**Non-Public School Testing Service**

**Spring 2025 Training**

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| **Date:** | Tuesday, April 29, 2025 |  |
| **Location:** | Zoom Link |  |
| **Presenters:** | Brian Swiger | Brian\_Swiger@ncsu.edu |
|  | Jaime Kelley | Jaime\_Kelley@dpi.nc.gov |
|  | Wendy Wooten | Wendy\_Wooten@dpi.nc.gov |

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| **Time** | **Training Topics** | **Presenter** |
| 8:30-10:30 | * *Test Coordinators’ Handbook*
* *Testing Security Protocol and Procedures for School Personnel*
* *The Proctor’s Guide*
* Policies and Procedures for EOG and EOC Test Administrations
 | Jaime, Wendy |
| 10:30-10:45 | Break |  |
| 10:45-11:45 | * TOPS Specific Training Information
* *Online Assessment Administration Guidance for Non-Public Schools*
 | Brian  |
| 11:45-12:00 | Q & A | All |
| 12:00-12:30  | Lunch Break |  |
| 12:30-1:15  | EOC Online Test Administration Training | Wendy |
| 1:15-2:00  | EOG Online Test Administration Training  | Jaime |

**Meeting Ground Rules**

1. Cameras on
2. Remain attentive
3. One person speaks at a time
4. Honor time limits