

FSW Collegiate HS Charlotte
Faculty Meeting
Tuesday, February 21, 2017

Mrs. Platt conducted the meeting on test training

FSA ELA Writing

Tuesday, February 28 – freshman testing

Wednesday, March 1 – sophomore testing

Teacher packets may be picked up late Monday or Tuesday morning. The teacher manual is stapled to the back of the teacher packet. Computers will be ready to go on the day of testing.

Students are allowed a book to read after they have completed their test. Before the test, students should use the restroom, put away any electronic device.

Testing will run 120 minutes (periods 1 – 3). Testing start time will be promptly at 7:50.

If students are late they will be able to test, they will use the extended time room.

Proctors – Do not take your sign down after the first testing date. You will need it again the following day. Rooms will stay set up for the second testing day.

Ms. Clark will cover extended time testing.

Last year we had 3 testing issues where tests had to be invalidated. Teachers are asked to circulate around the room.

On Tuesday, February 28th, sophomores are on their regular schedule.

Please remember that computers will be limited to other classes while testing is taking place.

The next testing days for April and May are:

- 4/11 – 9th Gr. ELA Reading
- 4/12 – 9th Gr. ELA Reading
- 4/18 – 10th Gr. ELA Reading
- 4/19 – 10th Gr. ELA Reading
- 5/2 – FSA Alg. 1/Geo EOC
- 5/3 – FSA Alg. 1/Geo EOC
- 5/9 – FSA Alg. 2 EOC
- 5/10 – FSA Alg. 2 EOC
- 5/16 – Pearson US History EOC
- 5/17 – Pearson Biology EOC

Teachers will be supplied with a bin carrying pencils, instructions and other materials for testing.

The session Id number should be recorded on the seating chart, security document, and on the board for the students. Please mark only students that are absent.

Students will be seating in alphabetical order. Students must sign the planning sheet.

The security log is only if a teacher leaves the room and another teacher replaces him/her.

The teacher hand out is attached.

FSA ELA Writing – Teacher Training

I. What to Do Before Testing

- a. **Read your manual prior to test day (the *say* prompts).**
- b. Computers will be on and the FSA browser will be up.
- c. Materials to be distributed the day before; please secure items in your room.
- d. Have students use the restroom and place personal items in their locker first.
- e. Collect all electronic devices and personal items in center of room.
- f. Students can place a book under their chair to read when done with test.

II. Grade 9: Tuesday February 28, 2017

- a. Test duration – 120 minutes (periods 1-3, students must begin test by 7:50 a.m.)
- b. Proctors: Cass (K129), Clark (K120), Laskowski (K130), Mitchell (K131), Nolan (K121)

III. Schedule and Displacement for Tuesday

- a. Clark: Primack to watch second period.
- b. Platt: Second period (12 students) to Tayloe.
- c. Laskowski: First period (16 students) to Copley, second period (3 students) to Tayloe.
- d. Sutton: Teaching in Mitchell's room periods 1-3.
- e. Mitchell: First period (1 student) and third period (1 student) to stay with Sutton.
- f. Nolan: First period (20 students) to Clarks room with Primack.

IV. Grade 10: Wednesday March 1, 2017

- a. Test duration – 120 minutes (periods 1-3, students must begin test by 7:50 a.m.)
- b. Proctors: Copley (K121), Laskowski (K130), Schmidt (K129), Sutton (K131), Winkler (K120)

V. Schedule and Displacement for Wednesday

- a. Nolan: Teach in Copley's room and watch Copley's first period (13 students).
- b. Laskowski: First period (8 students) to Tayloe, second period (22 students) to Clark.
- c. Cass: Teaching in Schmidt's room periods 1-3.
- d. Schmidt: Second period (1 student) to Clark.
- e. Sutton: Third period (11 students) to Tayloe.
- f. Winkler: 1-3 periods in café with Primack.
- g. Platt: Second period (13 students) in café with Primack.