Technology Improvements and Changes

AK AA System 2010-2011

08/06/10

Present:

EED: Eric McCormack, Aran Felix, Kristine Gaffaney
DRA: Aaron Glasgow, Kim Sherman

Introduction

Technology changes for 2010-2011 are primarily designed to improve on an already successful and field-tested system. The delivery date for all changes is indicated with each change. This document provides a high level overview of all changes to the system and should be viewed alongside the current production website: http://ak.k12test.com

Phase 1: delivery by 9/20/2010

1. **Setup Agreement:** AK AA 2010-2011 system setup agreement (information about what user and system generated data is stored in the databases at the start of the assessment period) Available Monday, August 9, 2010. This needs a bit more explanation:

2. **Security of Web Training and Score Entry site** AGREED FOR 2010-2011 SY**:** [Aaron]

   All password protected sections of the 2010-2011 AK AA website to be served over SSL connections. The entire site will be secure. EED will work with their IT department to ensure access for both the DRA Web Reporting Site and the Alaska Alternate Assessment online website.

3. **Contact Link** AGREED FOR 2010-2011 SY**:** [Aaron]

   DRA Web Reporting Site: Contact link to be available on welcome page. Contacts are: Aran Felix, Karen Lipson, Aaron Glasgow. (done)

   AK AA Website - Training Section: Update the website to rename the "Account" tab to read: "Help / Settings" (user email, name, password, demographics, etc). In addition to including the link in its current location at the

bottom of the Login Page, insert contact information (listed below) on the page above the account information form. The contact information will be:

HELPDESK
Sevrina Tindal
Dillard Research Associates Helpdesk
32534 Dillard Rd
Eugene, OR 97405

1-800-838-3163
sevrina@dillardresearchassociates.com

Fax: 815-717-9683

EED CONTACT AND INFORMATION
The Alaska Department of Education and Early Development (EED) maintains a comprehensive website related to the Alternate Assessment at:
http://www.eed.state.ak.us/tls/assessment/alternate_optional.html

4. **Reorganize training tab** AGREED FOR 2010-2011 SY: [Steve Jonas, Kim]

    a. **Organize training topics** located under the Training Tab of the AK AA website -- indent supporting pages(similar to the organization of the Materials Tab):

        i. Administration: include all topic areas from "Overview of the Alaska Alternate Assessment through Science Scoring

        ii. Reading – all material from Reading Training 1 through Reading Training 4

        iii. Writing- all material from Writing Training 1 through Writing Training 5

        iv. Math - all material from Math Training 1 through Math Training 4

        v. Science - all material from Science Training 1 through Science Training 4

        A brief introductory text will be Included in each of the Content title pages.

    b. **Prompt to take Proficiency / Refresher test:** [Kim]

        At the end of the last page of each section, insert line: "STOP. END OF ____ (ADMINISTRATION, READING, WRITING, MATH, SCIENCE) SECTION.

Please take the ___ (Administration, Reading, Writing, Math, Science) Proficiency test now." [Kim]

c. The checkbox "☐ Mark this area complete." will be renamed to "☐ I have read this page."

d. Add training pages: [Kim]

   i. **Add Updates Page** at top of list, before Administration section. Everyone will read the Updates page. Information will be included that notifies eligible returning users which tasks are considered "refresher" tasks. Eligible returning users completed all required training the previous year and became a QA or QT.

   ii. **Returning Users**: Text: "The refresher tasks listed are the minimum number required to review prior to taking the proficiency exam. You will be offered only two trials of refresher tests. If you are unable to reach proficiency on those two trials, your account will be reset to take the longer, more detailed proficiency exams. Make sure you feel comfortable with the entire training pages, as you are expected to be knowledgeable about the entire content. Refer to the Returning Users Materials in the Materials Tab."

   iii. **Calendar Page** after Updates, before Administration section

5. **Develop refresher tests** AGREED FOR 2010-2011 SY [Kim]**:** for returning QAs and QMs. Refresher tests will have five questions per subject area (Administrative, Reading, Writing, Math and Science). Eight new videos have been developed for the refresher tests, two each in each subject area except administration. Two versions of the refresher tests will be developed to allow two trials per subject area before requiring EED or DRA to reset the attempts.

   a. Duplicate the "☐ I have read this page" line to at the top of each training page.

   b. Returning Qualified Assessors or Qualified Mentors will be provided with a shorter "Refresher Test" instead of the full proficiency test. A reduced number of training pages will be pre-selected for this group, who will be required only to complete number of training modules in the web-based training.

   For the 2010-2011 test year, the returning QAs and QTs will have access to the shortened list of required training review pages. These users will not be forced by the system to checkmark identified refresher pages in the training site. Refresher tests will be automatically chosen / offered to these users. For the 2011-2012 test window, the system will automatically recognize these users, and will require checkmarks only in

the limited refresher training pages (not in all training pages) before offering the refresher tests.

c. <mark>AGREED FOR 2010-2011 SY:</mark> The system would not require a certain number of pages checked for returning QAs or QTs before allowing them to take the refresher test (though would require ALL pages to be checked by new trainees)

    i. Do not require returning QAs or QTs to mark pages in the training site as " I have read this page." Rather, provide a list of shortened training site pages to review, and then allow each to have access to the Training Refresher Test.

        1. If a returning QA or QT requires to have the proficiency attempts reset after two failed attempts at refresher tests, manually change that QA or QTs status in the training site to require full training (as an assessor-in-training), marking each page as "I have read this page" and completing the full proficiency test for that subject.

        2. This would only be required for any subject area not passed in the first two trials of the refresher test.

        3. EED will reset for the Mentors; Mentors will reset for their QAs.

6. **Forced training completion – Training: 2010; Technology: 2011** <mark>AGREED FOR 2010-2011 SY</mark>**:** [Aaron]

    PROPOSAL for 2010-2011: <mark>AGREED FOR 2010-2011 SY:</mark>

Returning Qualified Assessors or Qualified Mentors will be provided with a shorter "Refresher Test" instead of the full proficiency test. A reduced number of training pages will be pre-selected for this group, who will be required only to complete the smaller amount of web-based training. Returning users have access to view all of the training sections, the "pre-selected" list serves as a guide.

a. For the 2010-2011 test year, the returning QAs and QTs will have access to the shortened list of required training review pages. These users will not be forced by the system to checkmark identified refresher pages in the training site. Refresher tests will be automatically chosen / offered to these users.

b. DRA/Kim will create bi-monthly reports for Mentors related to their protégé's progress through the training web pages two times per month (the 15th and 30th of November, December, January). The report will list all users who have neglected to read one or more pages and who have spent fewer than 2 minutes on the required training pages for the content

area subjects (administration, reading, writing, math, science). Kim will email each Mentor in a district and include the entire list of protégés, and cc Aran and Kristine. If this use of reports is useful for Mentors, DRA will develop a report template and this task will be programmed to become an automatic update for mentors in the following year.

c. Add a question to the Focus Group about whether this report system (emails of user status) would be preferred to the forced checkmark issue – Kim to develop report template for focus group. Add a question about this topic to the mentor only survey.

7. **Replace the template for Assessor Certificate.** <mark>AGREED FOR 2010-2011 SY</mark> Template provided by EED: **QACertTemplate_online-V2** (done)

8. **User Demographic Update** [Aaron] <mark>AGREED FOR 2010-2011 SY</mark> Modify the AK AA system such that a database flag for updating user information exists. When this flag is set (on system open,) the user will be required to verify their account information after login. Once this verification is complete, the flag is unset. (Typical use: on 9/27/10 all registered accounts will have the flag set hence all users will then verify their info on first login).

   Users must complete the demographic verification and add the new demographic information collection before entering training system. The system will force each user to submit updates/verifications and new professional experience data collection. (Add to Updates) (In following years, each returning user will verify that their information is still accurate).

9. **Changing user information** <mark>AGREED FOR 2010-2011 SY</mark>**:** Modify the site to allow QTs and/or State and Super Administrators) to make the following changes:

   a. Allow QTs to change user emails in their district

   b. Allow Super or State Administrators to change user district associations

10. **Collect data regarding Timing/Scheduling of student tests** <mark>AGREED FOR 2010-2011 SY</mark>**:** [Aaron]
    a. Add "Timing/Scheduling" query to Accommodations collection at test level.
       i. On each test score entry page, above the Accommodations Used? Query, add this section:

Refer to Table 2 in the Participation Guidelines for further definitions of accommodations.

"Breaks" means that the student was provided frequent breaks during testing.

"Multiple sessions" means that the test was administered over several days.

Select the option below that applies to the administration of this assessment to this student.

Timing/Scheduling Accommodations:

A. This subject administered with breaks/multiple sessions

B. This subject administered with NO breaks/one session

C. Multiple subject administration with breaks/multiple sessions

D. Multiple subject administration with NO breaks/one session

   Choose all tests administered in one session: [checkboxes, allow one or all to be chosen]

   ☐ Reading   ☐ Writing   ☐ Math   ☐ Science

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   ii. On each test score page, only A or B or C or D may be chosen. If D is chosen, user may choose one, two, three or all four of the subject areas.

   iii. Users must choose either A or B or C or D for each students assessed before moving on (System will force this choice).

   iv. Drop down boxes: Select one, A, B, C, D. If D is selected, then the subject area choices will appear as four checkboxes.

   v. Add a note: Scroll down to complete data entry for this content area.

b. Create "Timing/Scheduling" report to User Reports <mark>AGREED FOR 2010-2011 SY</mark>: [Aaron]

   Limit this report to Super Admins and State Admins.

   User report column headings:
   stu_fname
   stu_mname
   stu_lname
   stu_sufix
   stu_aksid
   stu_distid
   stu_grade

> stu_dob
> stu_dist
> stu_school
> website_sid
> assessor_id
> read_sched_accom
> write_sched_accom
> math_sched_accom
> sci_sched_accom

In this example, the <subject>_sched_accom fields would contain A, B, C or D, and if D, a ":" and the subjects selected.

11. **Web Reports and Web Data** <mark>AGREED FOR 2010-2011 SY</mark> (student demographic, user training, proficiency list all reports)

   a. Current year web reports (except User Status History) will be wiped of previous data on September 20, 2010. Only current users, those who sign in **and** verify demographic data, will be maintained in the current web reports as "active users" for the current testing year.
      i. User contact blank, will populate as people re-enter the system at the beginning of the training year (September 20).
      ii. After users re-enter,
      iii. Kristine will capture their contact information (address) by downloading the current information into an access file.
      iv. New Mentor Training: Email to participants: Monday, 9/13 : send email to the 15 New Mentors requesting the required information, then DRA (Sevrina Tindal) creates their log-on with a simple password on Wednesday 9/22. Sev can input this information on Wednesday, 9/22/2010. New mentors will be shown how to change their assigned passwords at New Mentor training.

   b. Repair the data download issue between CSV reports re: accommodations used and excel and access.

   c. Create file specifications for the fields in the web reports with any necessary explanation to ensure that users (DRA, EED, mentors) know what the fields mean. For example User Training collects 3 files of information about users (time, status, status) which need to be explained.

12. **AKSID label** <mark>AGREED FOR 2010-2011 SY</mark>
   Student Demographic page of the Web Page:

   Train to ASIS = AKSID, add to updates page, add to glossary

Phase 2: Mid January, 2011 (System opens January 31, 2011)

13. **Update Database / Reports data** <mark>AGREED FOR 2010-2011 SY</mark>**:** [Aaron]

    Update the AK AA database system so the system is ready for general use in 2010-2011:

    a. add entries to the "User Status History" report such that 09-10 data is represented,

    b. reference the "current year" in the User Status History report as the numeric current year (i.e. 2010-2011),

    c. Add current user type (AIT, QA, QT, etc) to the following website reports: "User Training" and "User Proficiency Overview"

    d. Information in the User Status History contains information on ALL past and present users. Only current year users will populate the other reports.

14. **RENAME and ORGANIZE Secure Tests to download from site** <mark>AGREED FOR 2010-2011 SY</mark>

    a. Create an improved organization of the Secure Tests for download on the site. [Aaron] <mark>Approved by EED</mark>

        i. All tests will be displayed in a table format, and each document will be named in an easily understood naming convention. Clicking on the name of the test will begin the download process. **akaa_1011_Test_DL_Matrix-V4.docx**

        ii. **Restrict access to secure test materials** <mark>AGREED FOR 2010-2011 SY</mark>: [Aaron]
        Modify materials page such that a link to the "Secure Test Materials" will be visible (QTs and QAs) when secure test materials are available to the field (link always visible for admins).

    b. This link will allow access to a special secure test materials download page. The format of this page cannot be changed once approved however revised versions of the test can be uploaded. <mark>Approved by EED</mark>

    c. All other materials in the materials tab will be available to all user types. (Errata, Training Materials, Practice Test Materials, Support Materials)

15. **Remove "Absent"** <mark>AGREED FOR 2010-2011 SY</mark> as Reason Not Tested option on Data Entry > Score Entry page, as well as in training.

16. **Online Web Reports** <mark>AGREED FOR 2010-2011 SY</mark>
    Add current user type (AIT, QA, QT, etc) to the following reports:

    a. User Training

    b. User Proficiency Overview

17. **Score Entry update** <mark>AGREED FOR 2010-2011 SY</mark>:
    Modification of data entry and online (unofficial) reports to match 2010-2011 secure tests.

18. **Unofficial Student Reports** <mark>AGREED FOR 2010-2011 SY</mark>:
    modify unofficial report generation system:

    a. Reports will be modified to match the 2010-2011 secure tests (Form B).

    b. Unofficial Student Reports will only be available for student for whom the assessor has selected "Submit to EED"

    c. Unofficial Student Reports disentangled from data entry so that unofficial reports will be available after the data entry/testing window system closes through mid-June. Modification of data entry and online (unofficial) reports to match 2010-2011 secure tests.

    d. Add training to encourage users to download and print unofficial reports for their students immediately after submitting scores to EED.

19. **Distributed Bias & Content Review Committee** <mark>AGREED FOR 2010-2011 SY</mark>
    Available for use in Winter/Spring 2011: Development and modification of "DRA create distributed training (web based work group) to assess cousin items and others for Bias and Content panel issues, as well as Easy Medium Hard difficulty." A similar system is currently in development for OR and can be reviewed in August 2010.

    Items to be reviewed: Operational items that have not been reviewed, new field test items and ELOS items. Develop new ELOS items prior to holding the content review.

20. <mark>**Four-year refresher system:** AGREED FOR 2010-2011 SY</mark>
    Build a system to match people in Four-Year Cycle definition, system track users within the cycle. Using the User Status History Report, can create a sort to identify the year in the cycle for each user. Bulk User Status upload file can be populated with the User Status History. The system is also flexible enough that if Alaska wants to offer varying refresher tests. DRA would generate the initial list, EED would remove users who would not qualify for Refresher tests

Each user would be tracked individually through the 4-year cycle.
DRA generate list in early summer of QAs and QTs eligible to take the refresher.

For example:

Year	User 1 attains QA or QT status in 2010-2011	User 2 attains QA or QT status in 2011-2012
2010-2011	All Training/proficiencies	---
2011-2012	Refresher	All Training/proficiencies
2012-2013	Refresher	Refresher
2013-2014	All Training/proficiencies	Refresher
2014-2015	Refresher	All Training/proficiencies
2015-2016	Refresher	Refresher
2016-2017	All Training/proficiencies	Refresher
2017-2018	Refresher	All Training/proficiencies

Phase 3: POSTPONE to 2011-2012

21. **Change text in reports** and column headings for 2011-2012).
    a. Change the text from ASIS to AKSID

22. **Forced affirmation of training page review:** <mark>AGREED FOR 2010-2011 SY:</mark>
    a. If, after feedback from the field at the 2010-2011 Focus Group, EED prefers to automate the system to force access to each training page (by checking the "☐ I have read this page" box on each training page), the system will be automated accordingly.
    b. All assessors who are new to the system, or are not Qualified Assessors or Qualified Trainers (as recorded in the list verified by EED), will be required to click on the "☐ I have read this page." indicating that the assessor has read the page before being allowed access to the subject area's proficiency test.

23. Determining who takes Refresher Tasks.

a. **Programming for Auto-assignment to refresher tests:** [Aaron] <mark>is postponed to 2011-2012.</mark> **Per phone call on 8/6/10.**. For the 2011-2012 test window, consider programming that forces the system to automatically recognize Returning users. Need an early scheduled discussion on whether this is necessary or if the work-around for 2010-2011 was sufficient. Comment from Aaron Glasgow: There's a big user interface problem in trying to indicate to the returning users what section(s) they still need to complete.

b. DRA will generate a list of assessors who gained qualified assessor or qualified mentor status in the previous year. EED will remove names on the list of QAs or QMs who will be required to participate in full training and in the full proficiency test.

c. EED/DRA to identify a reduced number of identified training pages, based on user status as eligible for the refresher test and require that those identified refresher training pages be marked "☐ I have read this page.")

d. Modify the system such that returning QAs and QMs will be offered automatically the refresher test rather than the proficiency tests at the completion of a reduced number of training pages (identified by EED and DRA) in each subject area of training

  i. All required pages must be reviewed before the returning user may access the refresher test for that subject.

  ii. Access to the refresher tests will be controlled by the returning user checkmarking "☐ I have read this page." for each of the required refresher training pages (a subset of pages of the whole training site).

  iii. If a user has not accessed all required refresher training pages, an alert box will inform the user to return to training and review the pages that have been missed (using the refresher training pages list as a guide to determine which pages were missed).

e. QAs and QMs who are eligible for a reduced training requirement and reduced refresher tests will be those identified by EED. DRA will submit a list, EED will remove from the list any QAs or QTs from whom EED will require full training

  i. Manual override of automatic assignment to proficiency tests: modify the AK AA web system such that admin users (state and super) can set assignment of proficiency tests for individual users (via the upgrade user accounts screen).

  ii. Users eligible to take the Refresher test will have only the refresher tests available. They will have two trials to pass

each subject refresher test. Failure to pass within two trials, the user will be reset to require full training and full proficiency tests.

    iii. If a returning QA or QT requires to have the proficiency attempts reset, manually change that QA or QTs status in the training site to require full training, marking each page as "I have read this page" and completing the full proficiency test for that subject.

        1. This would only be required for any subject area not passed in the first two trials of the refresher test.

        2. EED will reset for the Mentors; Mentors will reset for their QAs.

24. All decision information from this report needs to be included in the Scoring and Reporting Functional Spec document.

    a. Define Active Users

    b. Define tiers of Active Users

25. For Updates Section (this is not an exhaustive list, but contains notes from the 8.6.10 discussion):
    a. Account tab changes to Help/Settings, New user demographic information required, users forced to complete before entering system.
    b. Reorganization of checklist/table of contents page
    c. Reorganization of Materials page
    d. ASIS = AKSID
    e. New tabs: Calendar, Updates, Returning Users
    f. Bi-monthly reports for mentors on protégé training status
    g. Refresher proficiency tests – consequences of 2 resets
    h. New accommodations collection of Timing/Scheduling for all students assessed
    i. Accommodations text box – be brief
    j. Materials tab changes, and Mentor materials section
    k. Unofficial report available until mid-June and only after submitting student scores
    l. Official reports available online mid-May
    m. I have read this page check box
    n. Reasons Not Tested, removed Absent
    o. Cycle of refreshing skills for returning users and how tracked in system.