

# **Interim Assessment Program Guide**



# **2014-2015**

**Miami Dade County Public Schools, Student Assessment and Educational Testing**

**Updated October 15, 2014**

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## Introduction

The Interim Assessment Program (IA) is an integrated assessment system designed to help classroom teachers monitor their students' attainment of the curriculum benchmarks outlined in Florida's Next Generation Sunshine State Standards (NGSSS), and the Florida Standards Assessments (FSA) which provides our students with an authentic practice test experience in preparation for state assessment programs.

This Interim Assessment Program Guide provides an overview of procedures to administer the paper-based and computer-based (CBT) version of the Interim Assessment tests. The implementation of the IA program requires the involvement of multiple individuals at each school site and each should become familiar with the policies and procedures. The test chairperson, test administrators, and technology coordinators all play an integral role in the implementation process.

### **Available Tests**

The following table shows the Interim Assessment tests that will be available paper-pencil and CBT for the 2014-2015 school year.

<b>Content- Area</b>	<b>Paper-Based Tests</b>	<b>Computer-Based Tests</b>
Reading	Grades 3 and 4	Grades 5, 6-8, and 9-11, and Retake Grade 10 (NGSSS)
Math	Grades 3 and 4	Grades 5, 6-8, Algebra 1, Algebra 2, and Geometry (Algebra 1 Retake NGSSS)
Science	Grades 5 and 8	Biology
Social Studies		U.S. History. Civics

Retake versions of the Grade 10 Reading and Algebra I will be available. However, separate "folders" are available containing these test forms to be used for "Retake" students who are preparing to take the FCAT 2.0 Reading Retake and/or the Algebra I assessments. Accessing the correct assessment is important in Thinkgate, so that the correct results are reported for each group separately.

Students who did not pass the FCAT 2.0 Reading Retake or the Algebra I EOC in the winter and need to take the Spring FCAT Retake, should be administered the Retake versions of the assessments.

## ***Test Administration Policies and Procedures***

The Interim Assessment tests will be administered during the BBA, Fall, and Winter administration schedules. The testing window of the Interim Assessments allow each school the flexibility of scheduling dates and times based on their instructional schedule. Following is a summary of the testing windows.

<b>Assessment Period</b>	<b>Subjects Tested</b>	<b>Administration Windows</b>
BBA	Reading, Mathematics, Science, U.S. History, and Civics	August 18 – September 5, 2014
Fall	Reading, Mathematics, Science, U.S. History, and Civics	October 27 – November 14, 2014
Winter	Reading, Mathematics, Science, U.S. History, and Civics	January 26 – February 13, 2015

A Schedule of Activities is provided for each administration period, which provides dates for the delivery of paper versions of the assessments, retrieving test IDs, printing answer sheets, staff training, and the downloading of score reports. The Schedule of Activities are provided through the Briefing delivery system that is released prior to each testing administration.

### ***Testing Format***

The Interim Assessment tests consist of multiple-choice questions, and will be administered through Thinkgate's Technology Platform. CBT administration requires the preparation of student workstations, computer lab scheduling, monitoring students' testing status, and retrieving score reports. Paper-based administration requires printing bubble sheets and scanning answer sheets in order to retrieve score results.

Once students' tests have been submitted, their scores are available immediately on the Assessment Administration screen. However, some of the score reports have a 24 hour lag time-period. Score reports are available for individual students, by class, schools, district-wide, and for specific subgroups, for example, students enrolled in the English for Speakers of other Languages (ESOL) or Special Education (SPED) programs. The scores may be used to identify individual students' strengths and weaknesses, to target instruction, and monitor progress.

## **Students to Be Tested**

All eligible students enrolled in the assessed grades and its equivalent courses must take the Interim Assessment tests in Reading, Mathematics, Science and Social Studies. Students are to be tested *on the grade level and/or subject level in which they are currently listed in ISIS (See Appendix D for a list of equivalent course codes):*

- Reading, Grades 3 – 11,
- Reading Retake (Grade 10 –NGSSS Standards), for students enrolled in Intensive Reading
- Mathematics, Grades 3 – 8,
- Algebra I for all students enrolled in Algebra I or its equivalent course
- Algebra 2 for all students enrolled in Algebra 2 or its equivalent course
- Geometry for all students enrolled in Geometry or its equivalent course
- Science, Grades 5, 8, and Biology I for all enrolled students
- Civics for all students enrolled in the course, and
- United States History for all students enrolled in the course

<b>IA Test Form</b>	<b>Participating Students</b>	<b>Paper-Based Tests</b>	<b>Computer-Based Tests</b>
English Language Arts	Grades 3 – 11	Grades 3 - 4	Grades 5, 6 – 11 and Retake (Grade 10 NGSSS)
Mathematics	Grades 3 – 8 , Algebra 1, Algebra 2, and Geometry	Grades 3 and 4	Grades 5, 6, 7, 8, Algebra 1, Algebra Retake (NGSSS), Algebra 2, and Geometry
Science	Grades 5 and 8, and Biology	Grades 5 and 8	Biology
Civics	Enrolled Students	-	Civics
United States History	Enrolled Students	-	U. S. History

Computer-Based test accommodations and/or decisions regarding modifications for English Language Learners (ELLs), students on Individualized Education and 504 Plans must be made prior to the administration of the assessments. Visually Impaired students using large print and/or Braille formats will be provided with the paper-pencil version of the Interim Assessments. No CBT accommodated forms are available for this administration. Students requiring such accommodations should be administered paper-based IA tests.

**Scheduling Students for IA Testing**

Students being administered the CBT and paper-pencil versions of the tests would need to have an established room for testing in a classroom or computer lab.

A computer lab schedule should be a part of the initial plan. The number of computer labs and available computers will dictate how the schedules should be arranged. The assessments are not timed and students should be provided with sufficient opportunity to complete the test. Special arrangements should be made for students needing extended time.

**Required Materials for Testing**

Paper-Based Administration	Computer-Based Administration
<ul style="list-style-type: none"> <li>• Student Answer Sheet (from Thinkgate)</li> <li>• Student Test Booklet</li> </ul>	<ul style="list-style-type: none"> <li>• Miami-Dade County Public Schools 7-digit student identification number</li> <li>• Test identification number for each class (retrieve from Thinkgate)</li> </ul>
<ul style="list-style-type: none"> <li>• English-to-heritage language dictionary (ELL students)</li> <li>• Reference Sheets (grade 8 science and Biology)</li> <li>• Scientific Calculator (Grades 7-8, Algebra 1, Algebra 2, and Geometry)</li> <li>• Scratch paper, pencil</li> </ul>	

**Printing/Delivery of Testing Materials**

Test booklets are delivered directly to the traditional M-DCPS school sites via a contracted carrier for each administration period. Upon receipt of the testing materials, check the quantities against the packing information that is found on the shipping label affixed to the outside of each box. It is imperative that you verify your school’s materials so that you can obtain additional materials prior to the start of testing, if necessary.

At the end of the delivery window, if your school did not receive the necessary quantities of materials for administering the assessments to your students, please call Student Assessment and Educational Testing (SAET) at 305-995-7520.

Charter schools will receive PDF files via email from Charter School Operations and will need to print test materials prior to the start of testing. Charter schools who placed an order for test forms will receive those documents via delivery.

**Please note:** Test booklets are consumable, however they may not be sent home with students.

## Preparing for Administration

The Interim Assessment tests should be administered as you would a typical “important” classroom test. They are **not** timed tests. Students should be given sufficient time to complete all the items. As such, the administration times in the following table are **only estimates** of the times that will be required for administration.

### Approximate Testing Times

Reading*: 75 minutes
Mathematics*: 75 minutes
Science*: 112 minutes
Civics: 90 minutes
U.S. History*: 90 minutes

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

Interim Assessment tests must **be given during the testing window listed on the Schedule of Activities**. Schools may determine the specific test session schedule within the given window. While the scheduling of test sessions at a particular time on a particular day during the administration testing window is left to the discretion of each school site, considerations should be made as to what is in the best interest of the students.

### ***Training for the Administration of the Interim Assessment Test***

The test chairperson or the principal’s designee is responsible for training all classroom teachers in the various components of the Interim Assessment Program. Prior to administration of the Interim Assessment tests, all classroom teachers should have a refresher in the actual administration procedures.

The thoroughness and quality of this training will determine the value that teachers will obtain from the Interim Assessment tests. Topics for training include:

1. Purpose and components of the Interim Assessment Program;
2. Administration, scanning, and reporting window for the tests;
3. School’s schedule for testing;
4. Testing format;
5. Arranging for appropriate accommodations, as necessary;
6. Guidelines for receiving and handling test materials;
7. Scanning and scoring procedures; and
8. Use of test for debriefing after scoring has been completed.

District-wide training is conducted by SAET staff via PowerPoint for the designees at each M-DCPS school prior to the administration. The PowerPoint presentation may be used to train teachers.



## ***Testing Environment***

The testing location should have comfortable seating, sufficient workspace, and good lighting. The room where students take the test should be as free from outside disturbances as possible. Students should be seated so that they have enough room and will not be tempted to view other students' answers.

## ***Distribution of Testing Materials***

Each testing room must have the appropriate materials prior to the start of each testing session. Test booklets should be distributed to the teachers immediately prior to the administration of the test and must be returned to the school's designated coordinator after debriefing has occurred.

The following materials are needed for each classroom for testing:

- Test booklets (paper-based tests only);
- Bubble sheets printed from Thinkgate, one per student for each content area being tested (paper-based tests only);
- No. 2 pencils;
- Science periodic tables, one per student (grade 8 and Biology I);
- Scientific Calculators for mathematics - grades 7-8, Algebra I, Algebra 2, Geometry and Science (grade 8 and Biology I).

## ***Scratch Paper***

Students should be provided with scratch paper during the administration of the mathematics tests. After testing, all scratch paper must be collected and discarded in a secure manner to avoid compromising test content.

## ***Calculators***

A scientific calculator is necessary for the administration of the mathematics assessments for grades 7 and 8, Algebra I, Algebra 2, and Geometry and science grade 8 and biology. Students may use their own scientific calculators or the classroom teacher can provide them one from a class set.

## ***Reference Sheets***

Reference sheets for grade 8 science and biology may be downloaded and printed at the school site. These reference sheets may also be used during the year for instructional purposes. However, if they are used prior to IA testing, or if re-used they must be examined for stray marks/notes, etc. PDF files are provided at <http://oada.dadeschools.net/IAP/IAP.asp>.

### ***Tracking the Test Booklets***

To assist in keeping track of the test booklets, a Teacher Count Sheet is provided for your use (see Appendix B). **Keep track of the number of booklets signed out and returned to each teacher on the days of testing and after testing for purposes of debriefing.**

### ***Proctoring***

As in a real test setting, visual barriers should be installed to prevent students from viewing other computer monitors or students' desks should be arranged in a manner that would prevent cheating. The test administrator and proctors should actively attend to the students during testing.

### ***Debriefing Process***

After testing classroom teachers should engage students in a debriefing process, which is a simulated activity whereas feedback is provided about students' performance on the interim assessments. Debriefing allows for any misconceptions to be clarified in the teaching and learning phases and encourages reflective thinking for students.

The focus during debriefing should be first on the positive aspects of their performance and what the students did well. Then move to discuss deficient test items with emphases on facilitating rich, thoughtful, and insightful discussions. Encourage students to discuss their thinking process during testing, how they would do things differently, and generalize how they can increase their performance on future assessments. The teacher should note areas for instructional adjustments or reteaching during the debriefing process.

## Test Accommodations

Accommodations are defined as any variation in the assessment environment or process. Accommodations may include variations in scheduling, responding, setting, aids and equipment, and presentation format. These variations should not change the level, content, performance criteria, readability, or validity of the assessment.

Keep in mind that all accommodations should mirror those provided during instruction.

The accommodations listed on the testing accommodations field in ISIS, as documented on a current Individualized Education Plan (IEP) or Section 504 Plan should be provided for students on the IA CBT, to the degree such accommodations are available on the Thinkgate platform. Refer to the description of the permissible accommodations in the following sections.

**Note:** Because the activities on the *Interim Assessment Reading tests* require students to demonstrate reading ability, the reading passages can never be read to students as an accommodation.

### ***Special Formats for Students with Visual Impairments***

Teachers of students who are visually impaired (Large Print and Braille) will be sent the appropriate format of the paper test booklets. Students' responses must be transcribed onto an answer sheet provided by the test chairperson.

### ***Accommodations for Students with Disabilities and Section 504 Students***

The following accommodations are permitted, if needed, for students with disabilities who have current IEPs or Section 504 Accommodation Plans. Teachers should follow the procedures outlined below and give special assistance only to those students who are eligible for such assistance. The accommodations permitted are:

- **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. The teacher or test administrator may enter students' responses on the computer if their IEP dictates it.
- **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. Approved manipulatives such as real coins to depict a test item, an abacus, geoboard, and other

graphical aids may also be used.

- **Auditory or sign language presentations.** The teacher may sign, provide oral interpretations of, or read general directions. The reading test must be read by the student using visual or tactile means. Mathematics and Science items and answer choices may be read aloud by the test administrator verbatim.
- **Dictionary.** Students who use sign language as their primary means of communication may use an English/sign or sign/English translation dictionary.

### ***Accommodations for ELL Students***

The guidelines for all ELL students are as follows:

- **Flexible setting.** ELL students may be offered the opportunity to take the test in a separate room with the ESOL or heritage language teacher. Because the students are not of legal age, parents must be informed of this option and should be asked for their preferences in the test administration.
- **Flexible scheduling.** ELL students may take the test during brief sessions.
- **Assistance in the heritage language.** The ESOL or heritage language teacher may answer students' questions about general directions or test questions in a way that the students would not be mistakenly led to infer the correct answer. During the reading test, the teacher may **not** read words to the students included in the passages or questions.
- **Dictionary.** ELL students must have access to an English-to-heritage language dictionary and/or heritage language-to-English dictionary, such as those made available to ELL students in an instructional setting. However, a dictionary written exclusively in the heritage language or in English may not be used.

### ***Available Computer-Based Tools for Students***

Thinkgate has a variety of embedded electronic tools available to all students. These tools should be considered acceptable tools for accommodating students with disabilities. The following tools are available to all students.

- Strike through text on the test
- Eraser
- Highlight text in reading passages
- Access online 4- function calculator
- Zoom into test questions and graphics

- Mark questions for later review

## **Preparation for Testing Administration**

Thinkgate will be utilized to print, scan, and retrieve the test results for the Interim Assessment tests. The Thinkgate system is updated nightly to reflect current student information from the district's database (ISIS). New students enrolling at the school site after the update will be reflected in the next system update if they have been entered into the ISIS database by the school site registrar.

Prior to printing the bubble sheets, it is suggested that copies of the classroom rosters from the Thinkgate system be provided to the classroom teachers for student verification. If classes/teachers are missing from the rosters printed from Thinkgate, please confirm with your school site registrar to make sure updates have been done in ISIS. If all updates have been executed properly and the students and/or teachers still do not appear on the rosters, please contact the office of Instructional Technology at 305-995-1915 for assistance.

Thinkgate bubble sheets may be printed starting on the dates noted on the Schedule of Activities.

Students with current demographic information in ISIS will have their names preprinted on student and/or roster bubble sheets. Newly registered students will need to use a blank bubble sheet.

### ***Retrieving Class or Session Rosters***

Thinkgate's Assessment Management System online testing only allows for "enrolled" students to be assigned to an assessment in its system.

Prior to testing, the Thinkgate Account Administrators or teacher must print the class roster(s) through Thinkgate. The Thinkgate roster should be compared with the school site roster(s) to determine if any students do not appear on the Thinkgate roster.

### ***Printing Thinkgate Roster(s)***

Thinkgate Rosters should be retrieved at the beginning of each testing administration to verify that students are enrolled. Teachers should cross reference their ISIS list with the Thinkgate Roster to determine whether students are enrolled in the testing platform for the computer-based administration. Students not enrolled will be unable to take the computer-based test until their name appears on the roster of the assigned teacher(s).

Such students may be administered the assessment(s) in paper-pencil format and would have to wait for the next update (usually the next business day) to resolve the answer sheet. These students should be provided with a plain paper bubble sheet for paper-pencil administration. Also, students can be administered the assessment via computer-based during a make-up session, provided the rosters have been updated to reflect that the student is enrolled in the Thinkgate Assessment Management System.

To print out a Thinkgate Roster the classroom teacher must access the Thinkgate website through the Employee Portal by signing in using your Miami-Dade credentials and clicking the Thinkgate link or at <https://thinkgate.net/FLMiamiDade/>.

The Thinkgate Class Roster may be used to take attendance and record students' completion status of the assessments. Alternatively, a template is provided in Appendix A that may be used to record students taking the CBT format, paper-pencil format, and those needing special accommodations.

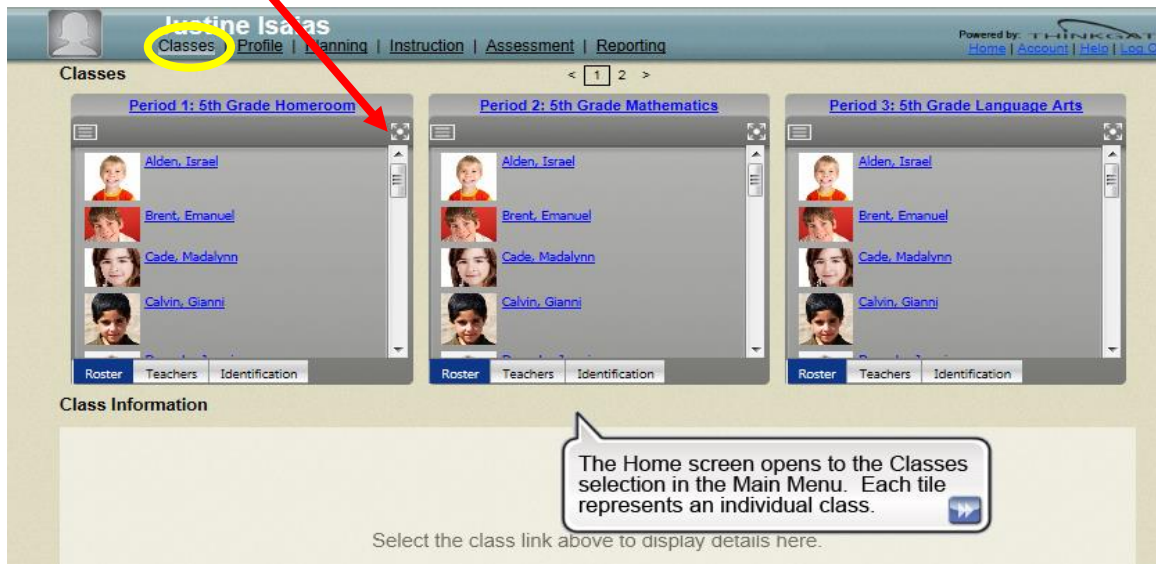
## Printing a Thinkgate Roster from Teacher's View

To print a Thinkgate roster from the **teacher's sign on**, follow the screenshots below after signing in.

After signing on the Main Menu opens with a tile for each of the classes that you are assigned to.

Ensure that the **Classes** link in the left hand corner is selected.

Click the **Expand** icon



The screenshot shows the Thinkgate interface for a teacher named Justine Isaias. The top navigation bar includes 'Classes', 'Profile', 'Planning', 'Instruction', 'Assessment', and 'Reporting'. The 'Classes' link is highlighted in yellow. Below the navigation bar, there are three class tiles: 'Period 1: 5th Grade Homeroom', 'Period 2: 5th Grade Mathematics', and 'Period 3: 5th Grade Language Arts'. Each tile displays a list of student names with their photos: Alden, Israel; Brent, Emanuel; Cade, Madalynn; and Calvin, Gianni. A red arrow points to the 'Expand' icon (a small square with a plus sign) in the top right corner of the first class tile. Below the class tiles, there is a 'Class Information' section with a speech bubble that reads: 'The Home screen opens to the Classes selection in the Main Menu. Each tile represents an individual class.' Below the speech bubble, it says 'Select the class link above to display details here.'

The class roster and demographics display. Click the **Printer** icon to print the roster of students.

Click the X at the top to return to the Main Menu. Continue to repeat the steps to print all rosters from the classes

Justine Isaias  
Classes | Profile | Planning | Instruction | Assessment | Reporting | Linking

Isaias, Justine : 5th Grade Mathematics - Period 2

IDENTIFICATION  
Grade: 05  
Subject: Mathematics  
Course: TEST1  
Section: 2nd  
Period: 2nd

Semester: Year  
Year: 11-12  
Block:  
School: District Office

CURRICULUM  
05 Mathematics-Mathematics

TEACHER  
Donald Abdjel  
India Agustin (Primary)  
Justine Isaias  
TeacherFirstName TeacherLastName

DEMOGRAPHICS

Gender  
100%  
90%  
80%  
70%  
60%  
50%  
40%  
30%  
20%  
10%  
0%  
Female: 7  
Male: 15

Race  
48.0%  
54.5%  
American Indian: 1  
Black: 12  
White: 9

Subgroups  
Economically Disadvantaged: 1  
Early Intervention Program: 1  
English Language Learner: 1  
Gifted: 1  
Students With Disabilities: 1

ROSTER: 22 STUDENTS

Name	Grade	Student ID	Cohort
Alden, Israel	05	000003553	
Brent, Emanuel	05	000002959	
Cade, Madalynn	05	000002978	
Calvin, Gianni	05	000002969	
Devante, Jazmine	05	000002166	
Donte, Theodore	05	000002021	
Emmett, Heather	05	000003714	
Fernando, Ronald	05	000002981	
Isaias, Braulio	04	000003971	
Israel, Monica	05	000002974	
Jamel, Maritza	05	000003936	
Jarred, Tyshawn	05	000002153	
Johnson, Magic	05	3333	
Justice, Tatiana	05	000003560	
Kyle, Corey	05	000004437	

Printer Icon

**Quick Tip: Test Chairpersons printing rosters for all teachers can proceed in printing out the Roster Form bubble sheets. Then have teachers verify student enrollment from the bubble sheet.**



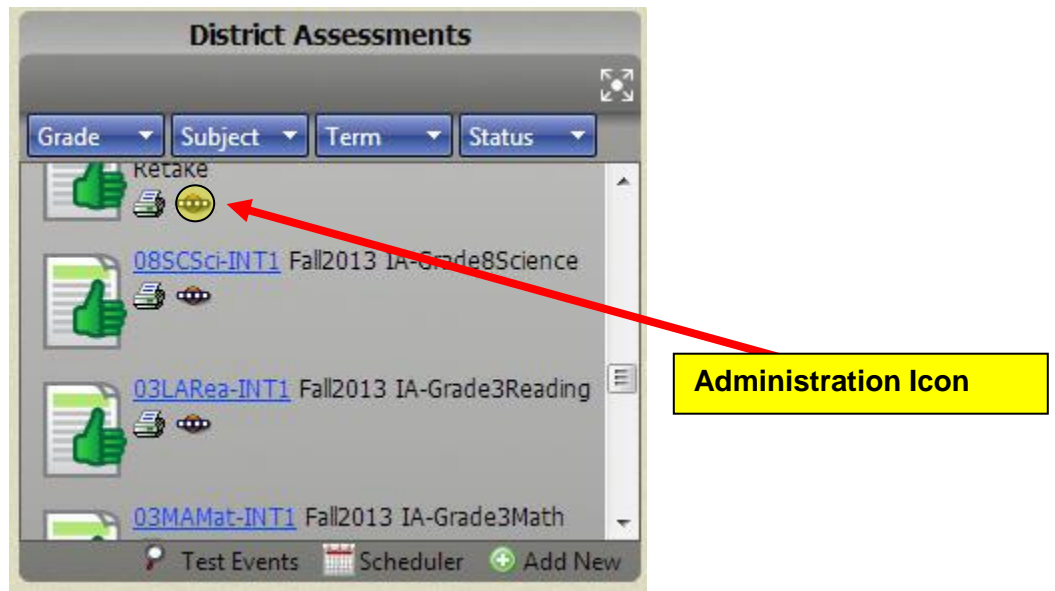
## Printing Thinkgate Rosters for Test Chairpersons

Test Chairpersons should sign-in to the Thinkgate platform with their appropriate credentials.

Click the **Assessment** link on the dashboard.

Navigate to the **District Assessment** tile. Locate the Interim Assessment Test that you want to print bubble sheets for, such as Fall (Winter) 2014 IA -**Grade 3 ELA**.

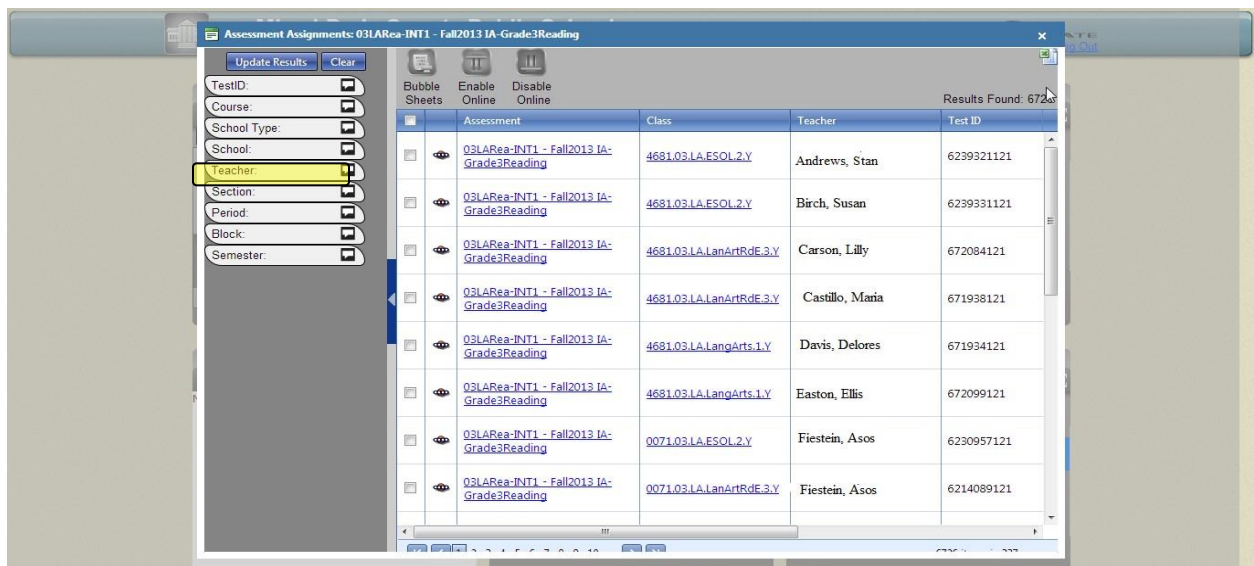
Click the **Administration** icon (picture resembles a 🚀 spaceship) that is listed under the name of the test.



All teachers assigned to the selected test will be listed.

To search or filter for an individual teacher, click the **Teacher** button and type the last name.

Click the **Update Results** button.

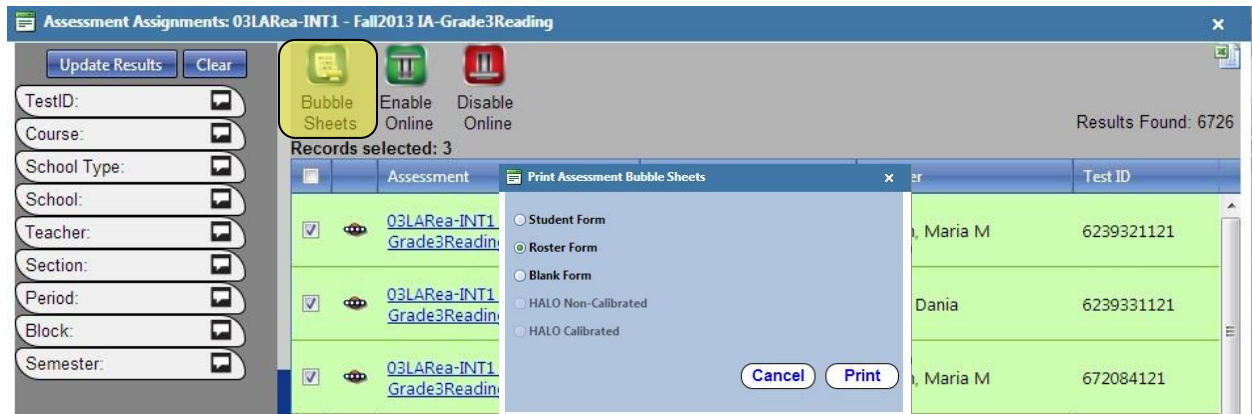


To begin to print the Roster form of the bubble sheet for any of the teachers listed ( for roster verification and distribution), click the radio button in the first column.

Note the selected teachers' roster information highlights in green and the Bubble Sheets icon become activated.

Click the **Bubble Sheets** icon.

Select **Roster Form** from the Print Assessment Bubble Sheets



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.

## Preparing for Paper- Pencil Testing Administration

### *Appropriate Grade Level Bubble Sheets*

To ensure valid and reliable test results, it is important that the bubble sheets are printed based on the students' appropriate grade levels listed in ISIS. If a teacher has various grade levels in a course or class, bubble sheets for a particular assessment should be printed for each of the grade levels that reside in that course or class.

Teachers need to verify that the students listed on the bubble sheet are in the grade level printed at the top of the bubble sheet.

Please make sure to verify the test form name and number of items on the test to make sure that the bubble sheet and test booklet match.

### ***Directions for Administering Paper/Pencil Test***

- Distribute test booklets, answer sheets, pencils, mathematics reference sheets, science periodic tables, and calculators (if needed). The test booklets and answer sheets should be distributed directly to each student instead of passing the materials out by row.
- Direct students to scan the test booklet to be sure that there are no missing pages and that there is a “STOP” sign in the bottom right corner on the last page. (Note: some test forms may contain items that depict a stop sign, and these should not be confused with the symbol for the end of the test.)
- Direct students to write their first and last names on the cover of the test booklet and bubble their name on the answer sheet (if using the roster form) and write their name (if using the blank form).
- When testing is completed, each student should place his/her answer sheet and, if appropriate, reference sheet or periodic table on top of the closed test booklet.
- Collect testing materials individually from each student, verify that all answers have been completely filled in.


### ***Types of Bubble Sheets***

Thinkgate offers three types of bubble sheets, a student form, roster form, and blank form. The student form contains the student’s M-DCPS seven-digit student identification number and name pre-bubbled at the top of the bubble sheet. The roster form includes a class list of all students. Schools need to make enough copies for distributing one to each student. Each student receiving the roster form version would need to bubble the circle next to their name. The blank form should be used for new students or those not enrolled in Thinkgate at that time. Examples are provided below:

## Student Form

The Student Form bubble sheet prints out in PDF format with a first page header sheet that contains teacher name, period, administration period, school name and location code, test ID, and a list of all students.

Scrolling to page 2 of the PDF starts the first individual student bubble sheet for the first student on the list followed by the other students. The student ID is pre-bubbled for each student. A Form ID is not needed.


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[REDACTED] Interim 1  
 08 Science Period 6 Fall2013  
 Over Cities Community Charter  
 Name: [REDACTED]

**Test ID: 6188647141**

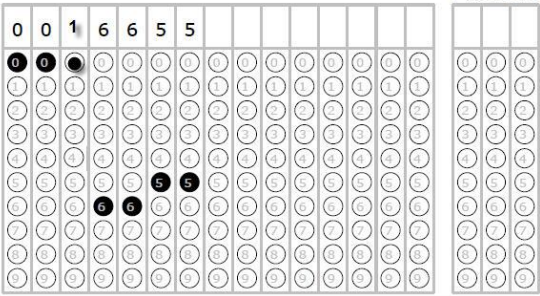
Student ID: **0016655** Form ID:

INSTRUCTIONS: Make NO stray marks on this form. Do not fold, tear, or mutilate this form. Use paper clips or binder clips when handling these forms. Use only a #2 pencil ONLY. Do not make stray marks that fill the circle completely.

Ex:  A  B  C  D

1 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	21 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	41 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	61 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	22 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	42 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	62 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I
3 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	23 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	43 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	63 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
4 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	24 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	44 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	64 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I

Header- Teacher, Test Name, Administration Period, School Location Code and Name, and Student Name



## Roster Form

The Roster Form is a one page bubble sheet that contains all students. A high-quality copier should be used to make additional copies from this one sheet, providing a copy to each student. Students will need to fill in the bubble next to their name on the bubble sheet provided to them.

**Header:** Teacher's Name, Title of Test, Test Administration, School Location and Name, and Test ID.

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Interim 1 Fall 2013  
5059 - Riverstreet  
Community Charter

**Test ID: 6188647141**  
Students: 21

ING INSTRUCTIONS: Make NO stray marks on this form. DO NOT use paper clips or fold, tear, or mutilate this form. DO NOT use paper clips or paper clips when bundling these forms. Use a No. 2 pencil ONLY. Use solid marks that fill the circle completely. Ex:

**Form ID:**

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	26	<input type="radio"/> E <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	51	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	27	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	52	<input type="radio"/> E <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I
3	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	28	<input type="radio"/> E <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	53	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
4	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	29	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	54	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I
5	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	30	<input type="radio"/> E <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	55	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
6	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	31	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	56	<input type="radio"/> E <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I
7	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	32	<input type="radio"/> E <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I	57	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

Avenger, Lews

Bastille, Maria

Bayon, Catherine

Davis, Mark

Everette, Yukanis

Franklin, Carson

Garrison, Ingrid

Garrison, Frederick

Kennedy, Marquis

Lewis, Marvel

**Class List:** Distribute one sheet to each student listed and have them fill in the bubble next to their name.



## Blank Form

The Blank Form should be retrieved by class or period and then additional copies should be made for each student. Students will need to write in and bubble their 7-digit MDCPS student ID number. All seven digits must be bubbled on the blank answer form. If a student's ID number is 0023456, the zeros must be placed on the gridded area from left to right. A Form ID is not needed.

**Please note that this form should not be used as a generic form.**

**Header:** Teacher's Name, Title of Test, Test Administration, School Name, and Test ID

THINKGATE

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Arnold Interim 1  
ence Period 6 Fall2013  
Cities Community Charter  
t Name: \_\_\_\_\_

**Test ID: 6188647141**  
**Form ID:**

**Student ID:**

TESTING INSTRUCTIONS: Make NO stray marks on this form.  
DO NOT fold, tear, or mutilate this form.  
DO NOT use paper clips or binder clips when bundling these forms.  
Use a No. 2 pencil ONLY.  
Make solid marks that fill the circle completely.  
Page Count:  
Ex:

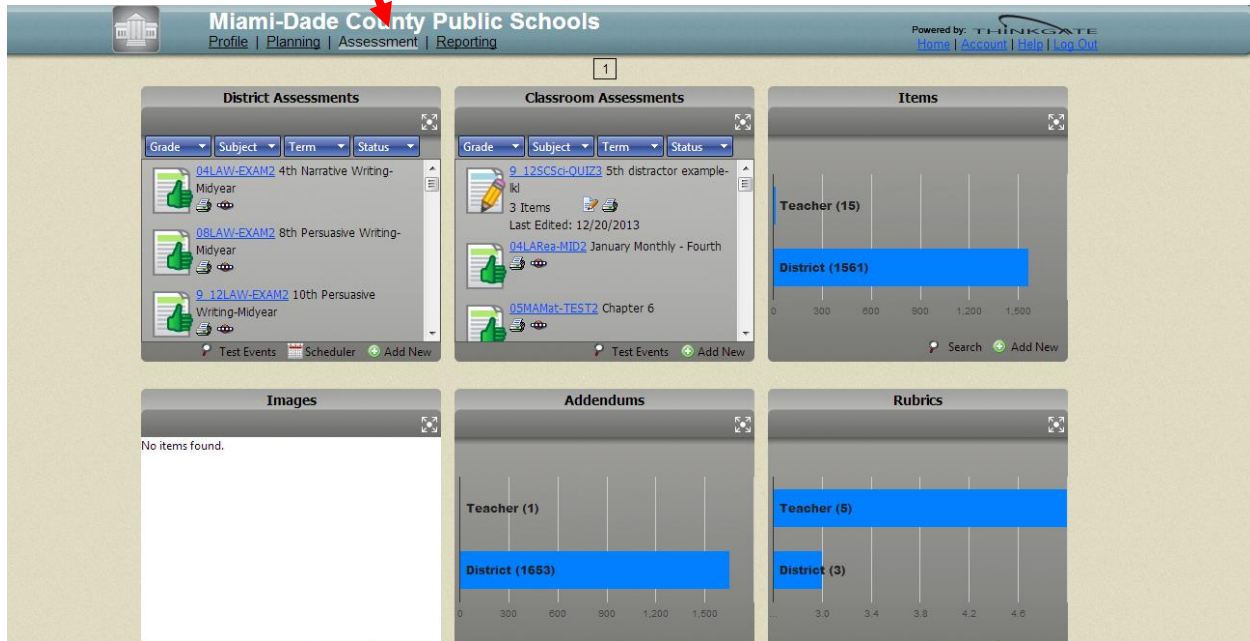
1	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	21	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	41	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	61	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	22	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	42	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	62	<input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J

Contains no student name or identification. This form is most commonly used for students who are not in the system yet.

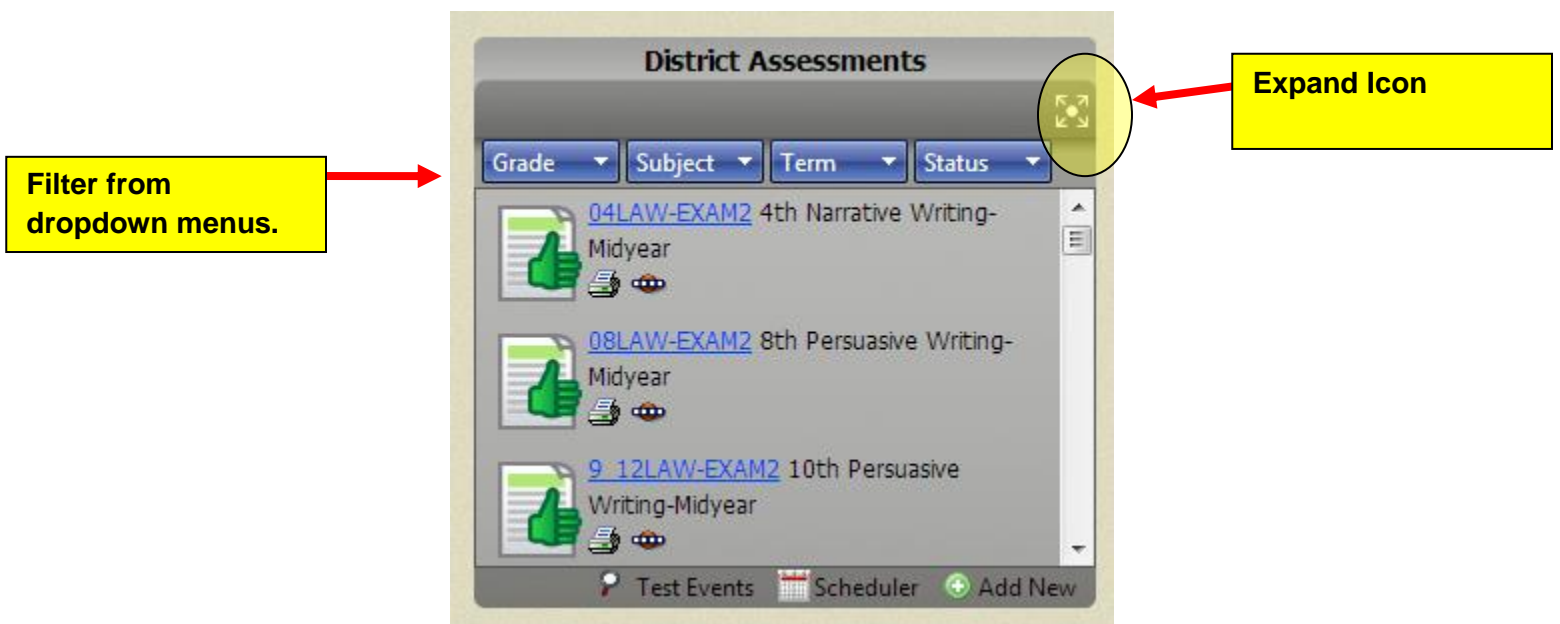
# Directions for Printing Bubble Sheets

To print bubble sheets for an assessment, follow the directions below.

1. Select the **Assessment** main menu option.

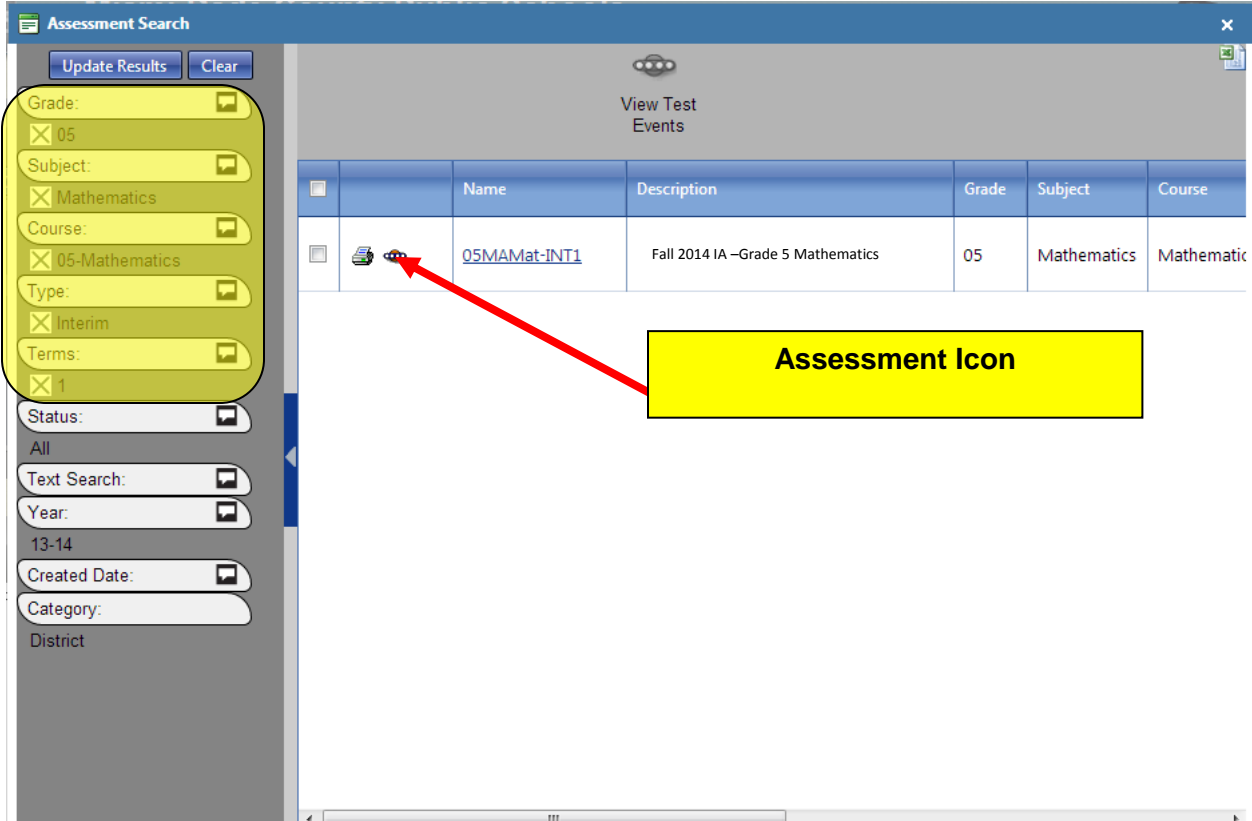


1. Click the **Expand** icon on the District Assessments tile. Select the **Grade**, **Subject**, and **Course**.





- Filter the dropdowns for the **Grade**, **Subject**, **Course**, **Type** (Interim), **Terms** (1-Fall, 2-Winter).



- Click **Update Results** button.
- Click the **Administration** icon next to the first assessment listed (To print bubble sheets for more than one assessment, click the checkbox next to each and click the **View Test Events** icon.) The Assessment Assignments for each teacher display.  
**NOTE:** Teachers administering the same assessment have different Test IDs so they cannot share bubble sheets.
- To print bubble sheets for multiple classes at once, click the checkboxes for the desired Assessment Assignments and click the **Bubble Sheets** icon.  
**IMPORTANT!** Be sure to print bubble sheets for the class in which the assessment is being administered.

Click the **Bubble Sheets** icon.

- Select the desired form.
  - Roster** form
  - Student** form
  - Blank** form
- Select the **Print** button.

**Note:** When printing a bubble sheet, it **must be saved to your computer** and not printed directly from your web browser. When printing from the copy saved to your computer, be certain to set **Page Scaling** to **None**. When making copies of the bubble sheet on the copy machine, be certain to set the **copier scaling to 100%**.

# Scanning Thinkgate Answer Sheets

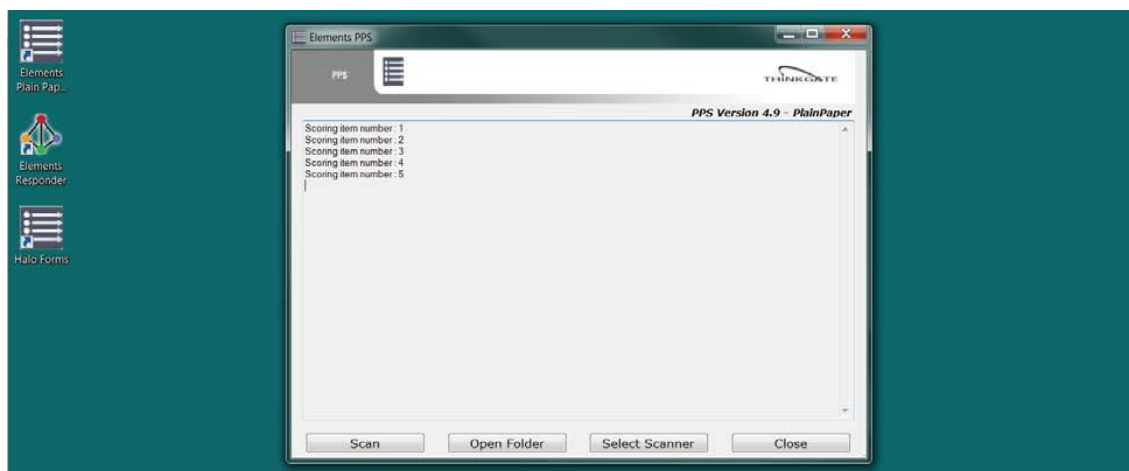
## Scanning Software

Prior to scanning answer sheets the Plain Paper Scanning Software must be installed on the scanner that will be utilized for scanning students' answer sheets. The microsystem technician should be consulted to assist with the installation process.

## Scanning Answer Sheets

After tests have been administered, the school-site person(s) designated to operate Thinkgate should begin to scan the bubble sheets. After scanning a batch of bubble sheets, it is suggested that you view the "Scanning Status" feature and resolve any errors. This process will ensure that all students are accounted for when reports are compiled for review by school-site educators, regional center, and district staff. **Please be sure to keep all scanned bubble sheets until the end of the school year.**

The scanning software creates a comma separated values (.csv) file for every scan job. The .csv file, when opened in Excel, can provide more detailed information about the individual scan jobs. Details such as a response not read and multiple marks for an item can be gleaned from viewing the .csv file. (see examples below)



Click the Open Folder Button.

A .csv file is displayed.

	A	B	C	D	E	F	G	H	I	J
1	PPSV4	00000355	4704	***	1241244432333111411	****	****	****	****	****
2	PPSV4	00000295	4704	***	33313*433234*131311	****	****	****	****	****
3	PPSV4	00000297	4704	***	223124443233221412	****	****	****	****	****
4	PPSV4	00000296	4704	***	#433223121241243214	****	****	****	****	****
5	PPSV4	00000216	4704	***	223124443233321433	****	****	****	****	****
6										
7										
8										
9										
10										
11										
12										
13										

An asterisk \* in the answer string indicates that the bubble was left blank.

Notice the answers on line two have two asterisks (33313\*433234\*131311) between the numbers. This informs the user that the answer to number six on the bubble sheet was not scanned. The user can then examine the second bubble sheet scanned and distinguish whether the student did not answer the item or if the bubble was not filled in correctly.

A # sign in the answer string indicates that there are multiple marks for an item. In the example above, for number one on the fourth form scanned (#43322312), the student either changed their answer and did not erase the bubble well enough or they chose two answers. To correct this, the user can examine the fourth sheet scanned. If the user chooses to rescan the form, white correction tape works well to cover the incorrect bubble. Contact Instructional Technology's Thinkgate Manager to clear the responses for the student(s).

NOTE: It has also been found that reviewing the Distractor Analysis can assist the teacher and/or test chairperson in realizing that answers may not have been scanned properly. The reporting of excessive "0%" may signify that the answer was not picked up in scanning because it was not bubbled dark enough, more than one answer was chosen, or it was left blank.

## ***Rescanning /Rescoring***

The Office of Instructional Technology must be contacted if scores need to be reset due to errors. The Test Chairperson should compose an email to their school administrator stating the reason(s) for the resetting of a test score(s). The principal should then contact Linda Trupia at [ltrupia@dadeschools.net](mailto:ltrupia@dadeschools.net) with the request and carbon copy their regional contact.

Note, that on a classroom created assessment, scores can be reset by the following the directions posted in Thinkgate's Reference Center titled, ***Reset Scores***.

## **Preparing CBT Administration in Thinkgate**

### ***Computer Preparations***

All computer workstations to be used for testing must meet the minimum specifications indicated below on Thinkgate's Technical Considerations document. Please check with your technology coordinator or computer technician to verify that your workstations meet noted specifications. Click on the link below to retrieve the document.

- [Thinkgate Technical Considerations Document](#)

### ***Browser for Student Testing***

The Firefox browser should be installed and utilized during student testing. Specific guidelines need to be followed for installing the Firefox browser on student workstations. Please refer to the Thinkgate Technical Considerations Document and request assistance from your school's computer technician.

### ***Disabling Browser's Pop-up Blockers***

Prior to testing, the pop-up blocker feature should be disabled on each workstation to avoid any distractions to students while testing. Please consult with your designated school site computer technician for specific instructions on disabling pop-up blockers for the browser that is currently installed on your workstations.

### ***Creating Shortcut to Thinkgate Student Testing Website***

A shortcut is an icon that points to a program or data file. Shortcuts can be placed on the desktop or stored in other folders for easier access to a website. Double clicking a shortcut is the same as double clicking the original file. Creating a shortcut directly to the Thinkgate student website eliminates students typing in the URL, which lessens errors with entry. Please contact the designated site computer technician to assist in creating this shortcut icon on all student work stations.


## Lockdown Browser feature

During any computer-based testing session the browser automatically locks down the testing environment as a means of an added level of security. Students are locked into the online test being administered, which prevents them from accessing other applications during testing. Students will not be able to open a new browser, view notes, open email, or send instant messages during testing.

During testing if a student attempts to open any other application, a new tab, or window they will immediately be locked out of all windows. A message will display that tells them they are locked out and will need an administrator to unlock their screen. The test administrator would need to access the Assessment Administration window, select that student's name and hit "continue" in order for the student to complete the testing session.

## Preparing for Online Testing

Access the Assessment link, then navigate to the District's Assessments tile.

Click the Administration  icon that appears under the name of the test that is to be selected for online delivery.



The screenshot shows the Miami-Dade County Public Schools Assessment Administration interface. The top navigation bar includes links for Profile, Planning, Assessment, and Reporting. The 'Assessment' link is circled in red. Below the navigation bar, there are several sections: District Assessments, Classroom Assessments, Items, Images, Addendums, and Rubrics. The 'District Assessments' section contains a list of assessments, including '08SCSci-INT1', '9\_12LA10R-INT1', and '07SSCiv-INT1'. The '07SSCiv-INT1' assessment tile is highlighted with a red arrow pointing from a yellow box labeled 'Administration Icon'. The 'Administration' icon is a gear with a person inside, located under the '07SSCiv-INT1' assessment tile.

The Assessment Assignment screen appears. Note that all of the teachers listed are assigned to the selected test. This screen contains the Class, Teacher, and Test ID. Additionally, an Excel file can be downloaded with all of the teachers and Test IDs.

Note the filter options available for drilling down to a class.

The screenshot shows the 'Assessment Assignments' interface for '9\_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading'. On the left, a sidebar contains filter options for TestID, Course, School Type, School, Teacher, Section, Period, Block, and Semester. The main area features a table with columns for Assessment, Class, Teacher, and Test ID. The first row is highlighted in green, and its Test ID (6149523140) is circled in red. A yellow box labeled 'Excel File' points to a download icon in the top right, and another yellow box labeled 'Test ID' points to the Test ID column. The 'Enable Online' button is also circled in red.

Assessment	Class	Teacher	Test ID
<input checked="" type="checkbox"/> 9_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading	7121.9_12.LA.APEnGLG.6.Y	Gomez, Jackie	6149523140
<input type="checkbox"/> 9_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading	7601.9_12.LA.Creative.5.F	Lewis, Ray Ann	6164068140
<input type="checkbox"/> 9_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading	7601.9_12.LA.Creative.5.S	Lewis, Ray Ann	6164329140
<input type="checkbox"/> 9_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading	7601.9_12.LA.Creative.7.F	Morris, Kincaid	6164288140
<input type="checkbox"/> 9_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading	7601.9_12.LA.Creative.7.S	Morris, Catherine	6164088140
<input type="checkbox"/> 9_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading	7601.9_12.LA.HEng2.6.Y	Namath, Joseph	6164501140
<input type="checkbox"/> 9_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading	7741.9_12.LA.English2.4.Y	Peters, Sal	6168365140
<input type="checkbox"/> 9_12LA10R-INT1 - Fall 13 IA-Grade 10 Reading	7741.9_12.LA.Intensive.1.Y	Sinclair, Petra	6168255140

A Roster Form bubble sheet can be printed for each teacher who is scheduled for computer-based testing. This roster form contains the students' name and Test ID and can be an efficient way of providing the classroom teacher with the information needed to get started with computer-based testing.

The Test ID should be provided to each teacher along with the student ID number. The Test ID is needed to access the student testing portal.

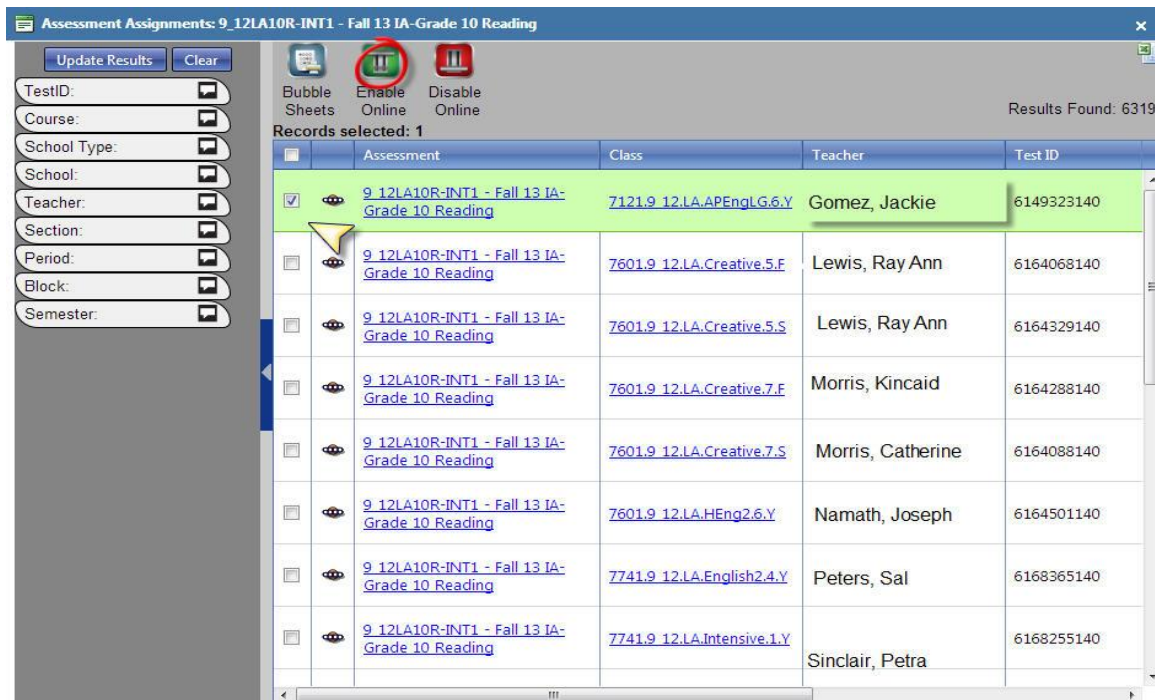
### **Enabling and Disabling an Online Test**

Click the square radio button of all the classes that you want to assign for online test administration. Note that the "Enabled" button turns green. The "Enabled" feature must be activated for all classes in order for students to sign in the Thinkgate testing platform.

Click the **Enabled Online** icon to activate all classes for online testing.

The **Disabled Online** icon should only be selected if you have enabled classes to test and due to unforeseen circumstances such as a fire drill, lunch, or two-day testing period. If, a two-day testing administration is decided then it would be appropriate to

disable the class(es) to eliminate students going home and signing into the Thinkgate testing platform website to complete testing.



Click the **Administration icon** to access the **Assessment Administration** screen for any of the classes to view students testing progress. Note that you can only view one Assessment Administration at a time.

### **Monitoring Students Status Online**

The **Assessment Administration** screen interface allows you to monitor students while they are online testing. The assessment name, teacher name test description, and test ID appears on the screen.

The **Assessment** icon enables you to print the actual test and answer key.

The **Bubble Sheets** icon allows you to print bubble sheets in Roster or Blank form for the group of students appearing on the screen only.

The **Enabled** icon should be green in order for students to test. If this icon is not green simply click the top square radio button next to student name to highlight all students then click the **Enabled** icon.

The **Continue** icon allows you to click the radio button of any student(s) that were abruptly signed out of the system during testing or who accidentally signed out by clicking



the X on the right hand side of the student testing screen. Students are unable to be continued in a testing session if they submit their test for scoring. A final score will appear on the Assessment Administration screen.

The **Suspend** icon enables you to disable specific students or the entire class. (due to illness, lunch break, or two-day testing administration)

Assessment Administration

Teacher: Williams, Shelby  
 Test ID: 6451237890

Content Window: Enabled  
 Print Window: Enabled

Assessment Bubble Sheets

								Enabled	Continue	Suspend
<input type="checkbox"/>	Fernandez	00048	101	Completed	10/30/13 8:40AM	10/30/13 10:55AM	02:15:00			73.58%
<input type="checkbox"/>	Gainey		101	Completed	10/30/13 8:39AM	10/30/13 10:52AM	02:13:00			58.49%
<input type="checkbox"/>	Granados	00002	101	Completed	11/15/13 1:07PM	11/15/13 1:07PM	00:00:00			71.70%
<input type="checkbox"/>	Larralde	0007	101	Completed	10/29/13 8:45AM	10/29/13 10:03AM	01:18:00			37.74%
<input type="checkbox"/>	Lopez	28	101	Completed	10/29/13 11:30AM	10/29/13 1:14PM	01:44:00			56.60%
<input type="checkbox"/>	Maldonad	0594								
<input type="checkbox"/>	Matos	069	101	Completed	10/29/13 11:31AM	10/29/13 1:01PM	01:30:00			64.15%
<input type="checkbox"/>	Ordonez	015	101	Completed	10/29/13 8:45AM	10/29/13 9:57AM	01:12:00			33.96%
<input type="checkbox"/>	Pereda	39890	101	Completed	10/29/13 8:51AM	10/29/13 10:11AM	01:20:00			28.30%
<input type="checkbox"/>	Pino	0123	101	Completed	10/30/13 8:36AM	10/30/13 10:10AM	01:34:00			56.60%
<input type="checkbox"/>	Rivalta	7638								
<input type="checkbox"/>	Rodriguez	254	101	Completed	10/31/13 11:15AM	10/31/13 11:15AM	00:00:00			22.64%
<input type="checkbox"/>	Sanders	0004	101	Completed	10/29/13 11:36AM	10/29/13 12:56PM	01:20:00			49.06%
<input type="checkbox"/>	Smith		101	Completed	10/29/13 11:31AM	10/29/13 1:17PM	01:46:00			33.96%
<input type="checkbox"/>	Socarras	01288	101	Completed	10/29/13 8:50AM	10/29/13 11:02AM	02:12:00			49.06%
<input type="checkbox"/>	Teran	0640	101	Completed	10/30/13 8:36AM	10/30/13 9:45AM	01:09:00			52.83%
<input type="checkbox"/>	Thomas	0196	101	Completed	10/30/13 8:36AM	10/30/13 10:13AM	01:37:00			62.26%
<input type="checkbox"/>	Valle	911	101	Completed	10/30/13 8:36AM	10/30/13 10:18AM	01:42:00			62.26%
<input type="checkbox"/>	Velasquez	0007	101	In Process	10/30/13 8:39AM					
<input type="checkbox"/>	Vicks	96487	101	Completed	10/29/13 11:27AM	10/29/13 1:16PM	01:49:00			41.51%
<input type="checkbox"/>	Wong	0004	101	Completed	10/30/13 8:36AM	10/30/13 10:25AM	01:49:00			58.49%

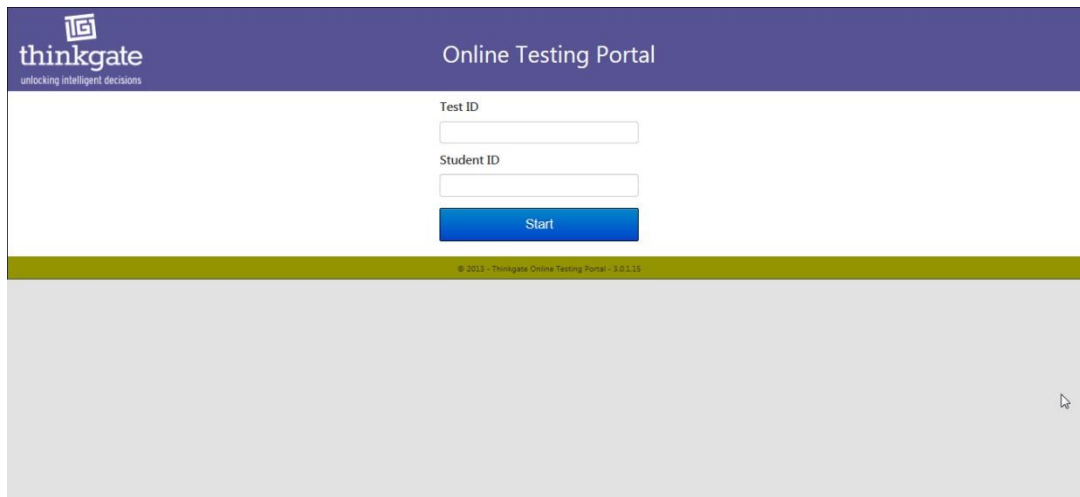
The Status column should be carefully monitored to ensure that students have **Completed** the entire testing session. A blank status indicates that the student has never signed in to the testing session. An **In Process** status denotes that the student is currently online testing or have clicked out of the assessment without submitting their answers for scoring. If the latter is the case, click the square radio button and click the Continue icon to restart the student. The student can sign in and complete the testing session.

During testing a starting and ending time is recorded resulting in total time tested. Also, once students submit their test from the student administration screen in Thinkgate a final test score appears.

The Assessment Administration screen must be refreshed periodically to capture students live scores during testing.

## ***Students Sign-in Process to Thinkgate Testing Platform***

Students should be directed to sign on to <http://assessment.thinkgate.net/FLMiamiDade>. A Test ID and Student ID is needed to access the site. Students should have both credentials prior to testing.



The screenshot shows the Thinkgate Online Testing Portal sign-in interface. At the top left is the Thinkgate logo with the tagline "unlocking intelligent decisions". The page title is "Online Testing Portal". Below the title, there are two input fields: "Test ID" and "Student ID". A blue "Start" button is positioned below the "Student ID" field. At the bottom of the page, there is a copyright notice: "© 2013 - Thinkgate Online Testing Portal - 3.0.1.15".

## **Computer-Based Testing Administration Script for Teachers**

Today you will be taking the Interim Assessment test on the computer. To access the test you will need a **Test ID** and **Student ID**.

*[If students need a calculator, reference sheet, or scrap paper please provide at this time. These tools are not available at this time in the Thinkgate platform]*

**Direct student to type in the URL in the address bar:**

Click on the Mozilla Firefox icon on your desktop.

*[Write the URL on board <http://assessment.thinkgate.net/FLMiamiDade> on the board in the front of the room.]*

*[Direct students to typing in the URL into their address bar.]*

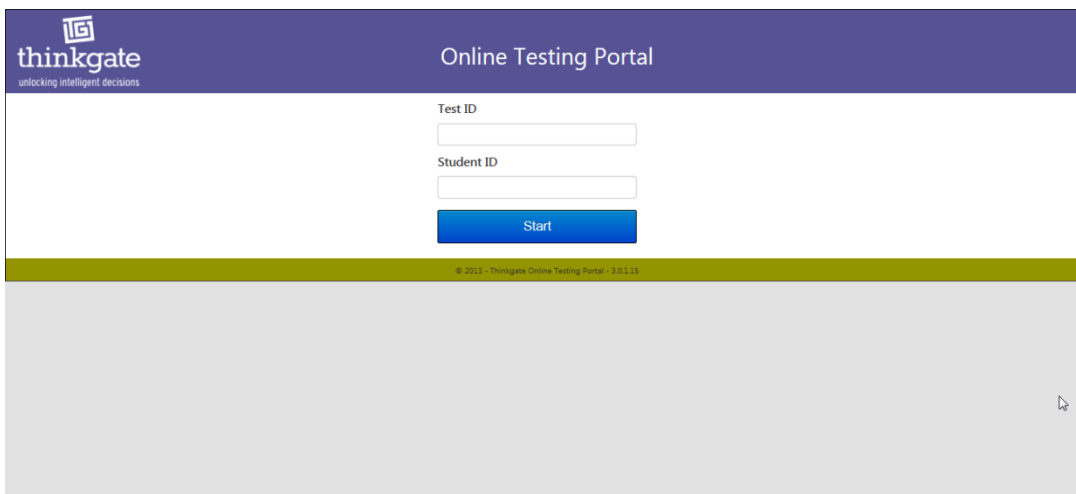
On the toolbar at the top of the screen, type the Internet web address that I have written on the board.

**or**

*[If a shortcut has been created direct students to click on the icon on the desktop named Login Thinkgate or the name of the icon on their desktop. ]*



*[Once students have navigated to the student login page for Thinkgate their screen should resemble the one below.]*



The screen should be titled **Online Testing Portal** and in the left corner of the screen you should see a logo with the name **Thinkgate**.

Raise your hand if you are not on the page I described or if you are having difficulty. [*Walk around to ensure that students are on the correct page*]

[*Provide students with their M-DCPS 7-digit student identification number and their Test ID*]

In order to start you will need your 7-digit student identification number and the Test Identification number that was provided to you.

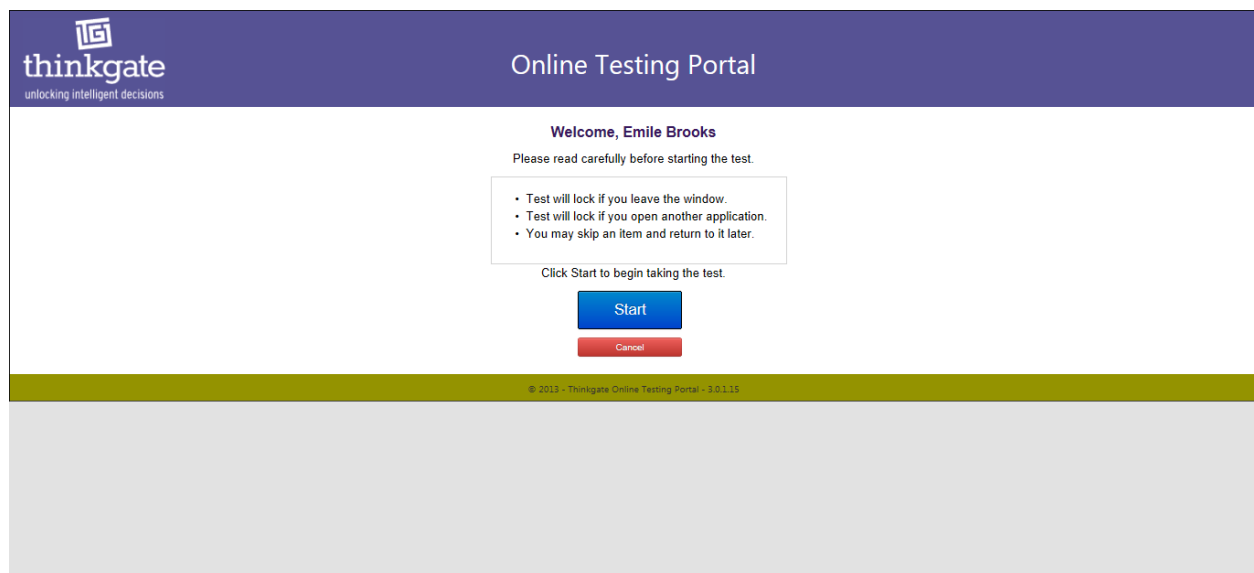
Carefully type in the Test Identification number under the box titled, **Test ID**. [*This number that you obtained from the Assessment Assignment page for each teacher and class or if you retrieved it from the answer sheef*]

Next click your mouse in the box titled, Student ID. Type in your 7-digit **Student ID**. [*This is M-DCPS 7-digit student identification number*]

Click the **Start** button.

[The welcome screen should appear]

The testing screen should now say **Welcome** and your name should appear.



Please read silently as I read aloud:

Please read carefully before starting the test.

The test will lock if you leave the window and try to access the Internet at any time during the test.

The test will lock if you try to open another software program while you are taking the test.  
[Stress to students that they are not to access any other program on the computer.]

If you don't know an answer you can skip the question and return to it later by flagging the item.  
To flag an item simply click on the number of the item and the number icon should turn red.

Click **Start** to begin taking the test.

[Read the following directions to the students.]

Read each item and then with your mouse select the best answer response or choice by clicking in the circle of the answer. If you decide to change an answer simply click in the circle that you want to select and it will automatically deselect (or unselect) the previous answer choice.

Click **Continue**.

Look at the blue heading bar at the top of the screen. In the left corner it should have your correct grade level and name of the test.

In the middle of the bar your first and last name should appear.

Number 1 should be highlighted. This indicates that you are on question 1.

The screenshot shows a test interface with a dark blue header bar. On the left, it says "05 Mathematics" and "Fall2013 IA-Grade5Math". On the right, it says "Emile Brooks" and "Item 1 of 34". Below the header, there is a word problem: "When Coach Orozco opened the badminton sets he purchased, he found he had 48 badminton racquets. Each badminton set had 4 racquets. In the equation below,  $b$  represents the number of badminton sets he purchased." The equation  $4b = 48$  is displayed. Below the equation, the question asks: "How many badminton sets did Coach Orozco purchase?" There are four multiple choice options: A 12, B 44, C 52, and D 192. A yellow box on the right side of the screen says "Math Screenshot". At the bottom, there is a navigation bar with buttons for "All", "Unanswered", and "Flagged" on the left, and "First", "Prev", "1", "2", "3", "4", "5", "Next", "Last", "1", "Go", and "Finish" on the right. The number "1" is highlighted in the navigation bar. The footer of the page says "© 2013 - Thinkgate Online Testing Portal - 3.0.1.15".

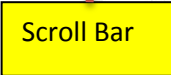
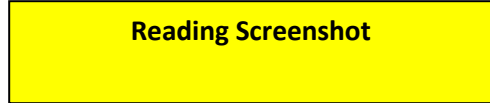


Read this sentence.

Many of them adapted the words and spirit of older work songs to fit the constraints of the country music genre, with one artist playing guitar and singing, thus giving birth to the "country blues."

As used in the sentence, what does the word *constraints* mean?

- A beauty
- B character
- C limitations
- D volume



The landscape of American music has undergone crucial changes over the past one hundred years. During this period, many musical forms and genres have risen to prominence, some have faded into obscurity, while others have endured. The musical form of the blues, which first became popular in the 1920s, proved to be one of the most influential genres of music.

All	53
Unanswered	53
Flagged	0

First Prev 1 2 3 4 5 Next Last 1 Go Finish

[If you are administering the reading assessment direct student to the scroll bar in the middle of the screen. In order to navigate through the story they would need to move the scroll bar down to advance or up to reread a section].

Look at the black navigational bar at bottom of the screen.



On the bottom left hand side you see two magnifying glasses. These are for **Zooming In** and **Zooming Out** to enlarge the screen.

All	34
Unanswered	34
Flagged	0

Move over to the status area, which shows **All**, **Unanswered**, and **Flagged**. The **All** shows the total number of questions. The **Unanswered** shows the number of questions you have left or that you have not answered. The **Flagged** items show the number of items that you **Flagged** to return to because either you wasn't sure of the answer or you wanted to review it again before answering it. Click on the number of the item, once the number turns red, the item becomes flagged.

The navigational bar at the bottom of the screen allows you to move between screens. The numbers indicate the number of the item. You can click the numbers to move to the next item or to move back to an item.

Also, you can use the **First**, **Prev**, **Next**, **Last**, and **Go** to navigate through the screens.



The **First** button takes you back to the first item in the test.



The **Prev** button takes you back to the item that you did previously.



The **Next** button allows you to move to the next item.



The Last button allows you to move to the last item in the test.



The white box at the bottom with the number 1 in it allows you type in the number of the test question and then click **Go**. This will take you directly to that test question.



The **Finish** button should **only** be selected once you have completed answering all of the questions. This submits all of your answers for scoring. Do not click on the **Finish** button until you have completed the test, checked all your answers, and make sure there are no blank or flagged items by reviewing the navigation bar at the bottom.

During the test if you need to use the restroom, please raise your hand and I will come to you. Please do not get out of your seat during the testing session.


When you have completed the last question of the testing session, go back and review your answers, then click the "**Finish**" test button.

If you decide that you want to review your answers, click the "**Back**" button or jump to specific questions by using the "**Previous**" button, click the item numbers shown, or by typing the item number in the box and selecting "**Go**".

Now you can begin the test. If you need help, please raise your hand and I will come to you.



### Note to Test Administrator:

You should see two green lights  at the lower right hand of the computer screen. This means the program and internet are working correctly. If they turn red, you should “suspend” testing until the system is restored.

If a student needs to use the restroom, or to provide a break, either turn off the computer monitor and turn it back on when they return, or if the session is being monitored, you may “Suspend” the student’s session and “Continue” when they return.

If a student becomes ill, or the test is to be administered over two days, suspend the session and resume it the next day.

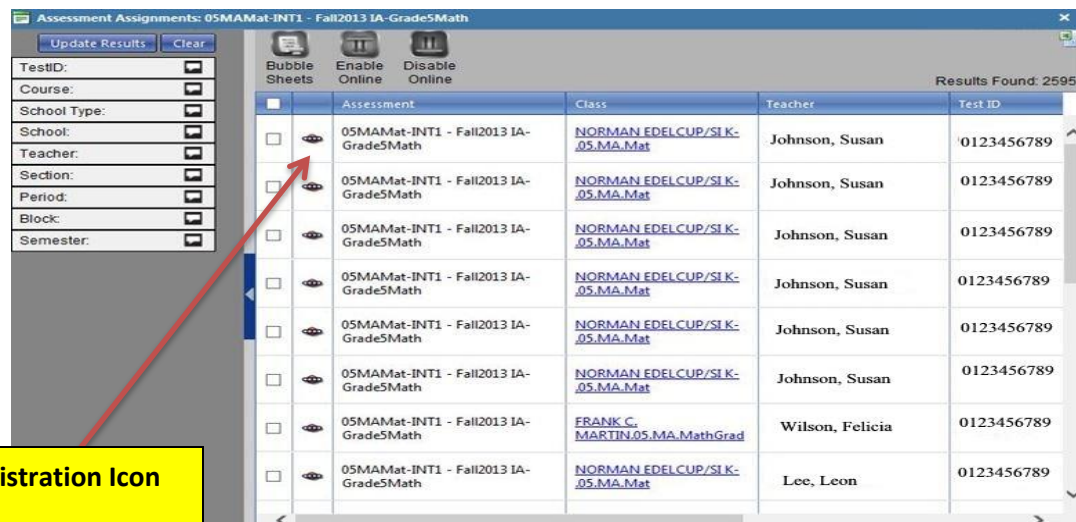
When a session is resumed, the student will begin using the same Test ID and his/her student ID number.

### Monitoring Students Test Status

Teachers or Test Administrators can monitor their classes through the **Assessment Administration** screen to determine if they have completed the assessment being administered. Follow the steps below for monitoring students.

- Login onto Thinkgate with your username (employee ID) and password.
- Click the **Assessment** link located on the top left side of the screen.
- Locate the **District Assessments** tile and scroll to the test that students are currently taking.
- Click the **Administration** Icon (spaceship looking graphic) under the name of the test.

This takes you to the **Assessment Assignments** screen.



**Administration Icon**  
(spaceship looking icon)

- Click on the **Administration** icon for the class you want to monitor.
- The **Assessment Administration** screen appears.



Assessment Administration

Assessment Name: 05MAMat-INT1  
 Description: Fall2013 IA-Grade5Math  
 Teacher: Lisa Wilson  
 Test ID: 9876543210

Scheduling  
 Security Status: Enabled  
 Content Window: Enabled  
 Print Window: Enabled

Assessment Bubble Sheets Reset Manual Scans Enabled Continue Suspend

Student Name	Student ID	Login ID	Form #	Status	Start	End	Total Time	Score
Allen, Lee	1234567	1234567	201	Continue	10/17/13 2:12PM			
Anthony, Lee	7654321	7654321		In Process				
Blackwell, Larry	0123456	123456		In Process				
Castro, Rose	6543210	6543210		In Process				
Delgado, Jaime	0000007	0000007		In Process				
Delgado, Susan	2222222	2222222		Suspend				
Foreman, Harold	3214567	3214567		Suspend				

- While students are taking the test the status column shows **In Process**.
- Once the students submit the assessment for scoring the **Status** column updates as **Completed** and a score is recorded.

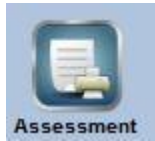
Assessment Name: 05MAMat-INT1  
 Description: Fall2013 IA-Grade5Math  
 Teacher: Morosco, Larissa L  
 Test ID: 697315126

Scheduling  
 Security Status: Enabled  
 Content Window: Enabled  
 Print Window: Enabled

Assessment Bubble Sheets Reset Manual Scans Enabled Continue Suspend

Student Name	Student ID	Login ID	Form #	Status	Start	End	Total Time	Score
Allen, Lee	1234567	1234567	201	Completed	10/23/13 8:05AM	10/23/13 9:43AM	01:38:00	97.06%
Anthony, Lee	7654321	7654321	201	Completed	10/23/13 8:05AM	10/23/13 9:00AM	00:55:00	91.18%
Blackwell, Larry	0123456	0123456	201	Completed	10/23/13 8:05AM	10/23/13 8:51AM	00:46:00	91.18%
Castro, Rose	6543210	6543210	201	Completed	10/23/13 8:06AM	10/23/13 8:57AM	00:51:00	97.06%
Delgado, Jaime	0000007	0000007	201	Completed	10/23/13 8:05AM	10/23/13 8:57AM	00:52:00	76.47%
Delgado, Susan	2222222	2222222	201	Completed	10/23/13 8:05AM	10/23/13 8:45AM	00:40:00	85.29%
Foreman, Harold	3214567	3214567	201	Completed	10/23/13 8:06AM	10/23/13 8:44AM	00:38:00	97.06%

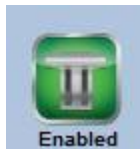
There are additional icons on the **Assessment Administration** screen



**Assessment** – allows you to print the assessment ( *this icon has been disabled by the district*)



**Bubble Sheets** – allows you to print bubble sheets



**Enabled** – in order to test the **Enabled** button must be activated. Ensure that under **Scheduling** that it says **Enabled** for **Security Status, Content Window and Print Window**



**Continue** – Click the box next to the students' name if you have suspended the test due the student becoming ill or the student logged out in error by clicking the X in the right hand corner of the screen. Note if the student clicks **Finish**, the test is submitted and scored.



**Suspend** – Click the box next to the students' name if the students have not finished the test or if the test will be administered over 2 days. (*Suspending the test disables the student from going home and logging in to take the test*)



**Refresh** icon should be used to refresh the screen while monitoring students online activity. This allows you to see student scores in real time.

## Interpreting Test Results for Instructional Purposes

The Interim Assessment tests are aligned to the District's pacing guides and should be used as classroom tools to monitor student progress and to target instruction. Careful examination and interpretation of the test results, in conjunction with other classroom projects, observations, activities, and tests can help reveal areas of relative strengths and weaknesses in student learning.

Teachers are encouraged to debrief the results of the Fall and Winter tests with students and use individual test results to focus on the benchmark(s) on which a student needs further instruction. Schools are encouraged to allow teachers to use the test booklets to assist with debriefing. This review will assist teachers in targeting their instruction.

### *Interpreting Performance Levels in Thinkgate*

During the baseline administration of new Interim Assessments, default performance levels will be used. Please note that for reading, mathematics, history, and civics, Thinkgate will use the default mastery of 70% proficiency and 69% and below for non-proficiency to interpret the students' scores. Performance levels will be established for the noted assessments in the 2015-2016 school year, if assessments are retained.

Thinkgate's score reports contain three performance levels for analyzing data for science (grades 5, 8, and Biology I) based on the NGSSS. These performance levels are defined as satisfactory, limited, and insufficient progress. The chart below defines the criteria for each level.

<b>Performance Level</b>	<b>Description</b>
Satisfactory Progress	This student demonstrated a satisfactory level of achievement on the content focus of the NGSSS 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 NGSSS 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 NGSSS 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.

# Retrieving Thinkgate Reports

Thinkgate has a variety of score reports available to assist with making well-informed instructional decisions. Thinkgate University and Thinkgate’s Reference Center contains tutorials, videos, and step-by-step handouts to assist with learning the functionalities of the platform.

Thinkgate has a wealth of reports and while all are useful for analyzing data, some might be more helpful for specific individuals at the school site. For the purpose of the Interim Assessment tests, specific reports that should be valuable for the principal and teachers are highlighted below.

## Reports for the Principal

- Proficiency Report – provides the percentage satisfactory. It displays both proficiency rates and/or average scores.

**Proficiency Report** | Miami-Dade County Public Schools

Test	05 Science (13-14)	School		# Schools	266
Criteria	05, Science	Teacher		# Teachers	790
		Class		# Classes	1984
		Student		# Students	24112

05 Science(Percent): Insufficient(<45%) Limited(>=45% <51%) Satisfactory(>=51%)

Level		ALL	AMERICAN INDIAN	ASIAN	BLACK	HISPANIC	MULTI	WHITE	ELL	ECON. DISAD.	GIFTED	SWD
Student Counts	Counts	24112	20	287	5264	16553	98	1885	12665	19373	0	6066
	Scores	51.58%	54.48%	62.14%	46.88%	51.95%	56.5%	59.61%	49.35%	49.53%		57.37%
Insufficient	Counts	8850										
	Distribution% Scores	36.7% 34.63%	30% 35.29%	15.68% 36.37%	48.02% 34.33%	35.37% 34.7%	24.49% 34.38%	20.8% 35.31%	41.67% 34.31%	41.01% 34.52%		28.93% 32.87%
Limited	Counts	3073										
	Distribution% Scores	12.74% 47.77%	20% 49.27%	12.54% 47.43%	13.7% 47.65%	12.89% 47.8%	12.24% 47.43%	8.75% 47.97%	13.11% 47.77%	13.49% 47.74%		6.87% 47.79%
Satisfactory	Counts	12189										
	Distribution% Scores	50.55% 64.85%	50% 68.09%	71.78% 70.34%	38.28% 62.35%	51.74% 64.77%	63.27% 66.82%	70.45% 68.23%	45.21% 63.67%	45.5% 63.59%		64.19% 69.44%
Satisfactory	Counts	12189										
	Distribution% Scores	50.55% 64.85%	50% 68.09%	71.78% 70.34%	38.28% 62.35%	51.74% 64.77%	63.27% 66.82%	70.45% 68.23%	45.21% 63.67%	45.5% 63.59%		64.19% 69.44%

**Count**- total number of students tested in each level  
**Scores** – represent the average score of the students tested  
**Distribution** –indicates the percentage of the spread of scores from the mean or average

- Report Card by Tests (available through the Paper icon and Report Engine) - provides the overall percentage scores for each assessment and teacher in the scope of the criteria selected. Other options for Report Card by Test include: School, Teacher, Class, Student, and Demographic.

**Report Card by Test (Schools)** | Miami-Dade County Public Schools

Test	05 Science Science (13-14)	School	Schools	1
Criteria	05, Science, 1 selected school results	Teacher	# Teachers	6
		Class	# Classes	10
		Student	# Students	150

Show Performance Levels

05 Science(Percent) **Insufficient(<=45%)** **Limited(>=45% <51%)** **Satisfactory(>=51%)**

20 results (13%) 16 results (11%) 114 results (76%)

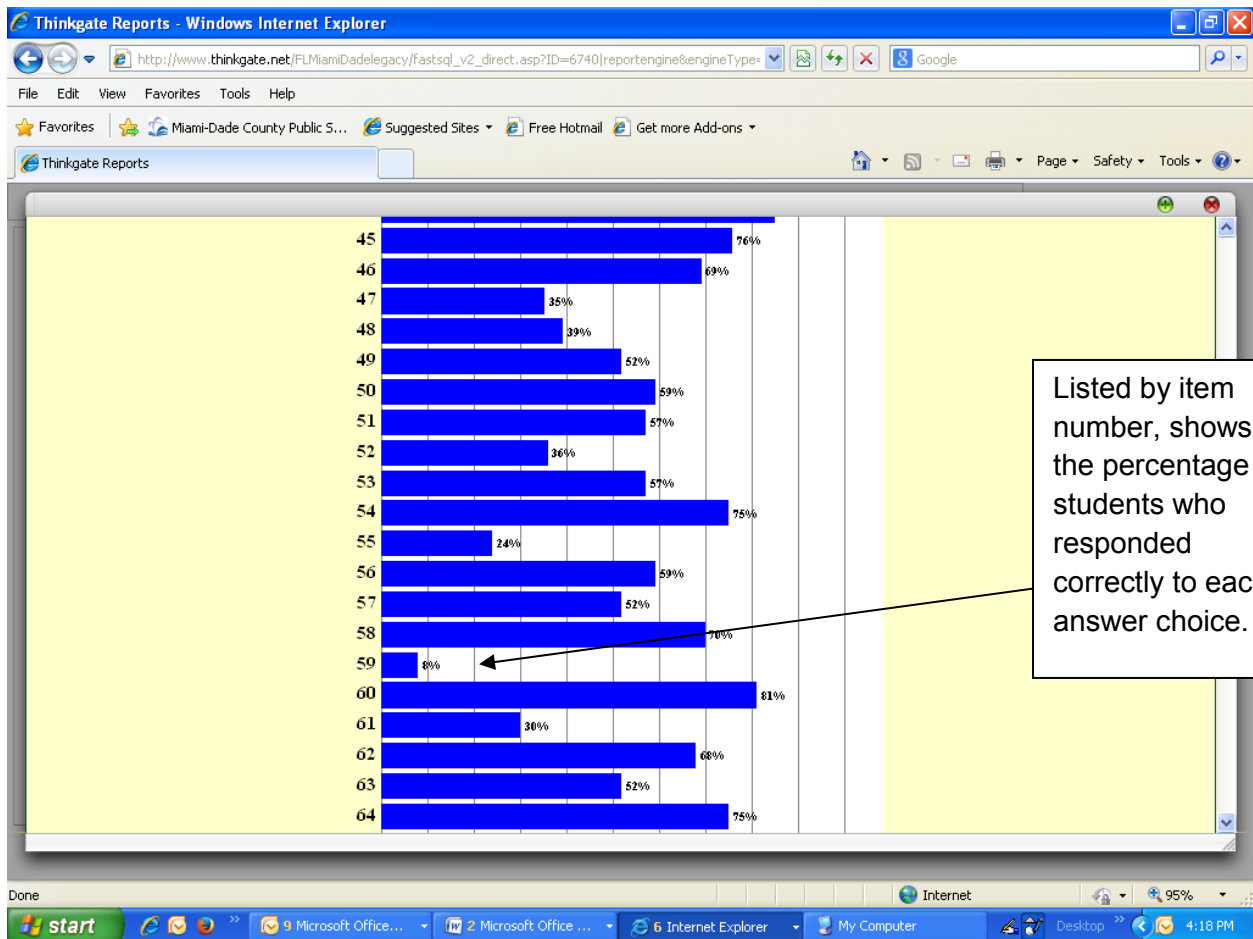
Name	Year>	Subtype>	Grade/Subject>	Standard>	Average Score>
	13-14	05SCsci	All	Fall20	61.88%

Other options available

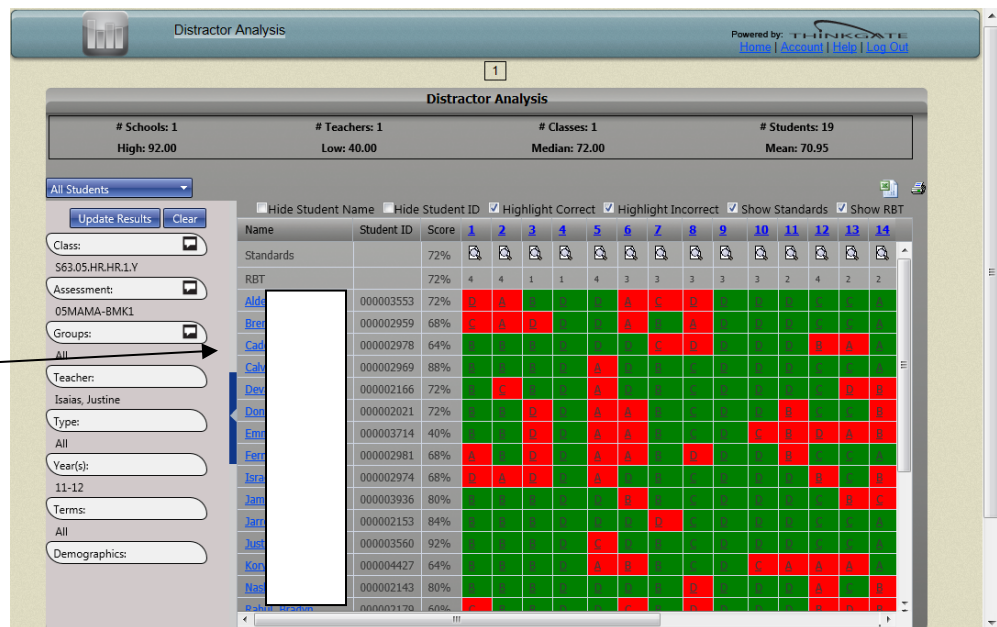
Overall percentage for school.

## Reports for the Teacher

- Proficiency Report – provides the percentage proficient. It displays both proficiency rates and/or average scores.
- Report Card by Standards – provides the overall percentage scores for each standard and student in the scope of the criteria selected. Other options for Report Card by Standards include: Students, School, Teacher, Class, and Demographic.
- Item Analysis – shows how a student, class, teacher, school, and district performed on each item on the assessment. This report can be the starting point to debriefing in the class.



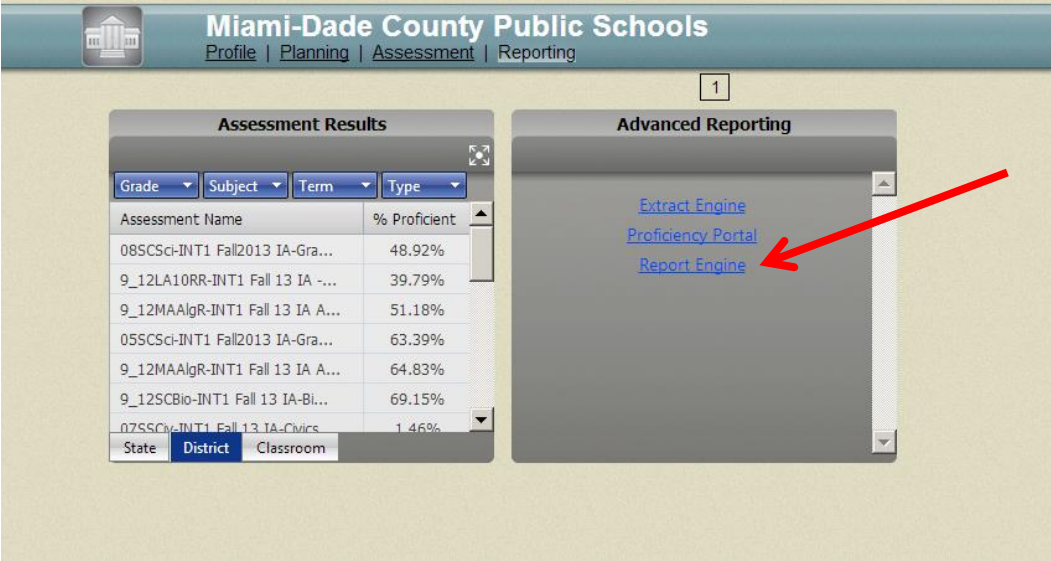
- Standard Analysis – shows each standard on the assessment and the percentage of correct responses to items associated to those standards. It allows teachers and administrators to identify which concepts students are struggling with.
- Distractor Analysis – This report is available for the teacher and administrator through the Report Engine. It shows how every student in the scope of the criteria responded to every item on the assessment and whether or not their response was correct. A gray square displayed would indicate that the student skipped that question. This report is particularly helpful in determining which students need remediation in a particular area. It will also alert you to common misconceptions the class may have, useful for debriefing purposes.



Class with a line by line item response by correct and incorrect answer, and most common incorrect response.

# Generating a Standards Report from the Report Engine

Click the Report Engine link from the Advanced Reporting Tile



Report: Report Card By Test for schools

- **Customize Criteria** ·
- ▶ Year All
- ▶ Course All
- ▶ Test All
- ▶ School All
- ▶ Teacher All
- ▶ Class All
- ▶ Student All
- ▶ Demographics All
- ▶ Group
- ▶ **View Criteria**
- ▶ Clear Criteria
- **Actions** ·
- ▶ Open Report
- ▶ Run report
- **Report Builder** ·
- ▶ New Report
- ▶ Design
- ▶ Clear Report
- ▶ Save Report
- ▶ Save Report As
- **Report Publisher** ·
- ▶ Find Reports

Layout Report Card By Test for schools

Group



Under Customize Criteria, click and select the following

- Click **Year** – Select 13-14
- Click **Course**
  - Grade - Select dropdown and choose grade level
  - Subject – Select content area, example Language Arts
  - Select All from Course and Subtype
  - Curriculum – Select grade and content test that you want to report

Report: Report Card By Test for schools

Course

Grade: 03

Subject: Language Arts

Course: All

Subtype: All

Curriculum: 03 Reading

Selected
Grade/Subject/Course/Subtype/Curriculum
All available

Click the down arrow  
information.

located above Actions to add the selected

Course

Grade: 03  
 Subject: Language Arts  
 Course: All  
 Subtype: All  
 Curriculum: 03 Reading

Actions

Selected				
Grade/Subject/Course/Subtype/Curriculum				
03	Language Arts	All	All	03 Reading

Note how the information that you selected appears under Actions.

Click Test, under **Test Type** Select Interim

Click **Find Available** rectangle



Select the Interim Test

Report: Report Card By Test for schools

Customize Criteria

- Year All
- Course 1
- Test** ✓
- School All
- Teacher All
- Class All
- Student All
- Demographics All
- Group
- View Criteria
- Clear Criteria

Test

Test Type: All, Benchmark, Exam, Final, **Interim**, Midterm  
 Term: All  
 Test ID:

Find Available

Actions

Selected Tests	
All available	

1 tests found

Test	Year
03LARea-INT1 Fall2013 IA-Grade3Reading	13-14

Click the arrow under **Selected Tests**

Click **School** (if you want to drill down to teacher, class, and student you can continue with selections)

Under **Cluster** select the Region Center (if you have teacher access only your school will show under this option)

Click **Find Available**

Note all of the available schools. To select one school, click on the school and then the arrow under Selected Schools. Complete the same process if you want to select more than one school under the lists of schools until you have added all of them.

Report: Report Card By Test for schools

Customize Criteria -

- Year All
- Course 1
- Test 1
- School 1**
- Teacher All
- Class All
- Student All
- Demographics All
- Group
- View Criteria
- Clear Criteria

Actions -

- Open Report
- Run report
- Report Builder -
- New Report
- Design
- Clear Report
- Save Report
- Save Report As
- Report Publisher -
- Find Reports

School

Cluster: North Region Center (9571)

Type: All

Find Available

Selected Schools

2181 - Joella C. Good Elementary

0241 - Ruth K Broad/bay Harbor K-8

0321 - Biscayne Elementary

0341 - Arch Creek Elementary School

0461 - Brentwood Elementary

0481 - James H. Bright/jw Johnson Es

0561 - W.J. Bryan Elementary

0641 - Bunche Park Elementary

0761 - Fienberg/fisher K-8 Center

1161 - Crestview Elementary

1481 - John G. Dupuis Elementary

1521 - Amelia Earhart Elementary

1921 - Flamingo Elementary

2081 - Fulford Elementary

2111 - Hialeah Gardens Elementary

**2181 - Joella C. Good Elementary**

2191 - Spanish Lake Elementary

2281 - Greynolds Park Elementary

2371 - West Hialeah Gardens Elem

2401 - Hibiscus Elementary

2441 - Virginia A Boone/highland Oaks

2581 - Madie Ives Elementary

2801 - Lake Stevens Elementary

Under **Actions** on the left hand side menu, click **Open Report**.

A list of all the available reports are displayed.

**Report: Report Card By Test for schools**

Open Report

**Report Name:**

**Report Type:**

**Report Owner:**

**Report Levels:**   
Activities  
Class  
Course

**Find**

Report Name	Run	Owner	Type
Administered Tests, Not Taken by Student		Elements	Custom
At Risk		Elements	Custom
Averages by Test		Elements	Custom
Demographics Item Performance		Elements	Custom
Distractor Analysis		Elements	Predefined
Item Analysis		Elements	Predefined
IKI-sample		Public	Predefined
Mastery		Elements	Custom
Proficiency Report		Elements	Predefined
Progress Report		Elements	Predefined
Report Card By Standard		Elements	Predefined
Report Card By Test		Elements	Predefined
Score Analysis Report		Elements	Predefined
Standard Analysis		Elements	Predefined
Subgroups by Standard		Elements	Custom
Subgroups by Standard with Text		Elements	Custom
Test Summary		Elements	Custom

**Paper Icon**

Click the paper icon next to Report Card by Standard.

A report displays that show the results by standard of the entire school average percent on each tested standard. This report can be printed or downloaded in Excel.

**Report Card by Standard (Schools)** | Miami-Dade County Public Schools

Test	School	# Schools	1
Criteria	03 Language Arts Reading (13-14) results	# Teachers	9
		# Classes	43
		# Students	154

Show Performance Levels

Year> Subtype> Grade/Subject> Standard> Average Score>	13-14 INT1 NGSSS.LA.3 LA.3.1.6.3 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.6.2 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.6.8 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.6.9 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.2 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.3 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.4 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.5 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.6 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.7 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.2.1.2 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.2.1.2 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.2.1.1 Fall20	13-14 INT1 NGSSS.LA.3 LA.3.6.1.1 Fall20	13-14 INT1 03LARea All Fall20	
<b>Name</b>	0052- Miami Elementary	72.08%	70.78%	74.35%	68.02%	69.81%	49.84%	52.92%	58.12%	58.28%	59.09%	58.44%	39.39%	37.66%	65.58%	59.94%

Waiting for www.thinkgate.net...

On the View menu more options are available for the Report by Standard.

## Teacher View

Actions

- Excel
- Print
- Horizontal Standard
- Vertical Standard

View

- School
- Teacher
- Class
- Student
- Demographic

**Report Card by Standard (Teachers) | Miami-Dade County Public Schools**

Test	03 Language Arts Reading (13-14)	School	# Schools	1
Criteria	03, Language Arts, 1 selected school results	Teacher	# Teachers	9
		Class	# Classes	43
		Student	# Students	154

Show Performance Levels

Name	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	
	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1
	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	03LARea
Grade/Subject>>Standard>>Average Score>	LA.3.1.A.3	LA.3.1.A.7	LA.3.1.A.8	LA.3.1.A.9	LA.3.1.2.3	LA.3.1.2.3	LA.3.1.2.4	LA.3.1.2.5	LA.3.1.2.6	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	All
	72.08%	70.78%	74.35%	68.02%	69.81%	49.84%	52.92%	58.12%	58.28%	59.09%	58.44%	39.39%	37.66%	65.58%	65.58%	65.58%	65.58%	65.58%	65.58%	59.94%
	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20
Alba, Jessica	84.56%	83.82%	83.82%	77.94%	77.94%	52.21%	54.41%	57.35%	67.65%	58.09%	66.47%	42.16%	43.38%	69.85%	66.12%					
Brown, Alvin	75%	75%	80.56%	74.31%	84.72%	50.69%	58.33%	61.81%	63.19%	62.5%	62.78%	36.11%	30.56%	70.83%	63.79%					
Capote, Lisa	20.83%	33.33%	25%	33.33%	20.83%	29.17%	33.33%	41.67%	29.17%	25%	33.33%	16.67%	25%	25%	28.27%					
Carson, Benjamin	75%	100%	100%	75%	75%	75%	75%	75%	50%	25%	25%	60%	33.33%	25%	50%	60.71%				
Dugin, Lee	12.5%	16.67%	29.17%	25%	25%	25%	20.83%	20.83%	33.33%	33.33%	26.67%	33.33%	33.33%	33.33%	26.19%					
Freedom, Garry	79.69%	67.19%	81.25%	78.13%	68.75%	50%	64.06%	64.06%	57.81%	71.88%	60%	50%	45.31%	75%	65.4%					
Greene, Lily	92.86%	82.14%	96.43%	85.71%	78.57%	71.43%	71.43%	75%	64.29%	64.29%	77.14%	61.9%	32.14%	78.57%	73.98%					
Hightower, Esther	86.76%	77.94%	91.18%	83.82%	85.29%	73.53%	69.12%	72.06%	77.94%	82.35%	76.47%	33.33%	61.76%	77.94%	75.73%					
Johnson, Valerie	60.16%	64.84%	57.81%	47.66%	52.34%	37.5%	36.72%	50.78%	41.41%	47.66%	41.25%	38.54%	27.34%	54.69%	47.1%					

## Student View

Actions

- Excel
- Print
- Horizontal Standard
- Vertical Standard

View

- School
- Teacher
- Class
- Student
- Demographic

**Report Card by Standard (Students) | Miami-Dade County Public Schools**

Test	03 Language Arts Reading (13-14)	School	# Schools	1
Criteria	03, Language Arts, 1 selected school results	Teacher	# Teachers	9
		Class	# Classes	43
		Student	# Students	154

Show Performance Levels

Name	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	13-14	
	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1	INT1
	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	NGSSS.LA.3	03LARea
Grade/Subject>>Standard>>Average Score>	LA.3.1.A.3	LA.3.1.A.7	LA.3.1.A.8	LA.3.1.A.9	LA.3.1.2.3	LA.3.1.2.3	LA.3.1.2.4	LA.3.1.2.5	LA.3.1.2.6	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	LA.3.1.2.7	All	
	72.08%	70.78%	74.35%	68.02%	69.81%	49.84%	52.92%	58.12%	58.28%	59.09%	58.44%	39.39%	37.66%	65.58%	65.58%	65.58%	65.58%	65.58%	65.58%	59.94%	
	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	Fall20	
Student 1	75%	75%	50%	50%	50%	50%	75%	75%	50%	25%	66.67%	20%	66.67%	50%	100%	55.36%					
Student 2	100%	75%	100%	100%	50%	75%	75%	75%	50%	75%	60%	33.33%	50%	75%	71.43%						
Student 3	75%	75%	100%	75%	100%	100%	75%	75%	100%	75%	80%	100%	75%	100%	85.71%						
Student 4	50%	100%	100%	100%	75%	50%	75%	50%	50%	50%	80%	33.33%	75%	75%	69.64%						
Student 5	100%	75%	100%	75%	100%	100%	100%	75%	75%	100%	100%	66.67%	25%	75%	83.93%						
Student 6	100%	75%	100%	50%	50%	25%	75%	25%	50%	50%	40%	33.33%	50%	0%	51.79%						
Student 7	50%	75%	75%	25%	50%	0%	0%	50%	25%	25%	40%	33.33%	0%	75%	37.5%						
Student 8	50%	0%	0%	0%	50%	75%	25%	25%	0%	25%	40%	0%	50%	75%	30.36%						
Student 9	25%	100%	50%	100%	75%	50%	25%	75%	75%	50%	40%	33.33%	50%	57.14%							
Student 10	75%	75%	100%	75%	75%	25%	50%	75%	50%	50%	60%	33.33%	0%	100%	60.71%						
Student 11																					

52

# Demographic View

**Report Card by Standard (Demographics) | Miami-Dade County Public Schools**

Test	03 Language Arts Reading (13-14)	School		# Schools	1
Criteria	03, Language Arts, 1 selected school results	Teacher		# Teachers	9
		Class		# Classes	43
		Student		# Students	154

Show Performance Levels

Name	13-14 INT1 NGSSS.LA.3 LA.3.1.6.3 72.08% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.6.7 70.78% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.6.8 74.35% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.6.9 68.02% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.2 69.81% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.3 49.84% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.4 52.92% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.5 58.12% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.6 58.28% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.7 59.09% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.1.7.8 58.44% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.2.1.2 39.39% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.2.1.3 37.66% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.2.1.4 65.58% Fall20	13-14 INT1 NGSSS.LA.3 LA.3.2.1.5 59.94% Fall20
Overall Average (154)	72.08%	70.78%	74.35%	68.02%	69.81%	49.84%	52.92%	58.12%	58.28%	59.09%	58.44%	39.39%	37.66%	65.58%	59.94%
Female (78)	72.44%	74.36%	71.47%	64.74%	72.12%	50.96%	54.17%	60.58%	60.26%	62.5%	62.05%	39.74%	39.74%	67.95%	61.33%
Male (76)	71.71%	67.11%	77.3%	71.38%	67.43%	48.68%	51.64%	55.59%	56.25%	55.59%	54.74%	39.04%	35.53%	63.16%	58.51%
Black (33)	71.21%	73.48%	74.24%	64.39%	70.45%	40.15%	50.76%	56.82%	61.36%	59.09%	57.58%	31.31%	34.85%	62.12%	58.17%
Hispanic (115)	71.52%	69.78%	73.91%	68.26%	69.13%	52.39%	54.13%	57.83%	57.83%	58.7%	58.78%	42.03%	38.04%	66.74%	60.23%
Multi (2)	75%	87.5%	87.5%	75%	87.5%	37.5%	37.5%	75%	25%	62.5%	60%	16.67%	37.5%	25%	57.15%
Unknown race (1)	75%	50%	75%	75%	75%	25%	25%	50%	75%	75%	20%	66.67%	25%	100%	57.14%
White (3)	100%	75%	83.33%	91.67%	75%	75%	50%	75%	58.33%	66.67%	66.67%	33.33%	58.33%	75%	70.83%
Economically Disadvantaged (134)	71.64%	70.34%	73.69%	67.54%	69.4%	48.13%	52.99%	56.72%	58.21%	59.33%	58.21%	38.31%	36.38%	65.3%	59.37%
Students With Disabilities (12)	56.25%	58.33%	62.5%	58.33%	47.92%	47.92%	52.08%	58.33%	43.75%	41.67%	53.33%	38.89%	31.25%	50%	50.3%

## Debriefing Process Reports

The debriefing process should be done after testing. Reports to assist teachers with analyzing the data prior to the debriefing process should include the following:

- Item Analysis
- Distractor Analysis
- At-Risk Report
- Report Card by Standards

## Retrieving Data for State Reporting

Schools are required to report preliminary and mid-year data to the state for the purpose of progress monitoring. Data for completing these reports are available in Thinkgate on various reports. The reports and data elements required for state reporting are described below.

The Average **Percent Correct**, Percent scoring “**Satisfactory**” and the **percent tested** can be retrieved from the Results Analysis screen.

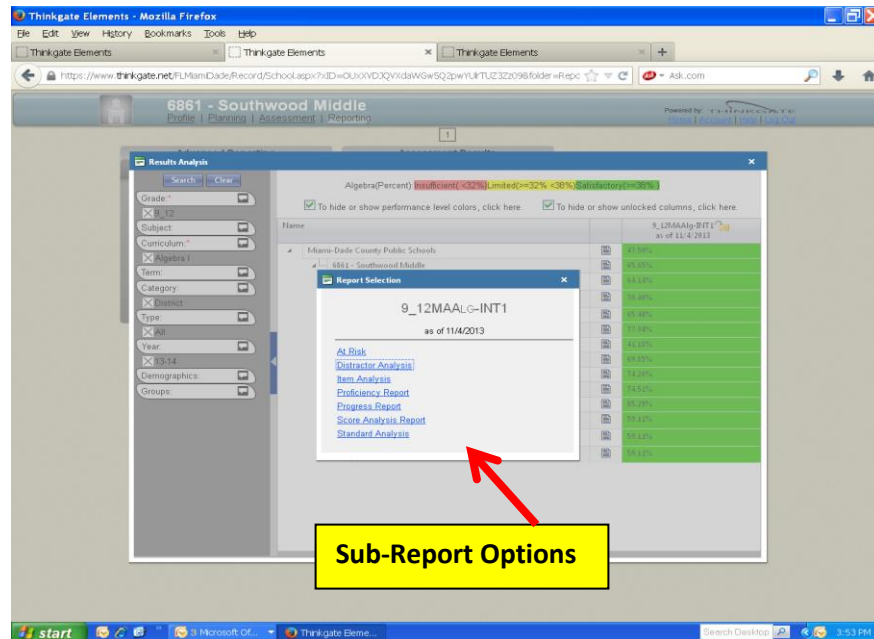
- At the top of your home page, select the Reporting link on the top left hand side of the screen.
- Click the expand icon on the Assessment Results tile.
- The red asterisks on Grade and Curriculum mean that you must specify a grade and test name
- High school grades are all lumped under 9\_12, and you must use that even for Algebra tests given in middle schools.
- Click Search

The screenshot shows the Thinkgate Results Analysis interface. On the left, there are filters for Grade (9\_12), Subject (Algebra I), Term, Category, District, Type, Year (13-14), Demographics, and Groups. The main table displays data for Miami-Dade County Public Schools, specifically for 6861 - Southwood Middle. The table has columns for Name, Percent Correct, and Percent Satisfactory. The data is as of 11/4/2013. Red arrows point to the 'Average Percent for School' (47.50%), 'Average Percent for District' (45.83%), and 'Teacher's Class Average (Percent Correct)' (94.14%, 70.40%, 59.11%, 59.11%, 59.11%). A yellow callout box labeled 'Teacher Icons' points to the teacher icons in the table.

Name	Percent Correct	Percent Satisfactory
Miami-Dade County Public Schools	47.50%	45.83%
6861 - Southwood Middle	94.14%	70.40%
	59.11%	59.11%
	59.11%	59.11%

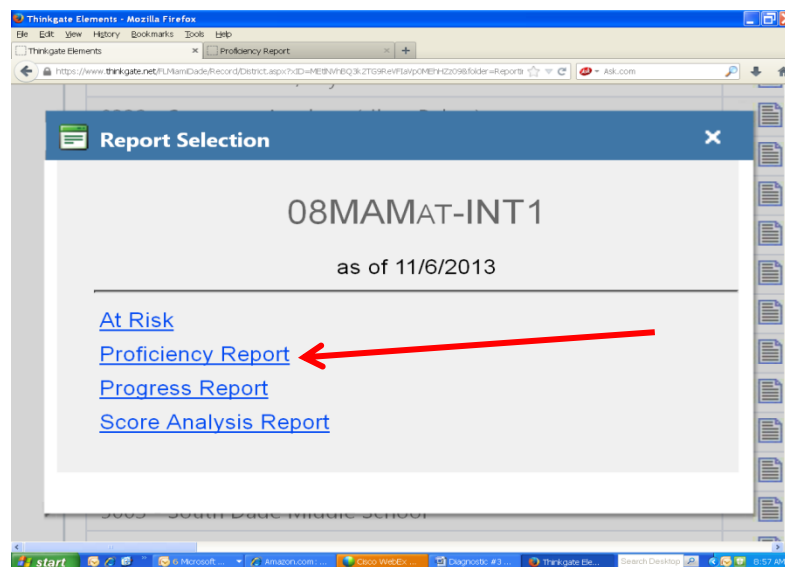
- Clicking on the arrow beside the teacher icon expands to show each of their classes.

- Clicking on the paper provides some sub-report options, clicking in the colored section on the percent correct shows other subreports – including the **distractor analysis** that teachers may use to debrief with their students.



To retrieve the percent “**Proficient**”, click on the average percent correct in the far right hand column.

A list of available reports is displayed.





Select the **Proficiency Report** to pull the remaining items needed for SIP reporting. The state template **requires that you report the percent scoring “Satisfactory”** (not the percent scoring 70% or above).

Note the number of students in the Satisfactory level (count) and the Scores (percent scoring satisfactory).

**Proficiency Report** | Miami-Dade County Public Schools

Test: 05 Science Science (13-14) | School: | # Schools: 266

Criteria: 05\_Science | Teacher: | # Teachers: 790

| Class: | # Classes: 1984

| Student: | # Students: 24112

Show All Statistics | Domain: All

05 Science(Percent): **Insufficient(<45%)** **Limited(>=45% <51%)** **Satisfactory(>=51%)**

Level		ALL	AMERICAN INDIAN	ASIAN	BLACK	HISPANIC	MULTI	WHITE	ELL	ECON. DISAD.	GIFTED	SWD
Student Counts	Counts	24112	20	287	5264	16553	98	1885	12665	19373	0	6066
	Scores	51.58%	54.48%	62.14%	46.88%	51.95%	56.5%	59.61%	49.35%	49.53%		57.37%
Insufficient	Counts	8850	30%	15.68%	48.02%	35.37%	24.49%	20.8%	41.67%	41.01%		28.93%
	Distribution%	36.7%	35.29%	36.37%	34.33%	34.7%	34.38%	35.31%	34.31%	34.52%		32.87%
	Scores	34.63%										
Limited	Counts	3073	20%	12.54%	13.7%	12.89%	12.24%	8.75%	13.11%	13.49%		6.87%
	Distribution%	12.74%	49.27%	47.43%	47.65%	47.8%	47.43%	47.97%	47.77%	47.74%		47.79%
	Scores	47.77%										
Satisfactory	Counts	12189	50%	71.78%	38.28%	51.74%	63.27%	70.45%	45.21%	45.5%		64.19%
	Distribution%	50.55%	68.09%	70.34%	62.35%	64.77%	66.82%	68.23%	63.67%	63.59%		69.44%
	Scores	64.85%										
Satisfactory	Counts	12189	50%	71.78%	38.28%	51.74%	63.27%	70.45%	45.21%	45.5%		64.19%
	Distribution%	50.55%	68.09%	70.34%	62.35%	64.77%	66.82%	68.23%	63.67%	63.59%		69.44%
	Scores	64.85%										

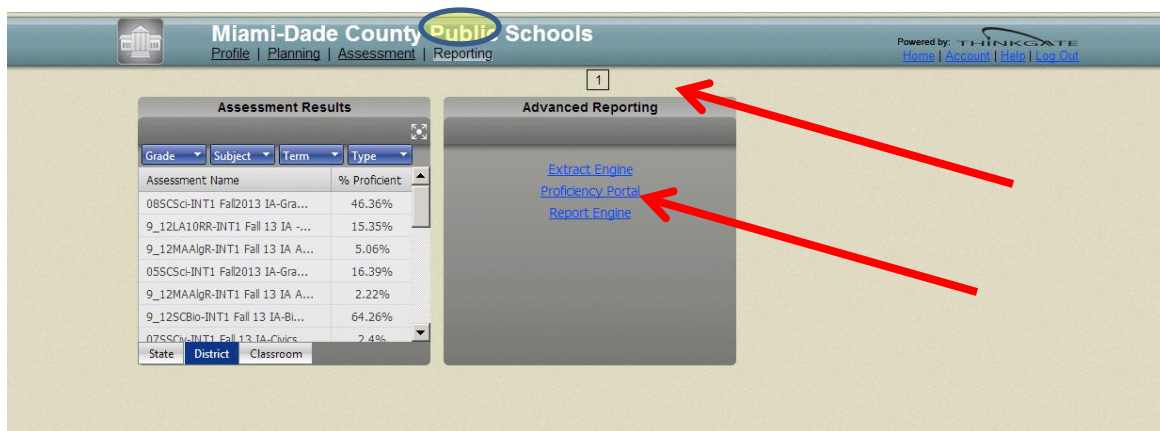
To calculate the “Percent Tested, you will pull the count of students tested from the white row: Student Counts, in the column marked “ALL”. That shows the total number tested (the example here is for grade 5 science); you can pull the approximate number of students in your school from the October or February FTE membership report (by grade level) located at <http://oada.dadeschools.net/StudentMembership/membership.asp> , or through file download manager.

# Reports to Assist Test Chairpersons

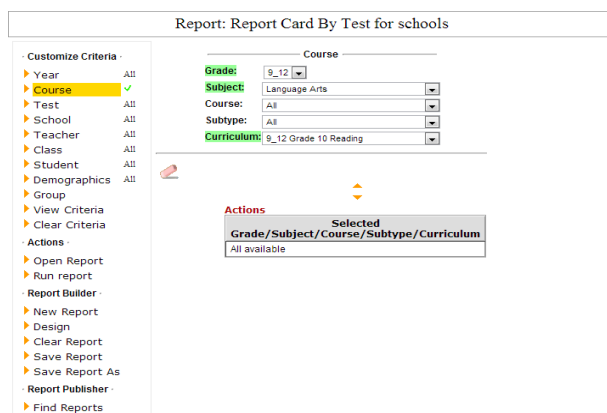
## *Administered Tests, Not Taken by Students*

This report is available for the Teacher, Administrator and through the Report Engine. Without having to open each Assessment Assignments screen to determine the students yet to complete the specified assessment, this report shows the assessment, teacher, class, the number of students and student names for the class that have not taken the specified assessment.

- Click the **Reporting** link
- Navigate to the **Advanced Reporting** tile
- Click **Report Engine**



- **Filter for Year, Course (grade, subject, and curriculum) Test (Interim)**



Click **Find Available**

Click on correct test under **Test** column (highlights in yellow)

Click the arrow pointing left under **Selected Tests**

Report: Report Card By Test for schools

Customize Criteria

- Year All
- Course ✓
- Test 1
- School All
- Teacher All
- Class All
- Student All
- Demographics All
- Group
- View Criteria
- Clear Criteria

Test

Test Type: All Term: All

Test ID:

Test Type: All Benchmark Exam Final Interim Midterm

Actions

Selected Tests

- 9\_12LA10R-INT2 WINTER INTERIM ASSESSMENT 2013 - GRADE 10 READING TEST 13-14

Find Available

2 tests found

Test	Year
9_12LA10R-INT1 Fall 13 IA-Grade 10 Reading	13-14
9_12LA10R-INT2 WINTER INTERIM ASSESSMENT 2013 - GRADE 10 READING TEST	13-14

Open Report

This tutorial drills down to the school level; however you can continue to filter by **School, Teacher, Class, or Student**, if you need to drill down to that level. (This is limited depending on the level of access granted)

Click **Open Report**

## Click Find

Report: Report Card By Test for schools

Open Report

Report Name:  Report Levels: All  
 Report Type: All Report Owner: All

Find

17 reports found

Report Name	Run	Owner	Type
Administered Tests, Not Taken by Student		Elements	Custom
At Risk		Elements	Custom
Averages by Test		Elements	Custom
Demographics Item Performance		Elements	Custom
Distractor Analysis		Elements	Predefined
Item Analysis		Elements	Predefined
Item-sample		Public	Predefined
Mastery		Elements	Custom
Proficiency Report		Elements	Predefined
Progress Report		Elements	Predefined
Report Card By Standard		Elements	Predefined
Report Card By Test		Elements	Predefined
Score Analysis Report		Elements	Predefined
Standard Analysis		Elements	Predefined
Subgroups by Standard		Elements	Custom
Subgroups by Standard with Text		Elements	Custom
Test Summary		Elements	Custom

Click the paper icon in the Run column next to the report **Administered Tests Not Taken by Student**.

Report displays providing the test name, period, teacher, and students who have not tested.

ELEMENTS

Administered Tests, Not Taken by Student  
 9\_12, Language Arts, Test Type=Interim, 1 selected tests, 1 selected school results

Actions  
 Word  
 Print

- 9\_12LA10R-INT2 WINTER INTERIM ASSESSMENT 2013 - GRADE 10 READING TEST :
  - 9\_12 Advanced Placement English Language Period1 (23 not taken)
    - Acosta, t
    - Alvarez-L
    - Angarica
    - Cesar, M
    - Challenk
    - Charles,
    - Edri, Ron
    - Edri, Roy
    - Gallard,
    - Gal, Ines
    - Gasilovsi
    - Gorin, Sv
    - Hawryluk
    - Hyde, Kin
    - Jeanbap
    - Lalama, I
    - Munilla, I
    - Ramirez
    - Rosales,
    - Salazar,
    - Suster, J
    - Vaca-Gut
    - Yulee, Ro
  - 9\_12 Advanced Placement English Language Period2 (29 not taken)
    - Aminov,
    - Avakiant
    - Bosch, R
    - Cazalis,
    - Chierico,
    - Churchill

## Retrieving Answer Keys

Please follow the directions below to retrieve an answer key from Thinkgate.

- Login into Thinkgate
- Click on the *Assessment* link at the top
- Access the *District Assessments* tile
- Filter for **Grade Level** and **Subject**

The screenshot displays the Thinkgate web application interface for Miami-Dade County Public Schools. The interface is organized into several data tiles. The 'District Assessments' tile is highlighted with a red arrow and contains a printer icon, which is also highlighted by a yellow box labeled 'Printer Icon'. The 'Classroom Assessments' tile shows a list of assessments with filters for Grade and Subject. The 'Items' tile shows a bar chart for 'Teacher (1)' and 'District (1560)'. The 'Addendums' tile shows a bar chart for 'District (198)'. The 'Rubrics' tile shows 'No items found.' The top navigation bar includes 'Profile', 'Planning', 'Assessment', and 'Reporting'. The bottom taskbar shows the Start button, Internet Explorer, Chrome, and other applications, with the system clock showing 10:16 AM on 10/31/2013.

Click the **Printer** icon

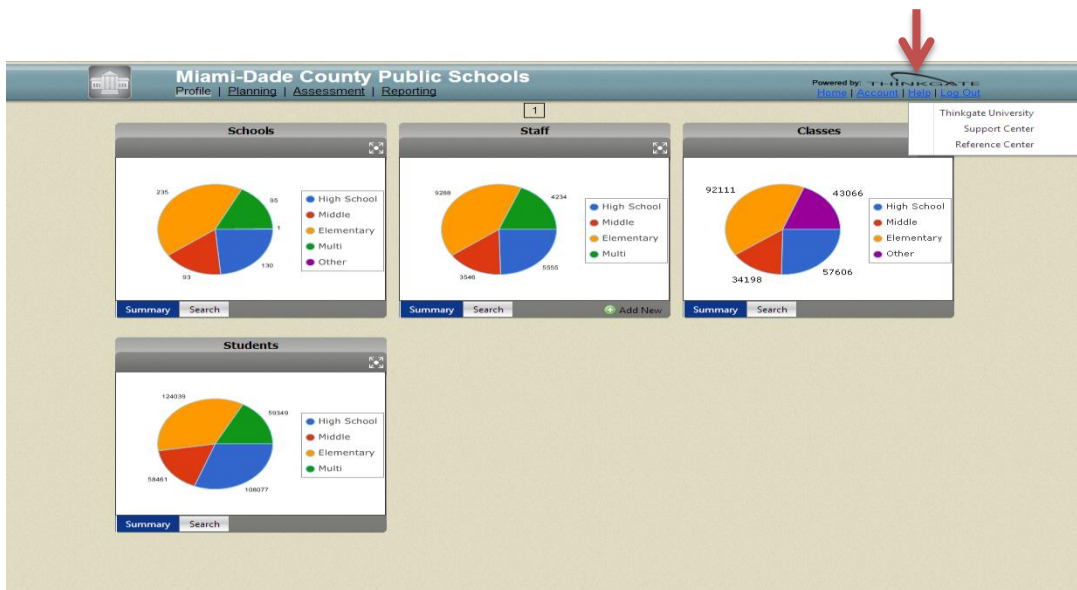
Dialog box appears (shown below), Click the **Answer Key** box, Click **Print**

	Assessment	Answer Key
Select All	<input type="checkbox"/>	<input type="checkbox"/>
Form 101	0	0
Total	0	0

Buttons: Cancel, Print

### Accessing Thinkgate's Reference Sheets and Modules

- Sign on to the Thinkgate's website at <http://thinkgate.net/FLMiamiDade>.
- Login with your M-DCPS username (employee #) and password.
- Click the **Help** link on the right hand side of the screen.



- To access the modules (self-paced tutorial lessons), click Thinkgate University and you can begin by clicking the link of the topics that you want to pursue further.

Home (My Courses)  
View Course Catalog  
View Transcript  
Update My Information  
Signout

Welcome, Felicia. Today is 12/11/2013.

Click on a course below to see course detail.  
Click on a green arrow to launch directly into an online course.

Name	Session Title	Start Date	Start Time	End Time	End Date	Meets	Location
A.101: Getting Started	Open						
A.103: Navigation for Administrators	Open						
A.106: Creating District Assessments	Open						
A.107: Creating District Assessments - Make It Quick	Open						
A.109: Creating District Assessments - Create My Own	Open						
A.111: Creating District Assessments Using External Assessments	Open						
A.113 Creating a Language Arts Assessment	Open						
A.201 Instruction for Administrators	Open						
A.301: District Management of Assessment Administration	Open						
A.303: Accessing Data for Administrators	Open						
A.305: Analyzing Data	Open						
A.307: Working with Items	Open						
A.309: Working with Images and Addendums	Open						
A.311: Working with Rubrics	Open						
A.313 Enhanced Assessment Creation	Open						
T.102: Navigation for Teachers	Open						
T.104: Creating Classroom Assessments	Open						
T.106: Creating Classroom Assessments - Make It Quick	Open						
T.108: Creating Classroom Assessments - Create My Own	Open						
T.110: Creating Classroom Assessments Using External Assessments	Open						
T.112 Creating a Language Arts Assessment	Open						
T.202 Instruction for Teachers	Open						
T.302: Administering Assessments	Open						
T.304: Assessment Administration for Classroom Teachers	Open						

Message Center: Received

Read	From/To	Subject	Date	Action
Unread	SysAdmin in session	Enrolled	10/16/2013 11:58AM	X
Unread	SysAdmin in session	Enrolled	10/16/2013 11:58AM	X

To access the **Reference Center** (short step-by-step tutorials in PDF or video format), click Reference Center under the **Help** link.

Miami-Dade County Public Schools  
Profile | Planning | Assessment | Reporting

Powered by THINKGATE  
Home | Account | Help | Log Out

Thinkgate University  
Support Center  
Reference Center

**Schools**

High School	130
Middle	93
Elementary	235
Multi	95
Other	1

**Staff**

High School	555
Middle	1546
Elementary	9288
Multi	4234

**Classes**

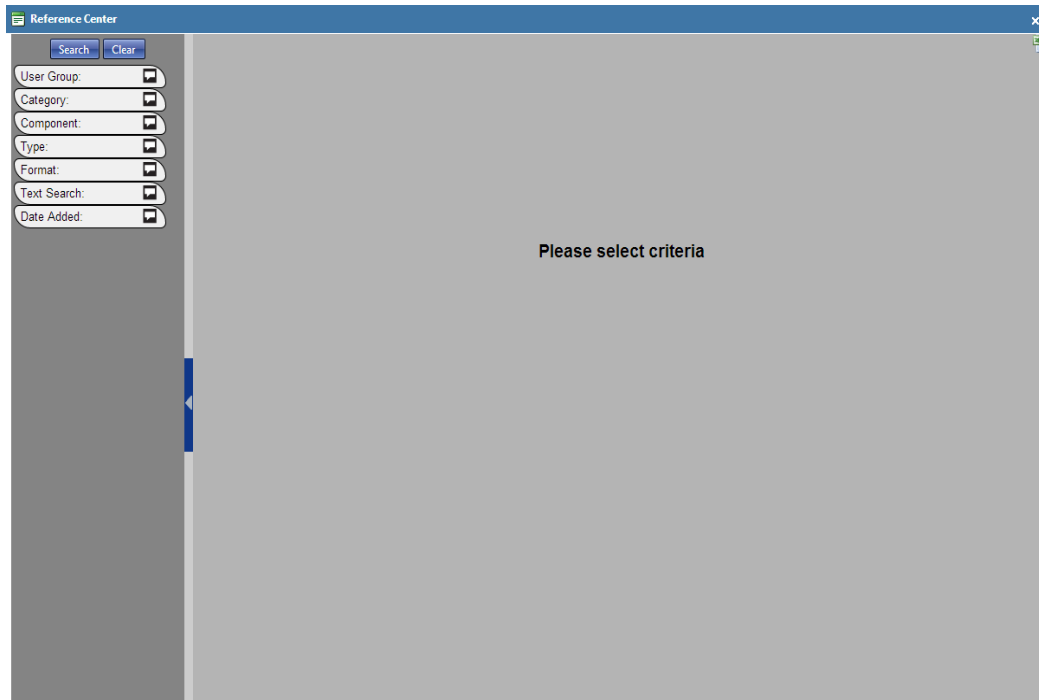
High School	57606
Middle	34198
Elementary	92111
Multi	43066

**Students**

High School	108077
Middle	58461
Elementary	124039
Multi	55343

Click the **User Group**, and select **All** to view the topics of a teacher and administrator. You can filter the column to show Teacher or Administrator by clicking the column of the **User Group**.

(to view Teacher or Administrator topics you can select either option)



Click **User Group** column to filter by Teacher or Administrator



Click on any of the titles to download the documents.



## ***Promoting Thinkgate Learning Modules for Teachers***

In order for teachers to become acclimated to Thinkgate's Technology Platform it is highly suggested that they access Thinkgate University and proceed in getting started with the learning modules that are teacher specific. There are about 40 tutorials covering topics such as creating assessments to administering an online test.

Teachers can login to Thinkgate University with their employee number and password. The under the **Help** menu located on the right side of the screen, select Thinkgate University. Modules that can help teachers get started are listed below.

T.102 - Navigation for Teachers

T.304 - Assessment Administration for Classroom Teachers

T.306 - Accessing Data for Teachers

T.308 - Analyzing Data

**\*Thinkgate University** requires a flash player, typically not available on iPads. Please use ie8 or later, and Firefox with a Windows machine (PC)

## ***Resetting Passwords***

Resetting Passwords in Thinkgate are no longer required due to the adoption of the Single Sign-On process. Login into your workstation and then type <https://thinkgate.net/FLMiamiDade> in the Firefox browser. The Thinkgate Administration platform should open with a welcome message.

## APPENDIX A

### CHECKLIST: BEFORE, DURING, AND AFTER TESTING

#### Before Testing

- ✚ Read the Interim Assessment program guide.
- ✚ Meet with school's administrators, microsystem technician, classroom teachers, lab manager, and proctors to:
  - Train and review testing procedures for computer-based testing
  - Verify minimum requirements and prepare computers for testing
  - Determine students who will need to take the paper-pencil version(s) of the tests.
  - Schedule students and/or classes into the computer lab.
  - Determine students needing accommodations.
- ✚ Prepare for computer based testing by:
  - Preparing materials
  - Train test administrators

#### During Testing

- ✚ Distribute student identification numbers to students
- ✚ Administer the test following script in Appendix B.
- ✚ Monitor test administrations
- ✚ Make note of any problems encountered during testing
- ✚ Make sure students close out the testing session properly by exiting the test and closing the Internet browser.

#### After Testing

- ✚ Arrange make-up sessions for students who were absent or unable to complete testing
- ✚ Scan answer sheets
- ✚ Retrieve score reports

**APPENDIX B**  
**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**TEACHER COUNT SHEET**

SCHOOL NAME: \_\_\_\_\_ SCHOOL NUMBER: \_\_\_\_\_

ASSESSMENT PROGRAM: \_\_\_\_\_

ASSESSMENT DATE: \_\_\_\_\_ (Month & Year)

**DIRECTIONS FOR TEST CHAIRPERSON:**

When assigning materials to teachers, record the teacher's name, quantity of test booklets, and grade/test level assigned. Teachers certify receipt/return by initialing this count sheet when picking up the materials prior to testing and again when returning them after testing.

Teacher's Name	Grade/ Test Level	Test Booklet Count	Date ____/____/____ Receipt	Date ____/____/____ Return

Retain a copy of this document for four months following the assessment date.

**DUPLICATE AS NEEDED**

TEST CHAIRPERSON: \_\_\_\_\_

FM-5812 Rev. (08-03)

## **APPENDIX C**

### **MIAMI-DADE COUNTY PUBLIC SCHOOLS**

#### **RECORD OF ABSENCES, EXEMPTIONS, AND INVALIDATIONS FORM 20 \_\_\_\_ - 20 \_\_\_\_ ADMINISTRATION**

Name of Program \_\_\_\_\_ Grade Level of Program \_\_\_\_\_

School Name \_\_\_\_\_ School Location \_\_\_\_\_

Name of Test Administrator \_\_\_\_\_ Assessment Date \_\_\_\_\_

<b>STUDENT'S NAME</b>	<b>STUDENT'S ID NUMBER</b>	<b>SUBJECT</b>  R= READING M= MATHEMATICS S = SCIENCE SS= SOCIAL STUDIES	<b>CODE</b>  A = ABSENT E = EXEMPTION I = INVALIDATION	<b>REASON</b>

The test coordinator should retain a copy of this form for four months following the assessment date.

## APPENDIX D

### Equivalent Course Codes

Course	Codes
<b>Algebra</b>	Algebra 1 – 1200310 Algebra 1 Honors – 1200320 Algebra 1-B – 1200380 Pre-AICE Mathematics 1 – 1209810 IB Middle Years Program/Algebra 1 Honors - 1200390
<b>Biology</b>	Biology 1 – 2000310 Biology 1 Honors – 2000320 Pre-AICE Biology – 2000322 Biology Technology – 2000430 Biology 1 PreIB – 2000800 IB Middle Years Program Biology Honors – 2000850 Integrated Science 3 – 2002440 Integrated Science 3 Honors - 2002450
<b>Geometry</b>	Geometry – 1206310 Geometry Honors – 1206320 IB Middle Years Program Geometry Honors – 1206810 Pre-AICE Mathematics 2 - 1209820
<b>U.S History</b>	United States History – 2100310 United States History Honors - 2100320
<b>Civics</b>	Civics - 2106010 Civics - 2106015 Civics & Career Planning - 2106016 Civics, Advanced - 2106020 Civics, Advanced - 2106025 Civics, Advanced & Career Planning - 2106026 Civics and Digital Technologies - 2106029

## APPENDIX E

### Troubleshooting: Common Errors and Possible Solutions

Error	Possible Solution
Student or Administrator unable to login to the Thinkgate Platform.	<ul style="list-style-type: none"> <li>• Confirm that the student is on the roster for the class associated with that test ID.</li> <li>• Confirm that student has typed in Test ID and Student ID Number correctly.</li> <li>• Check network status by typing in <a href="http://www.google.com">http://www.google.com</a> in the Internet browser to see if the web page is being displayed properly</li> </ul>
Questions or answer do not display properly	<p>Make sure you are using the proper browser. MDCPS has created a link on the desktop using Firefox which will take you directly to the proper URL. DO NOT USE Internet Explorer 10 or 11 as they are not supported with the online test client yet. Switch to Firefox or Safari</p>
The computer system freezes or locks up while testing.	<p>Test administrator or teacher should log into the assessment administrator screen and make sure the student status is set to <b>“Continue”</b>. Student’s results are saved automatically as they progress through the test, so they should be able to try one of these options:</p> <ul style="list-style-type: none"> <li>• Log off and log back onto the same computer and sign back into the online test site to continue testing where they left off. (Student status should be set to “continue”).</li> <li>• Log onto a different computer, sign into the online test site and continue testing where they left off. (Student status should be set to “continue”).</li> </ul> <p>A reboot may be required.* Check with local Technical Coordinator, if system locks up often.</p>
The student accidentally selects finish while testing and exits out of the test.	<p>Test Chair or School Admin must contact the District Assessment Department and request that the student’s score be reset. They will need the School ID, the Test ID and the Student’s name and ID before resetting a score. Please include the reason why the student’s score needs to be reset. Student will have to retake the entire test if they have selected <b>“Finish”</b> before they should have.</p> <p><b>Please remind students before they take the test that they should only click on finish at the completion of the test.</b></p>
The browser freezes during testing	<p>Close the browser. Set the student’s status to continue in the assessment administration window. Open the browser and have the student log back into the test and continue taking the test where (s)he left off. Previously answered questions will be saved.</p> <p>A reboot may be required.* Check with local Technical Coordinator if system locks up often.</p>
The keyboard or mouse freezes while student is taking the test.	<p>A reboot may be required.* Check with local Technical Coordinator if system locks up often.</p>
The computer is rebooted or the browser is closed out and restarted during testing.	<p>Set the student’s status to “continue” in the assessment administration screen. Have the student log back into the online test site and continue testing.</p>

## APPENDIX E

### Troubleshooting: Common Errors and Possible Solutions

Error	Possible Solution
Bubble sheets are not scanning	<ul style="list-style-type: none"> <li>• Make absolutely sure that you printed the bubble sheets at <b>full scale</b>.</li> <li>• The alignment markers, which are the <b>4 bold squares</b> on the corners of the bubble sheets are critical to be in the proper location.</li> <li>• If in doubt, download another bubble sheet from the site, save it to your desktop, then print it by opening it up, checking the page setup so that the scale is set to NONE or 100%, (depending on the Adobe Acrobat Reader version you have) and not set to “shrink to fit”.</li> <li>• Once you have the <b>FULL</b> scaled bubble sheet, hold it against the bubble sheet that you are having issues with and see if the alignment markers match up or not.</li> <li>• If not, you must reprint your bubble sheets and rebubble.</li> <li>• Make sure that the bubble sheets are fed in straight and not at an angle.</li> <li>• Make sure that the student ID and answers are all bubbled if you are using a blank form score sheet.</li> </ul>
Form ID is being requested	<p>The form ID should not be necessary. It usually indicates a scale issue. If you are comfortable with the scale, then bubble in a form ID that corresponds to the subject level:</p> <p style="text-align: center;">Language Arts: 101</p> <p style="text-align: center;">Mathematics: 201</p> <p style="text-align: center;">Science: 301</p> <p style="text-align: center;">Social Studies: 401</p>

## APPENDIX F

### WHO TO CONTACT FOR INFORMATION

Issue	Contact Office	Phone Number
Purpose and administration of the Interim Assessment tests	Felicia Mallory Denetra Collins	305-995-1213 305-995-4580
District Pacing Guides	Language Arts/Reading Mathematics Science	305-995-1949 305-995-1921 305-995-2341
Allowable accommodations for English language learners	Bilingual Education and World Languages	305-995-2428
Allowable accommodations for students with disabilities	Division of Special Education	305-995-1295
Printing, scanning, and scoring of answer sheets and downloading of score reports	Thinkgate Managers Carlos Lopez Michael Slakman Lina Turnes	305-995-2438 305-995-2437 305-995-2437
Technical Support	Thinkgate Technical Support	877-845-7778