



# Timeline for Test Prep in TestHound

When is the right time to schedule students for testing? Your district may have a timeline they have shared with you or you are making your own. The important thing is to start planning early and allow yourself plenty of time to review accommodations and organize who is testing with who and where in TestHound. Tip: *Use TestHound to set up a test (field test, campus benchmarks, ASVAB, PSAT, etc.) earlier in the year for practice before STAAR testing.*

**August**

Review/Accept student alerts (new, unenrolled, re-enrolled). Update test administrators list (add new test administrators, inactivate/block) test administrators you will not be using this year. Click on the rooms tab and click pull, submit. Determine your personal training needs and check our webpage for free trainings. If your district purchased trainings check with your DTC to notate training dates and times.

**September**

Review/Accept student alerts (new, unenrolled, re-enrolled). Review/accept Auto Pilot alerts. Schedule an upcoming campus test or benchmark in TestHound. Add/Remove new, unenrolled, re-enrolled students in/out of the test administration(s). High School Coordinators use TestHound to identify December testers.

**October**

Review/Accept student alerts (new, unenrolled, re-enrolled). Review/accept Auto Pilot alerts. Review/accept Auto Pilot alerts. Add/Remove new, unenrolled, re-enrolled students in/out of the test administration(s). High School Coordinators consider scheduling PSAT Testing, SAT School Day, ACT School Day administrations in TestHound. Begin looking at placing students in the test administration for December testing. Run form letters to notify December retesters they will be testing in December.

**November**

High school Coordinators start scheduling students and rooms for December testing. Starting the first week in November will give you plenty of time to work on scheduling students and filtering accommodations. Try to finalize your testing list before you leave for Thanksgiving break.

**December**

Generate Attributes/Accommodations file from TestHound. Generate ODS (Other Designated Supports) report to upload to TIDE (State Specific). Check with your district to be sure they have run an SDR and uploaded the most recent student performance history into Performance Tracker before finalizing your December roster. After testing reflect and make notes on your recent testing experience and enjoy the winter holidays.

**January**

Your district will add December scores file received from Cambium into TestHound. Begin scheduling students into TestHound for Spring ELL/LEP state assessments.

**February**

State ELL tests (TELPAS for TX, Access for ELLS for FL). Review/Accept student alerts (new, unenrolled, re-enrolled). Review/accept Auto Pilot alerts. Review/accept Auto Pilot alerts. Add/Remove new, unenrolled, re-enrolled students in/out of the test administration(s). Generate Attributes/Accommodations file and the Other designated Supports (ODR) report in TestHound. Generate the Master Schedule report to share with students and staff. Review/register up for our Free PD sessions.

**March**

Review/Accept student alerts (new, unenrolled, re-enrolled). Review/accept Auto Pilot alerts. Review/accept Auto Pilot alerts. Add/Remove new, unenrolled, re-enrolled students in/out of the test administration(s). Begin scheduling students for Spring testing. Review/register up for our Free PD sessions. Start preparing test administrations to generate the Attributes/Accommodations file and the ODS report from TestHound for upcoming state tests. High School

**April**

Review/Accept student alerts (new, unenrolled, re-enrolled). Review/accept Auto Pilot alerts. Review/accept Auto Pilot alerts. Add/Remove new, unenrolled, re-enrolled students in/out of the test administration(s). Continue scheduling students for May state testing. HS finish scheduling English I, II testers for April state testing (state specific). Generate final Attributes/Accommodations file and the ODS report from TestHound for upcoming April state tests.

**May**

Finish scheduling students for May testing. Generate final Attributes/Accommodations file and the ODS report from TestHound for upcoming state tests. Run your Master Schedule report to share with students and staff. Generate the Tide Roster Report in TestHound and load into Cambium to print tickets by room. Place the tickets and testing rosters in your testing buckets. Run the Room accommodations report along with any other

**June**

Begin labeling summer testing bins. After spring scores have been released begin scheduling students for summer testing. Check out the summer testing consolidation list in TestHound if you will be combining campuses. Schedule retesters into TestHound. If you combined campuses, be sure to pull student accommodations over to the student's new testing campus. Run your Master Schedule report to share with students and staff.

**July**

Take a deep breath. Breathe in, breathe out. Whew! You made it through yet another testing season. Enjoy your summer! Sometime near the end of June/beginning of August TestHound will archive your testing data and add the new testing administrations for the upcoming school year.

\*Regular To Do's: Review/Accept student alerts (new, unenrolled, re-enrolled) and Auto Pilot Alerts. Sign up for our free TestHound professional development (PD) sessions.