

Agenda
Annual Mentor Training
Alaska Alternate Assessment
October 26-27, 2009, Time: 8:00-4:30
BP Energy Center, 900 East Benson, Anchorage, AK

Facilitators:

Aran Felix, Alternate Assessment Program Manager, Alaska Department of Education
 Kim Sherman, Project Manager for Alaska Alternate Assessment, Dillard Research Associates
 Sheri Mangini, Education Program Assistant, Alaska Department of Education
 Dan Kaasa, Assistive Technologist, Kenai Peninsula Borough School District

Focusing Questions for this training:

- 1) *Are you confident that your protégés **administer a task** to a student, **follow test administration rules**, and **score a student** the same way you would during the actual test administrations?*
- 2) *What might cause a **Qualified Assessor** to stray from test administration rules or score incorrectly?*
- 3) *What strategies can AA Mentors use to train their protégés to administer alternate assessments that maintain fidelity to administration and scoring rules and accurately reflect student scores?*
- 4) *What should change to ensure consistent and accurate scoring?*

Monday, October 26, 2009

Time	Topic
8:00-8:30	Registration and Check-In BP Center provides coffee/tea
8:30-8:40	Housekeeping <ul style="list-style-type: none"> • BP Center safety announcement • Turn cell phones off, or to vibrate • Introduce Facilitators • Please post Sponge Activity on easel
8:40-9:00	Icebreaker and Introductions
9:00-9:15	Overview of training <ul style="list-style-type: none"> • Review Focusing Questions • Overview of Agenda, Handouts, format of both days • APU credit • Evaluations
9:15-10:00	Section 1 – Mentor Responsibilities <ul style="list-style-type: none"> • Introduce new mentors-in-training • Review Mentor Qualification Process • Implementation Plans – when to do/collect-purpose of • Review Qualification Process from Assessor-in-training (AIT) to Qualified Assessor (QA) • Update on New Mentor training process • 2009-2010 Requirements for returning QAs and QTs vs, future refreshing

	<p>skills cycles</p> <ul style="list-style-type: none"> • Review Calendars • Practice Tests and Using the <i>Scoring Protocol Review Sheet</i> and <i>Packet Review Procedures</i> • Using the <i>Administration Checklist</i> in training and during scoring • Changing Status in Online System • Certificates issued Online • Working with District Test Coordinators and Special Education Directors • DRA Reporting Website • Explaining Official Student Reports to Parents • Decision Making: Who takes this assessment? IEP change
10:00-10:15	Break
10:15-10:30	Test Security and Test Security Agreements
10:30-11:45	<p>Section 2 – Training Protégés (New and Returning) Using AA Online System and Focused Training on Problem Areas</p> <ul style="list-style-type: none"> • Refer to the Focusing Questions • Using the <i>Supporting Documents</i> and explain use • Confidential Answer documents • EED Security Agreement for Answer Documents • Navigation Guide • Webinar/Audio—Mentor assignment should be completed. • Overview of the website and its components • Train on entering student demographic information and due date • Train on Data Entry of student scores • Train on Reasons Not tested and Accommodations/AT used • Review Training and Proficiency in Test Administration and Administration Rules • Review 3 x 3 rule leading to ELOS decision and administering the ELOS items • Overview of Training and Proficiency in Content Areas (RWMS, Admin) • Review of CWS, CLS, CNS and Writing Rubric, Legibility • Making Decisions about moving a student into the ELOS test items • Training and Proficiency in ELOS • Entering Caseloads – Student Demographic Information and Reasons Not Tested • Training and Proficiency in Data Entry and Submitting Student Scores to EED • Data Entry - Accommodations/ Modifications/Assistive Technology • Accessing Unofficial Student Reports • Enhanced Administrative Privileges: View reports, monitor AIT and QAs • Important Dates • Secure tests – what’s new – Accommodations, Enhanced Instructions (give samples)

	<ul style="list-style-type: none"> • Questions from Mentors on issues encountered in redesigned training site
11:45-1:00	<p>Lunch on your own. The room will remain open and someone will be in the room, so you may leave your materials (except purses) and remain here to work. May work on Implementation Plans in room.</p>
1:00-2:15	<p>Inter-rater Reliability Training via Videos of Test Administration – Use Think Aloud and Score Behind Strategies</p>
2:00-3:00	<p>Discussion with Experienced Mentors: Challenges and Issues in training Qualified Assessors.</p> <ul style="list-style-type: none"> • Review results of 2009 QA Survey and evaluate for training issues • Brief survey of mentors training/monitoring QAs online and on-site
3:00-3:15	<p>Break</p>
3:15-4:00	<p>Participation Guidelines Review</p>
4:15-4:30	<p>Wrap-Up, Questions, Turn in Evaluations</p>
4:30	<p>Dismissal</p>

Tuesday, October 27, 2009

Time	Topic
8:00-8:30	Registration and Check-In BP Center provides coffee/tea
8:30-8:40	Overview of the day
8:40-10:30	<p>Using Accommodations – Presented by Dan Kaasa</p> <ul style="list-style-type: none"> • Using Accommodations, Modifications, and Assistive Technology • Monitoring Accommodations from the IEP to Classroom to Assessment Day • Conduct discussion with mentors on the topic: <i>How does your district monitor that the accommodations listed on a student's IEP are actually used by all teachers during instruction and are delivered to the student during statewide assessments?</i>
10:30-10:45	Break
10:45-11:35	Accommodations – Changes for Spring Administration Standards Based Assessment and Alternate Assessment
11:30-11:50	Web Walk – EED AA, EED other resources, DRA reporting, AA, ASD, NAAC, NCEO, CCSO-ASES
11:50-1:00	<p>Lunch on your own. The room will remain open and someone will be in the room, so you may leave your materials (except purses) and remain here to work.</p>
1:00-4:00	<p>Mentor Focus Group Discussion: USDOE has requested that EED conduct studies and provide evidence that there is inter-rater reliability among assessors and that scoring remains consistent over time. As this will impact districts, EED would like a discussion among mentors and solicits feedback and recommendations from the Alternate Assessment Mentor-Trainers to ensure smooth delivery of any changes and to ensure buy-in from the Qualified Assessors.</p>
4:00-4:30	Wrap Up, Questions, Evaluations, Dismissal