

# DEPARTMENT OF ASSESSMENT AND TESTING

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## September 2017 Pre-Assessment Information

Beginning in the 2016-2017 school year, students in grades 3 through 8 will sit for both pre and post assessments in ELA and Math. Please reference the information below when planning for the pre-assessment process at your building.

### **Pre-Assessment Dates and Scheduling:**

- The pre-assessment window opens on Wednesday, September 6 and will close on Thursday, October 5.
- In order to give buildings the flexibility needed to create a positive environment, scheduling which day during the window to administer assessments is at the discretion of building administration. Buildings are strongly encouraged to set firm schedules for pre-assessment administration that include setting aside specific days for specific assessments.
- Students who are absent during the administration of a pre-assessment should be asked to make-up that assessment within the existing 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 and Storage:**

- Please treat the pre-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 Monday, August 28<sup>th</sup>.
  - 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.
- We are providing a pre-headed answer sheet for each student who should be sitting for a pre-assessment to the best of our ability; however, it is August and we continue to have a steady stream of students registering. A number of blank answer sheets for each assessment will be included in the delivery to account for any students not receiving pre-

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headed answer sheets due to unexpected circumstances. Photo copies of the blank answer sheets can be made if necessary. Please do not cross off one student's name and enter another student's name, use a blank answer sheet. It is very important that the student's ID number be entered on the blank answer sheet, without a correct student ID number it will not be possible to link the student's pre-assessment score to the class.

- o 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 pre-assessments will require a signature. Please alert your receiving and/or custodial staff that they will be delivered so materials are secured immediately.

## **Scoring Pre-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.** 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 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 pre-assessment answer sheets from **8AM to 4PM Friday, Tuesday and Wednesday, October 10th through 11th.** 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:
    - Pack all ELA assessments from a particular grade together (i.e. all grade 6 ELA assessments from every teacher in the building should be packed together in one stack)
    - Pack all Math assessments from a particular grade together (i.e. all grade 4 math assessments from every teacher in the building should be packed together in one stack)
  - 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 You may drop-off answer sheets as soon as all sheets for a particular exam are complete or wait until all building assessments are complete and scored.
  - 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.