

Tasks and Timelines for the 2006 High Schools That Work Assessment

TASK	SCHEDULE and ESTIMATED TIME REQUIREMENTS
1. Identify Students	September – November, 2005 (Three Hours)
2. Deadline to Submit Order	No Later than October 21, 2005 (One Hour)
3. Notify Students and Teachers	September – November, 2005 (Two to Three Hours)
4. Identify Assistants (1 per 15 students)	September – November, 2005 (One to Two Hours)
5. Assessment Preparation Packet Sent by Mail. Review upon Arrival.	October – November, 2005 (Two to Three Hours)
6. Schedule Time and Place for Assessment (Including Make-up Sessions)	September – November, 2005 (Two Hours)
7. Department Chairs Classify Courses	October – December 9, 2005 (Five Days)
8. Prepare Student Rosters	October – December 9, 2005 (One to Two Hours)
9. Prepare Student Transcripts	November 11, 2005 – January 6, 2006 (Five Days)
10. Testing Materials Shipped to Sites	December 27, 2005 – December 30, 2005
11. Testing Materials Arrive at Sites	Between January 2-6, 2006
12. Assign Answer Documents to Students and Review Test Arrangements	January 2-6, 2006 (Three to Four Hours)
13. OPTIONAL: Complete Section One of the Student Survey (Course Experiences) for students	January 2-6, 2006
14. Administer the Assessment and Make-Up Sessions	January 9 – February 10, 2006 (Portions of Three to Four Days)
15. Deadline for Returning Testing Materials in Original Boxes	No later than February 10, 2006 (One to Two Hours)
16. Awards of Achievement Mailed by ETS	Early May, 2006
17. Site Reports Mailed by ETS	August 28, 2006

Questions?

- General: Contact Lisa Rion at (609) 734-5646 or lrion@ets.org
- Receipt of Materials: Contact Lisa Rion at (609) 734-5646