Nuts and Bolts

2011-2012

Rev. 10/28

Meet Mark Stephenson

- New member of the Assessment Team.
- Replacing Betty Phillips
- Mark will be managing the Assessment Help Desk
  - Phone: 785.296.2261
- During "Assessment Season," he will log your questions and direct them to a Consultant for call back or e-mail.
- During "Accountability Season," Dave's phone will roll over to the Help Desk Number.
- Mark will probably help with monitor visits.

What's Tested This Year?

- Reading, Grades 3-8 and high school
- Mathematics, Grades 3-8 and high school
- Science, Grades 4, 7, and high school
- Social Studies, Grades 6, 8, and 12
  - Grade 10 <u>may</u> also take the assessment for OTL.
- KELPA, All students receiving services

Testing Windows for Summative Assessment (Elementary and Middle)

- Reading and Math—February 15 through April 20
- Science—February 15 through April 20
- Social Studies—February 15 through April 20
- KELPA—February 6 through April 30
- 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.

Testing Windows 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 (grade12 and grade 10 <u>may</u> 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)--February15 through April 20
- KELPA—February 6 through April 30
- 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 Test Submission Deadlines

- Reading, Math, Science, History-Government, and KELPA
  - Open 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 me early with kids who need SC codes.
- Don’t forget to call if we can help with a problem.

“Need Not Test” Date

- On or after December 31 for Alternate
- On or after February 10 for Reading an 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 me. We'll figure out what to do about this.
- SC-33—Student refuses to be tested
  - Document several tries.
- SC-30—No effort on the part of the student.
  - Will NOT be given for a complete paper. Ever…..

Other Codes Coded by KSDE

- SC-39—Other reason (does not count against the school) <u>NOT FOR COMPLETE PAPERS!!</u>
- SC-08—Catastrophic Illness (does not count against the school)
- SC-29—Emotional Trauma (does count against the school)

Please, folks, call me on these. Don't try to test a student who shouldn't be tested.

New Coding Information

- If you have homeschooled or non-accredited private school students attending public schools
- If you want them to be excluded from the 4-year graduation rate, then
- Code "0002" in KIDS Field D2
- KIDS will use the school coded in KIDS Field D17 as the AYP 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 <u>will</u> take, and code him "C" for the subjects he <u>will not</u> take.

Recently Arrived Students

- Must be in a 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 math and science, but these are only counted for participation.
- All these students must take KELPA
  - Call us if a student has a significant disability

Available in the Fall—or Not??

- Spanish Reading and Spanish History-Government (not available in either Fall or Spring)
- Braille is not available in Fall.
- Large print is not available in Fall.
- Audio IS AVAILABLE in 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 as 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 (continued)

- Schools may not require students to 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 Data Editor

- Student data editor will close one week after the end of the 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 by 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 each from the first four standards and the last indicators from any of the standards.

Alternate Assessment Information (continued)

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

New Report Available

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

Information for 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 for 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 accessible 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 as needed.
- This is not a requirement. It is optional.

Information for Students Using Braille

- Students using Braille for the state assessments may have manipulatives.
- Students using Braille need not ask for manipulatives.
- For more information, see directions on the Braille 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've missed the conference sessions, we will offer Live Meetings later.
- Test coordinators are responsible for local training of teachers and building test coordinators.

Test Security Update (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 a stratified sample—representative of small/large, rural/urban, elementary/middle/high, area of the state, etc.
  - Visits are not optional—but they are also definitely NOT painful!

Test Security Update
(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 Update (continued)

- Here's the process this year—
  - Volunteer by November 30 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 testing schedule.

Test Security Update (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.

Test 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 the 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 assessed 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 assessments?
  - 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)

- Student's need for the paper/pencil accommodation must be documented on one of the following
  - ELL Plan
  - 504 Plan
  - IEP
  - Student improvement plan

Paper/Pencil Accommodation (continued)

- Student improvement plans 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-level 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, reader
- Option 4: Group (never more than 3), paper/pencil accommodation with reader
- Option 5: Group (never more than 3), KCA with reader

Scripts

- Available for math, science, and reading questions and answers in Spring, 2011.
- Scripts will not be available to readers until 24 hours before the assessment.
- Districts must provide a 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 a read-aloud test order type in the Fall won't work.
- CETE will not display tickets for the read-aloud test order types.
- KSDE will code the state IDs to document read-alouds in Fall.
- You will need to read aloud from the screen because 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 a math test to a student.
- All other Sparing read-aloud guidelines and restrictions apply.
- Remind readers they are not to discuss, analyze, 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.
  - > Login
  - > Click NCLB
  - > Click Item # 4, Special Action Request
  - > See drop-down box 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 Examiner's Manual.
- This is the guide for ordering assessments, paper/pencil, and read-aloud.
- If you have a circumstance (accommodation) not described here or in the accommodation list on the student data editor, call me.

Guidelines for Submitting Exit Records

- Schools must submit an 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 a 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 of "99" in field D28 to undo the previous EXIT record.
- When exited students re-enter (> 2 weeks), be sure to update school and district entry dates.

Questions??

- Write them down.
- Give them to me.
- We'll send answers on listserv.