

2017-18 Master Calendar of Reporting Requirements Assessment Changes

As a support to all CMU-authorized schools, the Center is always in search of best practices to assist our schools. One role of the Center's Performance Data Center (PDC) is to identify practices to ensure the optimization of data. As a result of PDC's research, three areas of consideration related to test administration will change for the 2017-18 school year.

SPRING ASSESSMENT ADMINISTRATION WINDOW

CHANGES FOR 2017-18

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| – The Center will adjust the spring assessment administration window to reflect no less than 28 weeks of instruction between administration of the fall and spring assessments. |
| – The new spring assessment administration window is April 30, 2018 – May 24, 2018 |

The current review of assessment administration practices indicates that students should have no less than 28 weeks of instruction between the fall and spring assessment to ensure that there is no significant variation in the conditional growth percentiles.

Also, it is recommended that academies administer all assessments in the same order as in the previous assessment window. For example, if fourth grade mathematics was the first assessment administered in the fall assessment administration window, the same grade and subject assessment should be administered first in the winter and spring assessment administration windows.

Note: The fall and winter assessment administration windows remain the same:

Fall: September 11, 2017-October 12, 2017 **Winter:** January 2, 2018 – February 8, 2018

RETESTING STUDENTS

CHANGES FOR 2017-18

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| – A maximum of 5% of the total student testing population is permitted to retest during the fall and spring assessment administration window (see explanation below on mitigating circumstances for retesting) |
| – Special situations that necessitate exceeding the 5% maximum guideline must receive written approval from the Center's director of academic performance and accountability |

Establishment of an ideal testing environment and properly monitoring each administration session often prevents the need to retest students. However, there are situations when it may be appropriate to terminate a student's test session early and have that student retest, or to suggest the retesting of a student after a testing session is complete. Retesting students that get sick during the test, appear to be intentionally trying to finish the test as quickly as possible, or appear to be simply guessing on the test are considered mitigating circumstances where pausing or terminating the test prior to

completion would be warranted. In addition, when a student's score shows a substantial decline (e.g., more than 10 RIT points on NWEA) between test administration windows, an academy may consider retesting that student. It is important that an academy has a written policy that provides guidance for retesting students and delineates scenarios that would fall outside of the retesting guidelines and require administrator approval for retesting.

The Center is establishing a 5% maximum of the total students tested that may be retested during any assessment administration window. For example, if an academy has a total testing population of 350 students, the academy could only retest 17 students (5%) due to mitigating circumstances. If special situations arise that would necessitate exceeding the 5% retest maximum, a written request must be submitted to the Center's director of academic performance and accountability utilizing the Proctor Verification Form (A7), and approval must be granted before retesting could proceed. Any academy that exceeds the 5% retesting maximum will be in non-compliance with the Center's assessment administration guidelines. Non-compliance is reported to the academy board for submission of corrective action and is noted on the Center's annual performance report.

REPORTING COMPLETE STUDENT DATA ELEMENTS

CHANGES FOR 2017-18

– The academy is required to ensure accurate reporting of student data elements on the Center's <i>Assessment Verification Forms</i> (A2 and A3)
– Submission of the Assessment Coordinator Verification Form – A2 is now due October 9, 2017
– Submission of the Assessment Coordinator Verification Form – A3 is now due May 21, 2018

If schools do not ensure record of accurate data elements (see Assessment Coordinator Verification Form for a complete listing of elements), the comprehensive data file from NWEA and Performance Series could be missing student record entries. All student records are necessary in order to calculate an academy's median growth percentile to accurately report on performance related to Schedule 7b: Educational Goal and Related Measures as contained within the charter contract.

All changes outlined above are effective as of September 5, 2017. If you have any questions or concerns, please contact Sherry Betcher, the Center's assessment manager, at SBetcher@TheCenterForCharters.org or 586-215-1402.