



Take the Stress Out of Test Prep Checklist

April

- Create a summative test that serves as a practice EOC or EOY test using “Progress Learning Chooses the Questions”
- Review the Item Analysis report to determine specific questions causing misunderstandings
- Assign Quick Click Remediation to target individual practice for each student
- Review the Student Dot Rank from the Progress Report or the Assessment Results Report to identify areas of weakness weekly

May

- Continue to promote Alien Ranking Cards, Galaxy Stars, or Green Dots earned to help students finish the school year strong
- Create small groups for summer school
- Set up student settings
- Export Progress Reports for students attending summer school

June

- Implement on-grade-level remediation or Liftoff into summer school lessons
- Goal set with each student using the Progress Report and student data templates to track growth
- Incorporate instructional activities into curriculum for summer learning

July

- Save reports
- Save assessments
- Archive or delete unused or unwanted assessments
- Schedule and set up training and professional development for back to school with staff