

2016 Summative SAGE Certificate of Readiness Procedures Document

Being prepared to correctly and efficiently administer the 2016 Summative SAGE is an important school responsibility. This responsibility is shared by principals, teachers, test coordinators, and all others who participate in the testing process. However, primary Summative SAGE readiness responsibilities rest with the principal and SAGE test coordinator.

In order to make sure that all Jordan District schools are prepared to administer 2016 Summative SAGE assessments, each school is expected to complete all of the following requirements for a “2016 Summative SAGE Certificate of Readiness” designation. Though the SAGE test coordinator is primarily responsible to see that each requirement is completed by the specified date, principals should work closely with their SAGE test coordinator to make sure the school is prepared prior to the beginning of the 2016 Summative SAGE testing window.

2016 Summative SAGE “Certificate of Readiness” Requirements

Instructions: To ensure your school’s readiness to administer 2016 Summative SAGE assessments, the SAGE test coordinator must complete each of the following five requirements. Upon completion of each requirement, the SAGE test coordinator should sign and date the “Requirement Completed” line.

1. **System check.** Conduct your school’s 2016 SAGE system check. This task involves:
 - a. By Nov. 23, 2014, contact the instructional support technician assigned to your school. Schedule a system check to be completed by Dec 18. Make sure the support technician will be in attendance at your school’s system check.
 - a. Use the secure browser and include the following conditions:
 - Utilize those computers you plan to use for your 2015 Summative SAGE testing.
 - Position the computers in those locations within your school where you will be conducting 2015 Summative SAGE testing.
 - Include some students using the text-to-speech provision in the SAGE software.
 - Confer with your instructional support technician about any technical difficulties that arise.
 - **Conducting a SAGE Interim test meets all the following conditions and would qualify as a system check**
 - **Lab checks do not need to be conducted simultaneously. You can work with or around your normal computer lab schedule.**
 - b. Have your instructional support technician:
 - Verify that the 2016 SAGE secure browser has been installed and works in the school environment.
 - Assist you in identifying any:
 - Network concerns (Are all wireless computers located in acceptable areas and working properly?)
 - Latency concerns (How long does it take for questions to load?)
 - Disruptions to students’ testing experience.

Sign here that the 2015 Summative SAGE System Check was completed.

Instructional Support Technician: _____ Date: _____

Testing coordinator: _____ Date: _____

Please do not ask your support technician to sign this prior to the completion of the system check.

By Dec 18, email Brooke Anderson (brooke.anderson@jordandistrict.org) noting the following:

- Your school’s system check has been completed
- Any difficulties that occurred during the system check

2. **Testing Coordinator Training.** Test coordinators attend Summative SAGE training at the Auxiliary Services Building (ASB) on February 23 or 24. Registration for this training is required using JPLS.

Requirement #2 Completed: _____ Date: _____

3. **2016 Summative SAGE Testing Schedule.** Using the Summative SAGE Assessment Schedule form sent to the school testing coordinator, complete and submit the school's Summative SAGE Assessment Schedule for ELA, Writing, Math, and Science by March 4, 2016.

Requirement #3 Completed: _____ Date: _____

4. **Teacher Training.** Test coordinators train their teachers and staff on SAGE Summative. Please schedule a school-level training prior to Mar 18. All necessary training materials will be provided by Brooke Anderson before Feb 23 and made available via Google Drive and Canvas.

Requirement #4 Completed: _____ Date: _____

5. **New Teacher Practice.** Check in with those teachers who will be participating in Summative SAGE assessments for the first time. Help them schedule practice test opportunities, and be present during their practice tests if needed. This will be an opportunity for them to learn how to conduct testing sessions and how to navigate the Summative SAGE testing process.

Requirement #5 Completed: _____ Date: _____

Submit this Form for Verification of Readiness. Have the principal and SAGE Test Coordinator sign below verifying that all of the previous five tasks have been completed.

School name: _____

Principal's signature: _____ Date: _____

SAGE testing coordinator's signature: _____ Date: _____

FAX (801-567-8017), email (brooke.anderson@jordandistrict.org), or send (via district mail) this document to Brooke Anderson by Friday, March 18, 2016.
