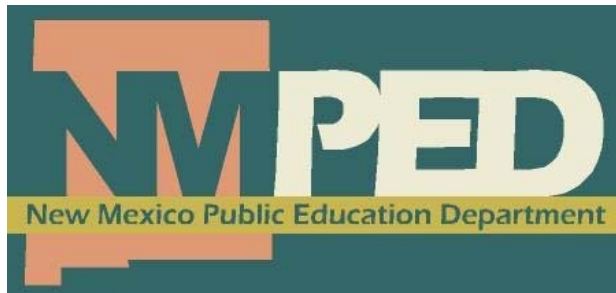


January 2010
District Test Coordinator
Training



**New Mexico Public
Education Department
Assessment & Evaluation
Bureau
January 2010**

Thanks to our hosts!

- We appreciate your hospitality

PED Assessment Staff

- Robert Romero 827-6524
- Diana Jaramillo 827-6570
- Charles Trujillo 827-6536

Academic Growth and Analysis

- Dr. Cindy Gregory 827-6508
- Dr. Stephanie Marquez 827-6509
- Jon Woodland 827- 7950
- Birgit Anderson 827-7975

Winter Workshop Goals

- NMAC 6.10.7
 - Test Security
 - Test Administration Training
 - SBA Administration (3/22 - 4/23, 2010)
 - Test Coordinator's Manual (TCM)
 - 2009-2010 NMSAP Procedures Manual excerpts
 - Directions for Administering (DFA)

Agenda

1. What's New in 2009-2010
2. Test Security & "DTC"
Responsibilities
3. Special Situations
4. SBA TCM, DFA, & Procedures
Manual excerpts
5. Data: Pesky Data Issues

2009-2010 NMSAP Calendar

- At-A-Glance Format of all important dates chronologically by administration date & test family
 - Test Family
 - Grades Tested
 - Initial Order Window
 - Additional Order Window
 - Materials in District
 - Test Administration Window
 - Pickup Windows
 - Deadline at Scoring Facility
 - Paper Reports & Data Files Due in District

What's New in 2009-2010

- **SBA – New Vendor: Measured Progress**
- **ACCESS For ELLs (WIDA & MetriTech)**
- **Pearson contracts expired June, 2009**
- ***Accommodations*** - Allowable assessment accommodations being reviewed, possibly revised for 2010; The 2009-2010 Accommodations Manual will soon be published.

What's New

Assessment Costs

- SBA = \$38.00 (G-3-8)
- SBA= \$58.00 (G-11)
- NMAPA = \$58.00
- ACCESS = \$12.12 + 3% up to \$600.00
- NMHSCE = \$43.70

High School Redesign: SB460 (A)

- 1. Grades 9 & 10: Short-cycle assessments
- 2. Grade 11 in Spring 2011: A graduation cut-score will be applied to the Grade 11 SBA.
- 3. Grade 11: choice of three options:
 - college readiness assessment **CANCELLED**
 - workplace readiness **CANCELLED**
 - **Alternate Demonstration**
- Law also adds course requirements and mandates student-directed 'next-step' planning process

High School Redesign (B)


- An Electronic Student Management System (ESMS) is being developed to enable students to self-monitor and manage all the elements of High School Redesign: student scores, next-step plan, career exploration activity, resumes, service learning, possible alternative demonstrations of competency (as alternate to Grade 11 assessment)

High School Redesign (C)

- NMHSCE: 2008-09 year's 10th graders are last cohort to begin NMHSCE 'cycle'; Last year's 9th graders will take the new High School Graduation test in Spring 2011 (as 11th graders)

Special Assessments

- NMAPA
- NAEP



New Mexico Alternate Performance Assessment (NMAPA)

Training Information

Dates

2010 Second Rater Study

NMAPA 2010 Dates

NMAPA

- Spring Order window: Jan. 11 – Jan. 22.
- New Spring training dates: Jan. 25 - Feb. 5.
- NMAPA Fall Reports due in districts: Feb 16.
- Test Due in Districts: Feb. 16.
- Spring test administration: Mar. 1 – Apr. 9.
- Last day for UPS pick-up: April 15.
- NMAPA Spring Reports due in districts: Aug. 30.

NMAPA Training

This training is only for those people who will be administering the NMAPA and have not participated in a PED-sponsored training session.

- **Recommended** for Directors of district and school Special Ed. Depts., administrators, and staff who support certified staff who administer this assessment.
- **Required** for Test Administrators and second raters.

NMAPA Training Dates and Locations

Register online at: Soon to be announced.

- **Dates:**

Jan. 25, 26, 28 & 29

Feb. 1, 2, 4 & 5

- **Location: Bureau of Indian Education
1011 Indian School Rd. NW
Building Two
Albuquerque, NM 87104**

NMAPA: Why is there a Second Rater?

- Verify the validity and reliability of the NMAPA scoring model.
- A second rater study shows inter-rater reliability by:
 - **determining the accuracy with which NMAPA test administrators score student responses to assessment items**
 - **determining the rates of agreement between two independent scorers.**

NMAPA: What's a Second Rater?

- **Observe the administration of each item and the student response. Score the student's response independently.**
- **Test administrators and second raters do not confer on any aspect of the administration, including scaffolding and assignment of scores to student responses.**
- **Must participate in NMAPA training provided by PED.**
- **25% of students randomly selected statewide will have a second rater. At least 1 student from every school will require a second rater.**

NAEP 2010

- Districts and schools will be notified in late spring
- State and National Results (no district or school results)

National Assessment of Educational Progress (NAEP) 2010

Assessment window: Jan 26 – March 5, 2010

- Nearly 300 NM schools participating (in main NAEP)
- Grades 4, 8 & 12: U.S. History, Geography and Civics.
- Grade 4: Writing
- Grades 8 & 12: Computer Based Writing
- Mathematics Special Study: Grades 4 & 12
- Emphasis on NAEP being more inclusive with accommodations for most SWD and ELLs

The SPECIAL Language of Assessment: Test Acronyms

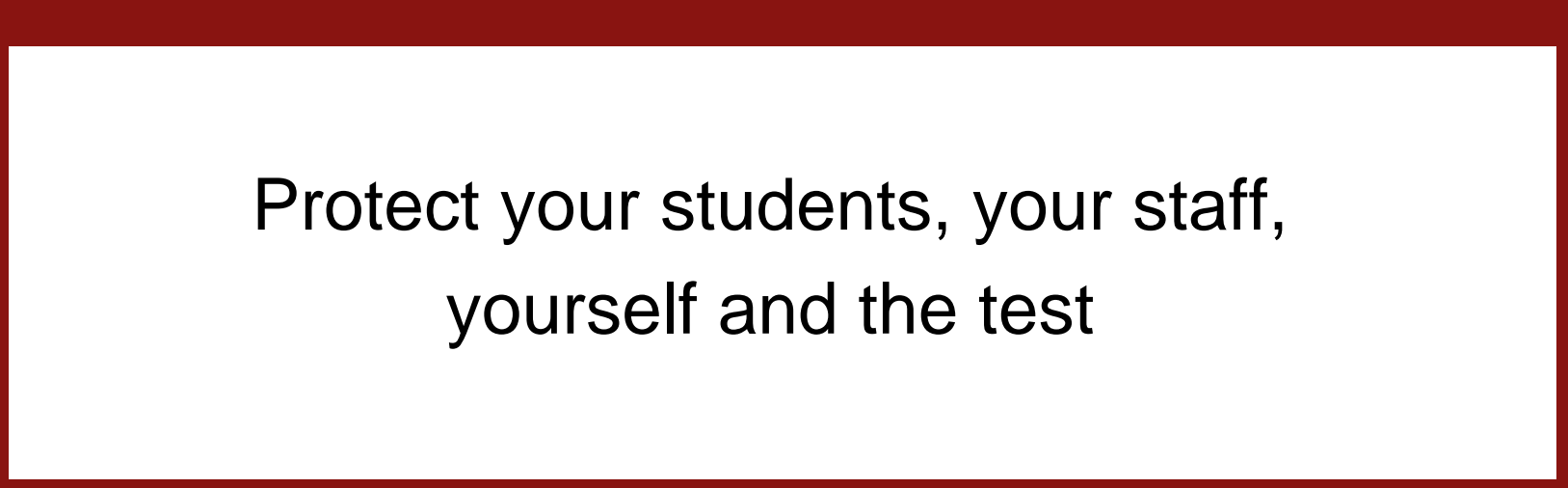
- **NMSAP:** New Mexico Statewide Assessment Program
- **SBA:** New Mexico Standards Based Assessment
- **NMHSCE:** New Mexico High School Competency Exam
- **NMAPA:** New Mexico Alternate Performance Assessment
- **ACCESS for ELLs:** ELL language proficiency assessment (WIDA)
- **W-APT:** ELL placement test

Testing Team Acronyms

- DTC: District Test Coordinator (public schools)
- STC: School Test Coordinator (public schools)
- STC: School Test Coordinator (Charter, Special State Supported, and BIE schools)
 - Acts as DTC at these schools
- TA: Test Administrators
- Proctors



Test Security



Protect your students, your staff,
yourself and the test

4 Principles of Test Security

1. Protect the student
2. Protect your staff
3. Protect yourself
4. Protect the test

Public School Sequence: DTC

- Receives PED training 2x year
- Trains STCs (and Principals) 2x year*
 - * clarification on slide #31
- Develops District Test Security Policy or Checklist
- Ensures Consistency of Test Administration
- Creates District Testing Schedule
- Receives materials shipments & ships completed materials back to vendor
- Communicates with Principals & Superintendent regarding Verification Forms

6.10.7 NMAC

- Statewide Standardized Testing Security Issues and Irregularities
- Working draft moving through PED approval process
- 14 subsections
- 6.10.7.6 Objective
- 6.10.7.8 Superintendent's Responsibilities
- 6.10.7.9 DTC Responsibilities
 - A-F (2.5 pages, #s 2-5)

6.10.7 NMAC (cont'd)

- 6.10.7.10 STC Responsibilities
- 6.10.7.11 Staff :TA & Proctor Responsibilities
- 6.10.7.12 Non-Disclosure of Student Test Materials
- 6.10.7.13 Reporting Test Irregularities
- 6.10.7.14 Corrective Measures

Test Security - Training

- Training – Required by NMAC 6.10.7
- DTC attends PED Workshop twice annually
- DTC trains STCs twice annually
- STCs train TAs twice annually prior to fall and spring test administration windows
- Principals must receive training from STC twice annually [NMAC 6.10.7.9.D.(1) & (2)]

Test Security - Forms

- Confidentiality Agreement – for all who come in contact with assessment materials: submitted to principal
- Principal's Verification Form – Verification of proper storage, tracking of materials, trained staff.
- Kept at the district for 5 years
- Superintendent's Verification Form – sent to PED

New Form: Accommodations Verification

- Required by federal Dept. of Ed
- Principal verifies that accommodations were appropriate
- Mailed to PED Assessment and Evaluation

Test Security - Materials

- Locked central storage –
 - All testing materials are serialized and accounted for **daily**
 - Materials must be signed out by TA daily and be checked-in each day after testing
 - Must be locked in a centralized room when not in use
 - Access to locked room must be limited

Test Security – Testing Schedule

- School Testing Schedule
 - Set by the STC/DTC
 - Must comply with state testing window
 - All schools must follow the same schedule

Test Security - Checklist

- School Security Checklist (w/SBA materials)
 - Provided by STC for daily checking out and checking in of all test materials
 - Records kept of all check-outs, who, when

Chain of Custody

- Absolutely essential for keeping track of assessment materials
- Is effective only if each booklet is counted and signatures document each transaction
- Missing materials are immediately known
- Significantly decreases possibility of lost or missing materials
- Significantly increases chances of finding missing materials

TA: Qualifications

Only trained, certified staff are permitted to administer tests. Some examples:

- Licensed school instructors and administrators
- Teachers on waivers or intern licenses
- Long-term substitutes with a valid teaching license
- Coaches and contractors with a valid teaching license
- Licensed counselors and related service providers

TA: Qualifications

In the event schools require additional staff to administer the SBA, other trained (non-certified) staff members may be used to:

- Provide one-on-one accommodations to Special Education or ELL students
- Provide one-on-one administration because of other documented IEP accommodations
- Supervised by a certified, trained staff member

Test Proctor: Qualifications

Any staff or community member who has been trained in proper test administration and test security may serve as a proctor

- Assist, but not act as test administrators
- Act as hall monitors
- Escort students to and from restroom
- A parent cannot serve as a proctor in his or her child's or relative's classroom

Proctors must sign Confidentiality Agreements.

Test Security - Standardize

- **Standardized assessment procedures**
 - DTC & STCs use the *Test Coordinator's Manual*
 - DTC & STC read the DFAs for every grade level so can answer TA and proctor questions
 - TA reads the DFA directions carefully at least 2 weeks before testing starts and administers test reading scripts EXACTLY as presented
 - TAs may not have test booklets more than 24 hrs. in advance of test administration
 - Maintain strict adherence to **every element** of the directions/instructions

Testing Irregularities

- **A testing irregularity is:**

Any circumstance within or beyond the control of a school district that in the opinion of the PED or a school district, raises doubts about the propriety of standardized testing procedures, preparation materials, standardized test administration, standardized testing security, student scores attained from standardized testing, or teacher or student conduct observed during standardized testing. (6.10.7.7 (A) NMAC)

Reporting Testing Irregularities

- TA immediately reports any testing irregularity to STC
- STC immediately reports breach to principal & DTC
- District/school have 3 days to conduct internal investigation
- Must officially report incident to PED within 3 days to Assistant Secretary, Assessment and Accountability Division. Phone: 505-827-6683
- Follow-up with written report

Special Situations

- Accommodations (under review)
 1. NMHSCE Waivers
 2. Parental Refusal
 3. English Language Learner Participation (3 years)
 4. ELL students new to the U.S.

1. NMHSCE Waivers

- With the approval of the local board of education, the local superintendent may request **written approval from the Secretary of Education** to award a diploma to a student who has not passed the Competency Examination and who is not covered under subparagraph (b) of paragraph (1) of subsection K of 6.2.30.10 regarding student with disabilities.
- Waiver eligibility is evaluated on a **case-by-case** basis.

(6.30.2 NMAC—Standards for Excellence)

PED – Assessment & Accountability

2. Parental Refusal Form

Parents have the right to refuse participation of their child in the New Mexico Statewide Assessment Program.

- Parents take the refusal to the principal
- Principal notifies the district office personnel
- District office personnel should counsel the parent
- Parental Refusal form must be completed and kept on file

3. English Language Learners: Participation

After three years in U.S. schools, excluding kindergarten:

- Students must participate in English language assessment with or without accommodations.
- Waiver to continue testing student in his/her home language is available **for up to two additional years.**
- Waiver request submitted by district superintendent to NM Secretary of Education
- Waiver is effective only for current year

SBA Language Waiver Process

- Complete student data on the spreadsheet
- Fill-in all fields – blank fields will cause rejections
- Rationale must be logical
- Students who scored **ADVANCED** on last year's NMELPA are no longer ELL
- Burn on to a CD
- Mail to the Secretary of Education

4. English Language Learners: New to U.S.

- Option available first year in U.S. only
 - May receive language exemption from Reading test
 - Language proficiency assessment substituted for participation
 - Must take Math and other assessments
- Scores do not affect AYP performance results
- Exchange Students are exempt from participation in the NMSAP

ADMINISTRATION RESOURCES

(all will be posted to PED webpage)

- **Test Manuals (NMHSCE/NMELPA/SBA)**
 - TCM:** Test Coordinator's Manual
 - DFA:** Directions for Administering
- **Test Manuals (NMAPA)**
 - DTC:** District Test Coordinator Manual
 - TAM:** Test Administrator's Manual

- **2009-2010 PED NMSAP Procedures Manual**
 - General PED procedures for all NMSAP assessments

- **6.10.7 NMAC**
 - State rules for Test Security and Administration

<http://www.ped.state.nm.us/div/acc.assess/assess/index.html>

Test Coordinator's Manual

Spring 2010

- Test Security Guidelines
- General Instructions and Test Information
- Roles and Responsibilities
- Before Testing
- After Testing
- Special Requirements for Large Print and Braille Versions of the Test Forms
- Attachments
- Important Dates

Content areas tested in 2010

Grade	Reading*	Writing	Math*	Science	Social Studies
3	E & S	E & S	E & S	E & S	
4	E & S	E & S	E & S	E & S	
5	E & S	E & S	E & S	E & S	
6	E & S	E & S	E & S	E & S	
7	E & S	E & S	E & S	E & S	
8	E & S	E & S	E & S	E & S	
11	E & S	E & S	E & S	E & S	E & S

* used in AYP calculations

General Test Information

- Number of forms: 4 English; 2 Spanish
- Grade 3 uses single, scorable test booklet in which student mark and write their responses. Biogrid is on the back of the test booklet.
- Grade 4-8 & 11 use test booklet and answer doc. Biogrid is on the back cover of the answer doc.
- Number of test items: similar each year; follows the contractual blueprint

General Test Information

- Types of test items: MC and CR
- Constructed response items are either 2 point Short Answer (SA) or 4 point Open Ended
- 70% of items are MC
- 30% of items are CR
- Approximately 50% of total possible points come from constructed response items.

Testing Sessions May Not Be Interrupted

- Students must finish a session that has been started (do not start if there is not enough time)
- Student are not allow to stop a session and finish at a later time unless:
 - Student illness
 - Emergency evacuation
 - Fire drill, bomb scare, drug-sniffing dog, etc.
- If the above occurs, students may not change a response when they resume testing

Invalidating Tests

- The content area for a test must be invalidated if:
 - cheating;
 - students moving ahead to the next session before being directed to do so;
 - students taking the test with a prohibited modification; and
 - students making no effort to complete the test.

Receipt of Test Materials

- Use the School Security Checklist
- Inventory test materials immediately upon receiving them. Please use the packing slip to carefully check the shipment.
- Report any discrepancies, shortages, or issues to the Measured Progress 1-877-676-6722.
- Boxes will be packed by school and shipped to districts; each will be numbered (example: Box 1 of 3, Box 2 of 3, Box 3 of 3).
- Test booklets will be serialized. The serialization number and bar code will be printed on the back of each test booklet.

Receipt of Test Materials

All Grade 3 exams are scorable booklets.

- Grades 4–8 and 11 exams will consist of a test booklet and a scorable answer document.

Procedures Manual Excerpts

- A. What's New in 2009-2010
 - SBA – 25% is new each year
 - ACCESS For ELLs – replaced NMELPA
 - W-APT – replaced NMELPT
 - Accommodations Verification Form for Principals
 - Spelling words for students not allowed
 - Writing: overnight process eliminated

Procedures Manual Excerpts

- B. Specific Guidelines for Administering the SBA (pages 3 – 9)
 - Timelines for Delivery of Test Materials
 - To school, 1 week in advance
 - To TAs, 24 hours in advance
 - Except SBA Translators
 - NMAPA administrators need earlier access to prepare test materials

Procedures Manual Excerpts

- Unethical Practices re Security of SBA materials
 - Tables: Do's and Don'ts
- Preparing the Classroom for the SBA
 - Table: Materials that must be covered
- Personnel/Test Administrators – 9 rules
- What Students are Allowed/Not Allowed to do during SBA Sessions – 12 rules

Procedures Manual Excerpts

- Special Directions for the Writing Assessment
- Spelling Words for Students is not allowed
- Students Who Move on to the Next Session without Permission
- Attemptedness Rule
- Testing Disruptions
- What Students May Do If They Finish Early
- Test Invalidation

SBA DFA: Before Testing (TAs)

- Table of Contents
- Test Security (TAs)
- General Directions for Administering (TAs)
- Preliminary Planning (TAs)
- (Testing & Environmental Considerations)
- (Accommodations & Modifications)

DFA: All VIP for TAs

- Preparing the Test Booklets & Answer Documents
- List of Materials Needed by Session & Estimated Time for Administration
- Grades 4-8 and 11 Writing Procedures
- Planning Schedule for Administering (cell phone storage guidelines)
- Makeup Testing
- Absences

DFA continued

- Administering Large Print & Braille Versions

DFA: After Testing

- Completing Student Information on the Biogrid
- Rules for Use of Pre-ID Labels & Completing Biogrids
- 2010 Biogrid
- Table: Bubbling 101
- Directions for Each Box on the Biogrid
 - Sections A & B - public schools
 - Section C - for BIE use only

Quiz Time – Test Security

- Is that your final answer?