

Miami-Dade County Public Schools



MID-YEAR
INTERIM
ASSESSMENT
PROGRAM
2019-2020

PURPOSE

- Monitor student progress of the Next Generation Sunshine State Standards (NGSSS) and the Florida Standards (FS) .
- 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.

Students To Be Tested

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All eligible students must take the Mid-Year Assessments in English Language Arts, Mathematics, Science, and Social Studies.

- English Language Arts, Grades 9 and 10
- Science, Grades 5, 8
- All students enrolled in:
 - Algebra I
 - Geometry
 - Biology I
 - U.S. History
 - Civics





Administration Format

Subject Area	Grade Levels	Administration Format	Administration Window
English Language Arts (ELA)	Grades 9 and 10	Computer	November 18 –December 20, 2019
Algebra 1 Geometry	Enrolled Students	Computer	
Science	Grades 5 and 8	Paper	January 21 – February 21, 2020
Biology	Enrolled Students	Computer	
U.S. History Civics	Enrolled Students	Computer	





Number of Items Per Test

Grade Level	Reading	Math	Science	Social Studies
5	N/A	N/A	54	N/A
7	N/A	N/A	N/A	58 Civics
8	N/A	N/A	64	N/A
9	40 (CBT) 37* (PBT)	44 Alg 1 (CBT) 44* Alg 1 (PBT)	N/A	N/A
10	42 (CBT) 41*(PBT)	N/A	N/A	N/A
11	N/A	39 Geometry (CBT) 41* Geometry (PBT)	67 Bio	60 US His



Approximate Testing Times



Before the Test

**Approximately 10
minutes to pass
out materials**

Administration Time

**Approximately
90-112 minutes**

After the Test

**Approximately 10
minutes to collect
testing materials**



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



PREPARATION of MATERIALS

- Inventory all Mid-Year Assessment materials upon receipt.
 - If materials are missing from your order, please contact Student Assessment and Educational Testing at 305-995-7520.
- Charter Schools must print Mid-Year test forms from provided PDF files (specified grade levels).
- Print Reference Sheets for grade 8 science, biology, algebra, and geometry. Graphing paper should be distributed for geometry.
- Print Pre-Slugged Answer Sheets for paper-based assessments
- Retrieve Test IDs for computer-based testing (allows teachers to find tests easier) for the purpose of assigning test sessions
- Train test administrators for paper and computer-based assessments
- Plan for use of calculators for the second sessions of algebra and geometry
- Prepare Teacher Count Sheet (Appendix B of the Program Guide)

Grade/Content-Area

Calculator Test Items

Algebra 1 and Geometry
(Section 2 of both assessments are
calculator only).

The scientific calculator is embedded in Performance Matters for the CBT version. Students should be supplied with a scientific calculator for the accommodated paper versions of the assessments.

Grade 8 Science and Biology 1

Grade 8 Science (4-function calculator) and Biology 1 (scientific calculator) should be provided at the beginning of the assessment.

Calculator Distribution



Assembling Classroom Test Materials

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Test booklets, one per student

Answer sheets, one per student

Number 2 pencils

Reference sheets
<http://oada.dadeschools.net/IA/P/IA.P.asp>

Calculators

Scratch Paper



Preparing to Print Answer Sheets

- Answer sheets are available for printing as specified on the Schedule of Activities for the current testing window.
- Students listed in DSIS on or before the designated date will have their name on a Pre-Slugged answer sheet.
- New students must use a blank answer sheet, write their name and bubble their student ID correctly. After the 24-hour rollover, the scanned answer sheet must be resolved in Scanview by linking the student by ID.
- Answer sheets should be printed from a high-quality printer laser printer and copied using a high-quality copier.

Printing Answer Sheets

- Login to **Performance Matters** via the Employee Portal
- Access the **Test Center** and locate the assessment by filtering by subject, category, and grade level OR search by title or Test ID
- Click the **Select** icon down arrow under the **Administer** column
- Choose **Release Online /Paper-Based**
- A screen appears with all students associated to the test selected, this can be narrowed down by using the **Add Student Filter** or simply by selecting the class(es) section from the **All Classes** dropdown on the left-hand side
- Click **Pre-Slugged** Answer Sheet.
- The answer sheets appears as a PDF in the bottom left-hand side of the screen.

The screenshot displays the Unify Test Center interface. On the left, the 'Test Center' tab is active, showing a list of tests with columns for 'Course Subject' and 'ID'. The main area shows a modal window for 'T-Math-Alg1-T3and4-PB'. At the top of this modal, there is a dropdown for 'Select a section to release' set to 'Section 1: No Calculator Section'. Below this is an 'Add Student Filter' input field. A table lists students with columns for 'Unassigned', 'Assigned', 'In Progress', and 'Finished'. The 'Unassigned' column shows 37 students. The table lists 10 students, all with a status of 'Unassigned'. At the bottom of the modal, there are three buttons: 'Blank Answer Sheet', 'Pre-slugged Sheets', and 'Release'. The 'Pre-slugged Sheets' button is highlighted with a red box and a red arrow. To the right of the modal, a 'Scored Students' table is visible, showing 0 students scored.

Unassigned	Assigned	In Progress	Finished
37	0	0	0

Student ID	Name	Status
0002644	ALEXANDRE, REGINA	Unassigned
0185065	ALTENDOR, ISAIHAH	Unassigned
7030604	ALTIQOR, MARVIN	Unassigned
0289137	ANDERSSON, LARS	Unassigned
0294826	AVRIL, FLORE	Unassigned
0281591	BAILEY, EDZELL	Unassigned
0172804	BERNARD, TRISTIN	Unassigned
0188054	BETTIES, JACOB	Unassigned
0370961	BOKRISQJOT-JR, STANNFY	Unassigned

Procedure for Scanning Answer Sheets

- Ensure that Performance Matters Scanning Script is installed on the computer connected to the scanner.
- Refer to the Installation Guide located at <http://oada.dadeschools.net/IAP/IAP.asp>
- Ensure that answer sheets are placed in the printer's feeder with the printed side facing up and in the same direction.
- Refer to pages 7-9 (Scan Answer Sheets) In the Performance Matters Scanner Installation Procedures for Traditional Schools Only or in the Performance Matters Scanner Installation Procedures for Charter Schools for uploading the documents to Performance Matters.

Resolving Scanned Answer Sheets 14

Access “Scanview” to determine if there are any errors to be resolved on scanned answer sheets

Retrieve the Student Item Analysis Report as means to verify that all students have a score

Refer to page 18 in the Program Guide for rescanning or rescoring issues and/or pages 13-19, in the Performance Matters Scanner Installation Procedures for Traditional Schools Only or in the Performance Matters Scanner Installation Procedures for Charter Schools

Refer to pages 18-19 of the Performance Matters M-DCPS User Guide for possible solutions to scanning issues

Paper-Based Testing Procedures

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- Distribute test booklet and an answer sheet directly to each student. (grades 5 and 8 science and accommodated versions)



- Direct students to write their name on the test booklet and answer sheet.
- Prompt students to flip through the test booklet to identify if there are any missing pages.



- Direct students' attention to the pre-determined **stopping point** if a test is to be administered in two sessions.
- Encourage students to do their best and answer all questions.





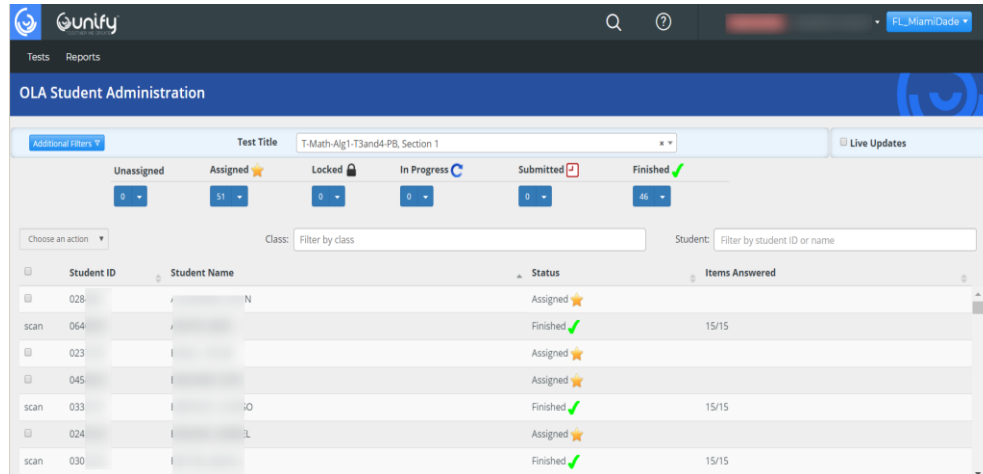
Computer-Based Testing Procedures (Test Administrators)

- Students should access the student **Portal** via the **Google Chrome** browser.
- Direct students' attention to the pre-determined **stopping point**, if a test is to be administered in two sessions (**ELA, Science, and Mathematics**).
- Note assessments that have 2 sections (Algebra and Geometry). Assign one section at a time.
- Unassign the assessment if students are testing over 2 days, this avoids them from accessing the assessment from home. **(NOTE: Civics and U.S. History must be given in only ONE session.)**
- Encourage students to do their best and answer all questions.
- Monitor student status during the testing session from the **OLA Student Administration** screen.
- Access the **Student Item Analysis** Report to ensure all students received a score.

Monitoring Computer-Based Testing (Test Administrators)

Test Administrators should login to the **OLA Student Administration** screen to monitor students while they are taking the assessment.

Ensure that students have **Submitted** the assessment and that it shows as **Finished** in the status column.



Student ID	Student Name	Status	Items Answered
028	[REDACTED]	Assigned	
scan 064	[REDACTED]	Finished	15/15
023	[REDACTED]	Assigned	
045	[REDACTED]	Assigned	
scan 033	[REDACTED]	Finished	15/15
024	[REDACTED]	Assigned	
scan 030	[REDACTED]	Finished	15/15

Procedures for CBT (students)

- Students should logon to M-DCPS Student Portal.
- Students must logon to the computer or device as themselves.
- Click the **Apps|Sites|Services** link, scroll down to the **Performance Matters app**.
- **Direct students on selecting the correct assessment to be administered.**
- Once testing is complete, the student must logout of the **Portal**. Close the browser, and logout of the device by either clicking the sign out or switch account feature in Windows 10. **This step is essentially important for students using shared devices.**
- During testing, if a student clicks outside of the testing window, try to access the Internet, or other applications the test will lock.
- Student will need to be resumed through the **OLA Student Administration** screen if locked out.

Administration Decisions



- Approximate testing times are only an estimate of the amount of time it would take a student to complete the test.
- Mid-Year 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. **Reminder – this does not apply to the Social Studies tests.** (see Program Guide page 7 for specifics)
 - 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.





Training Topics for Test Administrators²⁰

- Testing schedule
- Test administrator procedures for computer and paper-based assessments
- Receiving and handling test materials
- Arranging for appropriate accommodations, as necessary
- Preparation of materials prior to and after testing
- Scanning and scoring procedures
- Accessing and receiving the needed information from the **Student Item Analysis**
- Using **Baseball Card** and **Comparative Results** Reports for a deeper analysis



Printing Reports

- **Student Item Analysis** Report (SIA) are available approximately 15-30 minutes after scanning.
- **Baseball, 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.
- Print answer keys or have teachers use the SIA to determine students' strengths and weakness



MYA Performance Levels

The performance levels for social studies, mathematics, and ELA are as follows:

Satisfactory Progress	This student demonstrated a satisfactory level of achievement on the content focus of the appropriate Florida standards assessed during this instructional period. To attain high levels of achievement in this content area, the student must receive continued instruction on the challenging content and skills across the benchmarks designated for this grade level.
Limited Progress	This student demonstrated a limited level of achievement on the content focus of the appropriate Florida standards assessed during this instructional period. To attain high levels of achievement in this content area, the student must receive targeted interventions and remediation in the areas of concern, and continued instruction on the challenging content and skills across the benchmarks designated for this grade level.
Insufficient Progress	This student demonstrated an insufficient level of achievement on the content focus of the appropriate Florida standards assessed during this instructional period. To attain high levels of achievement in this content area, the student must receive intensive interventions and remediation in the areas of concern, and continued instruction on the challenging content and skills across the benchmarks designated for this grade level.

Note: Performance Levels will be set at the district's default band in science for the 2019-2020.

District Default Performance Levels³³

Mid-year assessments in which performance levels are not defined utilize the district default bands of **Approaching (red)**, **Developing (yellow)**, **Satisfactory (light green)**, and **Proficient (dark green)**.

District Default Performance Bands



Debriefing

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- Collaborative debriefings (administration, department heads, and classroom teachers); should take place in a timely manner to identify strengths and weaknesses in order to effectively target instruction.
- Classroom debriefings (classroom teacher with students): provide students with the opportunity to review their responses and teachers with teachable moments to identify and address concepts not initially understood.
- The Mid-Year Assessments should be used to determine essential information on students learning by analyzing data, providing interventions, and targeting differentiated instruction.

Debriefing

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- Provide students with their test and answer sheet.
- Discuss any items you found to be problematic for the class as a whole.
- Listen to students' comments and reactions.
- Make notes of any deficient or problematic areas during this process.
- Plan strategic intervention activities and differentiated instruction based on assessment data and debriefing process.



Usage of Mid-Year Assessment Data 26

The Mid-Year 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 be done as a means to clarify any misconceptions, reflect on learning experiences, advance learning and skills, and to identify performance gaps.

Best practice strategies for using the interim assessment 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





Disposal and Retention of Materials

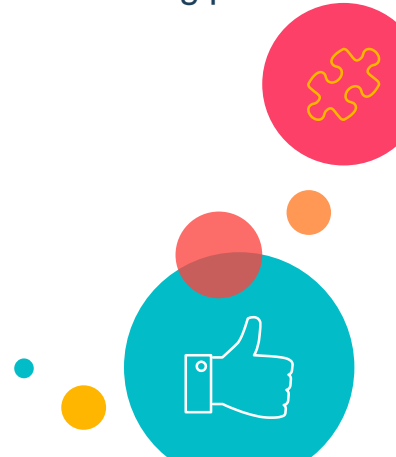
- Science reference sheets may be retained at the school site for subsequent administrations.
- English Language Arts, Mathematics, Science, and Social Studies materials for the visually impaired should be destroyed securely at the school site.
- Unused regular print English Language Arts, Mathematics, and Science test booklets should be discarded securely at the school site.
- **Used** regular print English Language Arts, Mathematics, and Science test booklets should be securely destroyed. (Do not loosely place test booklets in a trash can or dumpster.)



Disposal and Retention of Materials (cont.)

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- **No used or unused** test booklets may be sent home with students.
- Test booklets may be used for debriefing purposes with colleagues and students.
- Test booklets should not be used on an ongoing instructional basis beyond initial debriefing period.
- Retain the Answer Sheets until the end of the school year.



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