



Assessment Date Change Request: 2012-13 Assessments

Introduction

In general, no public or other educational institution may administer required assessments outside of the published testing dates established by the State Board. However, the State Board has allowed the Department limited authority to grant exceptions to established testing dates under the following specific guidelines:

The Department shall:

- Not approve requests that provide for administration more than one week prior to the established dates.
- Not approve any requests for late administration.
- Approve only those requests based on long-standing community tradition or extraordinary or emergency circumstances.

Any request outside of the State Board guidelines must be submitted in writing to the Office of Student Assessment and presented to the State Board for review.

The directions below apply to schools/corporations wishing to:

- 1) Request early administration of a required ISTEP+ (Grades 3-8), IMAST, and/or IREAD-3 assessment.
- 2) Change their scheduled ECA testing dates within an established testing window.

Required Documentation / Process

Local

- If the superintendent (nonpublic/charter/choice principal) supports the request, **the form on page 2 of this document, along with rationale, must be submitted on or before the date indicated below (based on a particular testing window) to the Office of Student Assessment via fax at 317-233-2196:**
 - ✓ **Completed** Assessment Date Change Request form
 - ✓ **Documentation** supporting rationale for date change request
- Upon receipt of the request form and the rationale documentation, an email will be sent confirming receipt.

Submit an **Assessment Date Change Request Form** for the appropriate testing window (form due date appears after each window). Additional copies of the form must be submitted if more than one request is needed.

Assessment	Form Due	Assessment	Form Due
ISTEP+ App Skills	January 7, 2013	ECA-Fall	August 27, 2012
ISTEP+ M/C	March 4, 2013	ECA-Early Winter	October 1, 2012
IMAST	March 4, 2013	ECA-Late Winter	December 17, 2012
IREAD-3 (Spring)	January 21, 2013	ECA-Spring	February 25, 2013
IREAD-3 (Summer)	TBA	ECA-Summer	April 25, 2013

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- The Director of Student Assessment will ensure review of requests.
- The results of the review will be communicated to schools/corporations approximately two weeks after receipt of the request, **or longer if State Board action is required.**



Assessment Date Change Request Form: 2012-13 Assessments

Select **ONE** testing window (form due date appears after each window):

- ISTEP+ App Skills** (January 7, 2013)
- ISTEP+ M/C** (March 4, 2013)
- IMAST** (March 4, 2013)
- IREAD-3-Spring** (January 21, 2013)
- ECA-Fall** (August 27, 2012)
- ECA-Early Winter** (October 1, 2012)
- ECA-Late Winter** (December 17, 2012)
- ECA-Spring** (February 25, 2013)
- ECA-Summer** (April 25, 2013)

Additional copies of the form must be submitted if more than one test window date change request is needed.

1) Date of Request: _____

Corporation Name and Number: _____

School Name(s) and Number(s): _____

Person Submitting Request: _____

Title: _____

Telephone Number: (_____) _____

Email Address: _____

2) Published/Scheduled Testing Dates: _____

Requested Testing Dates: _____

3) Briefly describe the rationale related to this request (and include documentation via fax):

4) Superintendent or Nonpublic/Charter/Choice School Principal to Complete this Section:

Signature: _____ Date: _____

Print Name: _____

IMPORTANT: Be sure to include **documentation** supporting the request, along with **this form**, **on or before the date indicated based on the testing window** to the Office of Student Assessment **via fax at 317-233-2196**.

If you have questions, please contact **Linda Potter**, Assessment Support Specialist, by calling 317-232-9050 or via email at lpotter@doe.in.gov.

FOR IDOE USE ONLY

Submitted to State Board: ____ Yes ____ Not Applicable

____ Approved ____ Not Approved Date: _____ Initials: _____

Assessment Director Signature: _____ Date: _____