

Agenda

Alaska Alternate Assessment Annual Mentor Training

Downtown Hilton, Denali Room, 500 W 3rd Ave, Anchorage, AK
Monday – Wednesday, October 6-8, 2014
8:00 AM – 5:00 PM

Trainers:

Aran Felix, Alternate Assessment Program Manager, Alaska Department of Education
 Sheila Wells-Moreaux, Research Associate, Dynamic Learning Maps
 Annie Jatala, Project Coordinator, Dynamic learning Maps
 Mariel Zeller, Implementation Consultant, Dynamic Learning Maps
 Kim Sherman, Coordinator of Process for Alaska Alternate Assessment, Dillard Research Associates
 Dan Farley, Coordinator of Deliverables for Alaska Alternate Assessment, Dillard Research Associates

Purpose of Annual Mentor Training:

- Train mentors to train Assessors/Test Administrators throughout the state who administer the new alternate assessments in English language arts and mathematics; as well as ongoing assessments in science, using the updated ak.k12test.com website
 - Provide professional development to mentors in understanding how to use Essential Elements to develop IEP goals
 - Participate in stakeholder meeting to provide feedback on the new Participation Guidelines
- Please bring your laptop and earphones to training!**
Make sure your technology coordinator has downloaded KITE onto your laptop.
Make sure your DTC has enrolled you in Educator Portal and assigned you to the PD and Teacher role.

Pre-training Assignment

Complete two Self-Directed Learning Modules: **Module #10 [Claims & Conceptual Areas](#)**, and **Module #17 [Core Vocabulary](#)** (takes approximately 30 minutes to complete both). Be sure that your DTC has established an Educator Portal account for you and that you can log in to that account at educator.cete.us
 Scan/email completion certificates to aran.felix@alaska.gov prior to attending or bring your certificate to training.

Monday, October 6, 2014

| Time | Topic |
|-------------|---|
| 8:00-8:30 | Registration and Check-In, Pick-up materials Coffee/tea provided |
| 8:30-9:00 | Overview and Introductions Review agenda, materials, APU credits, CEU credit, topics/proficiency tests, pre-assignment, January training and registration information. Structure of training: facilitated training, proficiency test, training in your district. |
| 9:00-10:00 | Required Training Module 1 – Overview of the DLM System & Proficiency Exam About DLM Learning Maps, Essential Elements, testlet structure. This section also includes a broad overview of the two assessment systems and Alaska’s transition plan to the Integrated Model. Training in your district. |
| 10:00-10:15 | Break |

| Time | Topic |
|-------------------|---|
| 10:15-10:45 | Required Training Module 2 – Test Security in the DLM Alternate Assessment & Proficiency Exam About test security, how to complete the online DLM TSA, maintain integrity during assessment process, addressing violations of test security. Training in your district. |
| 10:45-12:00 | Required Training Module 3 – Accessibility for All Students & Proficiency Exam DLM created accessibility by design, six-steps to custom DLM accessibility supports for students, selecting features in the Personal Needs and Preferences Profile (PNP). Training in your district. |
| <i>12:00-1:15</i> | <i>Lunch on your own</i> |
| 1:15-2:15 | Required Training Module 4 – How the Assessment Works & Proficiency Exam Content of the assessment, design of testlets and how delivered, how student responses lead to test results for accountability purposes. Training in your district. |
| 2:15-3:15 | Required Training Module 5 – Preparing for the Test & Proficiency Exam How to check, update, and add student data, completing the First Contact Survey (FCS), using practice activities and released testlets, planning and schedule for assessment administration days. Training in your district. |
| <i>3:15-3:30</i> | <i>Break</i> |
| 3:30-4:15 | Roles and Responsibilities Who does what? DTCs, Leads & Mentors, Data Stewards, Technical Liaisons & KITE Client Implementation Plan |
| 4:15-4:30 | Questions and Wrap Up |
| 4:30-5:00 | Training: Re-take training proficiency quizzes as needed |

Tuesday, October 7, 2014

| Time | Topic |
|--------------------|--|
| 8:00-8:15 | Welcome |
| 8:15-8:30 | Review today's schedule |
| 8:30-9:30 | Required Training Module 6 – Computer Delivered Testlets & Proficiency Exam About testlet structures and various item types used in DLM assessments, process to complete testlets, responding to items and navigation within a testlet, test day preparations, standard test administration process, allowable practices and practices to be avoided. Training in your district. |
| 9:30-10:15 | Required Training Module 7 – Teacher Administered Testlets About teacher-administered testlet structures, provide to complete teacher-administered testlets, test day preparation, standard test administration process, allowable practices and practices to be avoided. Training in your district. |
| <i>10:15-10:30</i> | <i>Break</i> |
| 10:15-11:00 | Required Training Module 7 continued & Proficiency Exam |
| 11:00-12:00 | Accessing and Interpreting Student Score Reports DLM prototypes of student reports DLM timeline for standard setting and providing score reports |
| <i>12:00-1:15</i> | <i>Lunch on your own (you may leave your belongings in room)</i> |

| Time | Topic |
|-------------|---|
| 1:15-3:00 | DRA website and training Review of updated test website: https://ak.k12test.com Accessing DLM website and training materials, Educator Portal, PD modules Mentor Program Changes Expectations in Training Assessors/Test Administrators Monitoring Progress Resources Available Administration & Science Training Accessing Science Score Reports (handout passwords) |
| 3:00-3:15 | <i>Break</i> |
| 3:15-4:00 | DRA website and training continued; Administration & Science Proficiency |
| 4:00-4:30 | Questions, Wrap Up |
| 4:30-5:00 | Training: Re-take training proficiency quizzes as needed |

Wednesday, October 8, 2014

| Time | Topic |
|------------------|---|
| 8:00-8:30 | Registration and Overview of day |
| 8:30-9:00 | Professional Development Modules Facilitated and Self-directed Modules Completion Certificates and earning CEUs |
| 9:00-10:00 | Facilitated Professional Development: IEPs linked to the Essential Elements Training requirement for AK test administrators/assessors this year |
| 10:00-10:15 | <i>Break</i> |
| 10:15-11:30 | Facilitated Professional Development continued & Proficiency Exam Training in your district – when to use facilitated vs. self-directed |
| 11:30-11:45 | Wrap Up & Questions |
| 11:45-12:45 | <i>Lunch on your own (you may leave your belongings in room)</i> |
| 12:45-3:45 | Stakeholder Meeting Review of Participation Guidelines |
| <i>As needed</i> | <i>Breaks</i> |
| 3:45-4:15 | Shared Discussion on Participation Guidelines |
| 4:15-4:30 | Wrap Up & Questions, Training Evaluations Collect Stakeholder Feedback Receive EED Certificates of Completion |
| 4:30-5:00 | Training: Complete any final training, proficiency tests |