

Test Administration Office Hours

February 17, 2026

Deadline Reminders

- January 21 – March 6 – WIDA ACCESS & WIDA Alternate ACCESS Test Window
- January 26 – March 20 – NAEP Assessment Window
- February 9 – April 17 – SC-ALT Spring LCI Go-Live
- February 17 – March 13 – PTA Test Window
- February 19 – Career Readiness Assessment STC & TA Webinar (Online)
- February 20 & 23– Career Readiness Assessment DTC Only Pretest Webinar
- February 24 – Career Readiness Assessment STC & TA Webinar (Paper)
- February 24 – March 6 – ACT Paper and Online Test Dates
- February 25 – SC READY Precode Update File
- February 27 – deadline to enter SC READY & EOCEP testing schedules
- March 2 – April 17 – SC-ALT Test Window
- March 2- April 30 – College Board SAT Spring 2026 Test Window
- March 4 – EOCEP & SC READY DTC Pretest Workshop
- March 10 – EOCEP Pretest Workshop for STCs
- March 12 & March 19 – SC READY Pretest Workshop for STCs
- March 13 – EOCEP Spring 2026 Precode File due
- Mid-March (Last 45 days) - 4k Readiness Assessment Spring Window

Accommodations Documentation

The use of accommodations are to be documented within a students IEP, 504 and/or ILAP. These documents should represent the specific needs of the students disability or English proficiency, therefore these documents may not be mirror images.

- Individualized Education Program (IEP)
 - It should be explicitly stated within the students IEP how the accommodation should be administered. The implementation specifications should be documented within the narrative space within EDPlan SC.
- Section 504 Plan
 - It is imperative that this plan aligns with allowable accommodations on state assessments, and this alignment exists between summative assessments throughout the year and state assessments.
- Individualized Language Acquisition Plan (ILAP)
 - This document should be representative of the students needs based on their English proficiency. This document does not have the narrative space that an IEP has, therefore the

conversations between the ML case manager, general education teacher and STC are incredibly important.

High-Stakes Test Security Violations

- Apps to be familiar with:
 - Chat GPT
 - Instagram
 - Perplexity
 - Snapchat
 - Photomath
 - Google Translate/Gemini
 - Question AI
 - Gauth
- Recommended Test Ticket Procedure
 - STC and appropriate staff double-check accommodations before printing tickets
 - STC prints test tickets with appropriate accommodation listed
 - STC and TA check out test tickets using two-person process
 - During testing, TA verifies students' names while distributing tickets and collects them once students are logged in.
 - TA checks tickets in using two-person process with STC
- What to Expect During a SCDE Monitor Visit
 - STC Interview (including the review of)
 - Signed Confidentiality Agreements
 - Signed training rosters
 - Location of rooms with accommodations
 - Location of testing rooms
 - Your district's test security policy
 - In classroom observation (20-30 min)
 - Hallway observation of classrooms
 - Note-taking on our monitor checklist
 - Feedback at the conclusion of the visit
 - Monitor will be observing:
 - Device collection
 - Walls of classroom
 - Student seating
 - TA's active monitoring
 - Test ticket security
 - Noise levels

Additional Information

- This link will bring you to all recordings of previous Office Hours
- <https://ed.sc.gov/tests/assessment-information/test-administrative-team-office-hours-videos/>
- Next Scheduled Test Administration Office Hours
 - March 17, 2026 - 3:00 pm