

# SCIENCE BASELINE BENCHMARK ASSESSMENT 2020-2021 VIRTUAL ADMINISTRATION



# Purpose

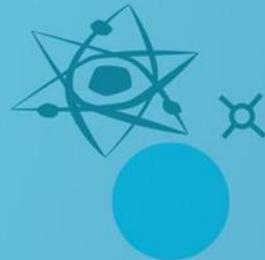
- Monitor student progress of the Next Generation Sunshine State Standards (NGSSS).
- Provide valid and reliable information regarding content mastery and/or instructional focus.
- Utilize the data to make meaningful and timely curricular decisions.
- Progress reporting tool for School Improvement Plans.

# Usage of Science Baseline Data

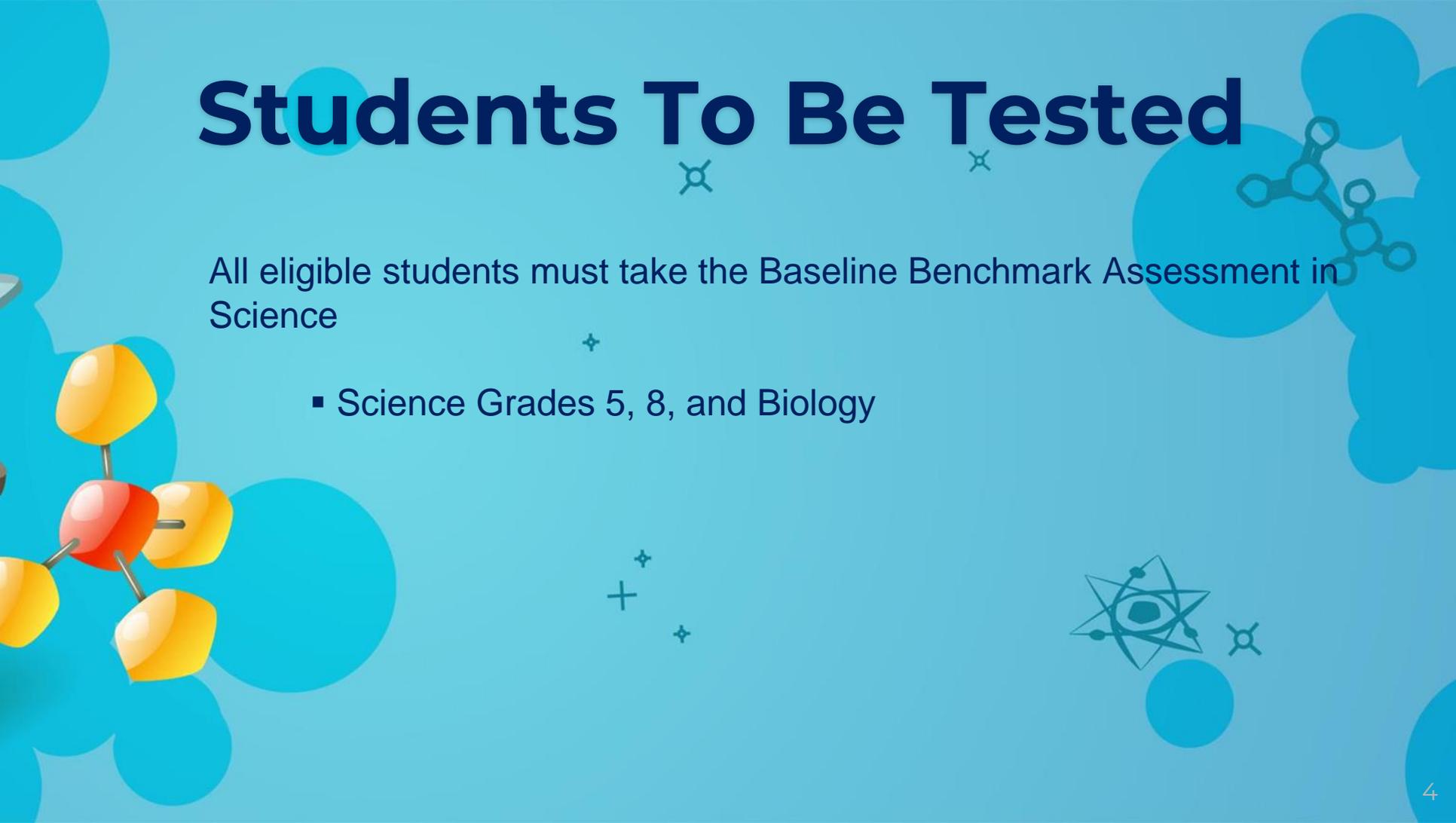
The Science Baseline Assessments should be used as a “precursor” to determine what content students know and need to be taught. It is a snapshot of previous learning; therefore, debriefing with students should not be considered nor providing them with a classroom grade.

Best practice strategies for using the science baseline data could include the following.

- To make instructional decisions about strengths and needs
- To determine flexible groupings
- To differentiate instruction
- To determine if the students need basic knowledge or application-based activities
- To track deficiencies and proficiencies by standards over time
- To determine which students are ready for advanced instruction



# Students To Be Tested



All eligible students must take the Baseline Benchmark Assessment in Science

- Science Grades 5, 8, and Biology

# Administration Timeline

Date	Task
September 1– September 11, 2020	<p data-bbox="969 299 1586 426">View Training Materials: PowerPoint Program Guide, and Guidelines for Remote Testing</p> <p data-bbox="969 481 1418 517">Conduct Training Sessions</p> <p data-bbox="969 572 1580 696"><b>Computer-Based Administration:</b> Assign and Release Assessments to Classes in Performance Matters</p>
September 14– October 2, 2020	<p data-bbox="969 728 1669 805">Administration of the Baseline Benchmark Assessment</p> <p data-bbox="969 863 1470 941">Download Score Reports from Performance Matters</p>

# Testing Format (Computer-Based)

Grade	Number of Standards	Item Type	Number of Items	Approximate Testing time
5	25	Multiple-choice	66	66 minutes
8	53	Multiple-choice	73	73 minutes
Biology	20	Multiple-choice	67	67 minutes

# Administration Process

- Computer-Based Assessment in Performance Matters
- Untimed (can be administered over 2-day time period including a starting and stopping point)
- Universal Design Features available for all students
- Test Administrators should read [Guidelines for Remote Proctoring in Performance Matters](#)
- Monitor students in Zoom or TEAMS via OLA Student Administration
- Braille Formats to be mailed to students' home (see slide #15 for details)
- Reference sheet for grade 8 and biology can be made available to students prior to testing or students can use the embedded reference sheet in Performance Matters.
  - Periodic Table of Elements is located at <http://oada.dadeschools.net/IAP/BiologyGrade8ReferenceSheet.pdf>
- Score Reports via Performance Matters

# Administration Decisions

- Approximate testing times are only an estimate of the amount of time it would take a student to complete the test.
- Baseline Assessments are not timed tests; every opportunity should be provided for students to complete the test.
- Due to the length of the tests, testing may be divided into two sessions.
  - A stopping point should be designated in advance for all classrooms/students.
  - Students should not be allowed to revisit a section on the test that was administered during a previous testing session.

# Accommodations

Accommodations must be provided for students with disabilities, students with 504 plans, and English language learners. Use of accommodations are dictated by a student's individualized educational plan and mirror those consistently being used for curricular instruction.



**Flexible setting.** Students may be administered the test individually or in a small group setting. Additionally, students may require use of special lighting, adaptive furniture, or special acoustics.



**Flexible scheduling.** Students may be administered the test during several brief sessions or require extended time.



**Recording of answers.** Students may use varied methods to respond to the test, including the mouse, keyboard, assistive technology (as available), written, signed, or verbal response.



**Auditory or sign language presentations.** The teacher may sign, provide oral interpretations of, or read general directions.



**Dictionary.** Students who use sign language as their primary means of communication may use an English/sign or sign/English translation dictionary. ELL students must have access to an English-to-heritage or heritage language-to-English dictionary.



**Mechanical aids.** Students may use a magnifying device, a pointer, a noncalibrated ruler or template, or other similar devices to assist in maintaining visual attention to the passages and the questions

# Performance Matters Embedded Universal Tools

Tool Name	Icon	Purpose
Highlight		To mark desired text, questions, or answers.
Straight Edge		Allows students to draw a line to stay focused on a particular row or area on screen
Eliminator		Allows students to cross out answer options they think are incorrect while blocking out the rest of the question or the other answer options.
Flag		To mark an item for later review

# Location of Embedded Universal Tools

Performance Matters Welcome, John Allan Connection Status: Good All changes saved

Question 1 of 9 - Clear Highlighter

Flag Eliminator Highlighter Straight Edge Submit Test

SCIENCE PRACTICE TEST Question: 1-1

Janelle and Gail carried out an experiment to examine the effect of fertilizer on plant height. Their data are recorded in the tables.

**EFFECT OF FERTILIZER ON PLANT HEIGHT—JANELLE**

Day	Plant Height with Fertilizer (in.)	Plant Height without Fertilizer (in.)
0	5	3
2	6	3.5
4	6.5	4.5
6	8	5

**EFFECT OF FERTILIZER ON PLANT HEIGHT—GAIL**

Day	Trial 1, Trial 2, Trial 3 (cm)	Trial 1, Trial 2, Trial 3 (cm)
0	11, 12.5, 12	7.5, 8, 8.5
2	14.5, 15.5, 13.5	8, 9, 9
4	16, 16.5, 15	9.5, 11, 10.5
6	18.5, 20, 19	11.5, 12.5, 12

Which student has data that provides more support for the experiment?

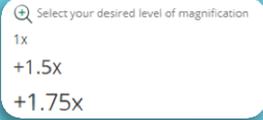
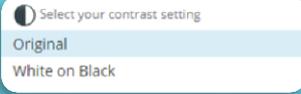
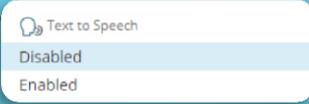
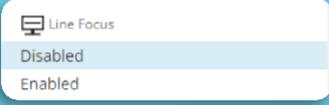
Janelle, because she conducted one trial

# Accommodation Tools

Accommodation Tools are available to **all** students in Performance Matters. These tools can be accessed through the tool icon **gear** located on the right-hand side of the test screen. They must be selected and/or enabled by the student in order to be available during testing.

**Gear Icon**



Tool Name	Icon/Menu	Purpose
Screen Magnification		To increase or magnify screen size in order to view item
Contrast		To adjust background (black) and font (white) based on student needs or preferences
Text-to-Speech		Text is read aloud to the student via embedded text-to-speech technology (must be Enabled in Performance Matters by student)
Line Focus		Allow focus to a single line of text through highlighting selected area in gray (must be Enabled in Performance Matters by student)

# Location of Accommodation Tools

The screenshot shows a web interface for 'Performance Matters'. At the top, it says 'Welcome, John Allan' and 'Connection Status: Good'. Below this is a navigation bar with 'Question 2 of 9' and several icons. The main content area is titled 'SCIENCE PRACTICE TEST Question: 1-2' and contains a question about the Solar System. To the right, an accessibility menu is open, showing options for Magnification, Contrast, Text-to-Speech, and Line Focus, each with a 'Disabled' and 'Enabled' toggle. Red arrows point from labels to these menu items.

Performance Matters Welcome, John Allan Connection Status: Good

Question 2 of 9

SCIENCE PRACTICE TEST Question: 1-2

Description of certain objects found in our Solar System:

- Most of these objects come from the outermost reaches of the Solar System
- May travel inside our Solar System
- Move in their own orbits
- Their orbits are more elliptical than the other types of objects in our Solar System

Which type of object found in our Solar System **best** fits this description?

- asteroid
- comet
- moon
- planet

Logout

Select your desired level of **magnification**

- 1x
- +1.5x
- +1.75x

Select your **contrast setting**

- Original
- White on Black

**Text to Speech**

- Disabled
- Enabled

**Line Focus**

- Disabled
- Enabled

**Gear**

**Magnification**

**Contrast**

**Text-to-Speech**

**Line Focus**

# Embedded Calculator and Reference Sheet

Performance Matters Welcome, [User Name]

Question 2 of 9

Connection Status: Good All changes saved

Submit Test

Click for calculator to appear.

SCIENCE PRACTICE TEST Question: 1-2

Description of certain objects found in our Solar System:

- Most of these objects come from the outermost reaches of the Solar System
- May travel inside our Solar System
- Move in their own orbits
- Their orbits are more elliptical than the other types of objects in our Solar System

Which type of object found in our Solar System **best** fits this description?

asteroid

comet

moon

planet

Click for reference sheet to appear.

Reference

Periodic Table of Elements

Group	1	2	Transition Metals										13	14	15	16	17	18	
IA	IIA											IIIA	IVA	VA	VIA	VIIA	0		
Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	H	He											B	C	N	O	F	Ne	
2	Li	Be	Transition Metals										Al	Si	P	S	Cl	Ar	
3	Na	Mg	Transition Metals										Zn	Ga	Ge	As	Se	Br	Kr
4	K	Ca	Sc	Ti	V	Cr	Mn	Fe	Cobalt	Ni	Cu	Zn	Ga	Ge	As	Se	Br	Kr	
5	Rb	Sr	Y	Zr	Nb	Mo	Tc	Ru	Rh	Pd	Ag	Cd	In	Sn	Sb	Te	I	Xe	
6	Cs	Ba	La	Ce	Pr	Nd	Pm	Sm	Eu	Gd	Tb	Dy	Ho	Tm	Pb	Bi	Po	At	Rn
7	Fr	Ra	Ac	Th	Pa	U	Np	Pu	Am	Cm	Bk	Cf	Es	Fm	Md	No	Lr		

Inner Transition Metals

Lanthanide series

Ce	Pr	Nd	Pm	Sm	Eu	Gd	Tb	Dy	Ho	Er	Tm	Yb	Lu
Th	Pa	U	Np	Pu	Am	Cm	Bk	Cf	Es	Fm	Md	No	Lr

# Handling of Braille Forms

- The Braille format for visually impaired students will be mailed directly to the students' home or school
- Schools need to contact parents, verify home address, and advise the Test Administration Center of the correct address before the materials will be mailed.
- The teacher of the visually impaired student should contact Student Assessment for an original form of the assessment.
  - Record all students answers on a student answer sheet, which can be downloaded in Performance Matters.
- The teacher of the visually impaired have the following options for processing the student's answer sheet for scoring purposes.
  - The Braille student answer sheet should be emailed to [testplatform@dadeschools.net](mailto:testplatform@dadeschools.net) for scanning into the Performance Matters platform, if the teacher of the visually impaired does not have access to the designated scanning computer(s) at the school site.
  - The teacher of the visually impaired can obtain the student's M-DCPS login credentials for the portal, then login as the student and record answer responses on the OLA version of the assessment.
  - Download the installation and scanning script software located at <http://oada.dadeschools.net/IAP/IAP.asp> using the installation procedures and then scan the answer sheet. Contact [testplatform@dadeschools.net](mailto:testplatform@dadeschools.net) if you need assistance with installation and scanning process.

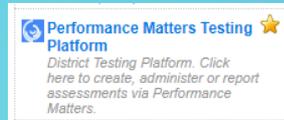
# Computer-Based Testing Logistics

- Allow students to watch the Performance Matters student video prior to testing located at <https://performancematters.wistia.com/medias/wztla4fwv4>
- The Test Administrator should have all students' M-DCPS ID numbers available the day of testing to avoid any delay of testing.
  - Students will use their M-DCPS 7-digit ID number to login into the portal with their password.
- Test Administrators must proctor students and have the video conferencing (Microsoft **Teams**, **Zoom**, or **Newrow**) window showing the OLA Student Administration window and the video tiles of the students to ensure fidelity during testing.
  - Monitor student status during the testing session from **Microsoft Teams, Zoom, or Newrow** via the **OLA Student Administration** screen.
  - The **lockdown browser** feature will be activated during testing and if students are locked out they will have to be unlocked via the **OLA Student Administration** screen
- Direct students' attention to the pre-determined **stopping point**, if a test is to be administered over two sessions. Have them logout without submitting the test if two sessions will be administered.
- Unassign or Lock the assessment if over 2 students are testing days, this avoids them from accessing the assessment after school hours.

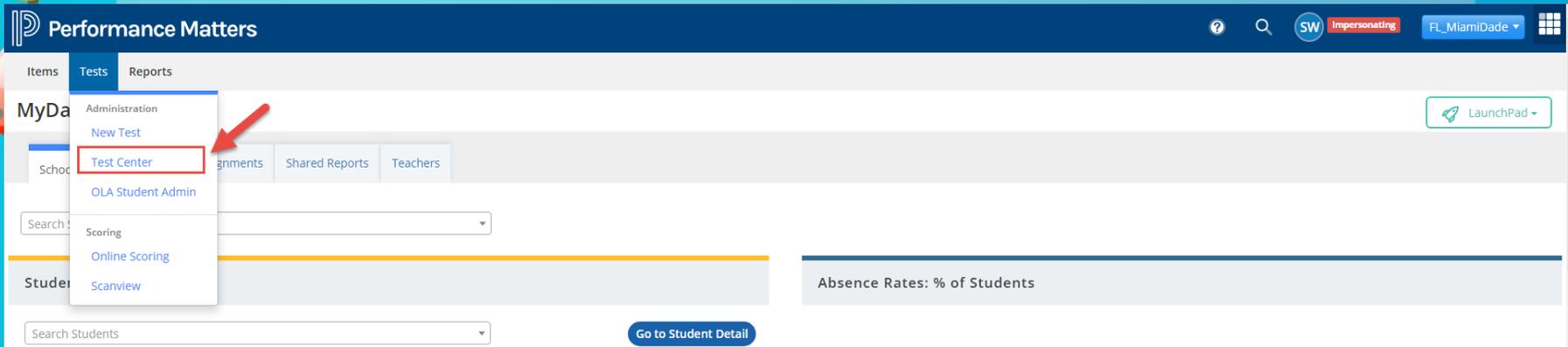
# Assigning Assessment to Students

Login to Performance Matters via the **Portal**

Click the **Apps|Sites|Services** link, scroll down to the **Performance Matters** app.



Click on **Tests** from the menu, and then **Test Center**

A screenshot of the Performance Matters web application interface. The top navigation bar is dark blue with the 'Performance Matters' logo on the left and user information (SW, Impersonating, FL\_MiamiDade) on the right. Below the navigation bar, there are tabs for 'Items', 'Tests', and 'Reports'. The 'Tests' tab is active, and a dropdown menu is open, showing options: 'Administration', 'New Test', 'Test Center', 'OLA Student Admin', 'Scoring', 'Online Scoring', and 'Scanview'. A red arrow points to the 'Test Center' option. The main content area shows a search bar for 'Search Students' and a 'Go to Student Detail' button. There is also a section for 'Absence Rates: % of Students'.

# Searching for an Assessment in Test Center

**Performance Matters** FL\_MiamiDade

Items Tests Intervention Reports Admin

**Test Center**  
Tests available for release and scoring

**Select variables by Course Type, Assessment Category, or Test Grade**

Additional Filters Course Type: Science Assessment Category: Interim Assessments Test Grade Level: 5

Search by Title or ID

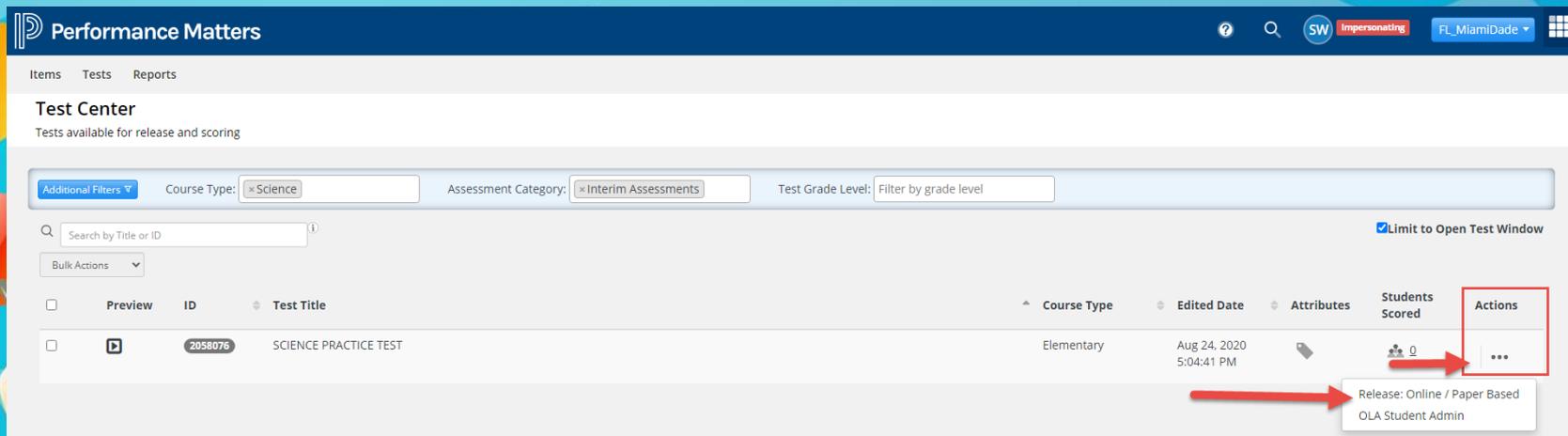
**The test ID, if provided, can be typed here. Then click the search tool for the test to appear below.**

Limit to Open Test Window

Preview	ID	Test Title	Course Type	Edited Date	Attributes	Students Scored	Actions
<input type="checkbox"/>	2058076	SCIENCE PRACTICE TEST	Elementary	Aug 24, 2020 5:04:41 PM		0	...

# Assigning an Assessment to Students in Test Center

- Under **Actions** click the ellipses icon
- Select **Release: Online /Paper-Based** from the dropdown menu



The screenshot displays the Performance Matters Test Center interface. At the top, the header includes the Performance Matters logo, navigation links for Items, Tests, and Reports, and user information (SW, impersonating, FL\_MiamiDade). Below the header, the Test Center section shows filters for Course Type (Science), Assessment Category (Interim Assessments), and Test Grade Level (Filter by grade level). A search bar and a table of test items are visible. The table has columns for Preview, ID, Test Title, Course Type, Edited Date, Attributes, Students Scored, and Actions. A red box highlights the Actions column for the 'SCIENCE PRACTICE TEST' item, and a red arrow points to the ellipses icon. A dropdown menu is open, showing the option 'Release: Online / Paper Based' selected, with another red arrow pointing to it.

Performance Matters

Items Tests Reports

### Test Center

Tests available for release and scoring

Additional Filters ▾ Course Type: Science Assessment Category: Interim Assessments Test Grade Level: Filter by grade level

Search by Title or ID

Limit to Open Test Window

Preview	ID	Test Title	Course Type	Edited Date	Attributes	Students Scored	Actions
<input type="checkbox"/>	2058076	SCIENCE PRACTICE TEST	Elementary	Aug 24, 2020 5:04:41 PM		0	...

Release: Online / Paper Based  
OLA Student Admin

# Procedure for Assigning an Assessment to Students via Test Editor Screen

A Test Editor screen appears with all students associated to the test and by default all students appear as selected  and **Unassigned**.

- To deselect any students click the check next to their name
- To assign students by class or section click the **All Classes**
- To assign the assessment to selected students click the **Release** icon

**Note:** The **Add Student Filter** can be used to select specific classes or students.

SCIENCE PRACTICE TEST

Status area

Add Student Filter

Unassigned	Assigned	In Progress	Finished
4	0	0	0

Showing 1 to 4 of 4 students Selected: 4

<input checked="" type="checkbox"/>	Student ID	Name	Status
<input checked="" type="checkbox"/>	0:	C IO	Unassigned
<input checked="" type="checkbox"/>	38	LI M	Unassigned
<input checked="" type="checkbox"/>	54	AN	Unassigned
<input checked="" type="checkbox"/>	47	VA ER	Unassigned

Assign to specific classes or sections

Click to Release to Students

All Classes

Search:

Blank Answer Sheet Preplugged Sheets **Release** Unrelease Close

Access Sci Grade 5 - E90 01  
Science Grade Five - E98 01

# Accessing the OLA Student Administration

The **OLA Student Administration** is the “live” tracking and monitoring of students while they are taking the assessment online. The OLA Student Admin screen can be accessed through the splash screen (**main page**) page or **Test Center**.

**Performance Matters**

Click Tests from the toolbar menu.

MyDa Administration  
New Test  
Test Center  
OLA Student Admin

School Assignments Shared Reports Teachers

Search Students

Go to Student Detail

Absence Rates: % of Students

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**Performance Matters**

Test Center  
Tests available for release and scoring

Additional Filters Course Type: Filter by course type Assessment Category: Filter by assessment category Test Grade Level: Filter by grade level

2060309

Limit to Open Test Window

Under Actions, click the ellipses and select OLA Student Admin

Preview	ID	Test Title	Course Type	Edited Date	Attributes	Students Scored	Actions
<input type="checkbox"/>	2060309	Copy of Aventura Test 4	English	Aug 28, 2020 9:43:49 AM			Download Test Release: Online / Paper Based OLA Student Admin

# Proctoring Students in Performance Matters

The OLA Student Administration should be present in the **video conferencing (Microsoft Teams, Zoom, or** window while students are testing. Once the assessment is Assigned to students and the students begin to test click **Live Updates** to view current actions that are occurring with students

- Students status will move from **Assigned** to **In Progress**
- Note the number of items being answered as students are progressing through the test
- Once students hit submit, they are moved to the **Submitted** status
- The test is completed once students are moved to the **Finished** status in Performance Matters.

Performance Matters

OLA Student Administration

Test Title: Copy of Aventura Test 4 (3011300,2060309)

Live Updates:

Unassigned: 25,628 | Assigned: 0 | Locked: 0 | In Progress: 0 | Submitted: 0 | Finished: 1

Student ID	Student Name	Status	Items Answered
0942366	Allan, Jorge	In Progress	3/3



# Performing Actions in OLA Student Administration (Other Choose an Action Features)

The screenshot shows the 'Performance Management' interface with the 'OLA Student Administration' section. A dropdown menu is open, listing various actions for 2 unassigned students. The actions listed are: Release 2 Unassigned students to OLA, Move to Unassigned, Unlock Test, Lock Test, Move to Submitted, Move Submitted to In Progress, and Move Finished to In Progress.

## Typical Status Change Actions for One or More Selected Students

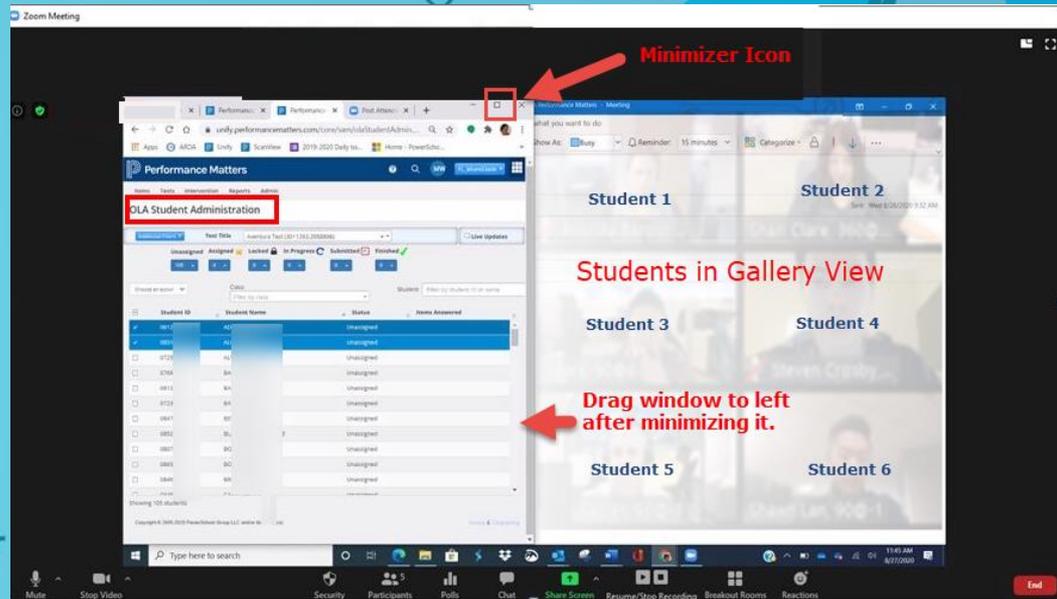
This table notes possible reasons, outlines completion steps, and gives cautions for actions taken for one or more selected students.

Action	Reason	Steps to Complete Action (after you have selected a test and narrowed the list of students to display)
Move student to Unassigned	The student was assigned the test in error.	<ol style="list-style-type: none"> <li>1. Select the checkbox for each student next to their Student ID.</li> <li>2. Select <b>Choose an action</b>, then click <b>Move to Unassigned</b>.</li> </ol>
Move student from In Progress to Submitted	The student forgot to submit their test upon completion.	<ol style="list-style-type: none"> <li>1. Select the checkbox for each student next to their Student ID.</li> <li>2. Select <b>Choose an action</b>, then click <b>Move In Progress student to Submitted</b>.</li> </ol>
Move Locked to Submitted	The student's locked test must be submitted.	<ol style="list-style-type: none"> <li>1. Select the checkbox for each student next to their Student ID.</li> <li>2. Select <b>Choose an action</b>, then click <b>Move Locked student to Submitted</b>.</li> </ol>
Move Submitted to In Progress	Student who submitted the test in error the same day.	<ol style="list-style-type: none"> <li>1. Select the checkbox for each student next to their Student ID.</li> <li>2. Select <b>Choose an action</b>, then click <b>Move Submitted to In Progress</b>.</li> </ol>
Move Finished to In Progress	Student who submitted the test in error and the test has already been processed.	<ol style="list-style-type: none"> <li>1. Select the checkbox for each student next to their Student ID.</li> <li>2. Select <b>Choose an action</b>, then click <b>Move Finished to In Progress</b>.</li> <li>3. Click <b>Confirm</b> in the Caution window to proceed. Note that continuing will remove rubric scores and responses added from Online Scoring for the entire test.</li> </ol>
Lock Test	Teacher needs to lock test for students who are In Progress.	<ol style="list-style-type: none"> <li>1. Select the checkbox for each student next to their Student ID.</li> <li>2. Select <b>Choose an action</b>, then click <b>Lock Test</b>.</li> </ol>
Unlock Test There are additional ways to unlock tests for students.	Teacher needs to restore access to test for students.	<ol style="list-style-type: none"> <li>1. Select the checkbox for each student next to their Student ID.</li> <li>2. Select <b>Choose an action</b>, then click <b>Unlock Test</b> to change the student's test status to In Progress.</li> </ol>

**Tip:** If you do not see the confirmation message, ensure that you do not have pop-up blockers enabled.

# Proctoring via Zoom, Microsoft Teams, or Newrow

- Access **Performance Matters** through the **Portal**
- Launch Zoom, TEAMS, or Newrow **prior** to admitting students to the testing session.
- Access the Performance Matters **OLA Student Administration** screen
- Click the **Minimizer Icon** to restore down or hold the **Windows Key** and press down arrow key. (**Control-M in Safari windows**)
- Move the Performance Matters window to left.
- Click the shared screen feature in Zoom, TEAMS, or Newrow and select the **OLA Student Administration** window.
- Admit students into TEAMS, Zoom, or Newrow.
- Click the Gallery view in Zoom, TEAMS, or Newrow resulting in a side-by-side view as shown in the screenshot.
- All students should be in view of the camera as they are testing.

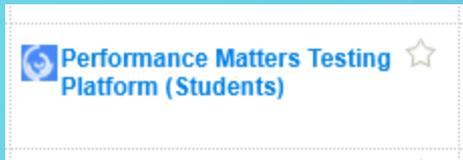


# Student Login Procedures

Students should logon to M-DCPS Student Portal using their own credentials.

Click the **Apps|Sites|Services** link.

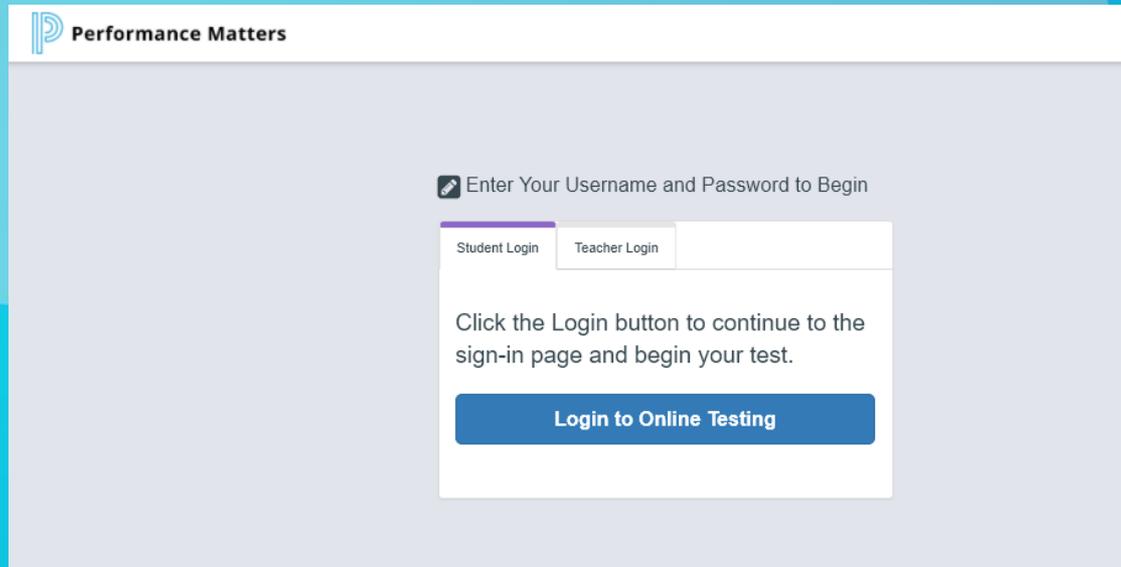
Scroll down to **the Performance Matters Testing Platform** app.



Click the app to login into the **Performance Matters** platform.

# Launching Test

Click the Login to Online Testing button 



The screenshot shows the Performance Matters login interface. At the top left is the Performance Matters logo. Below it, a heading reads "Enter Your Username and Password to Begin". There are two tabs: "Student Login" (selected) and "Teacher Login". Below the tabs, a message says "Click the Login button to continue to the sign-in page and begin your test." At the bottom of the form is a blue button labeled "Login to Online Testing".

# Available Test Screen

Select the test by clicking on the name of the test.

**Available Test(s)** Search:

Course	Test	Question Count
English	Copy of Aventura Test 4	3

# Starting Testing

Click the **Next** icon to start.



Aventura Test

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**Navigation**

← Previous question      → Next question      **Submit Test** Submit test

Previous      Next

---

**Tools and Notifications**

? Help      🚩 Flag question for later review      🚩 Remove flag      ↻ Clear Highlighting      📄 Open a reference sheet      ✎ Highlight

Back      **Next**

# Completing the Testing

Students need to ensure that all test questions have been answered prior to submitting the test for scoring.

- Direct students to click the Status of Questions dropdown menu to determine if they have answered all questions.
- The test should be submitted on the last screen or question by clicking the green **Submit Test** icon.

The screenshot displays the Performance Matters test interface. At the top, the user is logged in as John Allan. The page title is 'SCIENCE PRACTICE TEST' and the current question is 'Question: 1-9'. A yellow callout box points to the 'Question 9 of 9' dropdown menu, with the text 'Click the dropped down for Flagged and Unanswered questions'. A red box highlights the 'Submit Test' button, with a red arrow pointing to it. A yellow callout box points to the 'Status of Questions' dropdown menu. The main content area shows a diagram of the water cycle with three numbered stages: 1 (evaporation), 2 (condensation), and 3 (precipitation). Below the diagram, the question asks: 'During which numbered stage is condensation occurring?'. The options are: Stage 1, Stage 2, Stage 3, and Stage 4.

Performance Matters Welcome, John Allan Connection Status: Good All changes saved

Question 9 of 9

SCIENCE PRACTICE TEST Question: 1-9

Pat created the following diagram to show the water cycle.

THE WATER CYCLE

During which numbered stage is condensation occurring?

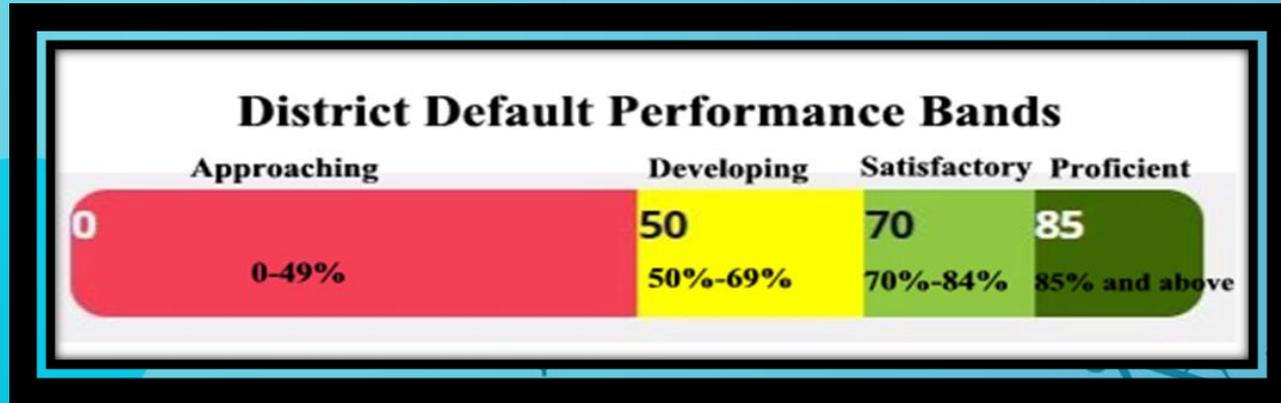
- Stage 1
- Stage 2
- Stage 3
- Stage 4

# View/Print Reports

- **Student Item Analysis** Report (SIA) are available approximately 15-30 minutes after scanning.
- Baseball Card, Scoreboard, and Comparative Results Reports are available approximately 24 hours after scanning.
- Direct classroom teachers and administrators to view, download and/or print score results after testing for analysis purposes.
- Teachers should use the SIA to determine students' strengths and weakness.

# District Default Performance Levels

Baseline Assessments utilize the district default bands of **Approaching (red)**, **Developing (yellow)**, **Satisfactory (light green)**, and **Proficient (dark green)**.



# Program Contacts

**Ms. Felicia Mallory, Executive Director**  
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