



**Alaska Alternate Assessment
Mentor Pre-test Webinar
Agenda with Notes**



Date: Wednesday, January 26, 2011

Time: 3:30 Alaska, 4:30 Oregon

Conference Call Number: 1-800-315-6338

Conference Call Code: 8434

Webinar Site: <http://www.dimdim.com>

Webinar Meeting ID: 32534



There are only 50 lines for the webinar site (dimdim) and 60 conference telephone lines. Districts with multiple mentors, please share a computer. The webinar will be offered once; there will be no make-up audios. The agenda and notes will be posted under the Materials Tab of the ak.k12test.com site, and you may call/email with questions.

• **Instructions for participating:**

Call **Conference Call Number:** 1-800-315-6338

Input **Conference Call Code** when prompted: 8434

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 **32534** in the **Meeting Room** and your first and last name in **Your Name**

Press **Join**

The webinar will open at 3:00 for QTs to log in ahead of time.

The conference call phone line will open at 3:20 for QTs to call in.

• **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).

• **Webinar – Walk-through of online assessment system – This section led by Kim Sherman, DRA**

A. TAB: Home

- Updates Log (vs. Training Updates)
- Materials
- Data Entry
- Reports

B. TAB: Materials

- Tests have been rebundled
- Secure Tests: Standard Administration
 - a. Available for mentors on January 26 –
 - b. Do not distribute until January 31.
 - c. General Instructions Page
 - d. Accommodations Pages
 - e. 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

- January 31: DRA will wipe practice student demographic and practice score entries from the system.
- January 31: System opens for QAs to input student demographic data
- BY February 14: QAs should have completed entry of all students' demographic data for their students who will participate in the Alaska Alternate Assessment.
- Student Setup
 - Enter the correct grade for student – links to correct assessment menus and AYP grade-banding.
 - Add
 - Edit
 - Delete
- Enter Scores
 - Data Entry Status
 - “Save, still entering data”
 - “Done, submit to EED”
 - Reading, Writing, Mathematics (grades 3 – 10), Science (only 4, 8, 10)
 - (SUBJECT) Tested
 - Absent – deleted this year (10 week test window)
 - IEP Change
 - Late Entry
 - Long Term Illness
 - Suspension
 - Other (18 characters)
 - 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.
- 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.
 - UNTIL this is done, it is as though the student was not tested.

- MUST be done by 6:00 PM, April 8, 2011.

D. TAB: Reports

- Unofficial reports, available immediately through June 15, 2011.
 - Choose “Save Data” at end of each subject area score entry page.
- Official reports available to districts on May 16, 2011. District Test Coordinators have access to the online Reporting Website.

E. TAB: Admin

- Upgrade User Accounts
 - Track AIT progress on proficiency tests
 - Upgrade AIT to QA status
 - Reset AIT proficiency test attempts
- Data Entry Status
 - 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.
 - 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
-
- **Secure Tests – This section led by Aran Felix, EED**
 - Test Window January 31 – April 8, 2011, 6:00 PM (system closes, invalid tests if scores not entered by that time).
 - January 31, 2011- all practice data deleted
 - DO NOT enter caseload until January 31, 2011
 - No 3-week window for downloading, printing tests. Included in test window this year.
 - Enter student caseload by February 14, 2011
 - 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 .if they are not finished. Remind them: training modules BEFORE proficiency tests (per Test Security Agreement)
- 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.
- Using online reports under ADMIN tab, make sure your protégés are entering student scores and submitting them in a timely manner.
- 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
- **Reminders**
 - **Important Dates Calendar** – Located on <https://ak.k12test.com/>, Training Tab, Calendar of Events
 - **Administration rules** –all students must start with standard items following 3x3 rule.
 - **January 31, 2011, 6:00 am**– DRA will erase all student demographic and score data that was input in practice.
 - **January 31, 2011, 8:00 am** – QAs may begin to enter their student demographics.
 - **February 14, 2011** – 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
- **Coordinate with District Test Coordinators (DTC)**
 - Large Print and Braille Alternate Assessments were mailed from DRA mid-January 2011 to DTCs..
 - Make sure all eligible students receive alternate assessments (Mentors to assist in this process).
 - Make sure all Test Security Agreements have been initialed, signed and on file with DTC
- **Survey of Qualified Assessors and Mentors**
 - This survey is for all Qualified Assessors and Mentors
 - Survey open: January 31, 2011 – May 6, 2011

- Link to Survey Monkey will be made available on the ak.k12test.com website and EED website. Take survey AFTER administering assessment if you also function as an assessor.
 - May 6, 2011 – final date to provide feedback and participate in online survey. Periodic reminder emails will be sent out.
 - New questions added but many are the same so we can track changes over time.
- **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.
 - Available until June 15, 2011
 - ***Official Student Reports***
 - **May 16, 2011** – reports uploaded to online reporting system for DTC access at: <http://akreports.k12test.com/>
 - Not mailing student reports this year
 - 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.
 - **Alternate Assessment Rater Study- Writing**
 - **Cancelled for this year**

Remember:

- Alternate Assessment window closes on April 8, 2011 at 6:00 PM.
- All student scores must be input and status changed to 'Done, Submit to EED' by this time.
- **Final roll call of districts who signed in after 3:30 PM**