Louisiana Believes

Nonpublic Assessment Administration Update
February 2016

DEPARTMENT of EDUCATION

Welcome

Purpose

This presentation is designed to provide test coordinators with an overview of administrative processes for grades 3-8 spring assessments.

Objectives

Through this overview coordinators will be prepared to:

a. Access and utilize eDIRECT to manage grades 3-8 spring assessments,

b. Prepare technology for online assessments, and

c. Redeliver this training to others as needed at school- and district-level.

Agenda

Overview
- Scheduling
- Materials

Technology Readiness
- Five Steps to Readiness

eDIRECT
- Practice eDIRECT vs Operational
- eDIRECT Functions

INSIGHT
- Installation
- Student and Educator Support Resources

Upcoming Support and Communication
- Office Hours, Training, and Next Steps

Spring 2016 Assessment Administration Dates

The new eDIRECT and/or INSIGHT portals support the following spring 2016 assessments. These are noted in the 2015-2016 Assessment Calendar.

Grade Level	Assessment	Delivery Method	Test Date(s)
3-8	LEAP (ELA and math)	PBT CBT	Apr 25-29 Apr 11-May 6
3-8	LEAP (Science)	PBT	Apr 25-29
3-8	LEAP (Social Studies) *optional field test*	PBT *grades 3 and 4 only* CBT *Grades 3-8*	May 9-13

ELA and Math Assessment Timing

Component	Math	ELA
Testing Schedule	April 11-May 6 (CBT) April 25-29 (PBT)	
Number and Length of Sessions	3 Sessions of 75 min each	3 sessions of 60-90 min each
Total Testing Time	225 min total	210-240 min total

- As in 2014-2015 the math and ELA assessments in grades 3-8 are timed. The testing time includes the average amount of time for a student to complete the assessment plus an additional cushion.
- Students with an extended time accommodation may have the school day to complete a session but may not return to a session the following day.

*Science will the same as in 2014-2015, untimed

Grades 3-8 Math, ELA, and Science Paper-Based Test Schedule

This year's paper-based assessments will take place in one week according the following schedule:

- Monday-Wednesday, students will take one session of ELA and one session of math.

Subject	Mon	Tues	Wed	Thurs	Fri
ELA	1 session	1 session	1 session	Makeup	Makeup
Math	1 session	1 session	1 session	Makeup	Makeup
Science	-	-	-	Full Test	Makeup

Online Assessment Scheduling Guidance

As with EOC assessments, districts will have some flexibility in scheduling grades 3-8 online assessments. However, to reduce incidences of testing irregularities, scheduling requires secure testing environments and prevents interaction between tested and untested students.

Examples of good scheduling practices include:

- Assessing students of the same grade level at the same time or as near as possible to the same time
- Completing make up tests for students immediately upon return
- Limiting student interaction during break periods
- Isolating students who have not completed testing for the day

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Math and ELA Consumable Test Booklets

Highlighters and Annotating

As in 2014-2015, in the consumable test booklets, students will be able to:

- Use yellow non-carbon highlighters in the text and questions
- Make annotation and underline text of the assessment with their pencil
- Annotate in the questions and answer choices with their pencil while using caution around actual bubbles and answer grids

Stray pencil marks in and around the actual bubbles could interfere with scoring of the document. Underlining, crossing out, or marking up bubbles or answer grids in any way other than to darken the circles for their responses are considered stray marks.

Scratch Paper

- Students will be able use scratch paper.
- Scratch paper used during assessment administration should be shredded following administration in order to maintain test security.

Calculator

Calculator specifications are the same as last year as noted on the table below.

Grade Level	Non-accommodated Students	Accommodated Students
Grades 3-5	• No calculator usage allowed	• Four function calculators with only percent and square root • For the entire assessment
Grades 6-7	• Four function calculators with only percent and square root • For the calculator portion of the assessment	• Four function calculators with only percent and square root • For the entire assessment
Grade 8	• Scientific calculators • For the calculator portion of the assessment	• Scientific calculators • For the entire assessment

- Online testers will have an onscreen calculator that they can use during the calculator section of the test. Students may either use the online calculator or a handheld calculator.
- Students who have the calculator accommodation and are taking the online assessment will require a hand held calculator for the non-calculator portions.

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Technology Readiness

- During the 2015-2016 school year, districts begin a statewide transition to online assessments for grades 3-8.

- Districts may choose to administer LEAP Grades 3-8 ELA and mathematics testing as a computer-based or paper-based assessment for the Spring 2016 assessments.

- Districts may determine paper or online at the school- or grade-level. However, the entire grade within a school must be using the same mode.

- An online survey will be used to inform the Department of mode of testing and participation in the optional Social Studies field test.

- Districts should complete technology readiness steps prior to making a final decision on assessment mode in February.

- The Technology Readiness Memo outlines five primary actions necessary to prepare each LEA, including staff, technology personnel, and students, for online testing.

Evaluate Available Technology
(December-January)

Evaluate Network Capacity and Configure Network Resources
(January - March)

Train District- and School-Level Staff
(January - March)

Prepare Students
(Late January- March)

Complete Final Preparations
(March - April)

Technology Readiness: Step One

Evaluating Available Technology:

The first step in technology readiness was evaluating available technology in December and January. This step was required of all districts and was used to produce the legislatively-required measures of technology readiness.

As a follow up to this step, district test and technology coordinators will receive via email the final reports from the TRT and guidance on next steps in determining tech readiness.

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Technology Readiness: Step Two

Evaluate Network Capacity and Configure Network Resources

Beginning in early January, a number of tools were made available to support districts in measuring network capacity and configuring network resources.

Districts should:

- Use tools provided via DRC's eDIRECT portal to evaluate network capacity and to identify any required network changes within the district and/or school networks beginning early January.
- Determine participation in online assessments including the Social Studies field test by mid-February and submit decisions in the online survey.

Districts will receive reporting and follow up as they use the tools to determine network capacity and appropriate configurations.

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Technology Readiness: Step Three

Train District- and School-Level Staff

Whether a district is participating in online assessments or not, all districts will be using the eDIRECT online management system.

In order to prepare for this transition districts using the paper assessment mode should:

- Access eDIRECT online resources.
- Become familiar with the use of the online system in managing paper assessments.

Districts using the online assessment mode should:

- Access eDIRECT online resources.
- Train school-and district level staff in utilizing the online systems.

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Technology Readiness: Step Four

Prepare Students

In order to prepare students for online assessments, a number of tools will be available in February.

Districts and schools should:

- Access online practice tests beginning in February.

- Utilize online tutorials prior to the assessment.

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Complete Final Preparations
(March - April)

Technology Readiness: Step Five

Complete Final Preparations

In March and April, districts and schools will need to make final preparations for online testing. These actions include:

- Ensure testing clients are installed on all student devices.

- Complete network configurations, changes and updates by the end of March.

- Train school-level staff on basic technology troubleshooting.

- Download all tests to the caching server(s) prior to testing.

Evaluate Available Technology
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Evaluate Network Capacity and Configure Network Resources
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Technology Readiness
Tools and Resources

Available now:

- **Month-by-Month Checklist:** Outlines actions required each month to prepare for assessment and accountability administration including timelines for technology readiness.

- **Regular Updates via Monthly Calls and Weekly Newsletter**: Important updates provided through the District Planning Call, Data Coordinators Call, and Assessment and Accountability Call.

- **Assessment Library:** Online library of available resources including archives of related webinars and slide decks.

- **Assessment Inbox and Hotline:** District support is available through the assessment hotline at 844-268-7320 and via assessment@la.gov.

- **Device Requirements:** Document outlining the current minimum and recommended system requirements.

- **Technology Readiness Tool (TRT):** An online portal for collecting and assessing device and network specifications for ensuring technology readiness of schools and districts. Completion of TRT is required by January 7.

Technology Readiness
Tools and Resources (cont'd)

- **Weekly Office Hours each Thursday at 11:00 am:** Weekly webinar to provide regular updates and answer timely questions related to technology readiness and assessment administration.
  - Click here to join the meeting or go to https://louisianaschools.adobeconnect.com/dtc/
  - Enter the meeting room as a guest and provide your name.
  - Select the "listen only mode" if joining the meeting via computer or smartphone or access audio via phone bridge: (800) 832-0736 / room number: 3423602
- **User Guides and Training**: Online systems user guides and training modules for planning and administering both practice tests and assessments available in Practice eDIRECT and Operational eDIRECT.
- **Testing Site Manager (TSM)**: A software application and toolset for planning, configuring, managing, and troubleshooting district/school networks and devices to ensure site readiness of each testing site in Practice eDIRECT and Operational eDIRECT.
- **Survey for Submission of Online Assessment Participation:** Online portal for indicating participation in grades 3-8 online assessments within the Department INSIGHT Assessment Reporting System.

Technology Readiness
Tools and Resources (cont'd)

Available in February:

- **Technical Support FAQs:** Information on how to access assistance via e-mail, phone, and frequently asked questions.

- **Practice Tests:** Access to sample items will be provided through the online practice test platform, INSIGHT, and in a downloadable paper format.

- **Online Student Tutorial:** An INSIGHT tutorial will allow students to become more familiar with the online testing platform and all of the tools, accessibility and accommodation features within the platform.

Available in March:

- **Hands-on Training:** During the March regional collaborative meetings, district staff will be provided with additional opportunities for hands-on trainings.

- **Manuals and Administrative Training:** Test coordinator and administrator manuals available, along with supporting resources including online training and modules.

- **Targeted Site Visits:** Select districts will receive targeted site visits and support to ensure district readiness for online assessments.

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Accessing eDIRECT Resources for Paper and Online Testing

eDiRECT has been used in the past to manage assessment administration. This year there are two eDIRECT sites with both nonsecure and secure access.

	Practice eDIRECT	**Operational eDIRECT**
Availability	• Nonsecure and secure access was granted to DTC's last week	• Nonsecure access was provided last week • Secure access will be provided next week
Resources	• User guides available for- practice eDIRECT & INSIGHT • TSM and INSIGHT installables were made available Wednesday evening	• Manuals • eDIRECT User Guides • INSIGHT Technology User Guide • Training Presentation Slides
Action Steps	• Set up additional users- • Access guides • Install and use TSM • Access online test • Upload students for practice tests	• Add additional users (not already transferred from the practice site) • Access manuals* • Access and use materials management functions (e.g. order materials, etc.)* • Add any students not uploaded by the testing vendor (e.g., new students)

Actions required for both paper-based tests

Accessing eDIRECT Resources

Resources available in eDIRECT:

- eDIRECT User Guides
- INSIGHT Technology User Guide
- Training Presentation Slides
- FAQs

Accessing resources:

- Access eDIRECT
- Select <u>General Information</u> tab
- All resources will be available under <u>Documents</u>

DRC Louisiana Customer Support:

8:30 AM—4:30 PM

1-888-718-4836

LAHelpDesk@datarecognitioncorp.com

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DRC INSIGHT Overview

DRC INSIGHT Online Learning System is an online platform in which students will practice for the online assessment and take the actual test. The system will provide:

- A web-based, online interface providing a secure, online testing environment.
- Online Tools Training (OTT) and Student Test Tutorials
  - Environments in which students and administrators become familiar with the tools and features available in INSIGHT.

DRC INSIGHT System Overview
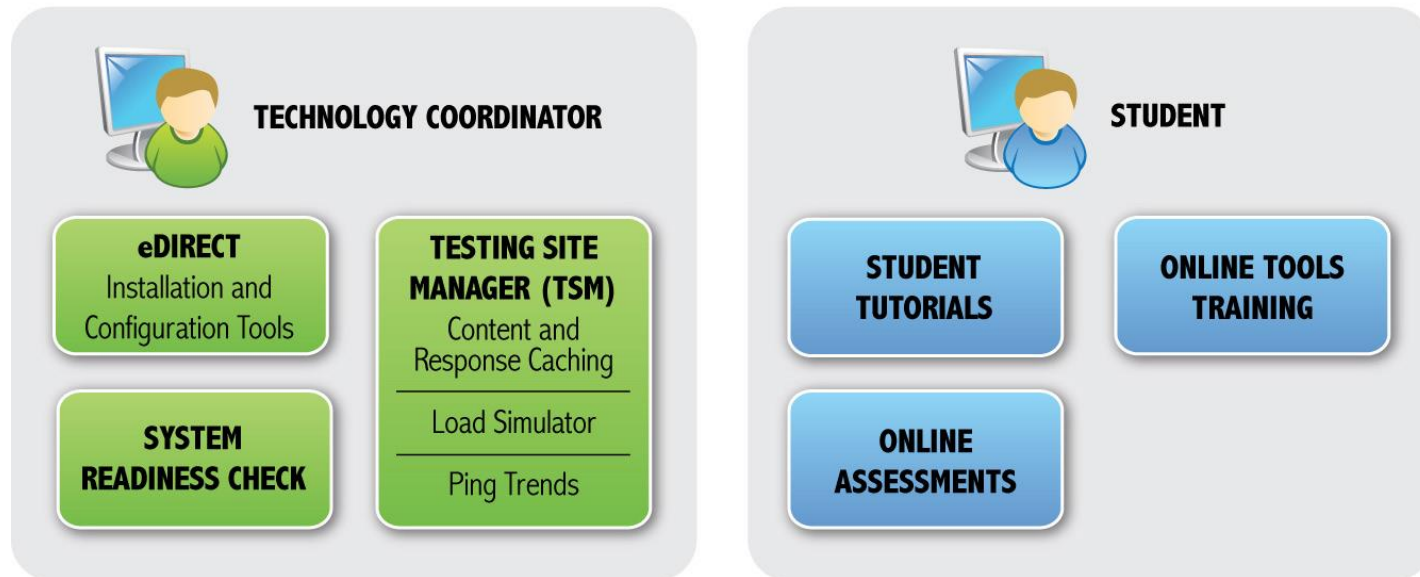
Note: The system will require installation on each student device.

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Continuous Support

Continuous support is available when seeking information or assistance about assessment administration and accountability.

Assessment@
- All stakeholders are encouraged to email assessment and accountability questions and/or concerns to assessment@la.gov.

Assessment Hotline
- District-level staff may call the Assessment Hotline at 844-268-7320 if they have assessment and accountability questions that require immediate assistance.

Assessment Office Hours (every Thursday at 11:00 am)
Office Hours Login Information:
- Click here to join the meeting or go to https://louisianaschools.adobeconnect.com/dtc/
- Enter the meeting room as a guest and provide your name.
- Select the "listen only mode" if joining the meeting via computer or smartphone or access audio via phone bridge: (800) 832-0736 / room number: 3423602

Next Steps

Key Dates	Action
February	Access eDIRECT and begin adding additional users
February	Access and use technology readiness tools
February	Attend weekly office hours as needed to support administration preparation and technology readiness
February	Utilize Operational eDIRECT to manage paper materials for the LAA 1 and ELDA assessment administration.
February 24	Submit completed surveys to LDOE regarding intent to administer paper-based and/or computer-based tests and participation in social studies field test

For more information, contact assessment@la.gov. **Next call:** March 1, 2016