



Online Assessment Planning Tool LOGISTICS WORKSHEET

This worksheet is one of a set of resources addressing eight key elements of online assessment readiness. The worksheets are designed to assist districts and schools in planning actions steps that will move them from their current stage of readiness to their next targeted level of preparation and practice.

- Planning and Leadership
- Communications
- Assessment Practices
- Instructional Practices
- Professional Development
- Technology Infrastructure
- Systems Integration
- Logistics

Systems Integration		Assessment		Adaptation		Transformation			
		Just Starting	Building Awareness	Beginning to Change Practice	Starting Improvements	Beginning to Translate Practice	Improving		
Check		Focus Areas	Strategies for moving from Awareness toward Adaptation		Strategies for moving from Adaptation toward Transformation		Action Plan		
							What	Who	When
PEOPLE	Cross-Functional Systems Perspective (Bring a bigger picture to inform administrative processes)	Engage a cross-functional team to review the school systems inventory (see below), discuss common issues, and identify ways to improve efficiency and usability.	Maintain data on systems usage and common issues (e.g., conflicts, duplications, confusion, data migration problems), and use the findings to inform integrated planning for technology, data management, and assessment/practice products.						
	Systems Mapping (Identifying details of multiple systems in order to convey complexity and efficiency)	Conduct an annual inventory of technology-based assessment, instruction, and data systems in use, including data inputs and outputs, reporting systems, network utilization, technical requirements, procurement history, and who has access and decision-making authority.	Maintain an ongoing system map for technology-based assessment, instruction, and data systems that is regularly updated to reflect any changes. Include data inputs and outputs, reporting systems, network utilization, technical requirements, procurement history, and who has access and decision-making authority, as well as data formats and transfer paths, interoperability standards in use, and how systems connect to each other. Understand interdependencies, gaps, duplications, and conflicts.						
TECHNOLOGY	Cross-System Solutions (Identifying integration and access solutions)	Identify solutions for common systems integration issues, including services and processes, for better cross-platform management of login credentials, student rosters, student data, shared instructional content, and other information. Utilize restricted program and content access through district hubs.	Implement a range of solutions to streamline login, consolidate content access, and enable data exchange between multiple systems, with the goal of enabling a seamless user experience when switching between assessment, reporting, and instructional platforms and improving analytics across digital tools.						
	Interoperability (Building systems for more effective integration and cross-platform data exchange)	Understand what interoperability standards are available for different kinds of instructional and assessment content and data, such as CEDS, IMS Global (QTI, APF, LTI, OneFactor, Caliper), Ed-Fi, and others. Understand the implications of these standards to different systems within the school.	Establish the technical information that potential vendors must produce during the procurement process and what technical requirements their solutions must meet. Base this list on instruction and assessment needs, technology levels, and other functions. Insist that vendors utilize open standards (rather than vendor proprietary formats) for data exchange and systems interoperability such as CEDS, IMS Global (QTI, APF, LTI, OneFactor, Caliper, Ed-Fi), and others.						
PROCESS & PROCEDURE	Coordinated Requirements for Procurement (Establishing a set of technical and functional requirements for future procurements that address interdependent and conflicting needs of the different platforms that have to serve instructional, assessment, and administrative purposes)	Understand how potential products will handle data inputs and outputs, what is self-contained and what is reusable, what formats are being used, what content and which data formats are proprietary, and how the products might work in concert with the products and systems already in use in the district and the schools.	Establish the interoperability standards that potential products and vendors must support and implement moving forward so that the district builds content and data systems that can more easily exchange information across platforms.						
	Enterprise Maintenance (Seeking efficiencies in coordinated maintenance programs for multiple technical systems)	Protect expensive digital investments with quality maintenance and support programs.	Where possible, coordinate maintenance and support contracts to include multiple platforms as a means to promote more effective systems uptime (COP).						

How to Use Online Assessment Planning Tool Worksheets

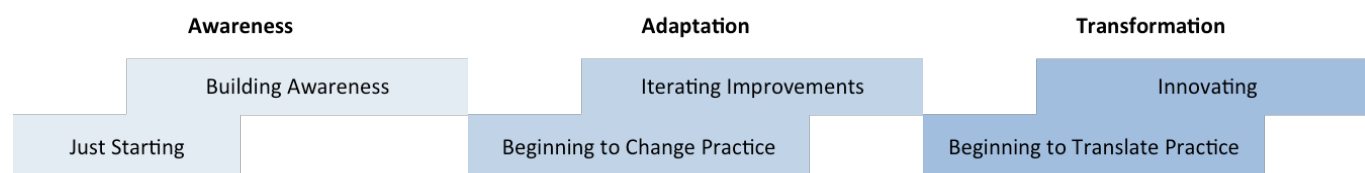
Each worksheet features Focus Areas with recommended strategies for moving a district and its schools along the spectrum toward greater degrees of online assessment readiness. Using the results from the Online Assessment Planning Survey, a district's planning team can identify their current stage along the spectrum for each element and where they would like to be in the future. The planning team can identify and prioritize critical areas on which to focus efforts by placing a check in the columns on the left side of the worksheet. The area on the right side of the worksheet should be used to identify action steps that will help achieve both short and longer-term goals. Each worksheet groups strategies into practical categories, including People (professional development, planning, engagement), Technology (systems, devices, infrastructure, software), and Process (policies, protocols, workflows, scheduling) to assist schools and districts in integrating assessment strategies with broader planning efforts.

This PDF is designed to be printed onto 11" x 17" paper.

Additional Online Assessment Planning Resources are available at <http://www.elearninstitute.org/assessment>.



Online Assessment Planning Tool
WORKSHEET



Logistics

Focus Areas		Strategies for moving from Awareness toward Adaptation	Strategies for moving from Adaptation toward Transformation
PEOPLE	Check Logistics Team (<i>Identifying key areas for logistics planning early in the assessment administration process</i>)	Utilize a cross-functional school team to generate logistics plans for online assessment schedules, technology and building infrastructure, and administrative preparations.	Maintain logistics plans as living, collaborative documents. Debrief following each assessment administration about what worked and what didn't, and what should be added to logistics plans for the next administration.
	Minimizing Disruption from Assessments (<i>Evaluating what really has to be changed to accommodate assessment administration</i>)	Cultivate a school culture that views assessment as part of the learning process, not as a stand alone event. Use the eLearn Institute Capacity Calculator or other tools to help model different logistics scenarios to minimize disruption of instruction during assessments.	Carefully consider what regular school activities and patterns must really be suspended or altered during testing, and think creatively to achieve test administration requirements in ways that minimize disruption to instruction. Use the eLearn Insitute Capacity Calculator or other tools to help model different logistics scenarios.
	Test Administration Guides (<i>Coordinating and consolidating procedures and other implementation guidance to support effective and efficient assessment administration processes</i>)	Thoroughly review and implement relevant administration guides for test coordinators and technology coordinators as provided by assessment vendors and the State. Synthesize this information into a district guide to distribute to schools.	Thoroughly review relevant administration guides for test coordinators and technology coordinators as provided by assessment vendors and the State. Aggregate and simplify this information as needed into a customized guide.
TECHNOLOGY	Technology Contingency Planning (<i>Developing backup plans and redundant systems in case problems are encountered during testing</i>)	Review contingency planning recommendations provided in the test administration guides from vendors and the State. Synthesize this information into a district guide to distribute to schools.	Consider different school-specific scenarios for technology failure during online assessment, and plan contingency procedures. Include plans for having spare computers and peripherals on hand that have been systems checked and prepared with assessment software as viable test-taking devices.
	Technology Requirements and Mandatory Updates (<i>Ensuring technology details are addressed prior to testing</i>)	Thoroughly review all technology specifications for administered online assessments, including device type-specific guidelines, browser versions, headphone or microphone requirements, and other software that may need to be installed or disabled to be compatible with assessment programs. Install patches and updates as recommended by test platform vendors and the district. Be prepared for the possibility of unplanned patches or updates that may need to be installed on the day of testing.	
	Caching (<i>Enabling options for off-line testing to lower bandwidth and connectivity demands</i>)	When available, take advantage of test caching options provided by assessment vendors in order to have failover system in the event of disruption to Internet connectivity during testing. Consider administering all tests using caching to lower demand on bandwidth during the school day.	
POLICIES & PROCEDURES	Dress Rehearsals (<i>Practicing with systems functions and administrative procedures prior to testing</i>)	Conduct systems checks and practice administrative procedures prior to online assessment administration.	Conduct a full dress rehearsal of technical systems, testing programs, contingency plans, and administrative procedures. Debrief with participating staff to make improvements to the process, and address any critical issues prior to test administration.
	Practice Tests (<i>Building familiarity with assessment delivery platforms, user interfaces, question types, and response functionalities prior to testing</i>)	Allow all teachers and students the opportunity to take relevant practice tests and sample questions provided by test vendors and the State.	Allow all teachers and students the opportunity to take relevant practice tests and sample questions provided by test vendors and the State. Integrate these opportunities into daily instruction rather than running a stand alone practice test event.

Action Plan		
What	Who	When
What	Who	When
What	Who	When