

# **Miami-Dade County Public Schools**

## **Mid-Year Interim Assessment Program**

**2018-2019**

**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\*\*
  - Geometry\*\*
  - Biology I\*\*
  - U.S. History\*\*
  - Civics\*\*

# Administration Format

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

# Administration Window

<b>Mid-Year Administration Windows</b>	<b>Subjects and Grade Levels</b>
November 19, 2018 – December 21, 2018	<ul style="list-style-type: none"><li>• Reading : Grades 9 and 10</li><li>• Mathematics: Algebra I and Geometry</li></ul>
January 22, 2019 – February 20, 2019	<ul style="list-style-type: none"><li>• Science : Grades 5, 8, and Biology 1</li><li>• United States History</li><li>• Civics</li></ul>

# Number of Items Per Test

Grade Level	Reading	Math	Science	Social Studies
5	N/A	N/A	68	N/A
7	N/A	N/A	N/A	58 Civics
8	N/A	N/A	73	N/A
9	40 (CBT) 37* (PBT)	48 Alg 1 (CBT) 48* Alg 1 (PBT)	N/A	N/A
10	42 (CBT) 40*(PBT)	N/A	N/A	N/A
11	N/A	43 Geometry (CBT) 45* Geometry (PBT)	67 Bio	60 US His

\* 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)
- Print Reference Sheets for grade 8 science and Biology (January – February)
- Print Pre-Slugged Answer Sheets for paper-based assessments
- Retrieve Test IDs for computer-based testing (allows teachers to find easier) and assign test sessions
- Train test administrators for paper and computer-based assessments
- Plan for use of calculators for specified grade levels and content areas. (Algebra and Geometry has 2 sections. The second session is Calculator Only)
- Prepare Teacher Count Sheet (Appendix B of the Program Guide)
- Show students the Student Experience video to acclimate students to the platform



# 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 Pre-Slugged answer sheet.
- Students entering after the designated date will need a blank answer sheet.
- 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 **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**. This allows for the selection of specific classes, course, sections, teachers, and students.
- Click Pre-Slugged or Blank Answer Sheet. The Pre-Slugged Answer Sheet is preferred.

# Procedure for Printing Answer Sheets for MYAs

Click **Tests on toolbar**, then choose **Test Center**

Click the **Select** icon down arrow, Choose Release Online/Paper-Based

At the bottom of screen, Select **Pre-Slugged** Answer Sheets

The answer sheet appears as a PDF in the bottom left-hand side of the screen.

The screenshot displays the Unify Test Center interface. A modal window titled "T-Math-Alg1-T3and4-PB" is open, showing a table of student status for a specific section. The table has columns for "Unassigned", "Assigned", "In Progress", and "Finished". Below the table, a list of 10 students is shown, all with a status of "Unassigned". At the bottom of the modal, there are two buttons: "Blank Answer Sheet" and "Pre-slugged Sheets", both highlighted with red boxes and red arrows. The background interface shows a sidebar with "Test Center" selected, a list of course subjects, and a table of scored students.

Unassigned	Assigned	In Progress	Finished
37	0	0	0

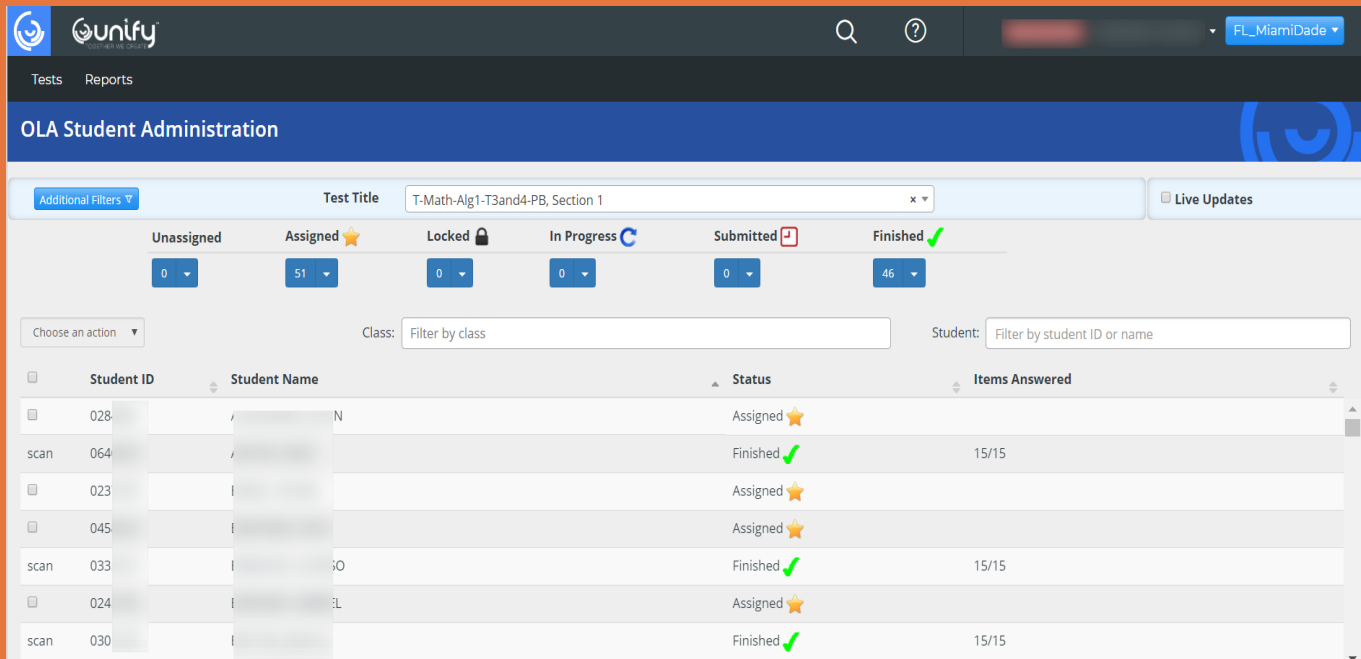
Student ID	Name	Status
0060844	ALEXANDRE, REGINA	Unassigned
0185965	ALTENOR, ISAIAH	Unassigned
7030604	ALTIDOR, MARVIN	Unassigned
0289137	ANDERSSON, LARS	Unassigned
0394826	AVRIL, FLORE	Unassigned
0281591	BAILEY, EDZELL	Unassigned
0172604	BERNARD, TRISTIN	Unassigned
0188594	BETTIES, JACOB	Unassigned
0370661	BOURSIQUOT-JR, STANLEY	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 User Guide M-DCPS for uploading the documents to Performance Matters.

# Procedure for Computer-Based Testing

- Students should logon to M-DCPS Student Portal.
- Click the **Apps|Sites|Services** link, scroll down to the **Performance Matters app**.
- **Direct students on selecting the correct assessment to be administered.**
- 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



The screenshot displays the 'OLA Student Administration' interface. At the top, there's a navigation bar with 'Tests' and 'Reports' tabs. Below that, the 'OLA Student Administration' title is visible. A search bar contains 'T-Math-Alg1-T3and4-PB, Section 1'. A 'Live Updates' toggle is present. The interface shows a summary of assessment statuses: Unassigned (0), Assigned (51), Locked (0), In Progress (0), Submitted (0), and Finished (46). Below this, there are filters for 'Class' and 'Student'. The main table lists students with columns for Student ID, Student Name, Status, and Items Answered.

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

# 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 (Algebra I, Geometry, Grade 8 Science, and Biology I) –Students taking Algebra I and Geometry accommodated paper-based version of the assessment will need a hand-held scientific calculator for Section 2.
- Scratch Paper

# Calculator Distribution

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.

# 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.

**Note: Algebra and Geometry both have a Section 1 and Section 2. Section 2 is the calculator only section.**

# Training Topics for Test Administrators

- Testing schedule
- Calculator distribution for identified assessments
- 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
- Accessing and receiving the needed information from the Student Item Analysis, Baseball, and Comparative Analysis 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 if a generic/blank answer sheet is being used
- 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.

# Computer-Based Testing Procedures

- 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, Social Studies).
- Note assessments that have 2 sections (Algebra and Geometry)
- Unassign the assessment if students are testing over 2 days, this avoids them from accessing the assessment from home.
- 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

# Computer-Based Testing Procedures for Students

- Students must access the **Portal** via the **Google Chrome** Browser and then enter their M-DCPS username and password to enter the Portal.
- Student must logon to the computer or device as themselves.
- Click on the **Performance Matters** App, this will take them directly into the testing platform
- 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.

# 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 Performance Matters

# Scanning Answer Sheets

- Resolve scanning errors in “Scanview”
- 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 13-17, in the Performance Matters M-DCPS User Guide at <http://oada.dadeschools.net/IAP/IAP.asp>
- Refer to pages 18-19 of the Performance Matters M-DCPS User Guide for possible solutions to scanning issues

# 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 results
- Print answer keys or have teachers use the SIA for classroom teachers to use during debriefing process



# Performance Levels

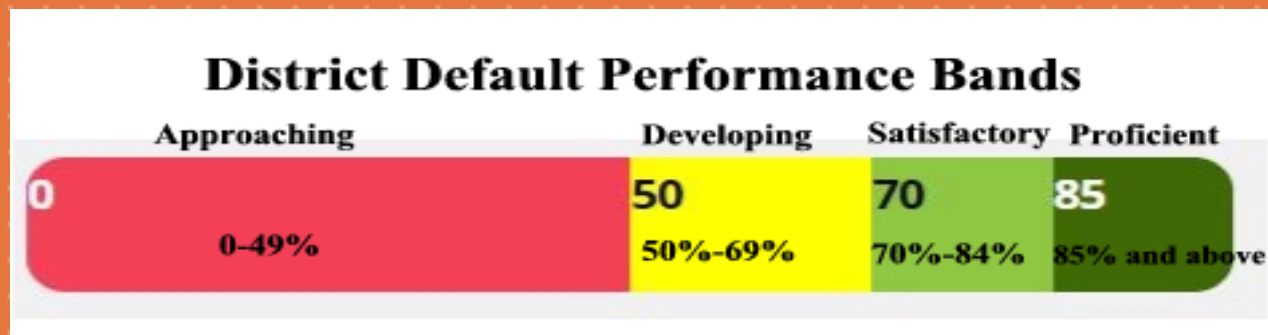
The performance levels for science are as follows:

<b>Satisfactory Progress</b>	This student demonstrated a <b>satisfactory level of achievement</b> 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 <b>receive continued instruction on the challenging content and skills across the benchmarks</b> designated for this grade level.
<b>Limited Progress</b>	This student demonstrated a <b>limited level of achievement</b> 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 <b>receive targeted interventions and remediation in the areas of concern, and continued instruction on the challenging content and skills across the benchmarks</b> designated for this grade level.
<b>Insufficient Progress</b>	This student demonstrated an <b>insufficient level of achievement</b> 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 <b>receive intensive interventions and remediation in the areas of concern, and continued instruction on the challenging content and skills across the benchmarks</b> 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.

# District Default Performance Levels

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)**.



# 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 discarded securely at the school site.
- **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.
- Retain the Answer Sheets until the end of the school year.

# 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

# Program Contacts

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