



We are Menifee: Where we ensure every student transitions on a pathway to a successful future in academia, military or career.

TCT Procedures Checklist 2018-19

- By April 22nd complete two KDE approved TCT in all classrooms grades K-8 and every science course grades 9-12.
- There are at least three tasks at each grade level. Here is a link to TCT test bank on KDE website: [TCT Resources](#)
- Complete a post TCT task analysis of student responses and document these classroom reviews in PLCs. Include this documentation with your PLC notes. A link to a TCT post task reflection form is included in the Teacher's Corner on school website: [TCT Analysis](#)
- After PLCs analyze all of the student work in a grade level, choose one piece of student work for each of the two TCT that best represents that entire grade or course's work. Not the best piece, but the most representative.
- Redact the student's name from his/her TCT, write the name of the task and grade level directly on the TCT.
- By May 6th designated teacher from each grade level will scan the two representative grade level samples to your school's respective TCT Lead (guidance counselor, lead teacher or instructional coach depending on whom the principal designated). The designated teacher is to note in subject line that it is the TCT representative pieces. He/she is to name each piece attached in the email by School, Grade, TCT and Name of Piece, such as "Botts, Grade 1, TCT Picnic Time."
- By May 13th, School TCT Lead is to send **one** email to the District Assessment Coordinator (Catherine.hacker@menifee.kyschools.us) with his/her school samples (**12** pieces from Botts, **18** pieces from MES and **2** representative tasks from **each course** completed at MCHS). The TCT Lead is to name the email "School Name, TCT Representative Pieces"
- Alternatively, the principal may choose to have the documents shared via his/her Google process rather than email. If using this method, then the TCT Lead just needs to share with C. Hacker once all required samples are available (again, label each piece by School, Grade, TCT and Name of Piece).
- The remaining student TCT samples do not need to be kept.
- Analysis of TCTs are to be documented in PLC minutes.
- Contact Catherine Hacker (768-8012, Catherine.hacker@menifee.kyschools.us) if you need support.