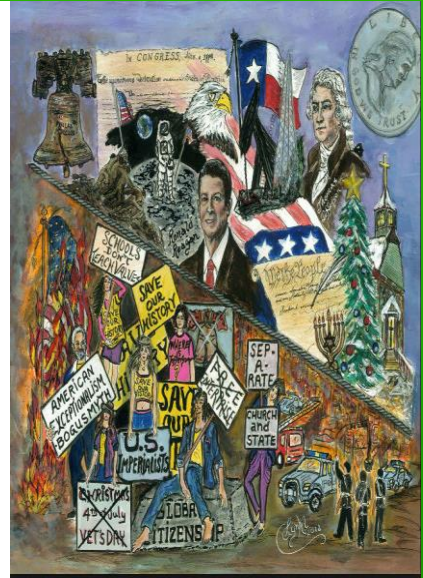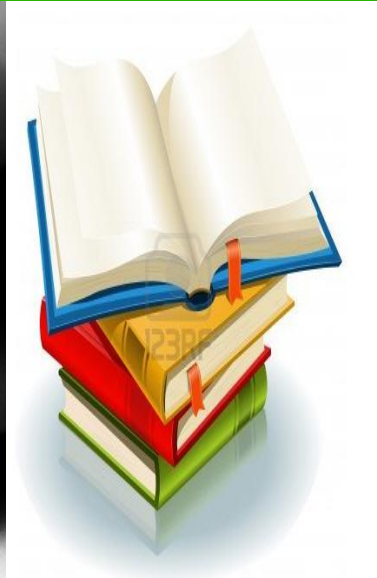# Interim Assessment Program

Winter Administration

2013-2014

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.

Students To Be Tested

All eligible students* must take the Interim Assessment in Reading, Mathematics, Science, and Social Studies

- Reading, Grades 3-10
- Mathematics, Grades 3-8
- Science, Grades 5, 8
- All students enrolled in:

  o Algebra I**
  o Geometry**
  o Biology I**
  o U.S. History**
  o Civics**

*Students MUST take the test corresponding to the grade level in which they are listed in ISIS.

**Or an equivalent course.

Program Guide, p. 3

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Administration Format

Content- Area	Paper-Based Tests	Computer-Based Tests
Reading	Grades 3-5	Grades 6, 7, 8, 9, 10 , and Retake
Math	Grades 3- 4 and 7-8	Grade 5, Grade 6, Algebra I (and Algebra I Retake) Geometry
Science	Grades 5, 8	Biology I
Social Studies		U.S. History Civics

Program Guide, p. 3

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Administration Window

Assessment Period	Subjects Tested	Administration Windows
Baseline	Reading, Mathematics, Science, U.S. History, and Civics	August 19 – September 13, 2013
Fall	Reading, Mathematics, Science, U.S. History, and Civics	October 28 –November 15, 2013
Winter	Reading, Mathematics, Science, U.S. History, and Civics	January 21– February 14, 2014

Program Guide, p. 2

Number of Items Per Test

Grade Level	Reading Winter	Math Winter	Science Winter	Social Studies Winter
3	56	34	N/A	
4	51	40	N/A	
5	59	38	68	
6	53	40	N/A	
7	47	47	N/A	**60***
8	48	40	73	
9	50	**40***	N/A	
10	49	**43***	N/A	
11			**67***	**53***

* Refers to EOC Assessments for specified grade level and its equivalent courses

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 (pages 5-6).

Preparation of Materials

- Inventory all Interim 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 IA test forms from provided PDF files

- Verify Thinkgate rosters with school list to ensure that students are enrolled

- Begin to prepare workstations for computer-based testing and applying visual block to screens

- Print Reference Sheets

- Print Thinkgate Answer Sheets

- Train test administrators

- Plan for use of calculators

- Prepare Teacher Count Sheet (Appendix B of the Program Guide)

Program Guide, pp. 5-7

Printing Answer Sheets for Paper-Pencil Administration

- Answer sheets are available for printing as specified on the Schedule of Activities for the current testing window.

- Student or Roster Form answer sheets should be printed .

- Blank Forms should only be printed for new students or students not appearing on Thinkgate's roster.

- Master student answer sheets should be printed from a high-quality printer laser printer and copied using a high-quality copier.

- Retake students' answer sheets will be identified by the following:

  o *Reading, Grade 10 Retake NGSSS*
  o *(Algebra I Retake*

Program Guide, pp. 17-23

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

- Mathematics and Science reference sheets are found at http://oada.dadeschools.net/IAP/IAP.asp

- Calculators (Grades 7 Mathematics , Grade 8 Mathematics, Algebra I, Geometry, Grade 8 Science, and Biology I)

Program Guide, p. 4 and p. 6
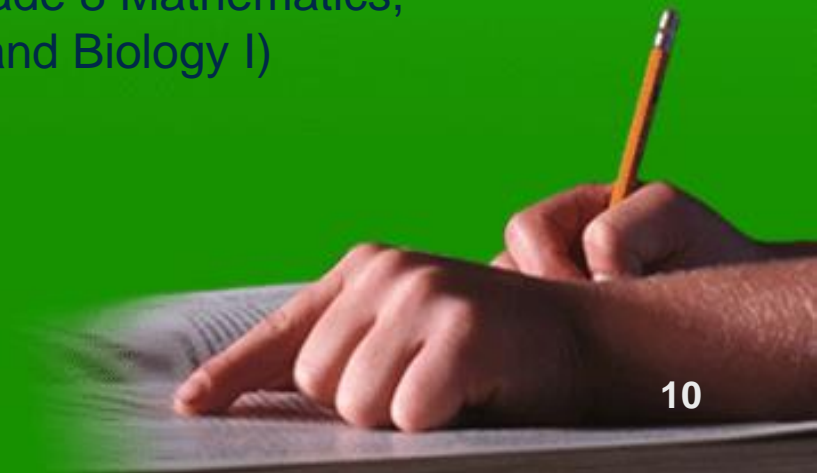
Approximate Testing Times

Before the Test	Administration Time	After the Test
Approximately 10 minutes to pass out testing materials	Reading*: Approximately 70 minutes	Approximately 10 minutes to collect testing materials
	Mathematics*: Approximately 75 minutes	
	Science*: Approximately 112 minutes	
	Civics Approximately 60 minutes	
	U.S History* Approximately 90 minutes	

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

Program Guide, p. 5

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Administration Decisions

- Approximate testing times are only an estimate of the amount of time it would take a student to complete the test.

- Interim Assessment tests 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.

Program Guide, p. 5

Training Topics for Test Administrators

- Testing schedule
- Test administrator procedures for paper-based and computer-based
- 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
- Debriefing process

Program Guide, pp. 5-7

Testing Procedures for Paper-Pencil Administration

- Distribute a test booklet and an answer sheet directly to each student.

- Direct students to write their name on the top left corner of the test booklet and answer sheet.

- Ensure that students write their name or fill in the bubbles as needed on the selected answer sheet.

- Prompt students to navigate through page by 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.

Program Guide, p.17

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Testing Procedures for Computer-Based Administration

• Enable test session for all tests

• Distribute students' 7-digit M-DCPS identification number directly to them

•Write the Test ID on the board or provide the Student form of the bubble sheet to each student (utilizing the form as a student ticket)

•Direct students to type in http://assessment.thinkgate.net/FLMiamiDade or click on shortcut previously created on desktop

•Print the administration script on pages 31-38 in program guide for teachers

•Monitor student status during the testing session from the Assessment Administration screen

Program Guide, pp. 32-39

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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 Thinkgate

Scanning Answer Sheets

- Thinkgate 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 page 25 in the program guide for rescanning or rescoring issues
- Refer to page 68 (Appendix E) of the program guide for possible solutions to scanning issues

Program Guide, pp. 24-26 and p. 68

Printing Reports

- Download score reports

- Provide reports to classroom teachers and administrators as identified in the Program Guide on pages 40-56.

- Print answer keys for classroom teachers to use during debriefing process.

Program Guide, p. 41

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Score Reports

Useful reports that can be retrieved via Thinkgate:

- Proficiency Report

- Report Card by Tests

- Report Card by Standard

- Standard Analysis

- Item Analysis

- Item Response

Program Guide, pp. 41-54

Performance Levels

The Performance Levels for reading, mathematics, and science are as outlined. Each content area and grade level have different cut-scores. Civics and United States History utilized the default of 70%.

Satisfactory Progress	This student demonstrated a **satisfactory level of achievement** on the content focus of the Florida Sunshine State 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 Florida Sunshine State 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 Florida Sunshine State 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.

Program Guide, p. 40

Disposition and Retention of Interim
Assessment Test Materials

- Mathematics and Science reference sheets may be retained at the school site for subsequent administrations.

- Reading, Mathematics, and Science 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 Interim Assessment Test 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 Baseline Assessment should be used to determine students' access points of learning as well as for obtaining essential information for targeting differentiated instruction and as such should not be used to debrief with students; likewise, Fall and Winter Interim Assessments is an opportune time to conduct the debriefing process.

Program Guide, p. 7

Use the Results
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.

Program Contacts

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