

Assessment – What’s It All About?

Overview

This document is intended for charter school personnel involved in various aspects of assessment. It is important to understand what the tasks are so that nothing slips through the cracks. In large districts the assessment tasks are assigned to many people at many schools and in the district office. Tasks are compartmentalized and institutionalized. However in small districts and charter schools, most personnel wear many hats.

Some assessment-related job titles include:

- Assessment Director
- Testing Director
- Site/ LEA Coordinator
- Test Administrator/Proctor

Regardless of what your job title is, if you are involved in ordering, administering, or analyzing tests at your LEA, this document is for you. Information is arranged as follows:

- A. Terminology
- B. Tests: What are they? Who takes them? When?
- C. Secure logins to essential websites:
- D. Tasks: What needs to be done? Who does it? When?
- E. Resources/Common Procedures

Rather than duplicate existing documents, there are links to them on the web. Many of the existing documents are updated each year by the Utah State Office of Education (USOE). You are welcome to print these off and compile them in a binder.

A. Terminology

Educational assessment is the act of evaluating or measuring the knowledge and skills of a student. Tests are particular processes or methods of assessing. Accountability reports utilize test results to demonstrate to various constituents (government, taxpayers, parents, board members, etc) how their investment in education is paying off.

There are many acronyms and abbreviations used in assessment. USOE has created this list: http://schools.utah.gov/assessment/documents/AD_Assessment_Acronyms.pdf

B. Tests: What are they? Who takes them? When?

All of this information is found on the Test Administration Calendar:

http://schools.utah.gov/assessment/documents/DA_Test_Administration_Calendar_09-10.pdf

C. Secure logins to essential websites

There are several secure websites associated with assessment-related tasks. To help maintain security, please allow only 2 employees access to each of these websites. At some schools, the same 2 people will access all of these websites; at other schools, different people will have access depending on their responsibilities. As people leave your school, please inform USOE so they can remove their logins and passwords.

C1. Secure Assessment webpage: <https://cs.schools.utah.gov/assessment/>

This is where you submit your pre-prints and get test results, like your CRT profiles. There is a very good manual available under the Support link that explains how to use this webpage. Print out the "Assessment Website User Manual". Also print out the "Preprint File Name Format Specification" and "CBT Preprint Specification" (all Computer Based Testing files use this) documents. Put these in a 3-ring binder for assessment and read them.

Contact Sharon Marsh at USOE for the permission form to fill out for access to this webpage. If you forget your username and password, contact Sharon Marsh to reset it. Please avoid this by writing the info down in a secure place.

The username is LEA, first initial, last name. For example, 2Xmsmith where "2X" is the LEA id, "m" is the first initial, and "smith" is the last name.

C2. Secure MOVEit or File Transfer webpage: <https://secure.schools.utah.gov/>

This is where you will find preliminary accountability reports (U-Pass and AYP). This is also where someone from your school submits clearinghouse data files. When you send Sharon Marsh the permission form for the secure Assessment page, she will request the IT folks at USOE to create a logon for each of you. They will send you an email with the initial password which you will change. Again, write it down.

The username for this webpage is firstname.lastname for example mark.smith I have a mini-manual about how to use MOVEit. Please see <http://www.ames-slc.org/Faculty/Raybould.htm> Click on "USOE Secure Processes" and then click on "documentation" under the MOVEit section.

C3. UTOS or Utah Test Order System: <https://assessment.schools.utah.gov/USOEAA/>

This is the webpage for ordering test booklets. There is just one login per school. Your username is your LEA identification. USOE will send you email with an initial password which you will change.

Please see the UTOS Help Document:

http://www.schools.utah.gov/assessment/documents/UTOS_Help.ppt This powerpoint will walk you through the Utah Test Ordering System that you use to order test booklets and test instruction manuals.

A) The initial password is pretty complex. The best way to enter this password is to copy and paste into the browser. After you login, you will go to the User Main page and choose Change your Password at the bottom. If you forget your password there is a password retrieval option in the login page of the web site.

B) After you have updated your information on the User Main page, you can now request tests.

C) Click on Request tests and the system will allow you to order the test materials that you will need. You order tests by selecting a test in the box labeled Test Topics. Click on the test you are ordering, put in the number of tests that you will need and then click the Add Tests Button. Make sure that you click that button before you change pages on the web site.

D) The site also allows you to review your orders by selecting Review Requests. You may also change your orders by selecting Change Requests and you can edit your orders. Note: After entering an order you only have 48 hours to change the request, after that you must contact Larry Jensen at USOE to help you.

C4. SSID or Statewide Student ID: <https://ssid.schools.utah.gov/SSID>

The Statewide Student ID (SSID) is a unique number that follows a student as they enroll at different schools. It connects data across schools and districts. It is not the same as the LEA student id that is automatically assigned by your student information system when you enroll a student.

Each student must have an SSID assigned prior to requesting a pre-printed answer document for them.

Contact Lisa Lindgren at USOE 538-7500 for the SSID User Agreement Form.

D. Tasks: What needs to be done? Who does it? When?

Is it possible to provide a simple explanation of how to get this job done? This is analogous to using the Form 1040EZ to submit taxes instead of using Form 1040 and all the many schedules as attachments. After all, you work in a small LEA (Local Education Agency). Sorry, but there are no short cuts. Each LEA must follow the same procedures. Having fewer students will simplify many of the tasks but each task must still be done. Hopefully this list will help you ensure that someone at your LEA is assigned and responsible for accomplishing each task.

Assessment-related tasks that must be done during the school year	Personnel	Date
1. Order tests		
1.1 Order testing materials (booklets, test administrator manuals – TAMS). This person must have access to secure UTOS web page https://assessment.schools.utah.gov/usoeaa/		
1.2 Ordering test materials is done weeks, if not months before tests are administered. Check the Test Ordering Calendar for specific dates: http://schools.utah.gov/assessment/documents/DA_Test_Ordering_Calendar_200908.pdf		
2. Order answer documents		
2.1 All students must be assigned a State Student ID (SSID) before answer sheets can be ordered for them. Submit or coordinate with staff member in charge of assigning SSID numbers. This person must have access to secure SSID web page https://ssid.schools.utah.gov/SSID/ Assigning SSID can be time consuming at the start of the school year. Work on this a couple of weeks after the start of school.		
2.2 Submit “pre-print” files for answer sheets with pre-printed student headers. This is done approximately 10 days before tests are administered. This person must have access to secure Assessment web page https://cs.schools.utah.gov/assessment/		
2.3 Submit “pre-print” files for computer based tests		
3. Administer the testing		
3.1 A checklist of major activities is found on page 16 of this document: http://schools.utah.gov/assessment/documents/DA_District_Coordinator_Guide_09.pdf (Ignore the outdated calendars in this document on pages 5 & 6.)		
3.2 Coordinate testing activities at the school (schedule who takes which test when)		
3.3 Proctor the testing. See pages 17-19 of the DA_District_Coordinator_Guide_09 for proctoring paper-pencil tests. Pages 20-26 have generic information for administering computer-based tests. However each computerized test will have its own specific instruction book released by USOE.		
3.4 Organize answer documents and return them to USOE as described on pages 27-33 of the DA_District_Coordinator_Guide_09.		

Assessment-related tasks that must be done during the school year	Personnel	Date
3.5 Submit “all-student” file to USOE when answer documents are returned to USOE as is described on page 29. This file should be uploaded to the secure Assessment web page.		
3.6 Review the raw scores and correct error files returned by USOE on the secure Assessment web page.		
3.7 Securely destroy, store, or return appropriate test materials according to the details at the bottom of page 16 of the DA_District_Coordinator_Guide_09		
3.8 Submit “Sign Off” or “Certification” forms to USOE. Due dates are listed on page 4. Basically these are due within 3 weeks of the close of your testing. Forms are found on pages 8-10, but these will probably be updated for the current year.		
4. Utilize the test results		
4.1 Download test results from the secure Assessment web page or the testing company’s web page. USOE sends email notifications when test results are available. Download and SAVE the reports to a computer drive that gets backed up routinely.		
4.2 Analyze test results and share with staff, board, parents, etc		
4.3 Download preliminary accountability reports (UPASS and AYP) during the appeal time window in August. This person must have access to secure file transfer (Move-it) web page https://secure.schools.utah.gov/		
4.4 Analyze accountability reports and share with staff, board, parents, etc		
4.5 Use Cognos lookup tools for prior UALPA, CRT, and UBSCT results (requires secure login that is different from the one below)		
4.6 Use Cognos reports from USOE to compare LEA, evaluate trends, analyze assessment results (requires secure login that is different from the one above)		
4.7 Keep informed about Assessment and Accountability issues. Attend USOE Assessment Directors meetings. Review meeting materials posted on the USOE Testing Director web page: http://www.schools.utah.gov/assessment/district_administrators.aspx		

E. Resources/Common Procedures

E1. USOE has many useful documents and links on their Assessment webpage:
<http://www.schools.utah.gov/assessment/> Each of the items in the left-side column can be clicked on for additional information. Explore these pages!

E2. USOE has many useful documents and links on their Testing Directors webpage:
http://www.schools.utah.gov/assessment/district_administrators.aspx Explore this page! Look for the heading “Ethics Documents” for a powerpoint to show your employees who are involved in administering tests. There is also a sign-off sheet for each of them to sign.

E3. USOE also has a webpage for accountability information:
http://www.schools.utah.gov/assessment/info_accountability.aspx

E4. Review materials on my web page: <http://www.ames-slc.org/Faculty/Raybould.htm>
Click on either “Assessment” or “AYP & U-PASS”.