

## Administrative Memo

**Date:** February 19, 2014  
**To:** School Administrators, District Testing Coordinators  
**From:** Sharon Helwig, Assistant Commissioner  
Office of College & Career Readiness  
**Subject:** CCR-14-005 – 2014 Weather Related Changes to Missouri Assessment Program Testing Windows

Districts wishing to change local testing schedules for Grade-Level and End-of-Course (EOC) assessments **within** the state testing windows may do so **without** requesting a weather extension. These changes may be made by contacting the testing vendor customer service. The regular state testing windows are as follows:

Grade-Level – March 31- May 16, 2014

End-of-Course (EOC) – February 24 - May 30, 2014

Those needing two EOC windows to accommodate the needs of graduating seniors should contact Questar to arrange a special senior testing window.

Additionally, due to the extreme weather conditions statewide in Missouri this year, the Department is offering school districts and local education agencies (LEAs) the option to request an extension of the regular state testing windows. The extension applies to the Grade-Level assessments, EOCs, ACCESS for ELLs and the second collection period for MAP-A.

If there is a local need to request an extension **outside** of the state testing window, please complete the form found at <http://www.dese.mo.gov/divimprove/assess/> and fax it to 573-526-0812 by March 21, 2014. Please be advised that an extension of the regular state testing windows may result in a yet to be determined delay in the delivery of student reports for all school districts, assessment data, and the state's Annual Performance Report (APR) release.

If you have any questions please contact the Assessment Section at 573-751-3545 or at [assessment@dese.mo.gov](mailto:assessment@dese.mo.gov).