

**Miami-Dade County Public
Schools
Mid-Year Interim Assessment
Program**

2016-2017

Office of Student Assessment, Research, and Data Analysis



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

All eligible students* must take the Mid-Year Assessments in Reading, Mathematics, Science, and Social Studies

- Reading, Grades 9 and 10
- Science, Grades 5, 8
- All students enrolled in:
 - Algebra I**
 - Algebra II**
 - Geometry**
 - Biology I**
 - U.S. History**
 - Civics**

Administration Format

Content- Area	Computer-Based Tests
Reading	Grades 9 and 10
Math	Algebra I , Algebra II, and Geometry
Science	Biology I
Social Studies	U.S. History Civics

Administration Window

Mid-Year Administration Windows	Subjects and Grade Levels
November 14, 2016 – December 16, 2016	<ul style="list-style-type: none">• Reading : Grades 9 and 10• Mathematics: Algebra I, Algebra II, and Geometry
January 24, 2016 – February 17, 2017	<ul style="list-style-type: none">• Science : Grades 5, 8, and Biology 1• United States History• Civics

Number of Items Per Test

Computer-Based Versions

Grade Level	Reading	Math	Science	Social Studies
5	N/A	N/A	67	N/A
7	N/A	N/A	N/A	58 (CBT) 60 (PBT)
8	N/A	N/A	73	N/A
9	40 37*	55 Alg 1	N/A	N/A
10	45 41*	51 Alg II	N/A	N/A
11	N/A	48 Geo	67 Bio	60 (CBT) 59 (PBT)

* Paper-Based version of the assessment is an accommodated format for special student populations. The item count and type may differ slightly on the accommodated versions.

Accommodations

- Accommodations must be provided for students with disabilities, students with 504 plans, and English language learners.
- Use of accommodations must be dictated by a student's educational plan and mirror those consistently being used for curricular instruction.
- Reading tests cannot be read to students because the tests are designed to assess reading comprehension.
- Refer to the Program Guide section on *Students to be Tested* for further details on Accommodations (page 5).

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)
- Verify G2D rosters with school list to ensure that students are enrolled
- Print Reference Sheets for grade 5 science and Biology (January – February)
- Print G2D Answer Sheets for paper-based assessments
- Retrieve Test IDs for computer-based testing and enable test sessions
- Train test administrators for paper and computer-based assessments
- Plan for use of calculators for specified grade levels and content areas.
- Prepare Teacher Count Sheet (Appendix B of the Program Guide)

Printing Answer Sheets

- Answer sheets are available for printing as specified on the Schedule of Activities for the current testing window.
- Students listed in ISIS on or before the designated date will have their name on a answer sheet.
- Students entering after the designated date will need a blank answer sheet.
- Specific answer sheets should be printed by teacher and grade level/content area.
- Master student answer sheets should be printed from a high-quality printer laser printer and copied using a high-quality copier.
- Retake answer sheets should be printed from the appropriate folder for valid and reliable reporting purposes.

Procedure for Printing Answer Sheets for MYAs

- Logon to <http://tg.dadeschools.net/flmiamidade/tglogin.aspx>
- Click the **Administration** link at the top of the toolbar.
- Navigate to the folder structure on the left side of the screen.
- Click the Plus Sign (+) next to **All**.
- Click on the **District's plus sign**.
- Click on the **plus sign next to Interim Assessment**. Then click on the content or subject area, and grade level. Note in the middle of the screen that the names of the test(s) appear.

The **Formative** tab at the bottom of the tile should be active (tab is highlighted blue).

Miami-Dade County Public Schools
Profile | Standards | Items | Assessments | Administration | Reporting

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Administer Assessments

All (689)
Classroom (422)
Classroom Observational
Classroom Performance
Final (2)
Quiz (53)
Test (350)
District (267)
Benchmark (188)
Exam (50)
Interim (2)
Pre-test (27)

01LALan-PRE1	EP/BI50 Pre-Test-1st Grade
01LALan-TEST1	1st grade Pre-Test
01LALan-TEST1	2781 First Gr. Reading Baseline
01LALan-TEST1	2781 First Gr. Reading Baseline
01LALan-TEST1	1015 1st ELA Diagnostic
01LALan-TEST1	Benchmark Assessment Grade
01LALan-TEST1	Gr 1 ELA baseline
01LALan-TEST1	MCCSMonthly 1-September
01LALan-TEST1	MCCSMonthly1-September
01LALan-TEST1	1st Grade Reading Baseline Assessment
01LALan-TEST1	1st Grade Reading Baseline Assessment
01LALan-TEST1	1st Grade Reading Baseline Assessment
01LALan-TEST1	1015 1st ELA BW 1 092316
01LALan-TEST1	0161 Unit 1 Reading Test
01LALan-TEST1	Grade 1 ELA Baseline
01LALan-TEST1	1015 ELA 1st BW2 100716
01MAMat-EXAM1	G1 Topic 3/Chapter 3
01MAMat-EXAM1	G1 TOPIC 2/CHAPTER 2 ASSESSMENT
01MAMat-EXAM1	G1 TOPIC 1/CHAPTER 1 ASSESSMENT
01MAMat-PRE1	Gr. 1 Pre Skills Test
01MAMat-PREFM1	Go Math Beginning of the Year Test

Formative | Secure

Test Events | Schedule

This is the **Formative** tab. All District and Classroom Assessments should appear under this tab. The **Secure** tab is only for assessments designed by the District for specific assessments.

Procedure for Printing Answer Sheets for MYAs

Click the **Administration** icon (picture resembles a spaceship) that is listed under the name of the test.

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Profile | Standards | Items | Assessments | Administration | Reporting

Home | Account | Settings | Help | Log Out

1

Administration Icon

Administer Assessments

All (689)

- Classroom (422)
 - Classroom Observational
 - Classroom Performance ()
 - Final (2)
 - Quiz (53)
 - Test (350)
- District (267)
 - Benchmark (188)
 - Exam (50)
 - Interim (2)
 - Pre-test (27)

Test ID	Test Name	Icons
01LALan-PRE1	EFL/BISO Pre-Test-1st Grade	Administration Icon
01LALan-TEST1	1st grade Pre-Test	Administration Icon
01LALan-TEST1	2781 1st Gr. Reading Baseline	Administration Icon
01LALan-TEST1	2781 1st Gr. Reading Baseline	Administration Icon
01LALan-TEST1	1015 1st ELA Diagnostic	Administration Icon
01LALan-TEST1	Benchmark Assessment Grade	Administration Icon
01LALan-TEST1	Gr 1 ELA baseline	Administration Icon
01LALan-TEST1	MCCSMonthly 1-September	Administration Icon
01LALan-TEST1	MCCSMonthly1-September	Administration Icon
01LALan-TEST1	1st Grade Reading Baseline Assessment	Administration Icon
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01LALan-TEST1	1st Grade Reading Baseline Assessment	Administration Icon
01LALan-TEST1	1015 1st ELA BW 1 092316	Administration Icon
01LALan-TEST1	0161 Unit 1 Reading Test	Administration Icon
01LALan-TEST1	Grade 1 ELA Baseline	Administration Icon
01LALan-TEST1	1015 ELA 1st BW2 100716	Administration Icon
01MAMat-EXAM1	G1 Topic 3/Chapter 3	Administration Icon
01MAMat-EXAM1	G1 TOPIC 2/CHAPTER 2 ASSESSMENT	Administration Icon
01MAMat-EXAM1	G1 TOPIC 1/CHAPTER 1 ASSESSMENT	Administration Icon
01MAMat-PRE1	Gr. 1 Pre Skills Test	Administration Icon
01MAMat-PRFM1	Go Math Beginning of the Year Test	Administration Icon

All tests that are ready to be administered appear in this area.

Formative Secure

Test Events Schedule

Procedure for Printing Answer Sheets for MYAs

- To begin to print the Roster form of the bubble sheet for any of the teachers listed (for roster verification and distribution),
- Click the radio button in the first column.
- Note the selected teachers' roster information highlights in green and the Bubble Sheets icon become activated.
- Click the **Bubble Sheets** icon.
- Click the **Print** button.

The Roster form for all of the teachers selected will appear. **These rosters can be used for roster verification and to print copies for each student.**

The Blank form should only be used for new students and scanned only when the student appears in the updated rosters.

The screenshot shows a software interface for 'Assessment Assignments: 03LRea-INT1 - Fall2013 IA-Grade3Reading'. On the left, there are search filters for TestID, Course, School Type, School, Teacher, Section, Period, Block, and Semester. The main area displays a table with columns for Assessment, Class, Teacher, and Test ID. Three records are selected, highlighted in green. A dialog box titled 'Print Assessment Bubble Sheets' is open, showing options for 'Student Form', 'Roster Form' (selected), 'Blank Form', 'HALO Non-Calibrated', and 'HALO Calibrated'. The 'Print' button is visible in the dialog box.

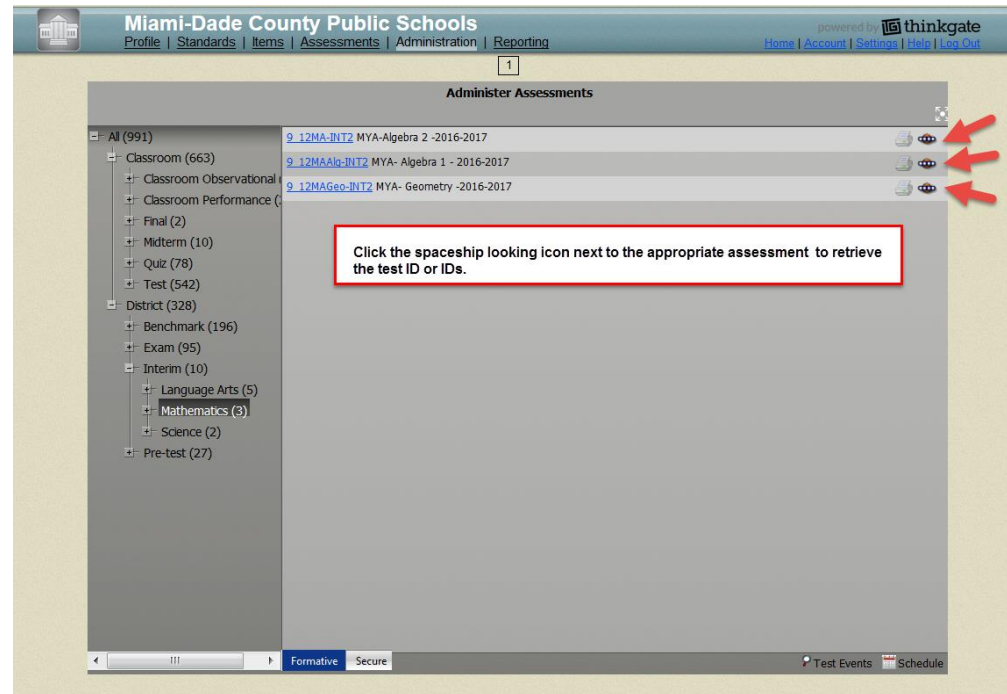
Assessment	Class	Teacher	Test ID
<input checked="" type="checkbox"/> 03LRea-INT1 - Grade3Reading			6239321121
<input checked="" type="checkbox"/> 03LRea-INT1 - Grade3Reading			6239331121
<input checked="" type="checkbox"/> 03LRea-INT1 - Grade3Reading	4681.03.LA.LanArtRdE.3.Y	Blanch, Maria M	672084121

Procedure for Scanning Answer Sheets

- Ensure that G2D Scanning Software version 5.0.8 is installed on the computer connected to the scanner.
- Check to see if the printer's twain drivers are installed.
- Ensure that answer sheets are placed in the printer's feeder with the printed side facing up and in the same direction.
- Monitor the scanning process through the scanning software pop up screen for any errors.
- Refer to the following document for additional instructions on scanning, [Instructions for Scanning and Scoring](#).

Procedure for Retrieving Test IDs for Computer-Based Testing

- Logon to <http://tg.dadeschools.net/flmiamidade/tglogin.aspx>
- Click the **Administration** link at the top of the toolbar.
- Navigate to the folder structure on the left side of the screen.
- Click the Plus Sign (+) next to **All**.
- Click on the **District's plus sign**.
- Click on the **plus sign next to Interim Assessment**. Then click on the content or subject area, and grade level. Note in the middle of the screen that the names of the test(s) appear.
- Click the **Administration** icon (picture resembles a spaceship) that is listed under the name of the test.



The **Formative** tab at the bottom of the tile should be active (tab is highlighted blue).

Procedure for Retrieving Test IDs for Computer-Based Testing

The screenshot displays the 'Assessment Assignments' interface for '9_12MAGeo-INT2 - MYA-Geometry -2016-2017'. On the left, there are filter options for TestID, Course, School Type, School, Teacher, Section, Period, Block, and Semester. The main area shows a table of records with columns for Assessment, Class/Group, Teacher, and Test ID. A red box highlights the first row, and a callout box points to the 'Enable Online' button and the spaceship icon in the first column of the table. A red arrow points from the callout box to the spaceship icon in the first row of the table.

Click the square box next to the spaceship icon to enable class(es) for testing

Assessment	Class/Group	Teacher	Test ID
<input checked="" type="checkbox"/> 9_12MAGeo-INT2 - MYA-Geometry -2016-2017	6071.08.MA.GEO.6.Y	Hirson	8116178124155
<input type="checkbox"/> 9_12MAGeo-INT2 - MYA-Geometry -2016-2017	6821.08.MA.GEO.3.Y	Soriano,	8117877524155
<input type="checkbox"/> 9_12MAGeo-INT2 - MYA-Geometry -2016-2017	7011.9_12.MA.Algebra2.6.Y	Borges,	8111989224155
<input type="checkbox"/> 9_12MAGeo-INT2 - MYA-Geometry -2016-2017	7060.9_12.MA.HGeometry.7.	Rodrigue	8111572224155
<input type="checkbox"/> 9_12MAGeo-INT2 - MYA-Geometry -2016-2017	7151.9_12.MA.Geometry.5.	Delgado,	8113096124155

- Ensure that all classes are enabled for testing

Assembling Classroom Test Materials

- Test booklets, one per student for each content area being tested
- Answer sheets, one per student for each content area being tested
- No. 2 pencils
- Science reference sheets are found at <http://oada.dadeschools.net/IAP/IAP.asp>
- Calculators (Grades 7 Mathematics , Grade 8 Mathematics, Algebra I, Algebra II, Geometry, Grade 8 Science, and Biology I)
- Scratch Paper

Calculator Distribution

Grade/Content-Area	Calculator Test Items
Algebra 1, Algebra 2, and Geometry	Scientific calculator should be provided at the beginning of the assessment.
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.

Approximate Testing Times

Before the Test	Administration Time	After the Test
Approximately 10 minutes to pass out testing materials	Reading*: Approximately 90 minutes	Approximately 10 minutes to collect testing materials
	Mathematics*: Approximately 95 minutes	
	Science*: Approximately 112 minutes	
	Civics Approximately 90 minutes	
	U.S History* Approximately 90 minutes	

***It is suggested that assessments be administered over a two-day time period.**

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.
 - 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 Administrators

- Testing schedule
- Calculator distribution for identified mathematics assessment and/or specific items on grade 7 and 8 assessment.
- Test administrator procedures for paper and computer-based assessments
- Plan for handling technical issues during testing
- Receiving and handling test materials
- Arranging for appropriate accommodations, as necessary
- Preparation of materials prior to and after testing
- Scanning and scoring procedures
- Retrieving G2D Score Reports
- Debriefing process

Paper-Based Testing Procedures

- Distribute a test booklet and an answer sheet directly to each student.
- Direct students to write their name on the test booklet and answer sheet.
- Ensure that students bubble their name or write their student ID number on the answer sheet (school-wide generic).
- Prompt students to page through the test booklet to look for 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.
- Refer to page 19 of the Program Guide for each teacher to use as directions for administering the test.

Computer-Based Testing Procedures

- Distribute student 7-digit ID and Test ID generated from G2D or provide the Student form of the bubble sheet to each student (utilizing the form as a student ticket)
- Students should access <https://tga.dadeschools.net/flmiamidade> using the Firefox browser.
- Prompt students to enter their Test ID and Student ID into the Online Testing Portal.
- Direct students' attention to the pre-determined **stopping point** if a test is to be administered in two sessions. (Students are to simply click out of the browser and not submit the test for scoring)
- Encourage students to do their best and answer all questions.
- Print pages 34-41 of the Program Guide for each teacher to use as directions for administering the test.
- Monitor student status during the testing session from the Assessment Administration screen

Computer-Based Testing Procedures for Students

Students logon to <https://tga.dadeschools.net/flmiamidade> using the Firefox browser.

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Online Testing Portal

Test ID **13 or 14-digit number retrieved from G2D**

Student ID **7-digit MDCPS student ID**

Start

© 2016 - Thinkgate Online Testing Portal - 1.25.0.12 TG-PROD-AS3

- Teachers need to retrieve the Test ID from G2D. Each test or class has its own unique Test ID.
- The Test ID can be retrieved from the Assessment Assignment or the Assessment Administration screen.

Post Test Procedures

- Collect testing materials individually from each student.
- Separate the testing materials.
 - Pack used test booklets for secure disposal
 - Discard unused answer sheets
 - Pack and retain unused test booklets at school for subsequent administrations
 - Retain reference sheets for use in class, if applicable
- Scan answer sheets using G2D.

Scanning Answer Sheets

- G2D scanning process should be done after testing has ended
- Resolve errors by viewing the “Scanning Status” feature and resolve any errors
- Retrieve the Distractor Analysis report as means to verify that all students have a score
- Refer to pages 26-28 in the program guide for rescanning or rescoring issues
- Refer to pages 69-70 (Appendix E) of the program guide for possible solutions to scanning issues

Printing Reports

- Downloading score reports as specified on the Schedule of Activities
- Provide reports to classroom teachers and administrators as identified in the Program Guide on pages 43-45.
- Print answer keys for classroom teachers to use during debriefing process (Program Guide, p. 60-61)

Score Reports

Useful reports that can be retrieved via G2D:

- Report Card by Test
- Progress Report
- Item Analysis
- Distractor Analysis
- Score Analysis
- Proficiency Report
- At-Risk Students by Standard
- Report Card by Standard (classes)
- Test Summary
- Demographic Item Performance

Performance Levels

The performance levels for science 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 that if performance levels are not set for a particular assessment then the default mastery of 70% is utilized.

Disposition and Retention of Materials

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

Disposition and Retention of Materials (cont.)

- **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.
- Store materials in a secure location to be used in subsequent years.

Debriefing

- 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 Guidelines

- 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

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