

Tasks and Timelines for the 2008 *High Schools That Work* Assessment

TASK	SCHEDULE and ESTIMATED TIME REQUIREMENTS
1. Identify Students	September – November, 2007 (Three Hours)
2. Deadline to Submit Order	No Later than October 31, 2007 (One Hour)
3. Notify Students and Teachers	September – November, 2007 (Two to Three Hours)
4. Identify Assistants (1 per 15 students)	September – November, 2007 (One to Two Hours)
5. Assessment Administration Materials Sent via E-Mail. Review upon Arrival.	September – November, 2007 (Two to Three Hours)
6. Schedule Time and Place for Assessment (Including Make-up Sessions)	September – November, 2007 (Two Hours)
7. Department Chairs Classify Courses	October – December 7, 2007 (Five Days)
8. Prepare Student Rosters	October – December 7, 2007 (One to Two Hours)
9. Prepare Student Transcripts	November 1, 2007 – January 4, 2007 (Five Days)
10. Student Testing Materials Shipped to Sites	Early December, 2007
11. Student Testing Materials Arrive at Sites	By December 14, 2007
12. Teacher Survey Materials Arrive at Sites	December, 2007
13. Assign Answer Documents to Students and Review Test Arrangements	December 10, 2007 – January 4, 2008 (Three to Four Hours)
14. RECOMMENDED: Complete Section One of the Student Survey (Course Experiences) for students	December 10, 2007 – January 4, 2008
15. Administer the Assessment and Make-Up Sessions	January 7 – February 1, 2008 (Two to four days)
16. Administer the Teacher Survey	January 7 – February 15, 2008 (One to Two Hours)
17. Deadline for Returning Student Testing Materials in Original Boxes to ETS	No later than February 1, 2008 (One to Two Hours)
18. Deadline for Returning Teacher Survey to TSARS at UGA	No later than February 15, 2008 (One to Two Hours)
19. Awards of Achievement Mailed by ETS	Mid-June, 2008
20. Student Reports Mailed by ETS	Mid-June, 2008
21. School Reports Mailed by ETS	Late August, 2008

Questions?

Contact Lisa Rion at (609) 734-5646 or lrion@ets.org
 Monday-Friday, 7:30 a.m.-4:00 p.m. (Eastern Standard Time). Questions will answered within 24 hours.