

Agenda

Alaska Alternate Assessment New Mentor Training September 27-28, 2010

Vocational Training & Resource Center
3239 Hospital Drive
Juneau, Alaska 99801
907-463-7375 phone

Facilitators:

Aran Felix, Alternate Assessment Program Manager, Alaska Department of Education
Kim Sherman, Project Manager for Alaska Alternate Assessment, Dillard Research Associates
Jerry Tindal, Vice President and Test Developer, Dillard Research Associates
Kristine Gaffaney, Education Program Assistant, Alaska Department of Education

Goals:

- DRA and EED will provide training and supervision of new mentors to ensure consistency and standardization in training. Mentors-in-training will participate in the two-day new mentor training and will meet the objectives outlined below. The training will utilize and model the resources and strategies Qualified Mentor Trainers will use in training district staff to become Qualified Assessors.
 - Mentors in training may be new assessors-in-training or returning qualified assessors who are moving to the next level. All attending the new mentor training must commit to completing all required tasks and attending Annual Mentor Training, October 25-26, 2010.
1. **Qualified Assessor and Qualified Trainer Roles:** Learn about the requirements to become a Qualified *Assessor* and the requirements to become a Qualified Mentor *Trainers* as well as the role of Alternate Assessment mentors in their district.
 2. **Overview of Alaska's Alternate Assessment:** Eligibility Criteria, explanation of the alternate assessment, legal and historical background of alternate assessments, the importance of test security, the significance of training for reliability and validity, and relationship or reliability and validity to administering and scoring alternate assessments
 3. **Hands-on training in the computer lab:** Complete the required online training, scoring, and proficiency modules for Reading, Writing, Mathematics, Science, and Test Administration Rules and Procedures. The online training system has been completely updated this year.
 4. **Administration and Scoring of Practice Tests:** Participants will become competent at administering and scoring the Reading, Writing, Mathematics, and Science practice tests to each other using student materials and scoring protocols.
 5. **Evaluation of Scoring Protocols:** Participants will evaluate another participant's scoring protocols for completeness and accuracy using the *Protocol Review Sheet* and the *Scoring Protocol Review Procedures*. Mentor-in-training scores will be reviewed for inter-rater reliability.
 6. **Vendor and Department Review:** DRA and EED will re-score all participants scoring protocols in order to determine participant's ability to evaluate another person's ability to administer and score the alternate assessments.

Monday, September 27, 2010

Time	Topic
<i>Qualified Assessor Training- Online training and proficiency exams (Administration, Reading, Science)</i>	
8:00	Doors Open for Participants Sign-in, receive materials, coffee, take lunch orders
8:15-8:45	Introductions (Jerry)
8:45-9:00	Review Agenda, Materials, and expectations for the 2-day training (Aran) Distribute Annual Mentor Training Registrations, turn in to Kristine (orange) University of Alaska credit course option (white) Overview of schedule, taking breaks, lunch Take lunch orders to kitchen Explain why returning QAs will take entire training instead of refreshers to become mentors Changing rooms for different parts of training
9:00-9:15	Registration, Login, Expectations about Training Modules, then Proficiency Exams. Test Security Agreements, Using the <i>Supporting Documents</i> , Overview of online system. Together take first training module: <i>Navigating through the Training Site</i> (Kim)
9:15-10:15	Work on own - Complete Administration training modules, (Begin with <i>Navigating through the Training Site</i> through <i>Math Scoring</i> .) STOP: Complete Administration proficiency exam
10:15-10:30	Break
10:30-11:30	Complete Reading training modules (Reading Training 1-4). STOP: Complete Reading proficiency exam
11:30-12:30	Complete Science training modules (Science Training 1-4). STOP: Complete Science proficiency exam
12:30-1:30	Lunch on own (Note: The Twin Lakes Café is located in the VTRC building and serves Japanese and American food. Lunch may take awhile to prepare, so we will submit your orders early. You may eat lunch at the tables on the second floor or in the restaurant.)
<i>Qualified Assessor Training – Administering/Scoring Practice Tests (Reading and Science)</i>	
1:30-2:00	Review procedures for administering and scoring practice tests (Reading and Science) Material preparation, allowable accommodations, General Directions, Task Directions Assign partners Review of administration and scoring rules Review of practice test materials, scoring procedures and protocols Review of participant, DRA, and EED roles
2:00-3:15	In pairs - Administer and score practice tests – Reading
3:15-3:30	Break
3:30-4:45	In pairs - Administer and score practice tests - Science
4:45-5:00	Wrap-up and Adjourn

Tuesday, September 28, 2010

Time	Topic
Qualified Assessor Training- Online training and proficiency exams (Mathematics, Writing)	
8:00-8:15	Coffee, Review Agenda and expectations for the day Take breaks as needed Take lunch orders, deliver to Twin Lakes Café
8:15-9:30	Complete Mathematics training modules (Math Training 1-4). STOP: Complete Math proficiency exam
9:30-11:30	Complete Writing training modules (Writing Training 1-5). STOP: Complete Writing proficiency exam
Qualified Assessor Training – Administering/Scoring Practice Tests (Mathematics and Writing)	
11:30-11:45	Review procedures for administering and scoring practice tests (Math and Writing) Material preparation, allowable accommodations, General Directions, Task Directions Assign partners Review of administration and scoring rules Review of practice test materials, scoring procedures and protocols Review of participant, DRA, and EED roles
11:45-12:45	Lunch on own
12:45-1:30	In pairs - Administer and score practice tests – Mathematics
1:30-2:15	In pairs - Administer and score practice tests – Writing
Mentor Training – Evaluating a Protégé’s Scoring Protocols	
2:15—2:30	Explain procedures for evaluating protégé’s Scoring Protocol Review <i>Scoring Protocol Review Sheet</i> and <i>Scoring Protocol Review Procedures</i> Mentor’s work will be evaluated by external evaluator Assign randomly selected protégés
2:30 -4:00	Evaluate and score protégé’s practice tests (Reading, Writing, Math, Science, ELOS) MUST turn in to EED
4:00-4:30	Wrap up, evaluations, and handout Qualified Assessor Certificates of completion
Note:	DRA and EED will review and re-score the Mentors-in-training evaluations of their protégé’s Scoring Protocols for accuracy and completeness. Certificates of Completion for new Qualified Mentor Trainers will be handed out at Annual Mentor Training in Anchorage will be emailed after completion of training on October 26, 2010.

Transportation

Shuttle:

For those participants staying at the Westmark Baranof Hotel, a shuttle will be provided to take you to and from the VTRC. Shuttle will depart the hotel at 7:45 AM sharp each morning and will pick you up each afternoon from the VTRC (5:00PM on September 27 and 4:30 PM on September 28).

Bus:

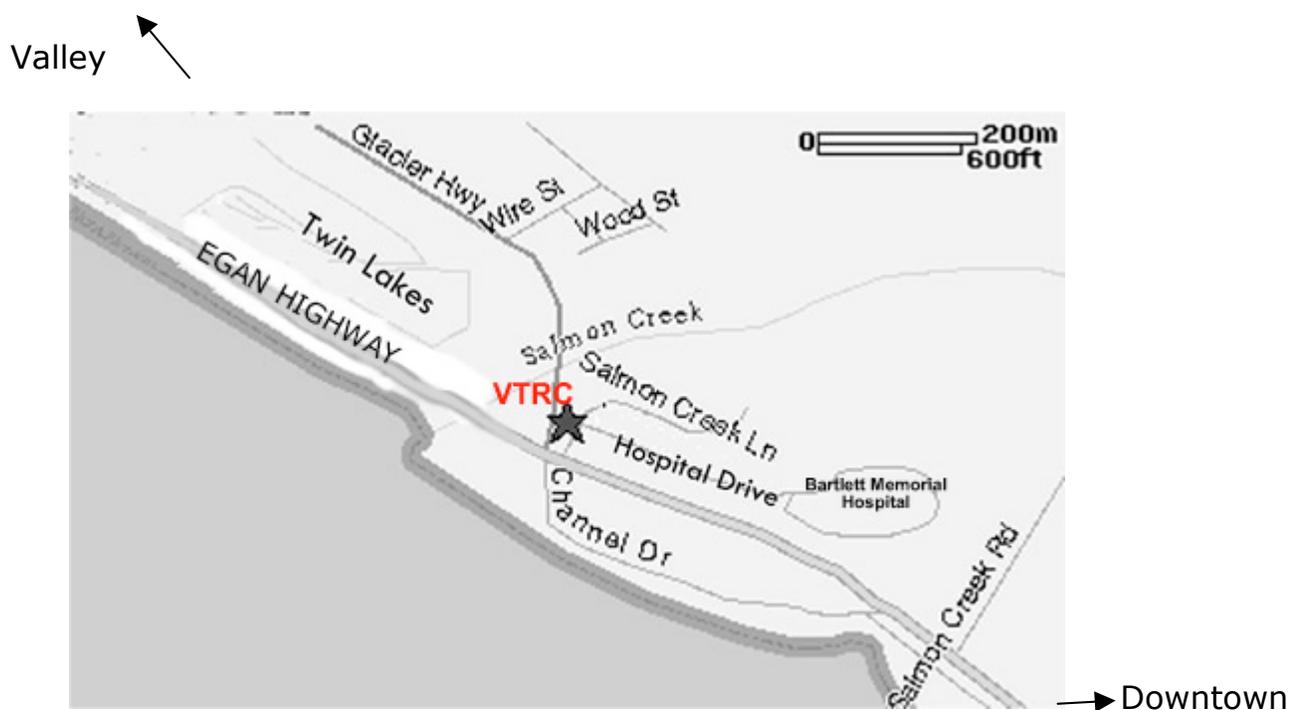
In Juneau, [Capital Transit](#) (city bus service) has a bus stop at the VTRC. To receive bus schedule information call 789-6901.

Car:

The VTRC has parking available for up to 25 cars and 2 handicapped parking spaces.

Walking:

If you decide to walk, please leave yourself plenty of time. From downtown Juneau to the VTRC it is a 45-60 minute walk.



Notes

The Twin Lakes Cafe is proud to serve fine Japanese & American cuisine at an affordable price. <http://www.vtrc.org/misc/TwinLakeCafe.htm>

VTRC will provide coffee and tea in the mornings. You may bring in your own drink to the computer lab, but drinks must have a lid.