

**Tupelo Middle School
Test Training for Staff Agenda**

Date: January 22, 2025

Time: 3:30

Location: TMS Band Hall

Agenda

1. Welcome and Purpose (5 minutes)

- Introduction to the training session
- Overview of testing goals and expectations

2. Testing Procedures and Protocols (20 minutes)

- Review of standardized test administration guidelines
- Roles and responsibilities of test administrators and proctors
- Handling testing materials securely

3. Accommodations and Special Considerations (15 minutes)

- Ensuring equitable access for students with IEPs and 504 plans
- Addressing English Language Learner (ELL) needs
- Managing extended time and other accommodations

4. Data Systems and Tracking (15 minutes)

- Utilizing school data systems for test monitoring
- Reviewing student performance trends
- Using data for instructional adjustments

5. Test Security and Ethical Considerations (15 minutes)

- Review of test security policies and procedures
- Identifying and preventing test irregularities
- Reporting incidents and maintaining integrity

6. Staff Q&A and Discussion (10 minutes)

- Addressing staff questions and concerns
- Clarifying procedures and expectations
- Providing additional resources and support

7. Closing Remarks and Next Steps (5 minutes)

- Summary of key takeaways
- Final reminders and follow-up actions
- Contact information for support

Facilitator: Lauren Simmons

Contact: Lasimmons@tupeloschools.com

Thank you for your participation and commitment to a successful testing process!