



TestHound 12-Month Planner Guide for District Test Coordinators

July

Upload spring /summer EOC assessment scores (Performance Tracker)
Generate Attributes/Accommodations file from TestHound and upload into TIDE (State Specific)
AutoPilot accommodation clean-up*
Summer EOC assessments (State Specific)
TestHound Year-End Roll-Over

August

Update user list with new coordinators and specialists, deactivate inactive users
Determine training needs for new campus test coordinators – Share New CTC PowerPoint and Video Library List

September

Check AutoPilot frequently for mapping “errors” that need to be done**
Run Student Data Request (Performance Tracker) - Retrieve past student scores*** (State-specific)
Determine if an Exclusion file needs to be generated and uploaded (campus or district)
Bulk Registration for Fall PSAT & SAT School Day

October

Administer PSAT Test
Administer SAT School Day
Administer ACT School Day

November

Generate test registration files from TestHound (Performance Tracker)
Generate Attributes/Accommodations file from TestHound and upload into TIDE (State Specific)

December

Generate Attributes/Accommodations file from TestHound and upload into TIDE (State Specific)
Generate Other Designated Support reports to upload to TIDE (State Specific)
Run Student Data Request and upload scores received before testing in December
Administer Winter End-of-Course assessments

January

Add December Scores files received from Cambium to Performance Tracker.
Run Student Data Request (Performance Tracker) to receive scores from Cambium for kids who did not test with the district last (State-specific)
Generate test registration files from TestHound (Performance Tracker)
Prepare for Spring ELL/LEP State assessment
Administer NAEP Assessments

February

Generate test registration files from TestHound (Performance Tracker)
Generate Attributes/Accommodations file from TestHound
Prepare for Spring state Alternate Assessment
Administer Spring ELL/LEP Assessment
Generate Other Designated Support reports
Administer NAEP Assessments



March

Generate test registration files from TestHound (Performance Tracker)
Generate Attributes/Accommodations file from TestHound
Administer SAT School Day
Administer ACT School Day
Administer NAEP Assessments
Administer Spring ELL/LEP Assessment
Administer Spring Alternate Assessment
Generate Other Designated Support reports to upload to TIDE (State Specific)

April

Generate test registration files from TestHound (Performance Tracker)
Generate Attributes/Accommodations file from TestHound and upload into TIDE (State Specific)
Generate Other Designated Support reports to upload to TIDE (State Specific)
Administer Spring Alternate Assessment
Run Student Data Request and upload scores received before spring testing begins (State-specific)
Administer State Spring Assessments

May

Administer State Spring Assessments
Administer Advanced Placement assessments
Upload spring test scores

June

Upload spring test scores
Administer Summer End-of-Course assessments (State Specific)
Generate summer test registration files from TestHound (Performance Tracker)
Generate Attributes/Accommodations file for summer EOCs from TestHound and upload into TIDE (State Specific)
Generate Other Designated Support reports to upload to TIDE (State Specific)

Notes:

* Clean up and update Auto-Pilot Mappings. Check subject mappings check to be sure you have each subject mapped once to its counterpart. *(If you see a subject mapped several times, delete all but one instance of it. For example, Algebra 1 is mapped to math. Be sure it is listed once. If you see it list three times, delete all but one instance of it.)* In the All ACC tab check, to see if you see any accommodations your district may no longer be using. Consider downloading and printing out the mapping table to share with your Special Services departments (i.e., Sped, ELL, 504, RTI, MTSS, etc.)

** Auto-Pilot should be checked frequently during the school year, for any new mapping “errors” as meetings are held and information possibly changed. These are not actually errors, just accommodations that need to be mapped. Check weekly and perhaps daily as testing draws near.

*** Student Data Request - should be run periodically during the school year to find new students to the district who might have tested elsewhere and have scores that need to be uploaded. More frequently as EOC tests approach.