Mid-Year Interim Assessment Program
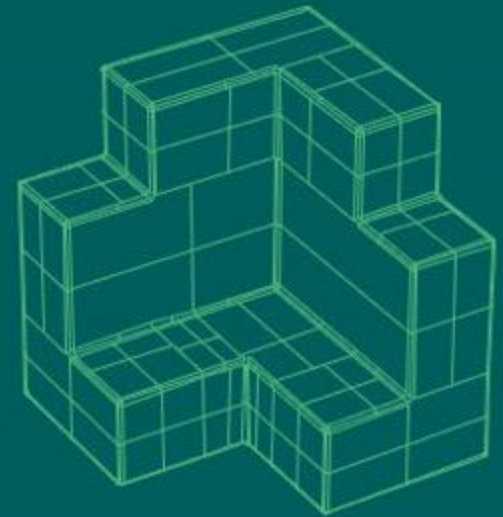
Miami-Dade County Public Schools
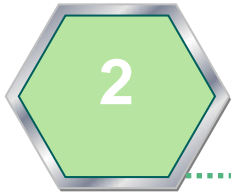
2020-2021

Office of Assessment, Research, and Data Analysis

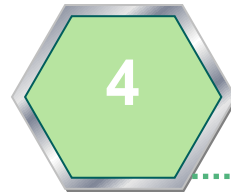**Revised 1-5-2021**

Purpose

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

2 Provide valid and reliable information regarding content mastery and/or instructional focus.

3 Utilize the data to make meaningful and timely curricular decisions.

4 Progress reporting tool for School Improvement Plans.

Usage of Mid-Year Assessments

The Mid-Year Assessments provide evidence of what students know and have learned. The assessments should be used as a teaching tool for instruction and to reflect on students' strengths and weaknesses. It is a snapshot of students learning in real time and allows for adjustments in teaching and learning for the purpose of improving students' achievement.

Best practice strategies for using the mid-year data could include the following.

- To make instructional decisions about strengths and needs
- To determine flexible groupings
- To differentiate instruction
- To determine if the students need basic knowledge or application-based activities
- To track deficiencies and proficiencies by standards over time
- To determine which students are ready for advanced instruction

Students To Be Tested

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

- English Language Arts, Grades 9 and 10
- All students enrolled in:

  - Algebra I
  - Geometry
  - Biology I
  - U.S. History
  - Civics

Administration Format

Subject Area	Grade Levels	Administration Format	Administration Window
English Language Arts (ELA)	Grades 9 and 10	Computer	November 16 – December 18, 2020
Algebra 1 Geometry	Enrolled Students	Computer	
Science	Grades 5 and 8	Paper/Pencil Computer	January 19 – February 19, 2021
Biology	Enrolled Students	Computer	
U.S. History Civics	Enrolled Students	Computer	

Number of Items Per Test

Grade Level	Reading	Math	Science	Social Studies
5	N/A	N/A	54	N/A
7	N/A	N/A	N/A	58 Civics
8	N/A	N/A	64	N/A
9	40 (CBT) 37* (PBT)	44 Alg 1 (CBT) 44* Alg 1 (PBT)	N/A	N/A
10	42 (CBT) 41*(PBT)	N/A	N/A	N/A
11	N/A	39 Geometry (CBT) 41* Geometry (PBT)	65 Bio	60 US History

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

Approximate Testing Times

Before the Test

Approximately 10 minutes to pass out materials or prepare students for online testing

Administration Time

Approximately 90-112 minutes of testing

After the Test

Approximately 10 minutes to collect testing materials or end testing session with students

Administration Decisions

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

- Mid-year Assessments are not timed tests; every opportunity should be provided for students to complete the test.

- Due to the length of the tests, testing may be divided into two sessions for science, mathematics, and language arts only.

  ➢ A stopping point should be designated in advance for all classrooms/students.

  ➢ Students should not be allowed to revisit a section on the test that was administered during a previous testing session.

Accommodations

Accommodations must be provided for students with disabilities, students with 504 plans, and English language learners. Use of accommodations are dictated by a student's individualized educational plan and mirror those consistently being used for curricular instruction.

Flexible setting. Students may be administered the test individually or in a small group setting. Additionally, students may require use of special lighting, adaptive furniture, or special acoustics.

Flexible scheduling. Students may be administered the test during several brief sessions or require extended time.

Recording of answers. Students may use varied methods to respond to the test, including the mouse, keyboard, assistive technology (as available), written, signed, or verbal response.

Auditory or sign language presentations. The teacher may sign, provide oral interpretations of, or read general directions.

Dictionary. Students who use sign language as their primary means of communication may use an English/sign or sign/English translation dictionary. ELL students must have access to a English-to-heritage or heritage language-to-English dictionary.

Mechanical aids. Students may use a magnifying device, a pointer, a noncalibrated ruler or template, or other similar devices to assist in maintaining visual attention to the passages and the questions

Accommodation Tools

Accommodation Tools are available to **all** students in Performance Matters. These tools can be accessed through the tool icon **gear** located on the right-hand side of the test screen. They must be selected and/or enabled by the student in order to be available during testing.

Gear Icon

Tool Name	Icon/Menu	Purpose
Screen Magnification	Select your desired level of magnification 1x +1.5x +1.75x	To increase or magnify screen size in order to view item
Contrast	Select your contrast setting Original White on Black	To adjust background (black) and font (white) based on student needs or preferences
Text-to-Speech	Text to Speech Disabled Enabled	Text is read aloud to the student via embedded text-to-speech technology (must be Enabled in Performance Matters by student)
Line Focus	Line Focus Disabled Enabled	Allow focus to a single line of text through highlighting selected area in gray (must be Enabled in Performance Matters by student)

Program Guide, p. 11 and 12

Location of Accommodation Tools

Use of the Text-to-Speech Tool

The Text-to-Speech tool must be enabled by the student once the test is launched and the first screen appears. Students should be directed to highlight portions or sections that should be dictated to them according to their Individualized Educational Plan.

To view a video about the function, please login to Performance Matters and click the following link https://performancematters.wistia.com/medias/fltn3ddzwq

Embedded Calculator and Reference Sheet

SCIENCE PRACTICE TEST   Question: 1-2

Description of certain objects found in our Solar System:

- Most of these objects come from the outermost reaches of the Solar System
- May travel inside our Solar System
- Move in their own orbits
- Their orbits are more elliptical than the other types of objects in our Solar System

Which type of object found in our Solar System **best** fits this description?

○ asteroid

○ comet

○ moon

○ planet

Click for calculator to appear.

Click for reference sheet to appear.

Reference

Periodic Table of Elements

Handling of Braille Forms

- The Braille format for visually impaired students will be mailed directly to the students' home or school.
- Schools need to contact parents, verify home address, and advise the Test Distribution Center of the correct address before the materials will be mailed.
- The teacher of the visually impaired student should contact Student Assessment for an original form of the assessment.
  - Record all of the student's answers on a student answer sheet, which can be downloaded from Performance Matters.
- The teacher of the visually impaired have the following **options** for processing the student's answer sheet for scoring purposes.
  - The Braille student answer sheet should be emailed to testplatform@dadeschools.net for scanning into the Performance Matters platform, if the teacher of the visually impaired student does not have access to the designated scanning computer(s) at the school site.
  - The teacher of the visually impaired student can obtain the student's M-DCPS login credentials for the portal, then login as the student and record answer responses on the OLA version of the assessment.
  - Download the installation and scanning script software located at http://oada.dadeschools.net/IAP/IAP.asp using the installation procedures and then scan the answer sheet. Contact testplatform@dadeschools.net if you need assistance with installation and scanning process.
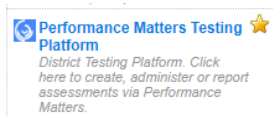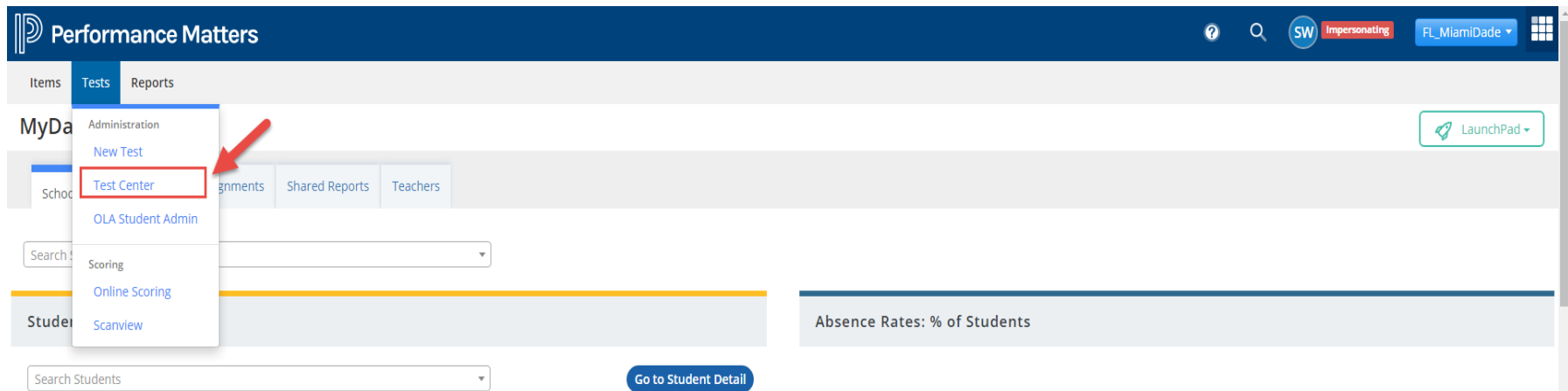
Computer-Based Testing Logistics

- Allow students to watch the Performance Matters student video, prior to testing, located at https://performancematters.wistia.com/medias/wztla4fwv4
- The Test Administrator should have all students' M-DCPS ID numbers available the day of testing to avoid any delay of testing.
    - Students must use their M-DCPS 7-digit ID number to login into the portal with their password.
- Test Administrators must proctor students and have the video conferencing **Teams** window showing the OLA Student Administration window and the video tiles of the students to ensure fidelity during testing.
    - Monitor student status during the testing session from **Teams** via the **OLA Student Administration** screen.
    - The **lockdown browser** feature will be activated during testing and if students are locked out they will have to be unlocked via the **OLA Student Administration** screen.
- Direct students' attention to the pre-determined **stopping point,** if a test is to be administered over two sessions. Have them logout without submitting the test if two sessions will be administered.
- Unassign or Lock the assessment if testing over two days, this avoids students from accessing the assessment after school hours.

Assigning an Assessment to Students

Login to Performance Matters via the **Portal**
Click the **Apps|Sites|Services** link, scroll down to the **Performance Matters app.**

Performance Matters Testing Platform ⭐
District Testing Platform. Click here to create, administer or report assessments via Performance Matters.

Click on **Tests** from the menu, and then **Test Center**

Searching for an Assessment in Test Center

Assigning an Assessment to Students in Test Center

- Under **Actions** click the ellipses icon
- Select **Release: Online /Paper-Based** from the dropdown menu

Procedure for Assigning an Assessment to Students via Test Editor Screen

A Test Editor screen appears with all students associated to the test and by default all students appear as selected and **Unassigned**.

- To deselect any students click the check next to their name
- To assign students by class or section click the **All Classes**
- To assign the assessment to selected students click the **Release** icon

Note: The Add Student Filter can be used to select specific classes or students.

Accessing the OLA Student Administration

The OLA Student Administration is the "live" tracking and monitoring of students while they are taking the assessment online. The OLA Student Admin screen can be accessed through the splash screen (**main page**) page or Test Center.

Proctoring Students in Performance Matters

The OLA Student Administration should be present in the **Microsoft Teams or Zoom** video conferencing window while students are testing. Once the assessment is Assigned to students and the students begin to test click **Live Updates** to view current actions that are occurring with students

- o Students status will move from **Assigned** to **In Progress**
- o Note the number of items being answered as students are progressing through the test
- o Once students hit submit, they are moved to the **Submitted** status
- o The test is completed once students are moved to the **Finished** status in Performance Matters (this action is completed by Performance Matters).

Performing Actions in OLA Student Administration (Choose an Action)
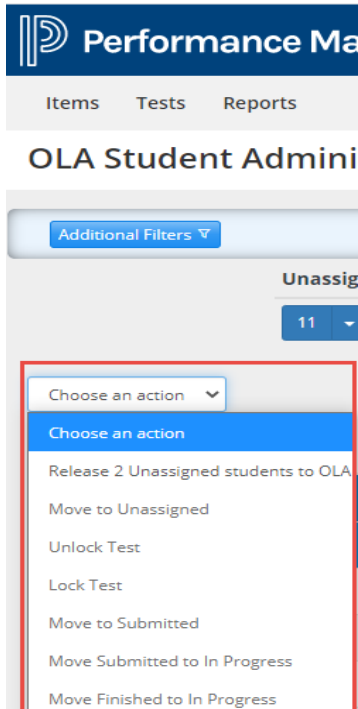
Test Administrators can perform several tasks from the **Choose an Action** dropdown menu during testing.

If students navigate outside of the testing window they will be locked out of the test.
To unlock, simply click in the box next to the student name.

Select **Unlock Test** and the student will be able to resume testing by clicking **F5** to refresh the screen on their device.

Performance Ma...

Items   Tests   Reports

OLA Student Admini...

Additional Filters ▽

Unassig...

11 ▾

| Choose an action ▾ |
| Choose an action |
| Release 2 Unassigned students to OLA |
| Move to Unassigned |
| Unlock Test |
| Lock Test |
| Move to Submitted |
| Move Submitted to In Progress |
| Move Finished to In Progress |

Typical Status Change Actions for One or More Selected Students

This table notes possible reasons, outlines completion steps, and gives cautions for actions taken for one or more selected students.

Action	Reason	Steps to Complete Action (after you have selected a test and narrowed the list of students to display)
Move student to Unassigned	The student was assigned the test in error.	1. Select the checkbox for each student next to their Student ID. 2. Select **Choose an action**, then click **Move to Unassigned**.
Move student from In Progress to Submitted	The student forgot to submit their test upon completion.	1. Select the checkbox for each student next to their Student ID. 2. Select **Choose an action**, then click **Move In Progress student to Submitted**.
Move Locked to Submitted	The student's locked test must be submitted.	1. Select the checkbox for each student next to their Student ID. 2. Select **Choose an action**, then click **Move Locked student to Submitted**.
Move Submitted to In Progress	Student who submitted the test in error the same day.	1. Select the checkbox for each student next to their Student ID. 2. Select **Choose an action**, then click **Move Submitted to In Progress**.
Move Finished to In Progress	Student who submitted the test in error and the test has already been processed.	1. Select the checkbox for each student next to their Student ID. 2. Select **Choose an action**, then click **Move Finished to In Progress**. 3. Click **Confirm** in the Caution window to proceed. Note that continuing will remove rubric scores and responses added from Online Scoring for the entire test. 💡 **Tip:** If you do not see the confirmation message, ensure that you do not have pop-up blockers enabled.
Lock Test	Teacher needs to lock test for students who are In Progress.	1. Select the checkbox for each student next to their Student ID. 2. Select **Choose an action**, then click **Lock Test.**
Unlock Test There are additional ways to unlock tests for students.	Teacher needs to restore access to test for students.	1. Select the checkbox for each student next to their Student ID. 2. Select **Choose an action**, then click **Unlock Test** to change the student's test status to In Progress.

Proctoring via Teams

- Access **Performance Matters** through the **Portal**
- Launch Teams, **prior** to admitting students to the testing session.
- Access the Performance Matters **OLA Student Administration** screen
- Click the **Minimizer Icon** to restore down **or** hold the **Windows Key** and press down arrow key. (**Control-M in Safari windows**)
- Move the Performance Matters window to left.
- Click the shared screen feature in Zoom or Teams and select the **OLA Student Administration** window.
- Admit students into Teams
- Click the Gallery view in Teams, or resulting in a side-by-side view as shown in the screenshot.
- All students should be in view of the camera as they are testing.
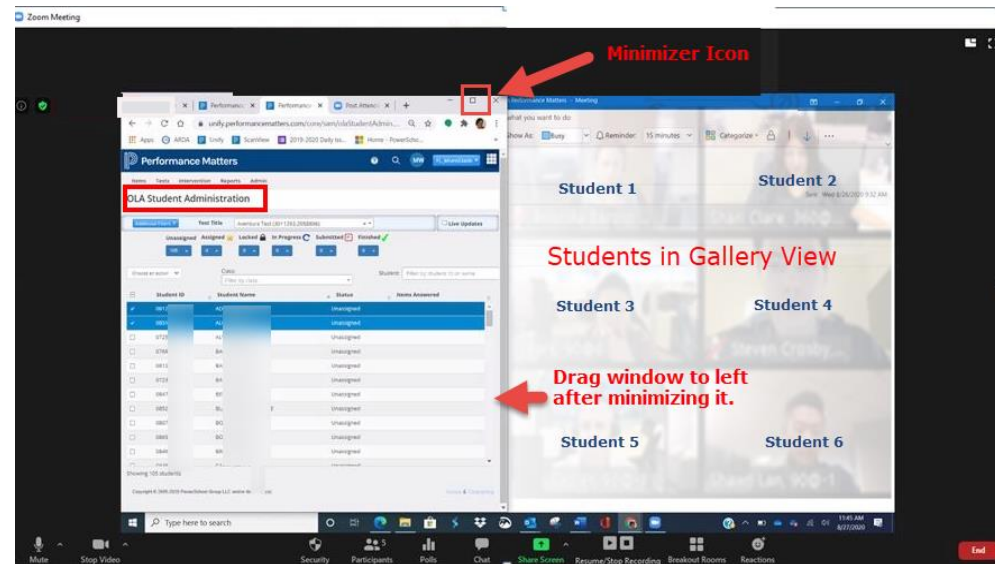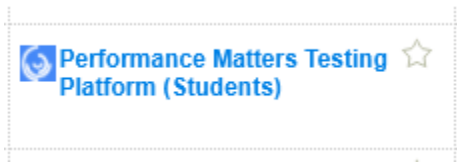
Student Login Procedures

Students should logon to M-DCPS Student Portal using their own credentials.

Click the **Apps|Sites|Services** link.

Scroll down to the **Performance Matters Testing Platform** app**.**

Click the app to login into the **Performance Matters** platform.

Launching Test

Click the Login to Online Testing button

Available Test Screen

Select the test by clicking on the name of the test.

Starting Testing

Click the **Next** icon to start.

Lockout Feature

Once students click **Next**, the **Testing Locking Enabled** warning message appears. If students navigate from the testing window, minimize the testing window, attempt to open documents on their device, or unmute themselves while in Teams the lockout feature activates.
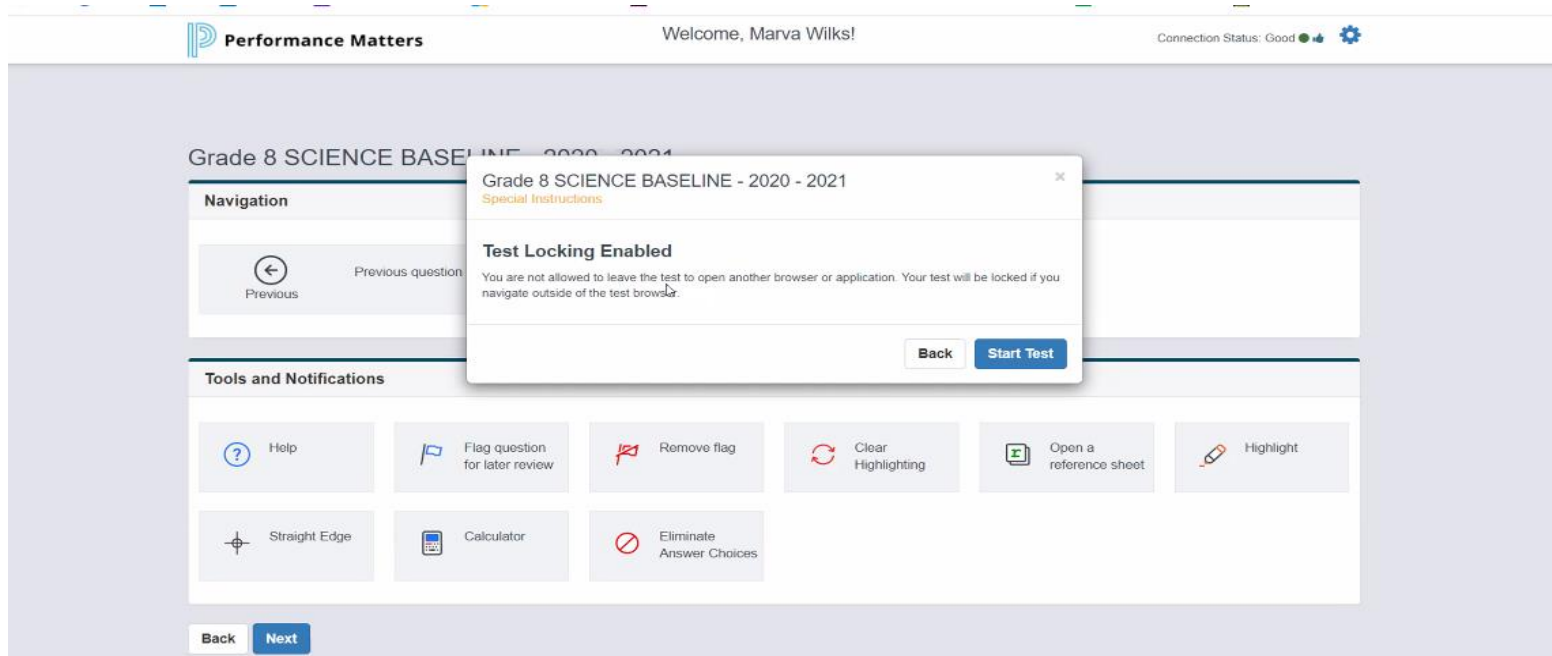
Completing the Testing

Students need to ensure that all test questions have been answered prior to submitting the test for scoring.

- o Direct students to click the Status of Questions dropdown menu to determine if they have answered all questions.
- o The test should be submitted on the last screen or question by clicking the green **Submit Test** icon.

Preparation for Paper-Based Testing

- Inventory all Mid-Year Assessment materials upon receipt.

- Charter Schools must print Mid-Year test forms from provided PDF files (specified grade levels).

- Print Reference Sheets for grade 8 science and biology
  - Graphing paper should be distributed for geometry.

- Calculator Distribution
  - Grade 8 Science – 4-function
  - Biology 1 – scientific calculator

- Print Pre-Slugged Answer Sheets prior to testing day.
  - Download all sheets to a local computer
  - Include a blank sheet for newly enrolled students

- Train test administrators on releasing, retrieving, printing, and scanning bubble sheets.

- Prepare Teacher Count Sheet (Appendix B of the Program Guide) to ensure that distributed books to teachers are returned and discarded securely at the school site.

Assigning an Assessment to Students in Test Center

- Under **Actions** click the ellipses icon
- Select **Release: Online /Paper-Based** from the dropdown menu

Printing Answer Sheets

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

Program Guide, p.16

33
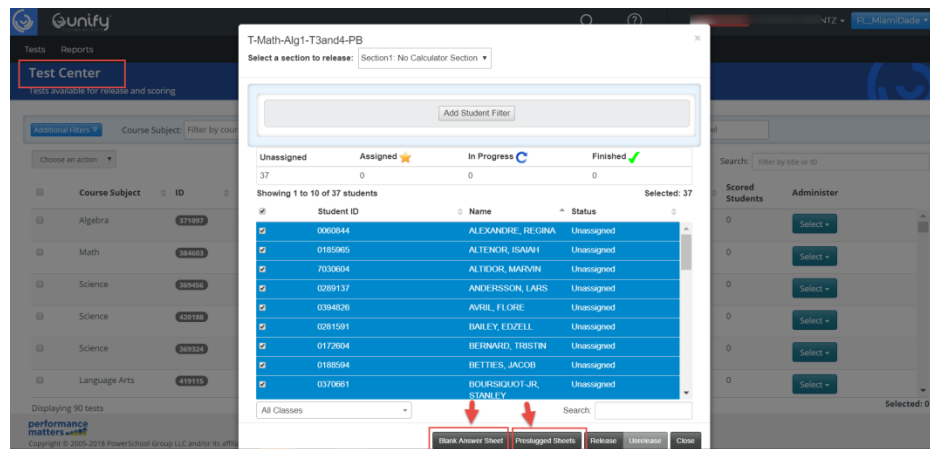
Procedure for Scanning Answer Sheets

- Ensure that Performance Matters Scanning Script is installed on the computer connected to the scanner.

- Refer to the Installation Guide located at http://oada.dadeschools.net/IAP/IAP.asp

- Ensure that answer sheets are placed in the printer's feeder with the printed side facing up and in the same direction.

- Refer to pages 7-9 (Scan Answer Sheets) In the Performance Matters Scanner Installation Procedures for Traditional Schools Only or in the Performance Matters Scanner Installation Procedures for Charter Schools for uploading the documents to Performance Matters.

Program Guide, p.13

Resolving Scanned Answer Sheets

- Access "Scanview" to determine if there are any errors to be resolved on scanned answer sheets (Test Chairs and administrators only have access to Scanview)

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

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

- Refer to pages 18-19 of the Performance Matters Scanner Installation Procedures User Guide located at http://oada.dadeschools.net/IAP/IAP.asp for possible solutions to scanning issues

Paper-Based Testing Procedures

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

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

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

View/Print Reports

❖ **Student Item Analysis** Report (SIA) are available approximately 15-30 minutes after scanning.

❖ Baseball Card, Scoreboard, and Comparative Results Reports are available approximately 24 hours after scanning.

❖ Direct classroom teachers and administrators to view, download and/or print score results after testing for analysis purposes.

❖ Teachers should use the SIA to determine students' strengths and weakness.

Performance Levels

The Science Assessments utilize the district default bands of **Approaching (red)**, **Developing (yellow)**, **Satisfactory (light green)**, and **Proficient (dark green).**

District Default Performance Bands

Approaching	Developing	Satisfactory	Proficient
0	50	70	85
0-49%	50%-69%	70%-84%	85% and above
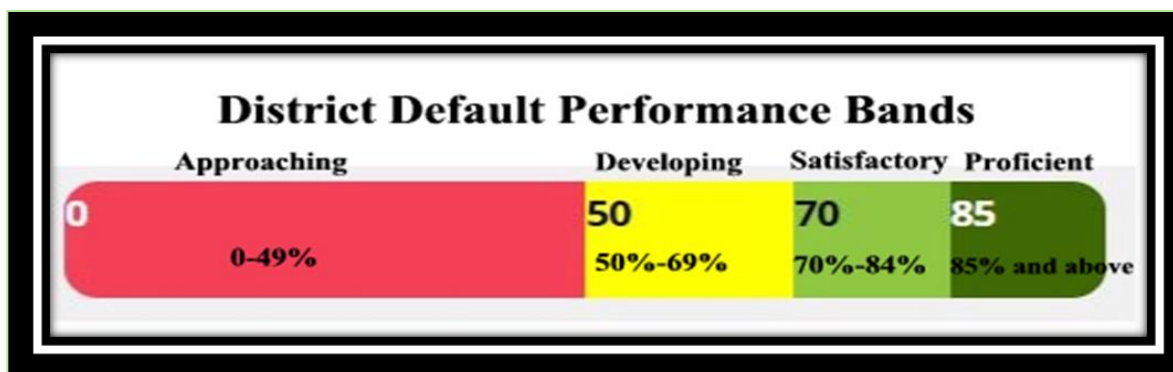
Mathematics, Social Studies, and English Language Arts have defined cut-scores that predict students likely performance on the state assessments. Refer to the Student Item Analysis Report for performance levels for each test and page 21, in the Mid-Year Assessment Program for interpreting the performance levels.

Debriefing

- Collaborative debriefings (administration, department heads, and classroom teachers); should take place in a timely manner to identify strengths and weaknesses in order to effectively target instruction.

- Classroom debriefings (classroom teacher with students): provide students with the opportunity to review their responses and teachers with teachable moments to identify and address concepts not initially understood.

- The Mid-Year Assessments should be used to determine essential information on students learning by analyzing data, providing interventions, and targeting differentiated instruction.

Debriefing Guidelines

- Provide students with their test and answer sheet.

- Project test items on Smart Board or share screen via Teams video conferencing.

- Discuss any items you found to be problematic for the class as a whole.

- Listen to students' comments and reactions.

- Make notes of any deficient or problematic areas during this process.

- Plan strategic intervention activities and differentiated instruction based on assessment data and debriefing process.

Disposal and Retention of Materials

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

- Materials for the visually impaired should be destroyed securely at the school site.

- Unused regular print test booklets should be discarded securely at the school site.

- **Used** regular print test booklets should be securely destroyed. (Do not loosely place test booklets in a trash can or dumpster.)

- **No used or unused** test booklets may be sent home with students.

- Test booklets may be used for debriefing purposes with colleagues and students.

- Test booklets should not be used on an ongoing instructional basis beyond initial debriefing period.

- Retain the Answer Sheets until the end of the school year.

Program Contacts

Felicia Mallory, Executive Director
FMallory@dadeschools.net

Denetra Collins, Staff Specialist
Collinsd@dadeschools.net

Marva Wilks, Program Manager
Performance Matters
mwilks@dadeschools.net

Daniel Rodriguez, Technical Consultant
Performance Matters
dnrodriguez@dadeschools.net

Performance Matters
Email contact
testplatform@dadeschools.net

Program contacts can be reached via videophone through Microsoft Teams.