Alaska Alternate Assessment
Mentor Pre-test Webinar
Agenda with Notes

Dillard Research Associates

Date: Wednesday, January 27, 2010
(repeated on Friday, January 29, 2010)
Time: 3:30 Alaska, 4:30 Oregon
Conference Call Number: 1-800-315-6338
Conference Call Code: 8437
Webinar Site: http://www.dimdim.com
Webinar Meeting ID: dillard

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There are only 50 lines for the webinar site (dimdim) and 60 conference telephone lines. In districts with multiple mentors, please try to share a computer. (**Note:** We will offer a second webinar Friday, January 29, 2010, 3:45 – 4:45 PM AK time for people who could not attend on Wednesday).

1. **Instructions for participating:**
Call **Conference Call Number**: 1-800-315-6338
Input **Conference Call Code** when prompted: 8437

        AND

Go to: **Webinar URL and login information**: http://www.dimdim.com web site.
Click on **Join Meeting** (the blue button on the right)
Type in *dillard* in the **Meeting Room** and your first and last name in **Your Name**
Press **Join**

2. **Take roll** (The telephone lines will open at 3:15. Roll call starts at 3:30, and a second roll call when webinar/teleconference finishes for districts who missed the first roll).

3. **Webinar – Walk-through of online assessment system – This section led by Kim Sherman, DRA**
    A. TAB: Home
        •   Updates Log
        •   Materials
        •   Data Entry
        •   Reports

    B. TAB: Materials
        •   Explain way tests are bundled this year, and when grade level bundling will occur…

- Important Documents
- Secure Tests: Standard Administration
    a. General Instructions Page
    b. Accommodations Pages
    c. Change in Directions – all questions/scripts are on the description page, except for Reading Passages (to eliminate flipping between Directions page and Scoring Page).
- Secure Tests: ELOS

C. TAB: Data Entry
- February 2: DRA will wiped practice student demographic and practice score entries from the system.
- February 3: System opens for QAs to input student demographic data
- BY March 15: QAs should have completed entry of all students' demographic data for their students who will participate in the Alaska Alternate Assessment.
- Student Setup
    o Enter the correct grade for student – links to correct assessment menus and AYP grade-banding.
    o Add
    o Edit
    o Delete
- Enter Scores
    o Data Entry Status
        ▪ "Save, still entering data"
        ▪ "Done, submit to EED"
    o Reading, Writing, Mathematics (grades 3 – 10), Science (only 4, 8, 10)
        ▪ (SUBJECT) Tested
        ▪ Absent
        ▪ IEP Change
        ▪ Late Entry
        ▪ Long Term Illness
        ▪ Suspension
        ▪ Other (18 characters)
    o Enter scores (subject)

- Reasons assessment not administered (see 'Reasons Not Tested' section of AK AA training site for definitions).
    a. **MUST ENTER** either score or reason not administered for each eligible subject area.
    b. **DONE, Submit to EED:** after all assigned tests have scores entered, dialog box on last data entry screen, or Score page

- When all of the assessment scores for a student (or reason not tested) are entered, choose **'Done, Submit to EED'** in the Data Entry Status drop down menu. This will upload the student's scores to DRA/EED for AYP.
    o UNTIL this is done, it is as though the student was not tested.
    o MUST be done by 11:00 PM, April 16, 2010.

D. TAB: Reports
- Unofficial reports, available immediately.
  - o Choose "Save Data" at end of each subject area score entry page.
- Official reports in June.

E. TAB: Admin
- Upgrade User Accounts
  - o Track AIT progress on proficiency tests
  - o Upgrade AIT to QA status
  - o Reset AIT proficiency test attempts

- Data Entry Status
  - o Percent of eligible students who have been tested
    - ▪ March 15 demographic data entry goal is imperative to track entry status
    - ▪ Email your QAs to encourage data entry and testing / score entry
    - ▪ Note the data entry status of AA DRA Test, QT: Total students in each Subject area: 1. Only 1 Reading test entered. On April 1, Mentors should email their QAs who have significant percent of scores remaining to be entered.
  - o Assessment Plan column: From Assessor demographic entered, asked if the Assessor has students on his or her caseload who would require testing in the AA
- Printing AK AA Certificate

F. Website Reports
- User Contact
- User Status History
- User training
- User Proficiency Overview
- User Data Entry

4. Secure Tests – This section led by Aran Felix, EED
- Test Window March 1 – April 16, 2010
  (system closes, invalid tests if scores not entered by that time).
- February 3, 2010 - Assessment uploaded for district access
  (download, printing, adapting materials)
- Review of qualifications needed to access secure test (QAs only)
- Mentor responsibilities:
  - Mentors please nudge your assessors-in-training and returning QAs to move forward with completing online training and proficiencies.
  - Mentors MUST change their protégé's status in online system when all requirements met. (From Assessors-in-training to Qualified Assessors)

- Certificates are now issued online. QA's have access to them. Certificates are located under Account Tab in online assessment system.
- Handling of scoring protocols after testing: Shred per Test Security Agreement. The alternate assessment is being developed into two+ secure forms of the tests instead of repopulating annually with cousin items.
- Content areas assessed:
  - Reading/Writing/Math for all students grades 3-10
  - Science for grades 4, 8, and 10 only

5. Reminders

- **Important Dates Calendar –** Go to http://www.eed.state.ak.us/tls/assessment/alternate_optional.html, General Information
- **Administration rules –**all students must start with standard items following 3x3 rule.
- **February 2, 2010 –** DRA will erase all student demographic and score data that was input in practice.
- **February 3, 2010 –** QAs may begin to enter their student demographics.
- **March 15**, **2010** – final date for assessors to input their student caseload into online assessment system to enable mentors (and DTCs) to track progress.
- **Problems?** Help Desk is open. Call Sevrina Tindal, 1-800-838-3163, or email: **sevrina@dillardresearchassociates.com**

6. Coordinate with District Test Coordinators (DTC)

- Large Print and Braille Alternate Assessments will be mailed from DRA. Large print: February 3rd. Braille within next 5 days.
- Make sure all eligible students receive alternate assessments (Mentors to assist in this process).
- Make sure all QAs have signed and submitted Test Security Agreements (TSAs) to DTCs before test window opens.

7. Upcoming Surveys

- **For Mentors only**-*Time Spent Training Protégés Survey*
- Email to you April 19, .2010.
- Short 7 questions. Recommendation at Annual Mentor Training that this survey would be better timed and more realistic if filled out AFTER training of protégés was completed.

- **For everyone***: Qualified Assessor Survey of Consequential Validity*
  - This survey is for all Qualified Assessors and Mentors
  - Survey open: March 1-May 31, 2010
  - Link will be made available on the assessment and EED website to Survey Monkey. The link will be posted on March 1, 2010 on the Home page. Take survey AFTER administering assessment if you also function as an assessor.

- May 31, 2010 – final date to provide feedback and participate in online survey. Periodic reminder emails will be sent out.
- This survey is not as short as we want it to eventually be! We need a few years of data on the same questions before deleting/changing questions.

8. **Individual Student Reports**
   - *Unofficial Student Reports*
     - Available electronically after student scores are entered into the online data entry system.
     - Scores are in percentages and do not show proficiency levels (Advanced, Proficient, etc.).
     - All scores (standard and ELOS) shown.

   - *Official Student Reports*
     - **June 19, 2010 –** reports uploaded to online reporting system for DTC access at: http://akreports.k12test.com/
     - Mailed June 19, 2010 to District Test Coordinators.
     - One copy to Parents with Guide to Test Interpretation, one copy to teachers for review and file in the student's file.
     - These reports show Proficiency Levels in the content areas (RWM and Science in grades 4, 8, 10).
     - Strand sub-scores are also shown. ELOS scores are not broken out in detail, see Unofficial report for details.
     - Please contact your DTCs for copies of your student's reports.

9. **Science Alternate Assessment Rater Study**
   - Recruiting mentors/assessors/grade 8 students.
   - Purpose of this study is to provide assurance to the USDOE that Alaska's highly trained AA raters continue to administer tests correctly and score items accurately when administering tests to their students.

Remember:
- Alternate Assessment window closes on April 16, 2010 at 11:00 PM.

- All student scores must be input and status changed to 'Done, Submit to EED' by this time.

10. **Final roll call of districts who signed in after 3:30 PM**