

Schedule of Important Dates for Terra Nova Testing - 2022

March 4-11, 2022 Primary Testing Window.

Please observe the following schedule so DRC may service all the Diocesan schools most efficiently.

Note: Any late orders that causes DRC to pay for shipping other than ground will be charged to the customer.

Terra Nova Labels – Terra Nova Labels were shipped to the schools based on the spreadsheets submitted. If you are not using Option C and did not submit a spreadsheet with your student data at the requested time, you may not have received labels. There may also be labels missing if the data on the spreadsheets was not formatted correctly. If your school **did not** receive pre-coded student labels, please hand bubble the student data grid and ensure that the student's name, birthdate and demographic information is accurate and complete. In bubbling in the data, be sure to use the correct student ID which is a ten-digit number used to track the students from year to year. You will have the opportunity to check the student data for correctness on the DRC Insight reporting system prior to final scoring to insure that birthdates are correct. Please do not contact DRC to request missing labels as it is now too late to produce them in time for testing.

Making Corrections--This year, DRC has implemented a new student demographic corrections window for all schools to check the accuracy of student information prior to report completion. The intent of adding the corrections window is to avoid any unnecessary fees or charges to schools to correct student information after reports are printed. This will be an opportunity for schools to review all student demographic data (spelling of name, ID number, birthdate, approved accommodations, etc) and correct any errors before reports are finalized. Details regarding the student demographic corrections window are provided on page 40 of your test coordinator's manual. Your program manager (Angey Hicks) will provide additional instructions and reminders on this new step as we get closer to the corrections window.

Accommodations – All accommodations forms were reviewed and returned electronically this year because of mailing delays and our working remotely due to quarantines. If received prior to the deadline, these were signed electronically, returned and recorded on the spreadsheets submitted. If you have a concern, please let Sr. Edward know so we can help with the adjustment. Students being accommodated are not accommodated unless they have been accommodated on a regular basis with the same accommodations in the classroom.

Last but not least, DRC has extended the opportunity to pilot the new version of TerraNova (TerraNova NEXT) for schools that would like to try out the new items in Spring of 2022. TerraNova NEXT is available for grades K-8 in both paper/pencil and online. Additional information will be coming soon.

Please note the following adjustments in the timeline:

Schedule of Important Dates	
Friday, 1/21/22	Test Materials Received by Schools (Test Booklets, Directions, Answer Documents). Inventory your materials shipment immediately upon receipt. If you have not received your testing materials by this date, or if there are any missing materials, notify DRC immediately.
Friday, 2/4/22	Test Coordinator Kits Received by Schools (Test Coordinator's Manual, GIS, SGL, UPS Return Labels, etc.). Inventory your Kit immediately upon receipt. Store your Kit in a secure place. Kits are unique by school and cannot be recreated if lost. If you have not received your Kit by this date, notify DRC immediately.
Wednesday, 2/9/22	Last Day to Order Additional or Missing Test Materials from DRC (Short/ Adds). Orders received after this date are not guaranteed to deliver to your school before testing begins. Note: Any late orders that causes DRC to pay for shipping other than ground will be charged to the customer.
3/4/22–3/11/22	Primary Test Window Make-Up Testing Window
Monday, 3/14/22	UPS Pick-up of Answer Documents from Schools (Call UPS at least one day prior to pick-up to arrange) DRC provides prepaid return shipping labels as part of your Test Coordinator Kit. Arrangement of Answer Document pick-up by UPS is the sole responsibility of the school.
Tuesday, 3/15/22	Last Day to Ship Answer Documents to the DRC Scoring Center All Answer Documents to be scored must be shipped to DRC no later than this date. Documents shipped after this date will result in late receipt and delayed reporting.
Thursday, 3/17/22	Deadline for Receipt of Answer Documents at the DRC Scoring Center Answer Documents received after this date will delay delivery of reports.
4/1/22 – 4/5/22	Student Demographic Corrections Window Review and apply student demographic corrections in the DRC Insight Portal.
Wednesday, 4/20/22	Paper Reports Shipped to Schools and ORS Data Available (if applicable)

Wednesday 3/16/22



Monday, 3/21/22



Friday, 4/22/22



These are standardized tests and, as such, it is important, For test reliability, that students in the same norm group adhere to the same testing protocols. While current conditions call for some flexibility on administration timing for virtual students, the following schedule is to be followed by all in-person assessment in all schools. This schedule allows for the admission of one section of the test per day with

the intention that students would not have the stress of taking more than one section per day unless doing make-up testing that cannot be scheduled otherwise.. This also allows for the resumption of normal class activities at the end of the testing session and avoid major breaks in learning.

March 4 **InView testing** (Please note: All students in Grades 3-7 take the InView test.)

March 7 **Reading** + Make-up testing for students absent on March 11/virtual students

March 8 **Language** + Make-up testing for students absent on previous test days/virtual

March 9 **Math** + Make-up testing for students absent on previous test days

March 10 **Science** + Make-up testing for students absent on previous test days

March 11 **Social Studies** + Make-up testing for students absent on previous testing

days

March 15, 2022 **Last day for make-up testing.** . If a student has not completed the test by this date, invalidate any section not completed using the directions in the Test Coordinators' Manual.

March 16, 2022 Final day to ship cartons to the DRC Scoring Center. However, we encourage you to ship your cartons as quickly as possible after testing. **(Call UPS at least 1 day prior to pick up)** DRC has provided UPS Return Labels so that your materials can be tracked. Arranging return shipping to DRC is the customer's responsibility. Directions for shipping are found in the testing coordinators' manual.

Materials need to be received at the scoring center by March 21 in order for results to be received on schedule.

April 22, 2022 Online Data will be Accessible.

* Scoring does not begin until all answer documents have been received from ALL schools.