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Scantron Performance Series® and Northwest Evaluation Association ("NWEA") Measures of Academic Progress® ("MAP") and MAP for Primary Grades® ("MPG") professional development sessions will be held between August 22-August 31. New assessment coordinators **are required** to attend both sessions and all new administrators are highly encouraged to attend an afternoon session. Please plan to send 2-4 staff members to these valuable workshops. Please see the July Assessment Newsletter for full details: http://www.thecenterforcharters.org/modules.php?name=Pages&sp_id=468&pmenu_id=440.

Please RSVP by emailing the names and job titles of attendees, and location and time of the session each staff member will attend, on or before **August 12** to sbetcher@thecenterforcharters.org.

Scantron's Performance Series Testing Agreement Form (A25)

The Scantron Performance Series Testing Agreement Form serves as verification that the Academy will use the appropriate forms (Proctor Verification and Teacher Planning) to ensure consistent testing procedures are implemented and followed throughout each test window. Please submit the completed form by **August 19, 2011**, via AOIS - Document Submission Tool ("DST"), per the Master Calendar of Reporting Requirements.

This form, and all other assessment-related forms, can be accessed on The Center for Charter School's ("Center") website, under the Administrators tab, then the Assessment Newsletter tab, at www.thecenterforcharters.org or by clicking here: http://www.thecenterforcharters.org/modules.php?name=Pages&sp_id=468&pmenu_id=440.

Fall Test Schedules and Current Enrollment Information

Scantron's Performance Series and NWEA's MAP/MPG fall testing window will open on September 6, 2011 and close on September 30, 2011. Please schedule testing for the first three weeks of the window. The final week is to be reserved for administering make-up assessments and retesting students as needed prior to the close of the test window.

As with all standardized assessments required by the Charter Contract, the Center will be conducting drop-in visits during the fall testing window. The visits are designed to identify best practices that can be shared with other schools and to ensure consistent administration of the Performance Series and MAP/MPG tests. **Please email your test schedule and current enrollment for each grade testing** to sbetcher@thecenterforcharters.org on or before **August 23**.

Scantron's Performance Series Assessment Coordinator Verification Form (A10) Important Changes for 2011-2012

The Assessment Coordinator Verification form is due one week following the end of the fall and spring test windows. The Center has streamlined the form in an effort to minimize the time it takes to complete. Additionally, a critical change for the 2011-2012 school year is the requirement for the Academy **to certify that all student data elements on the EdPerformance website are accurate and complete prior to the submission of the form to the Center**. The student data elements which are required to be complete are: student's first and last name, 10 digit Unique Identification Code (UIC), birthdate, grade level and gender. Once the Academy submits this form, the Center will perform a data check on the Academy's EdPerformance website. The Assessment Coordinator Verification Form will be rejected if the required data elements are not complete and the Academy's assessment coordinator and administrator will be notified via email accordingly. If this occurs, the Academy is required to correct the required data elements on the EdPerformance website and resubmit the form to the Center, at which point a second data check will commence. The form will only be accepted once all student data elements are accurate and complete.

VISION STATEMENT

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In order to fulfill the Academy's reporting requirements as efficiently as possible, please ensure all the required data elements on the Academy's EdPerformance website are accurate and complete prior to submitting the form. The form is due one week after the close of each test window, (October 7, 2011 and June 1, 2012) allowing enough time to ensure this critical information is accurate and complete. This new streamlined process will replace the time-consuming demographic spreadsheet update method that was previously completed twice each school year.

EdPerformance Year-End Data Update

The end of year data rollover on the EdPerformance website took place on August 4, 2011. This process archives the prior school year's data and prepares your website for the next school year. Please refer to the July Assessment Newsletter to review the data maintenance actions that the academy must complete prior to fall testing.

New Performance Series Curriculum Alignment Guide

A new Curriculum Alignment Guide ("CAG") has been developed to assist academies with the implementation of the Common Core State Standards ("CCSS"). With the addition of the new CAG, Class Profile Reports and Individual Student Reports will include a reference number for the CCSS and the Michigan Grade Level Content Expectations (GLCEs) in a side-by-side format. These reports will provide not only the teacher, but also administrators and parents, with clear, connected reports that demonstrate the linkage between the CCSS and Michigan expectations.

Ideal Testing Environments

All students deserve the opportunity to test in an optimal testing environment to accurately demonstrate their achievement on Performance Series and MAP/MPG assessments. The testing environment and test administration for these assessments must meet the same high standards followed for the MEAP assessment. Please ensure:

1. Students refrain from talking at all times (during testing and as they finish).
2. Distractions are minimal. Restroom breaks should occur before the test begins or on an emergency basis during the test.
3. There are no instructions from proctors/teachers on test content. This includes hints on how to answer the questions. Only instructions related to the use of computers may be given to students.
4. Students do not play games or search the internet when they are finished testing. All students should bring a book to read, an assignment which can be completed silently, or be sent back to class if possible.
5. Two proctors are in the room at all times to monitor testing.

Following these guidelines will not only help your students' focus, but will also help improve the quality of your data.

Scantron's Performance Series Retesting Procedures

In order to have the most accurate and reliable data in Performance Series, it is essential that you review your students' test scores to verify that the data truly reflects each student's achievement. It is important to look at each student carefully when deciding if retesting is the right option to obtain the most accurate and reliable data. Each location controller should review the current testing results to create a list of students to be retested. Decisions to retest a student should be based on:

1. Any score with a Standard Error of **Measurement (SEM) higher than 75.**
2. **Spoiled tests.**
3. **Testing problems** or situations that may adversely affect the test results.
4. A greater than expected **drop** (use SEM as a guide) **in the student's score** from one test window to the next.
5. A **greater than expected increase in the student's score** from one test window to the next, one which cannot be explained by the student receiving additional support (e.g. tutoring, one-on-one instruction, etc.).



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MEAP and MME Information

In past Assessment Newsletters the Center shared with academies MEAP and MME information received from the MDE. This information is most useful when it comes directly from the MDE. The Academy can be certain that the information is as timely and complete when it receives the MDE's newsletter directly. The best way to receive this information is via the MDE's listserves. To sign up for the MEAP listserve go to;

http://www.michigan.gov/mde/0,1607,7-140-22709_28463-245583--,00.html

and for the MME go here;

http://www.michigan.gov/mde/0,1607,7-140-22709_35150-168942--,00.html

There are also specific listserves for MI-Access, MEAP-Access, ELPA as well as other MDE departments. A page to look for the information most relevant to the academy is here;

<http://www.michigan.gov/mde/0,1607,7-140-22709---,00.html>

If you have any questions or concerns, please feel free to contact me.

Thank you,

Sherry

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If you wish to unsubscribe to this newsletter please email Sherry Betcher at sbetcher@thecenterforcharters.org.

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