

2011-2012

Assessment Nuts and Bolts

What's Tested This Year?

- Reading, Grades 3-8 and High School
- Mathematics, Grades 3-8 and High School
- Science Grade 4, 7, and High School
- Social Studies, Grades 6, 8, High School
 - Grade 10 may also the assessment for OTL
- KELPA, All students receiving services

Testing Window for Summative Assessment (Secondary) – Fall Window

- OTL Reading and Math – October 5 through January 20
- OTL Science – October 5 through January 20
- OTL History/Government (Grade 12 and Grade 10 may take) October 5 –through January 20
- Alternate – December 31 through April 20 (students entering a new school on or after December 31 are exempt.)

Testing Windows for Summative Assessment (Secondary)- Spring Window

- OTL Reading and Math – February 15 through April 20
- OTL Science – February 15 through April 20
- OTL History/Government (grade 12 and grade 10 may take) – February 15 through April 20
- KELPA February 6 – April 20
- Alternate – December 31 through April 20 (Students entering a new school on or after December 31 are exempt.)

All windows are” hard close” with no make – up.

KIDS Tests submission Deadlines

- Reading, Math, Science, History-Government, and KELPA
 - Opens August 22, 2011
 - Deadline for submission one week prior to start of test
- KELPA
 - Opens August 22, 2011
 - Deadline for Pre-Slugging is January 6
- Alternate
 - Deadline is December 31
 - Submit early to access indicators and tools at www.cete.us

Length of Testing Window

- Length of window is “hard and fast” this year
- Plan to get all kids tested by deadline
- No time will be provided for make-ups
- Call KSDE early with kids who need SC codes
- Don't forget to call if KSDE can help with a problem.

Need Not Test Date

- On or after December 31 for Alternate
- On or after February 10 for Reading and Mathematics, both general and KAMM
- On or after February 10 for science both general and KAMM
- On or after February 10 for social studies both general and KAMM
- No “need not Test” date for KELPA

SC Codes that Must be coded by KSDE

- No code – Parent refusal. Call KSDE. They'll figure something out what to do about this.
- SC 33 – Student refuses to be tested
 - Document several tries
- SC 08 – Catastrophic Illness (Does not count against school)
- SC 29 – Emotional Trauma Illness (Does not count against school)
- Please Call KSDE on these. Do not test a student who should not be tested.

New Coding Information

- If you have home schooled or non-accredited private school students attending public schools
- If you want them to be excluded from 4 – year graduation rate then,
 - Code “0002” in KIDS field D2
 - KIDS will use the school coded in KIDS field D17 as the AYPO school in this one circumstance

New Coding Information (continued)

- If the student comes to the public school for an assessed subject, that student must be tested. In this case submit “0002” as the AYP School, the public school as the Funding School, and the public school as the Attendance School. Code the student for the subject he will take, and code him “C” for the subjects he will not take.

Recently Arrived Students

- Must be in the US school for the first time by one calendar year before the testing window begins.
 - On or after 2/15/11 for reading and math
 - On or after 2/15/11 for science
- These students Need not take the reading assessment if they take the KELPA.
- These students must take the math and science, but these are only counted for participation.
- All these students must take the KELPA
 - Call KSDE if a students has a significant disability

Available in the Fall or Not??

- Spanish Reading and Spanish History/Government (Not available in Spring or Fall).
- Braille is not available in the Fall.
- Large print is not available in the Fall.
- Audio IS AVAILABLE in the Fall.
- US and World History are available for sophomores and seniors only.
- Spanish side by side is not available
- Paper / pencil format is not available.

Incomplete Papers

- Important to call KSDE (785-296-3996) when student begins a test and then moves.
- Test is counted complete if 1/3 of the test is finished (counted and graded).
- Papers will be “Academic Warning” if you don’t call.
- Do not ask students to start tests if they will be leaving before testing is complete.

Important Ethics issues

- Comprehensive reviews may not be conducted on the day of the testing session or between testing sessions,
 - It is recommended that testing be administered on consecutive days.
 - Even if it is not, reviews cannot be conducted between testing sessions.
 - Once you begin testing, reviews need to stop

Important Ethics Issues (cont.)

- Schools may not require students use any particular instructional strategy when testing.
For example
 - Teachers may not require students to use scratch paper.
 - Teachers may not require students to show work.
 - Teachers may not grade scratch paper.

Closing of Student Editor

- Student data editor will close one week after the end of testing window.
 - January 27 for Fall OTL
 - April 27 for reading, math, science, social studies, and alternate.
 - May 18 for 9th and 10th OTL
 - May 7 for KELPA
- SC codes MUST be entered at that time.

Alternate Assessment Information

- All indicators must be entered by December 31, 2011.
- Students new to a school after December 31, 2011 need not be assessed.
- CETE evidence labels must be used.
- When choosing indicators for science, choose one from each from the first four standards and the last indicators from any of the other standards.

Alternate Assessment Information (continued)

- Sign-off is on the first page of the printed evidence label.
- Administrators must sign off be testing to assure that
 - No functional activities are used
 - Indicators are aligned to activities
 - Only assessable indicators are used

New Report Available

- Assessment History Report
- Location: Authentication Web Apps > AYP/QPA Accountability > #3
- After school district and building, search for the students name and ID number
- FERPA Caution: Do not share with teachers other than those assigned to the student for 2011/2012 school year.
- Will pull scores for present H.S. Student assessments back to 2008-2009 school year.
- Will pull scores for 3-8 students back to 2009 -2010 school year.

Information on Students Who Are Deaf and Hard-of-Hearing

- Teachers may sign to their students who are deaf or hard-of-hearing.
- Reading passages may not be signed.
- Teachers may use either Exact English or American Sign Language.
- In ASL, teachers will not sign every word and will not sign words in the same order.
- This is an allowable and acceptable practice for the state assessments.

Information on Students Who Are Deaf and Hard-of-Hearing

- Committee reviews revealed that the forms selected for read aloud are more accessible for students who are deaf and hard-of-hearing.
- In order to get the most acceptable form, choose the Read-Aloud test type for the Spring 2012 assessment. You will get the KCA general and the KAMM tests used for the entire state along with a script for signing directions and test items needed.
- This is not a requirement. It is optional.

Information for Students Using Brail

- Students using Brail for the state assessments may have manipulatives.
- Students using Brail need not ask for manipulatives
- For more information, see directions for brail assessment.

OTL Report

- Reminders
 - “All Students” includes all 9th, 10th, and 11th grade students for whom a TEST record has been submitted.
 - “Priority Alert” is a report that displays priority students with no test type designated on a TEST record.
 - Local student IDs, when present, will be displayed.

Test Security Update

- All test coordinators must be trained again this year.
 - If you were previously trained, join Mary's fun refresher course for veterans.
 - If you haven't been trained Mary offers a course for rookies.
- If you missed the conference sessions, we will offer Live Meetings later.
- Test coordinators are responsible for local training of teachers and building tests coordinators.

Test Security Continued

- State trained monitors will monitor testing sessions in 5- 10% of buildings.
 - We will again do a combination of volunteers and random selections.
 - The random sample will be stratified sample – representative of small/large, rural/urban, elementary/middle/high, area of the state, etc.
 - Visits are not optional – but are also defiantly NOT painful.

Test Security Continued

- How did we do?
- What were some of the things that could have been better?
- What were some of the things we did well?

Test Security Continued

- Here's the process this year—
 - Volunteer by November 30th if you are interested.
 - We will complete the sample by January 1.
 - Monitors will be trained in January.
 - We will match monitors with buildings in January.
 - Monitors will phone you to get your schedule.

Test Security Continued

- Monitors will work with building contacts to set up visits.
- PLEASE let monitors know if building changes testing dates.
- Monitors will send reports to KSDE.

Testing Monitoring Reminders

- District test coordinators will keep documentation of all read-aloud and P/P accommodations used.
- Monitors will check to make sure that students taking KAMM have an IEP standards Based measurable goal in the content area (reading and math).
 - Goals need to be content specific and based on grade-level standards.
 - When content area is either science or history/government, the goal in the IEP must be a reading goal

Paper / Pencil Accommodation

- All students are expected to be tested with KCA
- If an individual student requires a Paper/Pencil accommodation, order the appropriate test order type via KIDS – TEST.
- This accommodation must be routinely used in classroom instruction and assessment.

Paper / Pencil Accommodation Continued

- Questions to ask about the child:
 - Has the student used the computer for Formative Assessment?
 - Does the student have barriers to using the computer in individual or group instructional settings that require alternative assignments when the class is using the computer?

Paper / Pencil Accommodation Continued

- Students need for the Paper/Pencil accommodation must be documented on of the following:
 - ELL Plan
 - 504 Plan
 - IEP
 - Student Improvement Plan

Paper / Pencil Accommodation Continued

- Student improvement plan must include the following:
 - Student name
 - Student grade
 - Building/District name
 - Evidence documenting the need for the paper/pencil accommodation

Paper / Pencil Accommodation Continued

- Students mark their answers on the paper copy of the assessment.
- No answer sheets may be generated by a district.
- District or building personnel will work in pairs to enter student answer choices on KCA.

Options for Read-Aloud and KCA Voice

- Option 1: Individual student KCA form with reader
- Option 2: Individual student, KCA form, KCA voice
- Option 3: Individual student paper/pencil accommodation with reader
- Option 4: Group (never more than 3), paper/pencil accommodation with reader
- Option 5: Group (never more than 3), KCA reader

Scripts

- Available for math, science and reading questions and answers in Spring 2012.
- Scripts will not be available to readers until 24 hours before assessment.
- Districts must provide brief training for readers. Staff development materials are posted on the KSDE Assessment page.
- For Fall read-alouds, call Dave or Cherie. We will need student ID numbers to code students

General Information for Fall Read-Aloud

- Ordering Fall read-aloud will not work.
- CETE will no display tickets for the read-aloud test order types.
- KSDE will code the state IDs to document read-aloud test order type.
- You will need to read aloud from the screen scripts are not available.
- Readers should stand behind the student to avoid facial cueing.
- Readers must be trained prior to conducting a read-aloud.
- We recommend math person read math test to a student.
- All other Spring read-aloud guidelines and restrictions apply.
- Remind readers they are not to discuss, or disclose items with/to anyone.

KCA Voice

- Available for \$7.50 per computer
- Multiple students can use the same license as long as they use the same computer.
- License must be requested and purchased for each computer.
- License must be purchased only once. It will remain installed and can be used each year only with KCA software.

KCA Voice continued

- Licenses can be requested via an SAR at CETE.
 - >Log in
 - >Click NCLB
 - Click item #4, Special Action Request
 - >See drop down menu for Request Type
 - >Choose voice license
 - Complete the form and submit
- Contact person works with CETE to get software downloaded.

Registering for P/P and Read Aloud

- See Test Order Types listed in examiners manual.
- This is the guide for ordering assessments, paper/pencil, and read aloud.
- If you have a circumstance (Accommodation) not described on in the accommodations list on the student data editor, call KSDE.

Guidelines for Submitting Exit Records

- Schools must submit EXIT record for any student who stops attending the school within two weeks of the student's last day of enrollment.
- Submit EXIT records immediately when students exit and are known not to be returning.
- If a student is absent from school for ten days or more submit an Exit record if the student is not known to be returning.

Guidelines for Submitting Exit Records

Continued

- If a student is exited through KIDS and returns before 10 school days have lapsed, resubmit the Exit record with code “99.”
- If a student transfers to a different school within the same district, sending an EXIT record is required to guard against unresolved exits on the Dropout/Graduation Summary Report

Guidelines for Submitting Exit Records Continued

- If an Exit record was accidentally submitted for a student who did not actually leave, submit an EXIT record with the same State Student Identifier, AYP School and Exit Date with a code “99” in field D28 to undo previous EXIT record.
- When exited students re-enter (> 2 weeks), be sure to update school and district entry dates.

KSDE Resources

- 2012 Examiners' Manual SUMMATIVE
- 2012 Read-Aloud Training/Guidance
- 2012 KAAC Resources for New Testing Coordinators
- 2011-2012 Interim Assessment Examiner's Manual
- 2011-2012 Appropriate Testing Practices Fact Sheet
- 2012 Interim Assessment User
- 2012 Test Order
- 2012 Test Window Overview - High School
- 2012 Test Window Overview - Elem/Middle
- 2012-14 High School OTL Cohort Assessment Schedule
2012-16 History-Government and Writing Assessment