1	September 1, 2010, Updated TAKS-Alt Module 3 is available
2	September 1, 2010, 1:00-3:00 pm: TETN Special Education Assessments #7928. Topic: TKS-Alt. Be prepared to share this information/training in your district as applicable.
3	District Testing Coordinators receive information for accessing the assessment management system's Practice Center by Sept. 1.
4	Help TAKS-Alt coordinators and test administrators access the training modules and complete required qualification activities. Set up trainings for the test administration procedures as outlined in the <i>TAKS-Alt Manual for District and Campus Coordinators and Test Administrators</i> .
5	September 2, 2010, 1:00-4:00 pm: TSNAP Teleconference
6	September 7, 2010, Prepare and submit precode file (through 9/17) for October TAKS Exit Level Retest (if you are preparing one for the district). [PEIMS-Based vs. District-Supplied Precode File]
7	September 7, 2010 – Districts receive precode file layouts for spring 2011 testing
8	WebEx training is held on September 8, 9, and 10 on the new Texas Assessment Management System. (Recorded training information will be available beginning Oct. 1 for those who missed the live sessions on Sept. 8-10.)
9	Receive updated CSRs and data files online from July Exit Retest by September 10.
10	Notify students and parents of July Exit Level Retest results by September 10.
11	September 13, 2010, Review materials list (online only) for October TAKS Exit Level Retest and forward to appropriate campus test coordinators to ensure sufficient materials. Order more if necessary.

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

12	September 15, 2010, 1:00-3:00 pm: TETN Special Education Assessment #7930
13	September 15, 2010: 2010-2011 ARD Manual posted on Student Assessment website
14	September 16, 2010, 1:00-4:00 pm: TETN ELL Fall Assessment Update #7871
15	September 16, 2010: TSNAP New Coordinators' Academy, Pearson in Austin
16	September 17, 2010: TSNAP New Coordinators' Academy, Pearson in Austin (repeat session)
17	By September 24 (if you are new), attend District Coordinator Training at your regional education service center.
18	Receive (9/27 – 10/1) combined shipment of test materials for October Exit Level Retest and distribute to campuses.
19	Continue to register TAKS OOS or Out-of-District examinees (through 9/17).
20	Facilitate discussions with appropriate district and campus personnel regarding plans to participate in voluntary end-of-course testing (Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, & U.S. History).
21	Work with campus personnel to reserve campus labs for the Online TELPAS Reading test, online field tests (if chosen), and voluntary/involuntary end-of-course testing in the spring.
22	Contact campus coordinators regarding the enrollment estimates due Oct. 31 for March TAKS / TAKS (Accommodated), TAKS-M Gr. 4, 7, 9, 10 & Exit, and April Gr. 5 & 8 Math and Reading. This includes the number of students who will take a TAKS test, whether they need an English or Spanish version, (Spanish is not available for TAKS-M), number who need an oral administration for math, number who need a dyslexia bundle for reading, and the number of large print tests needed. Also, the number of students taking a TAKS LAT in Reading, Math, or Science (Gr. 3-8 and 10) will be reported. You will have an opportunity to update these numbers in January for the late April test administrations.
23	Keep checking the TAKS-Alt website for updated information and postings.
October 2010	
1	TSNAP Members' Forum: Region 4 Service Center, Houston, October 1, 2010, 9:00-3:00 p.m.
2	Report results from all spring and summer testing administrations to local board of trustees by October 1.
3	Determine which students will be taking TAKS-Alt per ARD decisions. Confirm student grade level and teacher of record. Submit data file (optional) to Pearson.
4	TETN on Special Ed Assessments, October 8, 2010, 1:00-4:00 (Event #8301)
5	Work with your PEIMS people and other district and campus personnel this month to ensure that all student coding is updated and accurate, including ethnicity, at-risk, LEP (C, M1, M2), bilingual, ESL, migrant, CTE, SPED, economic disadvantage indicator codes. See Appendix A in the DCCM for a complete listing.
6	Order additional materials for retest by October 12 if overage amounts are not sufficient. Use overage amounts first to fill supplemental orders from campuses, being careful to account for all material being checked out to campuses.
7	Receive precoded materials by October 12 and distribute to campuses.
8	Receive TAKS OOS/OOD materials by October 12 and distribute to campuses.
9	Conduct campus coordinator training sessions no later than October 12.
10	October 12: Testing Coordinators may access the Texas Assessment Management System to perform beginning-of-the-year maintenance for TAKS-Alt (Complete before January 3, 2011.)

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

11	Set up sessions for the TAKS Exit Retest online if applicable to your district.
12	Campus coordinators must conduct test administrator training for Oct. TAKS Exit Retest by October 18.
13	Monitor the October TAKS Exit Retest Sessions; ensure proper testing procedures are followed; answer questions and resolve problems. Tuesday, Oct. 19: ELA Wednesday, Oct. 20: Mathematics Thursday, Oct. 21: Science Friday, Oct. 22: Social Studies
14	By Monday, October 25, campus coordinators return all scorable materials (TAKS Exit Retest) to district coordinator. DTC ensure that all scorable materials have been returned.
15	By October 26, district coordinator ships all scorable materials. Verify counts recorded on the Answer Document Packing List (ADPL) before shipping. Follow the packing instructions in the DCCM and supplemental instructions. The shipping carrier must usually be contacted 2 days ahead of requested pick-up time. You will order all standard and optional reports online this year through the internet site.
16	By October 27, campus coordinators return all nonscorable materials (TAKS Exit Retest) to district coordinator. Ensure that all nonscorable materials have been returned.
17	Obtain required signature and initials of the superintendent on the Oath of Test Security and Confidentiality for District Superintendent/Chief Administrative Officer after all testing material has been returned for the October Exit Level Retest administration. Sign in the box at the bottom of the Oath of Test Security and Confidentiality for District Testing Coordinator after the final shipment of nonscorables in October.
18	October 28, 2010, TSNAP TETN, 1:00 – 4:00 PM
19	October 29 is “Snapshot” date for 2011 Accountability!!
20	October 31 is the last date to submit Participation Counts on the TX Assessment Mgmt System for the March administrations

November 2010	
1	By November 2, district coordinator ships all nonscorable materials from the TAKS Exit Retest.
2	By November 5 report results of July TAKS Exit Retest to Board
3	District coordinators select precode option for spring, 2011 tests (Nov. 10 – Dec. 10)
4	Continue monitoring TAKS-Alt. Make sure all students taking TAKS-Alt are in the system (at their correct grade levels). Set up teachers and classrooms and assign students to specific classrooms (if data file was not submitted). Continue to monitor training completion by district staff.
5	By November 12, districts should receive preliminary rosters of results for October TAKS Exit Level Retest.

December 2010	
1	December 1-3, 2010: 2010 Texas Assessment Conference, Hilton Austin Hotel
2	December 3, 2010: Receive campus and district reports from the October Exit Level Retest

July Exit Retest = dk. blue
 Oct. Exit Retest = lt. purple
 TAKS-Alt = pale blue
 TAKS March WRELA = rose
 Mar. Exit Retest = brt. green

TELPAS = gray
 TAKS Apr. 5 & 8 = tan
 EOC April FT = beige
 STAAR April FT = pale green
 TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow
 TAKS May 5 & 8 = purple
 EOC May Field Test =lt. turquoise
 EOC May Operational tests = pale orange
 TAKS June 5 & 8 = gold

	administration and distribute to appropriate personnel. Prepare reports as needed.
3	December 1-17, 2010: Work with campuses to get updated information needed to submit student record changes related to the October Exit Level Retest administration. Consult the <i>District Testing Coordinator Online Data Management User's Guide for Student Record Changes</i>
4	Register OOS testers online for the March TAKS Exit Retest until specified deadline.
5	Receive the <i>2011 District and Campus Coordinator Manual</i> and read it from cover to cover, then read it again (and again, and again, and again).
6	Register for and attend District Coordinator Training, which for most folks will be hosted by your regional education service center in either December and/or January.
7	Initial and sign the District Coordinator security oath, then file for safekeeping until you must return it to TEA next October.
8	Continue to enter student information and "error-proof" the information in the TAKS-Alt system. Be sure that all TAKS-Alt students are registered and assigned to a group in the TAKS-Alt system before January 3. Monitor TAKS-Alt training by district staff.
9	Receive updated/corrected Confidential Student Reports and labels for the October, 2010 TAKS Retest (if updates were made in the Pearson system) and distribute to campuses.
10	If you haven't already, notify students and parents of October Exit Level Retest results by December 31.

January 2011	
1	January 3: TAKS-Alt system opens to teachers (Closes 4/15/2011)
2	Update Participation Counts for April tests and EOC on TAMS Window: Jan. 3-28
3	Prepare and submit precode file (1/3 – 1/21) for March TAKS Exit Level Retest; TAKS/ TAKS-M Grades 4, 7, 9, 10 & Exit.
4	Registration site open for student data submission - online testing only (1/3 – 4/15) for TELPAS
5	Receive and distribute to appropriate personnel the TELPAS Manual for Raters and Test Administrators (early January).
6	January 5, 2011: TETN on Special Education Assessments, 1:00 – 4:00 (Event #7932)
7	Conduct or assist in conducting training using materials from the December TETN by the Student Assessment Division of the Texas Education Agency on the LPAC Decision-Making Process for the Texas Assessment Program.
8	If you haven't already, register and attend District Coordinator Training at your regional education service center by the January 7 deadline.
9	Initial and sign District Coordinator security oath (if you haven't already).
10	Download online materials list (online only – 1/14) and distribute to campuses for the March TAKS/TAKS-M test administrations so that campuses can determine if additional materials are needed.
11	If you haven't already, report results of October Exit Level Retest to local board of trustees by January 28.
12	Continue to register TAKS/TAAS Out-of-School (OOS) of Out-of-District (OOD) examinees for the March Retest online (until 1/21).
13	Conduct Campus Coordinator Training for TELPAS Holistic Rating by January 21.

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

14	If you haven't already, facilitate discussions with appropriate district and campus personnel regarding plans to participate in voluntary end-of-course testing in May (Algebra I, Algebra II, Geometry, Biology, Chemistry, Physics, World Geography, & U.S. History).
15	If you haven't already, work with campus personnel to reserve campus labs for the Online TELPAS Reading test, online field tests (if chosen), and voluntary end-of-year testing in the spring.
16	Conduct NAEP assessments for math and reading, grades 4 and 8, science, grade 8 and/or writing, grades 8 and 12 <i>if your district/campuses are assigned to do so</i> . The window is January 24 – March 4.
17	Receive nonsecure shipments of materials for March TAKS/TAKS-M (1/24-1/28)
18	Download online materials list (online only – 1/31) and distribute to campuses for the March TAKS Exit Retest administration.

February 2011	
1	Be sure that CTC conduct test administrator training for TELPAS Holistic Rating by Feb. 1
2	Window opens Feb. 1 to begin working on TELPAS Writing Collections
3	Receive secure materials shipment for March TAKS/TAKS-M Gr. 4, 7, 9, 10 & Exit (2/7-2/18)
4	Receive combined materials shipment for March TAKS Exit Retest (2/7-2/11) STORE ALL MATERIALS IN A SECURE PLACE AND KEEP EACH ADMINISTRATION SEPARATE
5	Receive precoded materials for TELPAS (electronically) by Feb. 18.
6	Order additional materials if necessary for March TAKS administrations by Feb. 21 st
7	Conduct Campus Coordinator training for all March TAKS administrations by February 22 nd .
8	Receive and distribute to campuses the pre-code materials for March TAKS administrations (Feb. 22)
9	Set up sessions for the TAKS Exit Retest online if applicable to your district.
10	Receive TAKS OOS and OOD materials for the March TAKS Exit Retest by Feb. 22
11	Be sure that Campus Coordinators conduct test administrator training for March administrations by Feb. 25.
12	Continue to monitor test administrator progress on the TAKS-Alt assessments. A district coordinator can access the "District Assessment Status Roster Report" and the "District Assessment Status Summary Report" by clicking the <i>View Student Evaluation Status Reports</i> link from the <i>Home</i> page.
13	Feb. 28 is the last day to order additional TELPAS materials (if you need printed materials)
14	Train Campus Coordinators on the TELPAS Online Reading test by Feb. 14.
15	Download and distribute online materials lists for the TAKS and TAKS-M April 5 th and 8 th math and reading TAKS first administrations (Feb. 28).
16	Window opens to submit data files for April Administrations of EOC on <u>paper</u> (Feb. 28 – March 18)
17	Window opens to submit data files for April Administrations of EOC <u>online</u> (Feb. 28 – April 15)
18	Window opens to submit data files for May Administrations of EOC on <u>paper</u> (Feb. 28 – April 15)
19	Window opens to submit data files for May Administrations of EOC <u>online</u> (Feb. 28 – May 15)

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

	27)
20	Look for online materials lists for the April STAAR FT for writing (Gr. 4 and 7)

March 2011	
1	March 1, 2, 3, 4 - Conduct TAKS Exit Retest administration. T=ELA, W=Math, Th=Science, F=Social Studies.
2	March 1 – 3: Conduct TAKS administrations: grade 4 writing, grade 7 writing, grade 9 reading, grade 10 ELA and exit level ELA. Note specific day to make-up Gr. 10 ELA on Mar. 3 only.
3	Be sure campus coordinators train test administrators on TELPAS reading online tests by March 4.
4	CTC return TAKS Exit Retest scorable material to district coordinator by March 4.
5	Campus coordinators return scorable material for March WRELA to district coordinator by March 4.
6	Be sure that Campus Coordinators train TELPAS reading test administrators by March 4.
7	District Coordinator ships all scorable Exit Retest material and orders optional reports on the TAMS by Monday, March 7.
8	TELPAS window opens Monday, March 7 and closes Friday, April 8.
9	Window opens to submit precode files for the April TAKS/TAKS-M Grades 3-11 test administration. (Mar. 7 – 18).
10	Receive combined shipments of materials for the April 5 th and 8 th grade reading and math TAKS first administrations. (March 7-18)
11	Materials Lists are available on TAMS for the April EOC administrations (March 8)
12	Look for shipments of materials for the STAAR writing field tests (Gr. 4 and 7)
13	Ship scorable materials for TAKS/TAKS-M Gr. 4, 7, 9, 10 & Exit by March 7 th . DTC must also order optional reports on the TAMS by this date.
14	Download and distribute online materials lists for the TAKS/TAKS-M and LAT April 3-11 test administration and distribute them to campuses (March 7)
15	Materials Lists are available on TAMS for the MAY EOC administrations (March 11)
16	Districts complete all TELPAS verifications of student records online by Wednesday, March 13.
17	Campus coordinators return all TAKS Exit Retest nonscorable material to district coordinator by March 14.
18	Campus coordinators return all nonscorable TAKS WRELA material to district coordinator by March 14.
19	Receive and distribute nonsecure shipment of materials for the TAKS/TAKS-M and LAT April 3-11 test administration (3/14 – 3/25)
20	April operational and field-test materials are due in district (March 14-18)
21	Districts submit student ID record changes for the March TAKS Exit Retest (Mar. 20 – May 6)
22	Ship nonscorable materials for TAKS/TAKS-M Gr. 4, 7, 9, 10 & Exit by March 21 st .
23	DTC ship all nonscorable materials for March TAKS Exit Level Retest by March 21 st

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

24	Districts may distribute and discuss written compositions and ELA essays from the March TAKS administrations on March 21.
25	March 24: TETN on Special Education Assessments, 1:00 – 3:00 pm (Event #7933)
26	Receive preliminary rosters (Y/N)online for TAKS March Exit Retest (March 25)
27	Notify campus principals to look for TEA Graduation Requirement Brochures to be distributed to all 8 th grade students.
28	Receive and distribute secure shipment of TAKS-M materials for the April 3-11 administration (3/28 – 4/1)
29	Receive and distribute campus pre-code materials for the April TAKS/TAKS-M 5 th & 8 th Reading and Math 1 st administration. (by March 28)
30	Order additional materials for TAKS/TAKS-M 1 st administration of 5 th & 8 th Math and Reading by March 29 th .
31	Conduct Campus Coordinator training sessions for the April 5 th and 8 th reading and math TAKS by March 30
32	April EOC Precode Materials are due in the district by March 28
33	Make sure you have enough materials and have trained coordinators for the STAAR writing field tests.
34	Continue to monitor TAKS-Alt test administrator progress using available online reports.

April 2010	
1	Be sure Campus Coordinators train test administrators for the April 5 th and 8 th grade TAKS by April 1.
2	Testing window opens for the English I EOC Operational Test (April 4-8) if selected/volunteered
3	Testing window opens for the English II and III EOC Field Tests (April 4-15) if selected
4	Testing window opens for the Gr. 4 and 7 STAAR writing field tests (April 4-15)
5	Conduct TAKS/TAKS-M administration – Grades 5 and 8 mathematics (1 st adm.) on April 4
6	Conduct TAKS/TAKS-M administration – Grades 5 and 8 reading (1 st adm.) on April 5
7	Receive and distribute secure shipment of TAKS materials for the April 3-11 TAKS/TAKS-M/LAT administration. (Apr. 4-15)
8	Download online materials lists for the April TAKS Exit Level Retest on Apr. 4 and distribute to campuses.
9	Campus coordinators return Gr. 5 and 8 TAKS scorables to DTC by April 7.
10	Ship scorable materials for Gr. 5 and 8 TAKS by April 8 and be sure you ordered your optional reports online through the TAMS by this same date.
11	Look for online materials lists and other information for the May operational EOC tests (if selected/volunteered)
12	Receive and distribute combined shipment of TAKS Exit Retest materials to campuses (April 11-15)
13	Materials for the May operational and field-test EOCs are due in district (April 11-15)
14	Campus coordinators return Gr. 5 and 8 TAKS nonscorables to DTC by April 13.
15	April 15 – Submission window for the TAKS-Alt online system closes at 7:00 pm CST.

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

16	“TAKS-Alt Documentation Form of Student Performance” records generated by teachers and used to evaluate students must all be accounted for, turned in according to district procedures, and securely stored. (This form will be removed from the TAKS-Alt resources when the window closes on 4/15/2011.)
17	District Coordinators must be sure that all students no longer being assessed with TAKS-Alt, those no longer in the district, and those in grade 12 have been unregistered with TAKS-Alt before April 15, 2010.
18	Receive and distribute precoded materials for April TAKS Exit Retest by April 15.
19	Look for shipments of materials for the paper administrations of the 8 operational EOC (if selected/volunteered)
20	Deadline for district coordinators to order additional materials for the TAKS/TAKS-M/LAT 3-11 administration (April 18)
21	Train all campus testing coordinators for the TAKS/TAKS-M/LAT 3-11 administration by April 18.
22	Hold Campus Testing Coordinator training sessions for the TAKS Exit Retest by April 18.
23	Receive and distribute precoded materials for the TAKS/TAKS-M/LAT administration (by April 19)
24	Order additional materials for April Exit Level Retest by April 19.
25	Receive out-of-school/out-of-district TAKS Exit Retest materials by April 19.
26	Set up sessions for the TAKS Exit Retest online if applicable to your district.
27	Ship nonscorable materials for Gr. 5 and 8 TAKS by April 19.
28	Window opens to submit student ID record changes (Student Alerts) for the April 5 th and 8 th TAKS administration. (April 19 – May 6).
29	Watch for shipping dates for EOC English Tests if selected
30	Watch for shipping dates for STAAR writing field tests if selected
31	Window opens to submit student ID record changes (Student Alerts) for the March TAKS Exit Retest (<i>if applicable to your district</i>) (April 20 – May 6)
32	Receive and distribute standard and optional reports for March TAKS Exit Retest (April 22)
33	Ship TELPAS nonscorable materials (if your district did a paper administration) by April 26.
34	Be sure that CTC have trained all test administrators for the April TAKS Exit Retest by April 25.
35	Receive materials list online for the May 5 th and 8 th grade TAKS-TAKS-M and LAT second administrations on April 25. Distribute to applicable campuses.
36	Be sure that all test administrators are trained for the TAKS/TAKS-M/LAT administration by April 25.
37	Conduct TAKS/TAKS-M 3-11 and LAT administrations – April 25-29. Refer to TEA state testing calendar for specific dates.
38	Receive Standard and Optional Reports for the April 5 th and 8 th reading and math tests – April 22
39	Window is open to submit test information changes for the April 5 th and 8 th reading and math tests – April 22 – May 6
40	April 25: May EOC precode materials are due in district
41	Conduct TAKS Exit Retest administration – April 26 (ELA), April 27 (Math), April 28 (Science), and April 29 (Social Studies)

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

42	CTC must return TAKS Exit Retest scorable materials to DTC by April 29.
43	Campuses must finish all TAKS and LAT make-up testing by Saturday, April 30, 2011

May 2011	
1	TETN – Special Ed Assessments, May 1, 2011, 1:00-4:00 pm (Event #7932)
2	Make sure you have enough materials and have trained coordinators for the EOC operational tests (if selected or if you volunteered to participate).
3	Testing window (May 2-20) for the World History field-test opens (if selected)
4	Campus coordinators must return all scorable materials for TAKS/TAKS-M/LAT to DTC by May 2.
5	DTC must ship all April TAKS Exit Retest scorable materials by May 2.
6	Receive and distribute combined shipment of materials for the May TAKS/TAKS-M and LAT 5 th & 8 th Math and Reading retest (May 2-6).
7	DTC must ship all scorable materials for the April 3-11 TAKS Adm. by May 4.
8	Campus coordinators must return all TAKS Exit Retest nonscorable material to DTC by May 5.
9	Verify that campuses have returned all test materials from the April TAKS Exit Level Retest and the April TAKS/TAKS-M Gr. 3-11 administrations.
10	Notify parents and students of results from the April 5 th and 8 th TAKS administrations by May 5.
11	Order additional materials for May 5 th and 8 th retests by May 6 th .
12	Conduct Campus Coordinator training for the May 5 th and 8 th TAKS/TAKS-M and LAT retests by May 6.
13	Receive and distribute campus pre-code materials for May TAKS/TAKS-M and LAT 5 th and 8 th Math and Reading retests by May 6.
14	Testing window for the operational EOC tests: May 9-27. Tests include: Algebra I, Biology, World Geography, Geometry, Chemistry, U.S. History, Algebra II, and Physics. You may have volunteered to participate or been assigned.
15	Window opens for operational End-of-Course tests: Algebra I, Geometry, Biology, Chemistry, Physics, World Geography, and U.S. History (Window: May 9-27 – if selected or volunteered)
16	Campus coordinators must return all nonscorable materials for TAKS/TAKS-M/LAT to DTC by May 11.
17	Window opens to submit student ID record changes (Student Alerts) for TELPAS (May 11 – June 3).
18	Receive Standard and Optional Reports for TELPAS K-12 by May 13.
19	Be sure that test administrators are trained for the 5 th and 8 th TAKS/TAKS-M and LAT retests by May 13.
20	Conduct May TAKS/TAKS-M and LAT 5 th and 8 th Math and Reading – 2 nd administrations – May 16, 17, 18. Make-up tests must be finished by Friday, May 20.
21	DTC must ship all TAKS Exit Retest nonscorable materials by May 16.
22	May 25: Districts receive and distribute Standard and Optional Reports for TAKS-Alt

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

23	Window is open to submit student ID record changes for April Exit Level Retest (May 16 – June 3).
24	DTC must ship all TAKS/TAKS-M/LAT nonscorable materials by May 17.
25	Notify campus principals to prepare and send out “Early Notification Parent Letters for Failers in grades 4 and 7,
26	Receive and distribute reports for the April TAKS Exit Retest by May 18.
27	Receive corrected CSRs and data files (online) from the March Exit Retest (May 20).
28	Receive corrected CSRs and data files (online) from the April 5 th and 8 th TAKS administration (May 20).
29	Watch for shipping dates for the May World History EOC field test.
30	Watch for shipping dates for the End-of-Course operational tests.
31	Campus coordinators must return May TAKS scorable materials to DTC by May 19 and nonscorable materials by May 25.
32	DTC must ship scorable material from the May TAKS/TAKS-M 5 th & 8 th Math and Reading retests by May 20 th and non scorable materials by June 2 nd .
33	Window is open to submit student ID record changes (Student Alerts) for March TAKS/TAKS-M Grade 4, 7, 9, 10, and Exit – May 23 through June 3.
34	Window is open to submit test information changes for the March TAKS/TAKS-M Grade 4, 7, 9, 10, and Exit – May 23 through June 3
35	Window is open to submit student ID record changes (Student Alerts) for April TAKS/TAKS-M and LAT 3-11 – May 23 through June 3.
36	Window is open to submit test information changes for the April TAKS/TAKS-M and LAT 3-11 – May 23 through June 3
37	Notify parents and students of March TAKS Exit Retest results by May 24.
38	Notify parents and students of TELPAS results by May 24.
39	Receive and distribute campus and district reports for March Writing and ELA TAKS/TAKS-M on May 25.
40	Receive and distribute campus and district reports for April 3-11 TAKS/TAKS-M and LAT by May 25
41	Register OOS/OOD students online for the July TAKS Exit Level Retest (May 30-July 18).
42	Notify students and parents of test results from the March TAKS/TAKS-M administration by May 31.
43	Notify students and parents of test results from the April 3-11 TAKS-TAKS-M administrations by May 31.

June 2011	
1	Registration (online only) for out-of-school/out-of-district examinees for June 5 th and 8 th TAKS (June 3)
2	Window for submitting student ID record changes for the May TAKS administrations is June 3-14
3	Download online materials lists for the June TAKS/TAKS-M 5 th and 8 th retests and distribute to campuses (June 6).
4	Receive and distribute Campus and District reports from May TAKS/TAKS-M 5 th and 8 th

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

	Math and Reading Retests (June 7).
5	Notify students and parents of test results from the April Exit Level Retest by June 8 th .
6	Notify students and parents of test results from the May 5 th and 8 th Math and Reading Retests by June 10 th .
7	Download online materials lists for the July TAKS Exit Retest and distribute to campuses (June 13)
8	Receive and distribute materials for the June 5 th and 8 th grade TAKS/TAKS-M retests (June 13-17).
9	Receive updated/corrected Confidential Student Reports and labels for the April 3-11 TAKS/TAKS-M administrations by (June 17) <i>if updates were made in the Pearson system</i> and distribute to campuses.
10	Receive updated/corrected Confidential Student Reports and data files for the March TAKS/TAKS-M (Gr. 10 and Exit only) by June 17 <i>if updates were made in the Pearson system</i> and distribute to campuses
11	Receive updated/corrected Confidential Student Reports and data files for Apr. TAKS Exit Retest by June 17 <i>if updates were made in the Pearson system</i> and distribute to campuses
12	Receive updated/corrected Confidential Student Reports and data files for TELPAS by June 17 <i>if updates were made in the Pearson system</i> and distribute to campuses
13	Receive and distribute campus pre-code materials for June TAKS/TAKS-M 5 th & 8 th Reading/Math Retests (June 17).
14	Receive updated/corrected Confidential Student Reports and data files for the April Exit Level Retest (June 17) <i>if updates were made in the Pearson system</i> and distribute to campuses.
15	Receive combined shipments of materials for the July TAKS Exit Retest and distribute them to campuses (June 20 – June 24).
16	Hold Campus Coordinator training sessions for the June 5 th and 8 th grade TAKS/TAKS-M retests by June 21.
17	Receive OOS Materials for June 5 th and 8 th TAKS/TAKS-M retests by June 21.
18	Order additional materials for TAKS/TAKS-M 5 th & 8 th retests by June 21st.
19	Receive precoded materials for the July TAKS Exit Retest (by June 24) and distribute to campuses.
20	Be sure test administrators are trained for the 5 th and 8 th grade retests by June 27 th .
21	Receive updated/corrected Confidential Student Reports and data files for the May TAKS administrations by June 28 and distribute to campuses.
22	Conduct test administration for 5 th and 8 th grade TAKS/TAKS-M math and reading retests June 28 and June 29.
23	Verify that campuses have returned all test materials from the July 5 th and 8 th math/reading retests (June 30 for scorables and July 7 for nonscorables).
24	Ship scorable materials for the June 5 th and 8 th math/reading retests by June 30 and non scorable materials by July 13 th .

	July 2010
1	Order additional materials for July TAKS Exit Level Retest by July 5.
2	Receive July TAKS Exit Retest OOS and OOD materials – July 5
3	Set up sessions for the TAKS Exit Retest Online test (if applicable to your district)

July Exit Retest = dk. blue

Oct. Exit Retest = lt. purple

TAKS-Alt = pale blue

TAKS March WRELA = rose

Mar. Exit Retest = brt. green

TELPAS = gray

TAKS Apr. 5 & 8 = tan

EOC April FT = beige

STAAR April FT = pale green

TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow

TAKS May 5 & 8 = purple

EOC May Field Test =lt. turquoise

EOC May Operational tests = pale orange

TAKS June 5 & 8 = gold

4	Hold Campus Coordinator training sessions for the TAKS Exit Retest by July 7.
5	Be sure test administrators are trained for the TAKS Exit Retest by July 11.
6	Conduct test administration for the July TAKS Exit Retest – Monday, July 11: ELA, Tuesday, July 12: Math, Wednesday, July 13: Science, and Thursday, July 14: Social Studies.
7	Window for submitting student ID record changes for the June 5 th and 8 th grade TAKS (July 13-22)
8	Receive and distribute Campus and District reports from June TAKS/TAKS-M 5 th & 8 th Reading/Math Retests by July 15.
9	Ship scorable materials for Exit Level Retest by July 19 th and non scorable by July 26 th .
10	Notify students and parents of June 5 th and 8 th retest results from Reading/Math by July 22 nd .

August 2011	
1	Receive corrected/updated CSRs and data files from the June TAKS retests (Aug. 5)
2	Districts submit student ID record changes for the July TAKS Exit Retest (Aug. 10-26).
3	Receive and distribute Campus and District reports from July TAKS Exit retesting – August 12.
4	Select pre-code option for October TAKS Exit Level Retest if you are submitting your own district file (Aug. 8-26).
5	OOS/OOD registration period for Oct. TAKS Exit Retest - Aug. 8 – Sept. 16.

July Exit Retest = dk. blue
 Oct. Exit Retest = lt. purple
 TAKS-Alt = pale blue
 TAKS March WRELA = rose
 Mar. Exit Retest = brt. green

TELPAS = gray
 TAKS Apr. 5 & 8 = tan
 EOC April FT = beige
 STAAR April FT = pale green
 TAKS Apr. 3-11 and LAT = yellow

Apr. Exit Retest = pale yellow
 TAKS May 5 & 8 = purple
 EOC May Field Test =lt. turquoise
 EOC May Operational tests = pale orange
 TAKS June 5 & 8 = gold