

# DEPARTMENT OF ASSESSMENT & TESTING

## ROCHESTER CITY SCHOOL DISTRICT

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### January 2018 Post Assessment Information

#### Post-Assessment Dates:

- Please reference the dates below when making plans at your building to administer post-assessments:
  - Post Assessment test booklet materials will be delivered to your school: **beginning on January 8, 2018**
  - Post Assessment bubble sheet materials will be delivered to your school: **beginning on January 8, 2018**
  - Semester 1/Quarter 2 Post Assessment Administration Window: **Tuesday, January 16, 2018 through Friday, January 26, 2018.**
  - Deadline for teachers to enter any performance-based post assessment scores into eDoctrina: **Friday, January 26, 2018**
  - Post Assessment Answer sheet drop off: **8 AM – 4PM on January 24 - 29, 2018 at 30 Hart Street room 121.** Answer sheets will have to be dropped off by Friday if teachers want to use scores for grading.

#### Post – Assessment Scheduling:

- Scheduling which day during the window to administer post-assessments is up to building administration. Buildings are strongly encouraged to set firm schedules for post-assessment administration that include setting aside specific days for specific assessments. By scheduling in this way, we reduce the chance that a student could be sitting for multiple assessments in one day.
- Students who are absent during the administration of a post-test should be asked to make-up that assessment within the existing post-assessment window. In accordance with guidelines for state assessments, **no score will be calculated for students who were completely absent for all parts of an assessment. In cases where students partially sit for an assessment, a score will be calculated based on the parts of the assessment the student has completed.**

#### Exam Storage:

- Please treat the post-assessment administration period with the same level of security and integrity that you would any state-testing event. The same general rules and guidelines for proctoring, security, and confidentiality apply.
  - All testing materials must be stored securely in a building's vault/secure location. Test materials should not be stored in teachers' classrooms before administration and they must be returned to the building's vault/secure location after test administration.
  - Please secure the shipments of assessments as soon as they arrive and conduct an inventory.

#### Post Assessment Bubble sheets/Testing Materials:

- Each student who should be sitting for a post-assessment will have a pre-headed answer sheet generated for them. These answer sheets will be specific to each assessment and cannot be substituted. A number of blank answer sheets for each assessment will be included in the

delivery to account for any students not receiving pre-headed answer sheets due to unexpected circumstances.

- Only students in courses that are tied to teachers' SLOs should be tested. Buildings will not necessarily receive post-assessments or answer sheets for every student and every course.
- Students should use #2 pencils to record answers on these pre-headed answer sheets. If students make a mistake or wish to change an answer during the test, they should be sure to completely erase their mistake and bubble in the intended answer.
- Shipments of answer sheets and hard copies of post-assessments will arrive as separate deliveries. Delivery will require a signature for easier tracking of materials.
- Copies of performance-based assessment tasks will be posted on SharePoint. School buildings will be responsible for printing materials related to performance-based assessments when applicable.

### **Scoring Post-Assessments and Reporting Results:**

- **Open-Ended responses must be scored at the building level and should not be scored by a student's teacher of record (unless approved by the principal in the situation where there is not another teacher at the school who could score).** Students' scores on open-ended questions should be recorded directly on students' answer sheets. Answer keys and rubrics will be posted on SharePoint.
- **Multiple choice questions will be machine-scored; school staff should not score any multiple choice items.**
- Scores on performance-based assessment tasks must be entered by the classroom teacher directly into eDoctrina using a Chrome browser.
- After any open-ended questions are scored at the building-level, completed answer sheets must be delivered to room 121 at 30 Hart Street for central collection and scanning. The Assessment Center will be staffed with personnel to collect and scan post-assessment answer sheets.
  - When dropping off exams...
    - Please ensure that all open-ended responses have been scored and that scores have been appropriately bubbled onto students' answer sheets.
    - Alphabetize all bubble sheets for each exam:
      - If multiple teachers are giving the same assessment, please combine all sections/classes together
      - If dropping off multiple exams at one time, please package each exam separately.
  - Attach a roster listing the student names for which bubble sheets are being submitted and include a total count of bubble sheets (per exam) that are being dropped off. This roster may be a combined alphabetical roster showing a comprehensive list of all student answer sheets submitted or multiple class lists indicating which student answer sheets are contained within the package.
  - All answer sheets must be dropped off according to the deadlines listed above.
- Student scores from dropped-off answer sheets will be accessible through eDoctrina within 24 – 48 hours after drop-off. The sooner exams are scored and answer sheets dropped off, the sooner teachers will have access to their students' scores.
- Teachers may incorporate post-assessment scores into students' marking period 2 grades at their discretion. Teachers may choose to count the post assessment, finals, or Regents score as *no more than 10% of the marking period 2 grade*.

**Please inform teachers: Teachers should promptly return all post-assessment materials to the assessment coordinator for secure storage.**