

The TechLiteracy Assessment™

Grade 8



Office of Research, Assessment and Evaluation

December 2008

The Assessment Reference Guide has been developed by the Office of Research, Assessment and Evaluation to assist in the administration and security of The TechLiteracy Assessment™. It provides information on security and administration requirements. Specific directions for the administration are included.

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Background

The TechLiteracy Assessment™ is a web-based assessment that utilizes the International Society for Technology in Education's (ISTE) National Education Technology Standards (NETS). The assessment is designed to be delivered to the classroom, computer lab or any internet-connected computer within one class period. Because it is an online assessment, timely reports with valuable data including score averages, assessment numbers, and proficiency levels are available at the state, district, school.

The TechLiteracy Assessment™ will be used to inform classroom instruction by giving feedback about student and district performance as compared to the National Educational Technology Standards. The TechLiteracy Assessment™ will indicate whether a student will likely possess the basic skills and knowledge necessary to use technology successfully in core coursework and in preparation for life in the 21st century.

Test Format

The TechLiteracy Assessment™ is an online assessment designed to be delivered in the computer lab or any internet-connected computer within one class period.

The TechLiteracy Assessment™ utilizes a blend of multiple choice questions assessing students' knowledge of technology concepts and performance-based items assessing students' skills with technology applications and tasks.

Since TechLiteracy Assessment™ is intended to measure the performance of students, schools and districts, achievement results will be used in Rhode Island's mandated accountability system required under No Child Left Behind (NCLB).

**Who Takes
TechLiteracy
Assessment™**

All students in grade 8 that are enrolled in a school.

Exceptions:

- students who completed the Alternate Assessment
- ESL students new to the U. S. after October 1, 2007

**Administration
Dates**

The TechLiteracy Assessment™ takes place from December 8 through December 19.

Week I

Monday December 8	Tuesday December 9	Wednesday December 10	Thursday December 11	Friday December 12
2 Sessions offered	2 Sessions offered	2 Sessions offered	2 Sessions offered	2 Sessions offered

Week II

Monday December 15	Tuesday December 16	Wednesday December 17	Thursday December 18	Friday December 19
Make-ups	Make-ups	Make-ups	Make-ups	Make-ups

**Make-up
Testing**

Make-up testing will be held from December 15 to December 19.

Training of Test Proctors

Training of Test Proctors

Any teacher that has read the *Administering the RIDE Assessment Proctor Packet* in its entirety and has met with the principal/test coordinator for training in regards to testing procedures is qualified to administer the TechLiteracy Assessment™. Only those who have been sufficiently trained to do so should administer the TechLiteracy Assessment™ to avoid testing irregularities which could lead to the invalidation of test results.

Required Training

State requirements: The Rhode Island Department of Education (RIDE) in accordance with Measured Progress requires that the principal/test coordinator participate in a TechLiteracy Assessment™ workshop.

In addition, all principals/test coordinators are required to read the *Administering the RIDE Assessment Proctor Packet* in its entirety. The principal/test coordinator is required to hold a training and answer questions about testing procedures.

District-level training/support: The district will provide principals/test coordinators with background and administration guidelines. Test security guidelines and documentation will also be outlined. Materials to support principals in training building staff will be provided and time for questions about testing procedures will be provided.

Building-level training/support: The district test coordinator is required to meet with the principal and/or test coordinator and answer questions about testing procedures.

Materials

Each test proctor **must** receive a copy of the following forms and manuals:

- *Administering the RIDE Assessment Proctor Packet*
- *Security Information/Do's and Don'ts for Test Proctors - The TechLiteracy Assessment™*
- *Do not Disturb* for posting on the computer lab door.
- *Test Schedule*
- *Test Plan*

Fall 2008

November 24 – School Test Coordinators meet with the District Test Coordinator.
November 26

**Monday,
December 1**

- Complete and fax to Office of Research, Assessment and Evaluation:
 - *Test Plan*
 - *Test Schedule*

Please note: The Office of Research, Assessment and Evaluation will send you an *Authorization to Begin Testing*** form as soon as all required documents are completed and approved.

**December 8 –
December 19**

- Test Administration and Make-up Testing
- Complete and fax *Students Not Taking/Completing the 2008 TechLiteracy Assessment™* form to 278-2842.

Principal/Test Coordinator Checklist

Before Testing:

- become familiar with procedures detailed in all test manuals and training materials.
- coordinate all test-related activities.
- develop a comprehensive *Test Plan* for your school and fax to 278-2842 by Tuesday, November 25.
- develop a *Test Schedule* for your school and fax to 278-2842 by Tuesday, November 25.
- identify students who will not be completing all or part of the *TechLiteracy Assessment™* tests and complete necessary documentation.
- become familiar with the Learning.com website.
- be sure that no one is scheduled to use the computer labs during testing.
- ensure that all computers in the lab are running properly.
- have student login cards organized by student's test session.
- login/verify student roster*
- add new students**

During Testing:

- ensure that testing procedures are followed.
- notify the principal and District Test Coordinator of testing irregularities immediately.
- if needed, fill out the *Procedure for Handling Testing Irregularities* and fax to 278-2842.

After Testing:

- be sure all students have submitted their test for scoring. You may monitor student progress via the Teacher Management System at learning.com.***
- print student reports directly from the website.

***Login / Verify Student Roster** - RIDE has uploaded all student rosters. Print rosters and verify that all 8th grade students are registered on Learning.com. Directions for login can be found on page 2 of the *Administering the RIDE Assessment Proctor Packet* and directions for manually printing rosters can be found on pages 7 of the *Administering the RIDE Assessment Proctor Packet*.

****Adding new students** - In order to add a new student, the ten digit state ID will need to be available. Directions for adding new students can be found on pages 12-13 of the *Administering the RIDE Assessment Proctor Packet*.

*****Monitor student progress** - Be sure all students have submitted their test for scoring. Directions for monitoring student progress can be found on pages 19-21 of the *Administering the RIDE Assessment Proctor Packet*.

Guidelines for Preparing Test Proctors

Primary Responsibilities

Test proctors should be aware that their primary roles are to encourage students to take the task seriously and do their best on the tests, to give clear directions to students, and to monitor students throughout test administration to see that directions are followed.

Meeting with Test Proctors

- assign each proctor a specific group of students for each testing session, including students who need accommodations,
- notify the test proctors of the testing schedule and how it will be implemented,
- inform the test proctors about your school's plan for implementing the TechLiteracy Assessment™ test security procedures,
- explain your school's procedures for make-up sessions, and
- answer questions regarding test administration and security procedures.

Materials

Each test proctor **must** receive a copy of the following forms and manuals:

- *Test Schedule*
- *Test Plan*
- *Administering the RIDE Assessment Proctor Packet*
- *Security Information/Do's and Don'ts for Test Proctors - The TechLiteracy Assessment™*
- *Do not Disturb* for posting to classroom door

Standard Forms

- *Authorization to Administer Testing*
- *Test Plan*
- *Test Schedule*
- *Procedures for Handling Testing Irregularities*
- *Students not Taking/Completing the Fall 2008 TechLiteracy Assessment™*

Accommodations

- *Table of Standard Accommodations*

Training Materials for Test Proctors

- *Security Information/Do's and Don'ts for Test Proctors - The TechLiteracy Assessment™*

Other Support Documents

- *Sample Parent Letter: English*
- *Sample Parent Letter: Spanish*
- *Do not Disturb* (post to classroom doors)

Providence Public Schools

Authorization to Administer Testing

The TechLiteracy Assessment™

The District requires each school to submit specific information prior to the administration of Rhode Island’s TechLiteracy Assessment™ testing. Each of the following required pieces of information are reviewed and approved based upon standardized testing protocol.

_____ has submitted the following:
(Name of school)

- Test plan*
- Test schedule*
- Out-Place Student Form*

-
- The school is missing required information and is not authorized to begin testing. Please submit the missing information for approval.
 - The school is **authorized** to begin administration of The TechLiteracy Assessment™ on Monday, December 8, 2008.

Signature of designated individual

Date

Providence Public Schools
Test Plan for the TechLiteracy Assessment™

Every building principal, in consultation with staff, is responsible for developing an individual school plan for the administration of TechLiteracy Assessment™. This Test Plan should include the following areas:

1. Who is the test coordinator for the school?
2. Who will assist the school test coordinator in their duties of managing the testing process? List the individuals and their areas of responsibility.
3. How will students be informed of the test administration and its purpose?
4. How will parents be notified of the upcoming test dates and how to help prepare their child for testing?
5. Who will conduct the training session for test proctors? When will this be done?
6. What is the plan for training proctors who could not attend the original session?
7. Where will testing take place for all students?
8. What are your plans for students that receive testing accommodations? Where do they test?
9. What are your plans for unexpected time accommodations? Do students stay in the computer lab?
10. How will make-up tests be administered?
11. Who will compare the Learning.com 8th grade student roster to your building's student roster on Friday, December 5?
12. Who will be responsible for verifying that all computers have are running properly and have internet access?
13. Who will be responsible for verifying that all students have submitted their test for scoring?

Complete your test plan by Monday, December 1, 2008, and fax to 278-2842.

**Providence Public Schools
The TechLiteracy Assessment™ Test Schedule**

School: _____ **Principal:** _____

Week I

Monday December 8	Tuesday December 9	Wednesday December 10	Thursday December 11	Friday December 12

Week II

Monday December 15	Tuesday December 16	Wednesday December 17	Thursday December 18	Friday December 19

Please fill in under each session the blocks of time you will use to administer testing for each and session (i.e., 9:15 – 10:45). Make-up testing will take place December 15 through December 19.

Complete your test schedule by Monday, December 1, 2008 and fax to 278-2842.

Providence Public Schools

PROCEDURE FOR HANDLING TESTING IRREGULARITIES

The TechLiteracy Assessment™ December 2008

Should an irregularity occur during testing, the school test coordinator should do **all** of the following:

- Report the irregularity to the principal,
- Call the District Test Coordinator with a report of the irregularity, and
- Complete the *Testing Irregularities Documentation Form* attached and fax to the Office of Research, Assessment and Evaluation before the end of the day.

The District Test Coordinator will do the following:

- Contact the appropriate individual at RIDE to report the issue and receive guidance, and
- Report RIDE's guidance to the school test coordinator.

Office of Research, Assessment and Evaluation

Testing Irregularities Documentation Form

If you become aware of a testing irregularity at any time during the testing window, immediately contact the Office of Research, Assessment and Evaluation at 456-9128 to explain the details of the irregularity. Provide written documentation using this form and fax to 278-2842.

School

Test Coordinator Name

Please list all parties involved (use additional sheets of paper if needed):

Test Examiner or Other Personnel: _____

Test Examiner or Other Personnel: _____

Test Examiner or Other Personnel: _____

Student Name: _____ 10 Digit Sasid _____

Student Name: _____ 10 Digit Sasid _____

Student Name: _____ 10 Digit Sasid _____

Irregularities (select all that apply):

Security Procedures

- Examinee was give access to test questions prior to testing.
- Test Examiner or other personnel coached examinee(s) during testing.
- Test Examiner or other personnel altered or interfered with examinee's response in some way.
- Test Examiner or other personnel made responses available to examinee(s).
- Examinee cheated.
- Other (please explain)

Test Administration

- Test Examiner or other personnel failed to follow administration directions for the test.
- An interruption occurred during testing that resulted in examinee(s) being forced to leave the classroom.
- Examinee was exposed to teaching aide in the environment (i.e., a bulletin board containing relevant instructional materials during testing).
- Other (please explain)

Test Incident

- Defective pages-pages missing or out of sequence
- Fire Drill-building fire alarm goes off during testing
- Construction noise outside the building
- Other (please explain)

Table of Standard Test Accommodations

Any accommodation(s) utilized for the assessment of individual students shall be the result of a formal or informal team decision made at the local level. Accommodations are available to all students on the basis of individual need regardless of disability status.

A. Alternative Settings

- A-1 Administer the test individually in a separate location
- A-2 Administer the test to a small group in a separate location
- A-3 Administer the test in locations with minimal distractions (e.g., study carrel or different room from rest of class)
- A-4 Preferential seating (e.g., front of room)
- A-5 Provide special acoustics
- A-6 Provide special lighting or furniture
- A-7 Administer the test with special education personnel
- A-8 Administer the test with other school personnel known to the student
- A-9 Administer the test with school personnel at a non-school setting

B. Scheduling and Timing

- B-1 Administer the test at the time of day that takes into account the student's medical needs or learning style
- B-2 Allow short supervised breaks during testing
- B-3 Allow extended time, beyond recommended, until in the administrator's judgment, the student can no longer sustain the activity

C. Presentation Formats

- C-1 Braille
- C-2 Large-print version
- C-3 Sign directions to student
- C-4 Test and directions read aloud to student (Math, Science and Writing only) ¹
- C-5 Student reads test and directions aloud to self
- C-6 Translate directions into other language
- C-7 Underlining key information in directions
- C-8 Visual magnification devices
- C-9 Reduction of visual print by blocking or other techniques
- C-10 Acetate shield
- C-11 Auditory amplification device or noise buffers
- C-12 Word-to-word translation dictionary, non-electronic with no definitions (For ELL students in Math, Science and Writing only)
- C-13 Abacus use for student with severe visual impairment or blindness (Mathematics and Science – any session)

D. Response Formats

- D-1 Student writes using word processor, typewriter, or computer.² (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-2 Student hand writes responses on separate paper. (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-3 Student writes using Braille (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)
- D-4 Student indicates responses to multiple-choice items. (School personnel records student responses into the Student Answer Booklet.)
- D-5 Student dictates constructed responses (Reading, Math and Science only) or observations (during the Science Inquiry Task) to school personnel. (School personnel scribes student responses exactly as dictated into the Student Answer Booklet.)
- D-6 Student dictates constructed responses (Reading, Math and Science only) or observations (during the Science Inquiry Task) using assistive technology. (School personnel transcribes student responses exactly as written into the Student Answer Booklet.)

If an accommodation is needed for a student that is not listed above, please contact the state personnel for accommodations to discuss it.

E. Other Accommodations ³

- E-1 Accommodations team requested other accommodation not on list and DOE approved as comparable
- E-2 Scribing the Writing Test (only for students requiring special consideration)

F. Modifications ⁴

- F-1 Using calculator and/or manipulatives on Session 1 of the Mathematics Test or using a scientific or graphing calculator on Session 3 of the Science test.
- F-2 Reading the Reading Test
- F-3 Other

1. Reading the Reading test to the student invalidates all reading sessions. Reading aloud Session 2 of the Writing at grades 5 & 8 is not an accommodation since it is part of normal test administration.
2. Spell and grammar checks must be turned off. This accommodation is intended for unique individual needs, not an entire class.
3. Test coordinators must obtain approval for the accommodation from the Department of Education prior to test administration.
4. All affected sessions using these modifications are counted as incorrect.

Security Information/Do's and Don'ts for Test Proctors - The TechLiteracy Assessment™

The primary responsibility of the proctor is to administer the assessment.

Do

Before Testing:

- Read the *Administering the RIDE Assessment Proctor Packet* in its entirety.**
Become familiar with the *Proctor Script*.
- Assist the test coordinator with notifying students and parents about the testing program.**
Inform students and parents about the significance of the test for your school and how important it is that all students are tested.
- Meet with the test coordinator to review the test schedule, arrange for accommodations, and review procedures in the *Administering the RIDE Assessment Proctor Packet*.**
Meet with the principal/test coordinator to review administration protocol. Follow the school's *Test Plan*.
- Ensure that accommodations are provided to students as appropriate.**
See your school's *Test Plan* for arrangements for students that need accommodations.
- Post a "Testing–Please Do Not Disturb" sign on the computer lab door.**
This poster can be found on the last page of this manual.

During Testing:

- Distribute login cards to students**
A username and password has been assigned to each student for access to the *TechLiteracy Assessment™*. You will receive the student login cards from your test coordinator.
- Maintain test security.**
Do not allow anyone to see the tests before they are administered. Follow all test security instructions in the *Administering the RIDE Assessment Proctor Packet*. Contact the principal/test coordinator if any questions arise about tests or test security and you are not completely sure of the answer.
- Be sure that all students have comfortable and adequate workspaces.**
- Read the *Proctor Script* to students.**
Follow instructions in the *Proctor Script* exactly.
- Be available to answer questions as necessary.**
To avoid disruption, be sure that students clearly understand directions before you begin testing.
- Ensure accommodations are provided to students as were determined prior to testing.**
See your school's *Test Plan* for students that need accommodations. NOTE: For a class of ESL students, the test proctor may turn off the randomization of the test items and read the questions to students. For one ESL student, the test proctor may read test questions to the student or have the student test in a different location.

During Testing:

- Monitor students' handling of the computer hardware and software.**
- Monitor student progress.**
Proctors can monitor student progress during testing. Click the "Assessments" icon on the green task bar. Under "Class Assessments," ensure that school's name appears in the drop down menu, and then click the assessment. Be sure all students have submitted their test for scoring. Directions for monitoring student progress can be found on pages 19-21 of the *Administering the RIDE Assessment Proctor Packet*.
- Administer make-up testing for students who miss all or part of the test.**
See your school's *Test Plan* for administering make-up testing protocol.
- Notify your test coordinator of any testing irregularity.**
Be sure to inform the principal/test coordinator of any problems that may occur during testing.

After Testing:

- Be sure to print reports.**
Twenty four hours after your assessment is complete, you may retrieve reports. Directions for printing student reports can be found on pages 22-23 of the *Administering the RIDE Assessment Proctor Packet*.

Do not

- Do not administer a test without having been trained in proper test procedure.**
Be sure you have read the *Administering the RIDE Assessment Proctor Packet*.
- Do not allow anyone to log in and see the tests before they are administered**
Student login cards should not be passed out until testing begins.
- Do not give students the answer or clues to the answer to a test question.**

NOTE: Some students may finish testing sooner than others. Therefore, students may have available leisure reading materials to keep them quietly occupied while other students complete testing. Reading materials do not include textbooks, schoolwork and homework. Appropriate materials may include picture books, novels, magazines, and graphic novels.

Sample Parent Letter

Dear Parents:

From December 8 to December 19, all Rhode Island students in grade 8 will participate in the TechLiteracy Assessment™. The purpose of this letter is to provide you with a quick overview of the test. It will also give you a few suggestions for helping your child to perform at his/her best.

Students will be tested in the basic skills and knowledge necessary to use technology successfully. The TechLiteracy Assessment™ is an important test that looks at individual student achievement. But the test also helps both parents and educators determine how well our school is helping students meet standards and grade level expectations.

In every test, scores are only as meaningful as the effort students put into the tests. The most important thing that you can do for your child during the TechLiteracy Assessment™ is make sure that he/she comes to school on the days they have testing. Making up a missed test means time out of the classroom and losing important learning time that cannot be made up. In addition to attendance, your child will do his/her best on the tests if they:

- are encouraged to take the tests seriously and to give his or her very best effort.
- get to bed early the night before in order to be well-rested on the day of the test.
- have a good breakfast on the morning of the test. Breakfast is critical for your child's performance.
- arrive at school on time so that they can relax and focus on the task ahead.

This testing is very important for your child, the (your school name here), and the Providence Public School District. Let's do everything in our power to help our children succeed and feel good about themselves for a job well done!!

Thank you for supporting your child and our school during the testing period. Please call if you have any questions.

Sincerely,

Principal

(Sample Parent Letter)

Estimados padres:

Del 8 al 19 de diciembre, los estudiantes de 8avo grado participarán en la Evaluación de Lectura y Escritura Técnica™. El propósito de esta carta es proporcionarles con un breve resumen de la mencionada evaluación. También les proporcionará con algunas sugerencias para ayudar a sus niños(as) a desempeñarse lo mejor posible.

Los estudiantes serán evaluados en habilidades básicas y conocimientos necesarios para usar exitosamente la tecnología. La Evaluación de Lectura y Escritura Técnica™ es un examen importante que observa los desempeños estudiantiles individuales. Pero, el examen también ayuda a padres y educadores a determinar cuan bien nuestra escuela está ayudando a los estudiantes a cumplir con los estándares y expectativas del grado.

En cada examen, las notas son tan significativas como el esfuerzo que los estudiantes ponen en los exámenes. Lo más importante que puede hacer por sus niños, durante la Evaluación de Lectura y Escritura Técnica™, es asegurarse que ellos(as) vengán a la escuela en los días de examen. Tomar un examen en otra fecha significa que tendrán que hacerlo en horarios de clases, perdiéndose un aprendizaje importante, que no podrán recobrar. Además de la asistencia, sus niños tendrán un mejor desempeño si:

- son animados a tomar los exámenes seriamente y dando sus mejores esfuerzos.
- van a dormir temprano la noche antes del examen, de manera que hayan descansado bien el día de evaluaciones.
- toman un buen desayuno en la mañana del examen. El desayuno es crítico para el desempeño de los niños.
- llegan a la escuela puntualmente, de manera que estén relajados y enfocados en la tarea por realizarse.

Este examen es muy importante para sus niños, la **(your school name here)** y el Distrito de Escuelas Públicas de Providence. ¡¡Hagamos todo lo posible por ayudar a nuestros niños a alcanzar el éxito y sentirse bien de si mismos por un trabajo bien hecho!!

Agradecemos el apoyo que les proporcionan a sus niños durante este periodo de exámenes. Favor de llamarnos si tienen alguna pregunta.

Sinceramente,

Director(a)

TESTING

Please Do Not Disturb!

Enter Quietly

All cell phones must be turned off and kept out of view and reach during testing sessions.

Post this notice in all testing locations. DO NOT block any security windows that permit monitoring of testing environment by school administration.