DEPARTMENT OF ASSESSMENT & TESTING
ROCHESTER CITY SCHOOL DISTRICT

June 2017 Post Assessment Information

Post-Assessment Dates & Scheduling:
- Please reference the dates below when making plans at your building to administer post-assessments:
  - Secondary Post assessment window: Tuesday, May 30th – Monday, June 12th
  - Elementary Post assessment window (Grade K – 8): Tuesday, May 30th – Friday, June 16th
    - June 19: deadline to deliver any answer sheets for scanning.
    - June 19: deadline for teachers to enter any performance-based post-assessment scores into eDoctrina.
- 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 Distribution & 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.
- Hard copies of all pencil-and-paper tests and answer sheets will be printed centrally and delivered to schools beginning on the week of May 22, 2017.
  - Please secure the shipments of assessments as soon as they arrive and conduct an inventory. Do not open any individual exam packages. Exam packages should not be opened earlier than is necessary to permit the distribution of materials prior to the scheduled start time of the exam.
- 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.
- Copies of performance-based assessment tasks will be posted in the Test Specifications folders noted above or can be found directly in eDoctrina . School buildings will be responsible for printing any other materials related to performance-based assessments when applicable.

Scoring Post-Assessments and Reporting Results:

- Rubrics needed to score performance-based assessments will be posted on SharePoint.
- Scores on performance-based assessment tasks must be entered by classroom teachers directly into eDoctrina.
- Open-ended responses must be scored at the building level. More detailed directions will be sent out, at a later date, concerning any specific scoring limitations. Students' scores on open-ended questions should be recorded directly on students' answer sheets.
- Multiple choice questions will be machine-scored; school staff should not hand-score any multiple choice items.
- 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 from 8AM to 4PM from June 13th – June 21st. When dropping off exams...
  - o Please ensure that all open-ended responses have been scored and that scores have been appropriately bubbled onto students' answer sheets.
  - o Alphabetize all bubble sheets for each exam:
    - If multiple teachers are giving the same assessment, please combine all sections/classes together
    - If you are dropping off multiple exams at one time, please package each exam separately.
  - o 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.
  - o Please do not wait until all post-assessments for the entire school are completed before dropping off exams. Please drop-off answer sheets as soon as all sheets for a particular exam are complete.
  - o All answer sheets must be dropped off according to the deadlines listed above.
- Student scores from dropped-off answer sheets will be accessible through the eDoctrina system 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 shall incorporate post-assessment scores into students' marking period 4 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 4 grade.*