



GRADE-LEVEL ASSESSMENTS

Training #1: Basic Overview

2016-2017

Missouri Department
of Elementary and Secondary Education



Training Participants

- District Test Coordinators (DTCs)
- School Test Coordinators (STCs)
- District Information Technology Coordinators
- Test Examiners
 - Classroom teachers
 - Special education teachers
 - Translators
 - Proctors
 - Other district personnel who help with test administration





Additional Grade-Level Trainings

- Grade-Level Trainings are also available for:
 - Universal Tools & Accommodations
 - Blueprints & Timing Guidelines
 - A Step-by-Step Process
 - Using eDIRECT
 - Alternative Testing Formats
 - Tutorials & Online Tools Training (OTT)
- Test Tickets
- Test Day Materials
- Possible Testing Issues
- After Testing





Grade-Level & Content Tested

□ Required:

- All Missouri students in grades 3-8
 - English Language Arts (ELA) & Math for grades 3 **through** 8
 - Science for grades 5 **and** 8
- Homebound students
- MoVIP students

□ Optional:

- Foreign Exchange Students
- Homeschooled Students





Exemptions

- ❑ Students eligible for MAP-A
- ❑ ELL students who have been in the United States for less than 12 cumulative months may be exempt from ELA assessments.
 - To indicate exemption from the ELA assessment, mark the student absent.
- ❑ For questions about exemptions, contact DESE's Accountability Data office at (573) 526-4886.
- ❑ Keep track of each student's Grade-Level Assessments
 - In eDIRECT, All Applications > Report Delivery > Status Reports





Calendar of Important Dates

| Date | Task |
|-------------------|---|
| Through 2/3/17 | Provide Test Windows (All Contents) |
| Through 2/3/17 | Order Large Print/Braille |
| 2/7/16 – 2/24/17 | Statewide Readiness Test (SRT) |
| Due 2/10/17 | Pre-Code Window 1, students available in eDIRECT 2-27 |
| Due 3/3/17 | Pre-Code Window 2, students available in eDIRECT 3-13 |
| Due 3/17/17 | Pre-Code Window 3, students available in eDIRECT 3-27 |
| 4/3/17 to 5/26/17 | Testing Window |
| 5/30/17 | Deadline to schedule pickup |

□ See the DTC Info. and Dates Memo in eDIRECT for more.





Costs for Grade-Level Assessments

| Grade | Cost |
|-------|--------|
| 3 | \$1.80 |
| 4 | \$1.80 |
| 5 | \$1.80 |
| 6 | \$1.80 |
| 7 | \$1.80 |
| 8 | \$1.80 |

- Same cost as last year.
- Cost is per student, not per test. For example, a 5th grade student taking ELA, Math, and Science is \$1.80.





Testing Windows

- DTCs are allowed to update assessment test windows (if needed) from **February 27 to March 31** by contacting the DRC MAP Service Line at 800-544-9868.
- Requests to **close a test window early** will **not** be allowed after March 31.
- **After March 31**, DTCs will need to obtain DESE approval in order to **extend** test windows.
 - Test window extensions will only be allowed with DESE approval.





DESE Appeals Requests

- To **extend** a test window **after March 31**:
 - Email an Appeal Request to DESE Assessment at: assessment@dese.mo.gov.
 - On official district letterhead, please include:
 - Date
 - District Name
 - County District Code
 - Rationale for your request to extend the testing window, including requested extension dates.
 - Name, phone and email address of a contact person
 - Signature of the Superintendent





Reminders

- Resources to consult:
 - ▣ District Test Coordinator (DTC)
 - ▣ 2016-2017 LEA Guide to the Missouri Assessment Program
 - ▣ DESE Grade-Level website
 - dese.mo.gov
 - MAP
 - Grade-Level
 - ▣ Test Coordinator's Manual
 - ▣ Test Examiner's Manual





Reminders (continued)

- Precoding:
 - DESE's Department of Accountability Data
 - 573-526-4886
- Test administration or technical information:
 - Data Recognition Corporation (DRC)
 - DRC MAP Service Line: 800-544-9868
 - maphelpdesk@datarecognitioncorp.com





GRADE-LEVEL ASSESSMENTS

Training #2: Universal Tools & Accommodations

2016-2017

Missouri Department
of Elementary and Secondary Education



Universal Tools & Accommodations

- Universal Tools are available to **all** students taking Grade-Level assessments, unless otherwise noted.
- Accommodations must appear in an Individualized Education Plan **(IEP) or 504 plan**.
- Accommodation procedures allow for greater flexibility in providing accessibility for all students.
- **Some** universal tools and accommodations are only for use by English Language Learners (ELLs).
 - ELL students are those marked LEP-RCV or LEP-NRC in MOSIS with an IEP/504.







Universal Tools & Accommodations

- ❑ **Some** universal tools and **all** accommodations need to be marked in eDIRECT prior to the assessment.
- ❑ Complete descriptions and codes for tools and accommodation are available on the DESE Grade-Level website and in the Examiner's Manuals.
 - Please carefully review the tools and accommodations procedures.
 - Test Examiner must be aware of the tools that have been specified for each student.





Universal Tools

| Tool | Description | Code |
|-------------------------------|--|--|
| Bilingual Dictionary |  <p>ELL students may have access to a physical Bilingual Dictionary for use ONLY on the Writing Prompt in grades 5 and 8. If the Bilingual Dictionary is electronic, it may not connect to the internet.</p> <p>This tool must be chosen in the eDIRECT system under student accommodations prior to testing.</p> | S431 |
| Break (Pause) | <p>All students may take breaks of up to 20 minutes as needed. There is no limit to how many times a student may use this during an assessment.</p> <p>The INSIGHT platform allows all students to pause the online assessment for up to 20 minutes. If the test is paused for more than 20 minutes, the student will have to log back in.</p> <p>If the need arises to move a student from one computer to another, pause the test and choose the exit button. The test will remain incomplete until the student logs back in and completes the test.</p> | N/A  |
| Color Contrast – Paper | <p>All students taking the paper/pencil assessment may have the test printed in different colors based on student needs or preferences.</p> <p>This tool must be chosen in the eDIRECT system under student accommodations prior to testing.</p> | S102 |



Grade-Level Read Aloud

- Read Aloud of **all directions and items** in any subject, except ELA reading passages, is available as a **universal tool** if 4 ways:
 - Text-To-Speech
 - Human Reader
 - Assistive Technology
 - Native Language
- Read Aloud of an **ELA reading passage** requires an **IEP or 504**.
- Any Read Aloud tool must be marked in eDIRECT before testing.





Grade-Level Read Aloud

- Decision to read aloud should be made by educators who work with the student on a regular basis and believe it is necessary.
- DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom.
- The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.
- Read Aloud of ELA Listening items will require the download of a script.





Invalidations

- ❑ The improper use of some accommodations will cause an invalidation.
- ❑ Student will receive the Lowest Obtainable Scale Score (LOSS).
- ❑ For example, the use of Read Aloud for ELA reading passages by a student in grades 3-5 who does not have this accommodation in their IEP/504.





Invalidations

ACCOMMODATIONS

These accommodations for use on the Grade-Level Assessment are available only to students with the accommodation in their IEP/504 plan.

Please note:

- All accommodations need to be marked in eDirect prior to the assessment.
- Some accommodations are only for use by English Language Learner (ELL) students with an IEP/504 plan (ELL students are those marked LEP-RCV or LEP-NRC in MOSIS).

| Accommodation | Description | Code |
|---|--|------|
| *INVALIDATION* Read Aloud (ELA Reading Passages) – Text- To-Speech GRADES 3-5 | <p>Students in grades 3-5 with this accommodation in their IEP/504 plan can have the INSIGHT platform read the ELA Reading Passages via embedded text-to-speech technology. The student can control the speed and volume of the voice. The system also includes a follow along feature, where the word being read is highlighted for the student.</p> <p><i>Please Note: Use of this accommodation will cause an invalidation for the English Language Arts Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS).</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p> | A040 |
| *INVALIDATION* Read Aloud (ELA Reading Passages) – Human Reader GRADES 3-5 | <p>Students in grades 3-5 with this accommodation in their IEP/504 plan, taking the online, paper/pencil, Large Print or Braille assessments may have the ELA Reading Passages read aloud by a human reader.</p> <p><i>Please Note: The Human Reader should be familiar to the student and have read aloud experience with the student in some capacity prior to the state assessment.</i></p> <p><i>Please Note: Use of this accommodation will cause an invalidation for the English Language Arts Assessment and the student will receive the Lowest Obtainable Scale Score (LOSS).</i></p> <p><i>Please Note: DESE does not recommend the use of Read Aloud for students who do not use it as part of their everyday learning in the classroom. The use of Read Aloud for some students can prove distracting and become a hindrance to student performance.</i></p> <p>This accommodation must be chosen in the eDirect system under student accommodations prior to testing.</p> | A041 |

Invalidations are marked in red and all caps in the Grade Level Universal Tool and Accommodations document.

Found on the DESE Grade-Level website, under the resources tab, and in section 1.6 of the Examiner's Manuals.





Read Aloud – Visually Impaired Students

- Visually impaired students who do not yet possess adequate Braille skills, may have all portions of all tests read aloud.
- There is no invalidation for reading ELA reading passages for these students, regardless of grade level.
- Those students should have that accommodation in their IEP and will choose either...
 - S041 (Read Aloud Text-To-Speech)
 - S043 (Read Aloud Human Reader)
 - S042 (Read Aloud Assistive Technology)...and
 - A046 (Read Aloud – ELA Reading Passages – Visually Impaired Students)





GRADE-LEVEL ASSESSMENTS

Training #3: Blueprints & Timing Guidelines

2016-2017

Missouri Department
of Elementary and Secondary Education



Blueprints

- Blueprints serve as a guide for test construction.
- Arranged by content areas and grades (i.e. ELA-Grade 3).
 - Strand
 - Content Category and Focus
 - Points
 - Range of Emphasis
- Field Test items are not included.
- Found on the Grade-Level website, under the Resources tab, and in the LEA Guide.





Blueprints – ELA – Grade 3

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 3

| Strand | Content Category And Focus | Points | Range Of Emphasis |
|---------------------------|---|--------|-------------------|
| 1. Reading | 1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-14 | 8-27% |
| | 1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-14 | 8-27% |
| 2. Writing | 2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution) | 14-18 | 27-35% |
| 3. Research | 3—Research to build and present knowledge | 8 | 15% |
| 4. Speaking And Listening | 4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration) | 8 | 15% |
| Total | | 52 | 100% |





Blueprints – ELA – Grade 4

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 4

| Strand | Content Category And Focus | Points | Range Of Emphasis |
|---------------------------|---|--------|-------------------|
| 1. Reading | 1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-14 | 8-27% |
| | 1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-14 | 8-27% |
| 2. Writing | 2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution) | 14-18 | 27-35% |
| 3. Research | 3—Research to build and present knowledge | 8 | 15% |
| 4. Speaking And Listening | 4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration) | 8 | 15% |
| Total | | 52 | 100% |





Blueprints – ELA – Grade 5

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 5

| Strand | Content Category And Focus | Points | Range Of Emphasis |
|---------------------------|---|--------|-------------------|
| 1. Reading | 1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-14 | 6-23% |
| | 1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-14 | 6-23% |
| 2. Writing | 2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution) | 24-28 | 39-45% |
| 3. Research | 3—Research to build and present knowledge | 8 | 13% |
| 4. Speaking And Listening | 4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration) | 8 | 13% |
| Total | | 62 | 100% |





Blueprints – ELA – Grade 6

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 6

| Strand | Content Category And Focus | Points | Range Of Emphasis |
|---------------------------|---|--------|-------------------|
| 1. Reading | 1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-10 | 8-19% |
| | 1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 5-16 | 16-31% |
| 2. Writing | 2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution) | 14-18 | 27-35% |
| 3. Research | 3—Research to build and present knowledge | 8 | 15% |
| 4. Speaking And Listening | 4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration) | 8 | 15% |
| Total | | 52 | 100% |





Blueprints – ELA – Grade 7

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 7

| Strand | Content Category And Focus | Points | Range Of Emphasis |
|---------------------------|---|--------|-------------------|
| 1. Reading | 1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-10 | 8-19% |
| | 1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 5-16 | 16-31% |
| 2. Writing | 2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution) | 14-18 | 27-35% |
| 3. Research | 3—Research to build and present knowledge | 8 | 15% |
| 4. Speaking And Listening | 4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration) | 8 | 15% |
| Total | | 52 | 100% |





Blueprints – ELA – Grade 8

Blueprint for ENGLISH LANGUAGE ARTS – GRADE 8

| Strand | Content Category And Focus | Points | Range Of Emphasis |
|---------------------------|---|--------|-------------------|
| 1. Reading | 1a—Apply reading skills to literary texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 4-10 | 6-16% |
| | 1b—Apply reading skills to informational texts (Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas) | 5-16 | 8-29% |
| 2. Writing | 2—Demonstrate the ability to produce and examine writing (Text types and Purposes, Production and Distribution) | 24-28 | 39-45% |
| 3. Research | 3—Research to build and present knowledge | 8 | 13% |
| 4. Speaking And Listening | 4—Demonstrate the ability to evaluate spoken material (Comprehension and Collaboration) | 8 | 13% |
| Total | | 62 | 100% |





Blueprints – Math – Grade 3

Blueprint for MATHEMATICS – GRADE 3

| Domain | Points | Range Of Emphasis |
|------------------------------------|--------|-------------------|
| Operations And Algebraic Thinking | 13-17 | 31-40% |
| Numbers And Operations In Base Ten | 5-7 | 12-17% |
| Numbers And Operations – Fractions | 6-8 | 14-19% |
| Measurement And Data | 8-12 | 19-29% |
| Geometry | 3-5 | 7-12% |
| Total | 42 | 100% |





Blueprints – Math – Grade 4

Blueprint for MATHEMATICS – GRADE 4

| Domain | Points | Range Of Emphasis |
|------------------------------------|--------|-------------------|
| Operations And Algebraic Thinking | 8-12 | 19-29% |
| Numbers And Operations In Base Ten | 7-9 | 17-21% |
| Numbers And Operations – Fractions | 10-14 | 24-33% |
| Measurement And Data | 7-9 | 17-21% |
| Geometry | 3-5 | 7-12% |
| Total | 42 | 100% |





Blueprints – Math – Grade 5

Blueprint for MATHEMATICS – GRADE 5

| Domain | Points | Range Of Emphasis |
|------------------------------------|--------|-------------------|
| Operations And Algebraic Thinking | 5-7 | 12-17% |
| Numbers And Operations In Base Ten | 7-9 | 17-21% |
| Numbers And Operations – Fractions | 14-18 | 33-43% |
| Measurement And Data | 6-8 | 14-19% |
| Geometry | 4-6 | 10-14% |
| Total | 42 | 100% |





Blueprints – Math – Grade 6

Blueprint for MATHEMATICS – GRADE 6

| Domain | Points | Range Of Emphasis |
|---------------------------------------|--------|-------------------|
| Ratios And Proportional Relationships | 5-7 | 11-15% |
| The Number System | 11-15 | 24-33% |
| Expressions And Equations | 13-17 | 28-37% |
| Geometry | 5-7 | 11-15% |
| Statistics And Probability | 5-7 | 11-15% |
| Total | 46 | 100% |





Blueprints – Math – Grade 7

Blueprint for MATHEMATICS – GRADE 7

| Domain | Points | Range Of Emphasis |
|---------------------------------------|--------|-------------------|
| Ratios And Proportional Relationships | 8-12 | 17-26% |
| The Number System | 7-9 | 15-20% |
| Expressions And Equations | 11-15 | 24-33% |
| Geometry | 6-8 | 13-17% |
| Statistics And Probability | 7-9 | 15-20% |
| Total | 46 | 100% |





Blueprints – Math – Grade 8

Blueprint for MATHEMATICS – GRADE 8

| Domain | Points | Range Of Emphasis |
|----------------------------|--------|-------------------|
| The Number System | 3-5 | 7-11% |
| Expressions And Equations | 13-17 | 28-37% |
| Functions | 8-12 | 17-26% |
| Geometry | 9-13 | 20-28% |
| Statistics And Probability | 5-7 | 11-15% |
| Total | 46 | 100% |





Blueprints – Science – Grade 5

Blueprint for SCIENCE – GRADE 5

| Content Strand | Points | Range Of Emphasis |
|---|--------|-------------------|
| 1. ME: Properties And Principles Of Matter And Energy | 7-8 | 12-13% |
| 2. FM: Properties And Principles Of Force And Motion | 5-6 | 8-10% |
| 3. LO: Characteristics And Interactions Of Living Organisms | 5-6 | 8-10% |
| 4. EC: Changes In Ecosystems And Interactions Of Organisms With Their Environments | 5-7 | 8-12% |
| 5. ES: Processes And Interactions Of The Earth's Systems | 7-10 | 12-17% |
| 6. UN: Composition And Structure Of The Universe And The Motions Of The Objects Within It | 6-7 | 10-12% |
| 7. IN: Process Of Scientific Inquiry | 14-17 | 23-28% |
| 8. ST: Impact Of Science, Technology, And Human Activity | 5-6 | 8-10% |
| Total | 60 | 100% |





Blueprints – Science – Grade 8

Blueprint for SCIENCE – GRADE 8

| Content Strand | Points | Range Of Emphasis |
|---|--------|-------------------|
| 1. ME: Properties And Principles Of Matter And Energy | 7-8 | 12-13% |
| 2. FM: Properties And Principles Of Force And Motion | 5-6 | 8-10% |
| 3. LO: Characteristics And Interactions Of Living Organisms | 5-6 | 8-10% |
| 4. EC: Changes In Ecosystems And Interactions Of Organisms With Their Environments | 5-7 | 8-12% |
| 5. ES: Processes And Interactions Of The Earth's Systems | 7-10 | 12-17% |
| 6. UN: Composition And Structure Of The Universe And The Motions Of The Objects Within It | 6-7 | 10-12% |
| 7. IN: Process Of Scientific Inquiry | 14-17 | 23-28% |
| 8. ST: Impact Of Science, Technology, And Human Activity | 5-6 | 8-10% |
| Total | 60 | 100% |





Timing Guidelines - ELA

| Content | Grades | Session | Estimated Time |
|-----------------------------|------------|---------|-----------------------------|
| English Language Arts (ELA) | 3, 4, 6, 7 | 1 | 45 – 80 Minutes |
| | | 2 | 30 – 50 Minutes |
| | | 3 | 20 – 40 Minutes (Listening) |
| | 5, 8 | 1 | 45 – 80 Minutes |
| | | 2 | 25 – 45 Minutes |
| | | 3 | 20 – 40 Minutes (Listening) |
| | | 4 | 90 – 120 Minutes (WP) |





Timing Guidelines – Math/Science

| Content | Grades | Session | Estimated Time |
|-------------|---------|---------|----------------------------------|
| Mathematics | 3, 4, 5 | 1 | 35 – 50 Minutes (No calculators) |
| | | 2 | 35 – 50 Minutes (No calculators) |
| | | 3 | 15 – 30 Minutes (PE) |
| | 6 | 1 | 35 – 45 Minutes (No calculators) |
| | | 2 | 45 – 60 Minutes (Calculators OK) |
| | | 3 | 25 – 30 Minutes (PE) |
| | 7 | 1 | 20 – 25 Minutes (No calculators) |
| | | 2 | 60 – 80 Minutes (Calculators OK) |
| | | 3 | 25 – 30 Minutes (PE) |
| | 8 | 1 | 15 – 20 Minutes (No calculators) |
| | | 2 | 65 – 85 Minutes (Calculators OK) |
| | | 3 | 25 – 30 Minutes (PE) |
| Science | 5, 8 | 1 | 45 – 55 Minutes |
| | | 2 | 20 – 25 Minutes |
| | | 3 | 45 – 65 Minutes (PE) |





Total Estimated Testing Time

| Total Estimated Testing Time | |
|------------------------------|--|
| Grade 3 | 3 hours to 5 hours |
| Grade 4 | 3 hours to 5 hours |
| Grade 5 | 6 hours 15 minutes to 9 hours 20 minutes |
| Grade 6 | 3 hours 20 minutes to 5 hours 5 minutes |
| Grade 7 | 3 hours 20 minutes to 5 hours 5 minutes |
| Grade 8 | 6 hours 35 minutes to 9 hours 25 minutes |





Timing Guidelines

- For more info. on timing guidelines see the Grade-Level website, under Resources.
- For sample items including listening strands, writing prompts, and performance events, see:
 - Grade-Level Online Tools (OTT) and Tutorials
 - DESE Grade-Level website, under Quick Links





GRADE-LEVEL ASSESSMENTS

Training #4: A Step-by-Step Process

2016-2017

Missouri Department
of Elementary and Secondary Education



A Multi-step Process

- 1. Training Participants
- 2. eDIRECT/INSIGHT
- 3. Pre-Coding
- 4. Special Considerations
- 5. Accessing Tutorials & Online Tools Training (OTT)
- 6. Printing Test Tickets
- 7. Testing
- 8. Shipping
- 9. Student Reports





Step 1: Training Participants

- District Test Coordinators (DTCs)
- School Test Coordinators (STCs)
- Test Examiners (TEs)
- Other district personnel involved in testing
 - View appropriate recorded trainings
 - Review the Test Coordinator's Manual
 - Review the Examiner's Manuals





Step 2: eDIRECT/INSIGHT

- eDIRECT Administration site:
 - <https://mo.drceirect.com>
- Ensure that proper staff have accounts.
 - Which may include: District IT Staff, STCs, and Examiners
- District IT staff should log in and download the latest version of the INSIGHT platform and run workstation readiness tests.
 - Statewide Readiness Test (SRT) runs from Feb. 7 to Feb. 24.





Step 3: Pre-Coding

- Populates students into eDIRECT.

| Pre-Code Dates | | |
|----------------|-------------|-------------------------------|
| Window | Due to DESE | Students available in eDIRECT |
| 1 | 2/10 | 2/27 |
| 2 | 3/3 | 3/13 |
| 3 | 3/17 | 3/27 |

- Ensure students are enrolled correctly.
- Students can be manually added if necessary.





Step 4: Special Considerations

- Paper/Pencil, Braille, or Large Print assessments must be marked in eDIRECT prior to testing.
 - Braille and Large Print need to be ordered by Feb. 3
 - Additional Braille and Large Print materials can be ordered from March 14 to May 15.
 - Paper/Pencil must be downloaded by the DTC via eDIRECT and printed locally prior to testing.
- Other accommodations should also be entered prior to testing.





Step 5: Accessing Tutorials & OTT

- Students should be given ample time to access the Tutorials and Online Tools Training (OTT).
- Become familiar with the way the system works.
- Become familiar with the tools.
- Can be accessed at any time through INSIGHT, eDIRECT, or DESE's Grade-Level website, under Quick Links.





Step 6: Printing Test Tickets

- eDIRECT allows for batch printing of tickets, typically 8 to a page on standard paper.
 - Printing of Test Tickets is not configured for standard labels. In order to print on labels:
 - Choose the test tickets that you want to print and export them.
 - All of the data will then download into an Excel file.
 - Mail Merge onto your choice of labels.
- Distribute prior to testing.
- Collect and securely destroy test tickets after testing.
- For more info. on Test Tickets, refer to Training # 8.





Step 7: Testing

- Once all preparations are made it's time to begin testing.
- Refer to the timing guidelines for each grade-level & content.
 - Found on DESE's Grade-Level website, under Resources.
- Please note, Session 3 in ELA tests listening skills and requires students to have headphones or earbuds.
 - Please test these listening devices and set the volume on your machine before you begin testing.
 - This also applies to any students using text-to-speech.
- Paper/Pencil, Large Print and Braille answers must be transcribed into INSIGHT prior to the close of the window.





Step 8: Shipping

- Paper/Pencil, Large Print and Braille test books and materials must be shipped back to DRC.
 - Deadline May 30.





Step 9: Student Reports

- ❑ Electronic Individual Student Reports (ISRs) will be available for all contents no later than 10 business days after the close of the district content-area testing window.
- ❑ DTCs can download student reports from eDIRECT.





Step 9: Student Reports (continued)

- ❑ District's can also have DRC print and ship their ISRs for a flat fee of \$350. This is optional.
- ❑ Receive 2 printed, color copies for each student.
- ❑ Packaged and sorted.
- ❑ Must order between April 17 and June 23.
- ❑ Enter PO in the system and email to DRC.
- ❑ In eDIRECT > All Applications > Materials > Enrollments.
- ❑ Printed ISR labels will arrive at districts by July 21.
- ❑ Printed ISRs (optional) will arrive by August 11.





GRADE-LEVEL ASSESSMENTS

Training #5: Using eDIRECT

2016-2017

Missouri Department
of Elementary and Secondary Education



eDIRECT & INSIGHT

- **eDIRECT** is the system used to manage and deliver the Grade-Level Online Assessments.
 - Contains many trainings, user guides, manuals, and online testing management tools.
- **INSIGHT** is the test-delivery application used by students to take their tests. It is a Java-based application that must be installed on each student workstation before testing begins.





eDIRECT - Administration Login

- eDIRECT can be accessed at:
 - <https://mo.drctdirect.com>
 - DESE's Grade-Level website under Quick Links
- If you do not have login credentials or cannot remember your username/password, please contact DRC's MAP Service Line at 800-544-9868.

DRC INSIGHT MISSOURI

All Applications

Welcome to eDIRECT

The Missouri Department of Elementary and Secondary Education (DESE) in partnership with Data Recognition Corporation (DRC) welcomes you to the **Missouri Grade-Level Assessment Portal** in eDIRECT!

This portal enables you to quickly and easily access links to online testing tools and program information for the Missouri Assessment Program (MAP), including the Classroom Diagnostic Tools and the Grade-Level Assessments.

To access program related documents and training, select **General information** from the **All Applications** menu at the top of this screen.

Only authorized users can access online testing management and reports information. To access these tools, log on with your Username and Password.

If you need assistance, please contact the MAP Service Line at: MAPhelpdesk@datarecognitioncorp.com or 1-800-544-9868.

DRC System Status Indicator: <https://sites.google.com/a/datarecognitioncorp.com/mo-systemstatus>

Please Log In

Username

Password

Forgot your username or password?

ONLINE TOOLS TRAINING (OTT)

Publicly accessible versions of the MAP Grade-Level Assessments Online Tools Trainings (OTTs) are available. Copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the DRC INSIGHT test engine.

WBTE Portal: <https://wbte.drctdirect.com/MO/portals/mo>





eDIRECT - All Applications



DRC INSIGHT™ MISSOURI

Welcome STEVE SCHELLMAN ▶

Log Out

All Applications ▶



Welcome to eDIRECT

Congratulations, you have successfully logged on. Check the **Announcements** section for updates regarding online testing, training materials, and reference manuals.

Several helpful links are just a click away. Please take time to familiarize yourself with the navigation menu under **All Applications** at the top of this page. Here you will be able to access manuals, training presentations, online testing management tools, and other useful information.

If you are having difficulty navigating through the site, please review the instructions under the [+] on each page, or refer to the **eDIRECT User Guides**, found under **All Applications** and **General Information**.

If you need assistance, please contact the MAP Service Line at MAPHelpdesk@datarecognitioncorp.com or 1-800-544-9868.

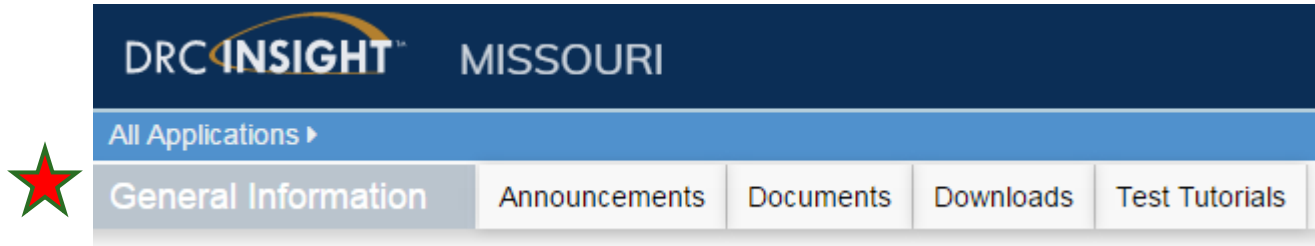
- ❑ Navigation begins under **All Applications**.
- ❑ For help at any time, see the **Instructions** icon.
 - ▣ Click on the plus sign to the left of Instructions for help with each page.

 [Instructions](#)





eDIRECT - General Information

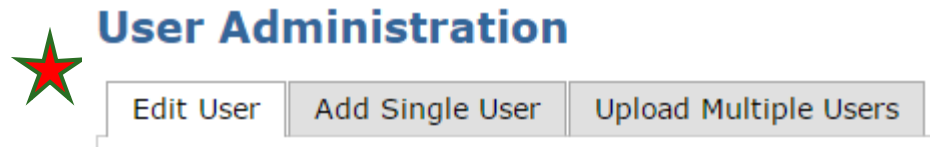


- Under the **General Information** tab:
 - ▣ Announcements
 - ▣ Documents
 - ▣ Downloads
 - ▣ Test Tutorials





eDIRECT - User Management



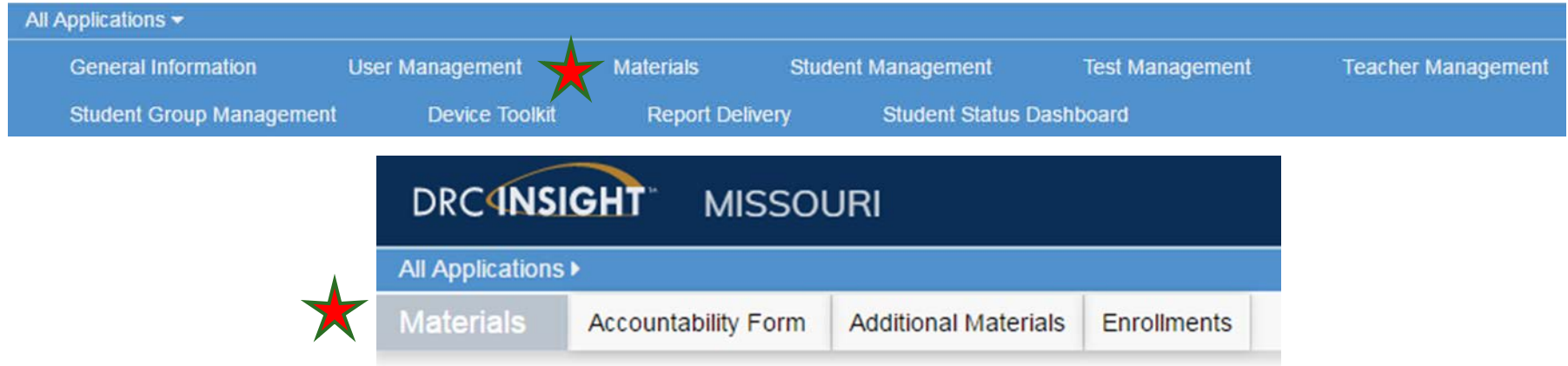
□ Under the **User Management** tab:

- Edit User
- Add Single User
- Upload Multiple Users





eDIRECT - Materials



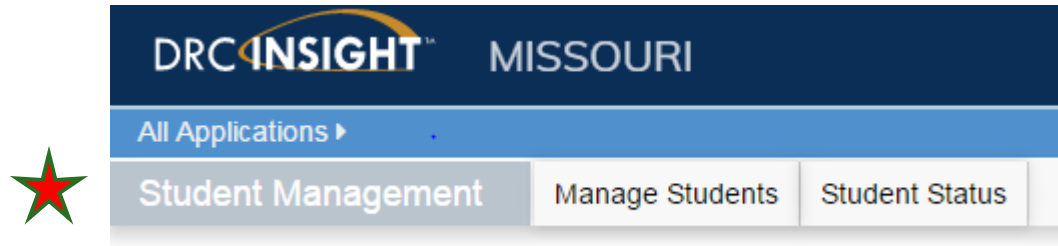
□ Under the **Materials** tab:

- ▣ Accountability Form
- ▣ Additional Materials
- ▣ Enrollments





eDIRECT - Student Management

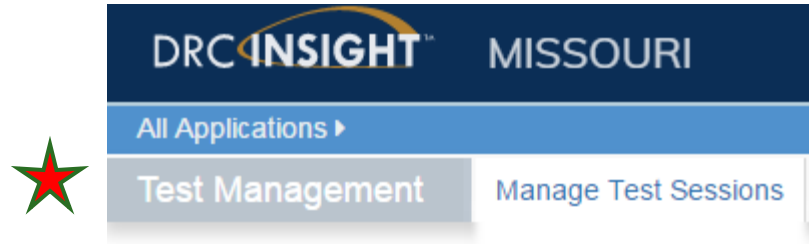


- Under the **Student Management** tab:
 - Manage students
 - Student Status





eDIRECT - Test Management



- Under the **Test Management** tab:
 - ▣ Manage test sessions
 - ▣ Upload multiple test sessions





eDIRECT - Teacher Management

All Applications ▾

General Information User Management Materials Student Management Test Management  Teacher Management

Student Group Management Device Toolkit Report Delivery Student Status Dashboard

DRC INSIGHT™ MISSOURI

All Applications ▸

 **Manage Teachers**

Edit Teachers Upload Multiple Teachers

- Under the **Teacher Management** tab:
 - ▣ Edit teachers
 - ▣ Upload multiple teachers





eDIRECT - Student Group Management

All Applications ▾

General Information User Management Materials Student Management Test Management Teacher Management

★ Student Group Management Device Toolkit Report Delivery Student Status Dashboard

DRC INSIGHT™ MISSOURI

All Applications ▸

★ Manage Student Groups

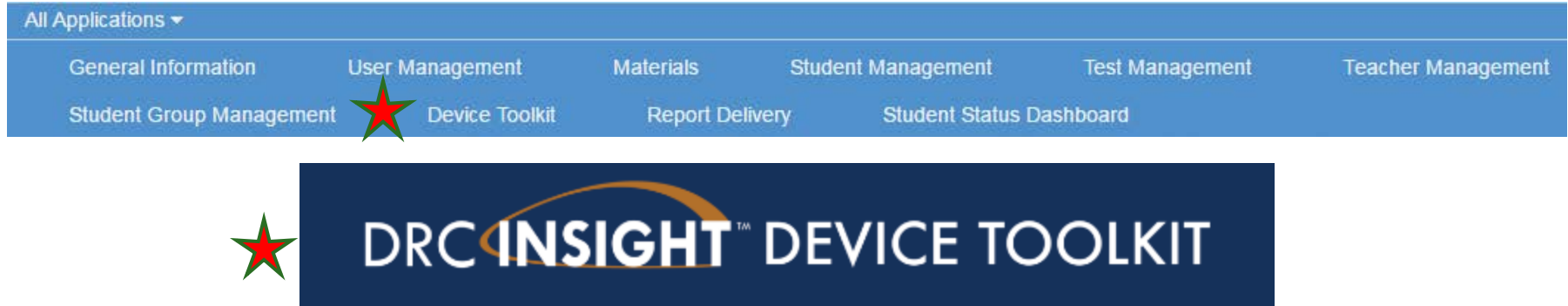
Manage Student Groups Upload Student Groups

- Under the **Student Group Management** tab:
 - ▣ Manage student groups
 - ▣ Upload student groups





eDIRECT - Device Toolkit

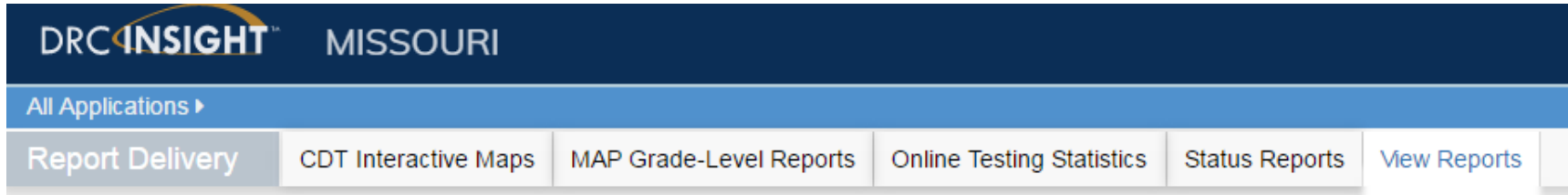


- Under the **Device Toolkit** tab:
 - ▣ Configure the Testing Site Manager (TSM).
 - ▣ Set up organization units (ORG Units).
 - ▣ Deploy the configurations to your devices.
 - ▣ See the INSIGHT Technology User Guide, posted in eDIRECT.





eDIRECT – Report Delivery



□ Under **Report Delivery** tab:

- CDT Interactive Maps
- MAP Grade-Level Reports
- Online Testing Stats
- Status Reports
- View Reports





eDIRECT – Report Delivery (continued)

All Applications ▾

General Information

User Management

Materials

Student Management

Test Management

Teacher Management

Student Group Management

Device Toolkit

Report Delivery

Student Status Dashboard

DRC INSIGHT™

MISSOURI

All Applications ▶

Report Delivery

CDT Interactive Maps

MAP Grade-Level Reports

Online Testing Statistics

Status Reports

View Reports

DRC

SATISFACTORY

Missouri

DEPARTMENT OF ELEMENTARY & SECONDARY

EDUCATION

Welcome: steve.sche | Logout

Home

Welcome to the MAP Grade-Level Assessments Reporting System

The Online reports available on this site can help you learn how results from the MAP Grade-Level Spring 2016 Assessments can be used to analyze curriculum strengths and needs in your district or school.

Thank you for supporting the academic achievement of Missouri's students.

Dr. Margie Vandeven, Missouri Commissioner of Education.

Test Data Availability

The Spring 2016 MAP Grade-Level Assessments student results, for the Science content area, will be available 10 business days from your district's testing completion date. English Language Arts and Mathematics reports will be available September 01, 2016.

Privacy Notice:

Student information is protected by the Family Education Rights and Privacy Act, the individuals with Disabilities Education Act, and other federal and state laws.

Welcome steve.sche

Home

Reports

Downloads

Resources

Useful Links

Missouri

DEPARTMENT OF ELEMENTARY & SECONDARY

EDUCATION



eDIRECT - Student Status Dashboard

All Applications ▼

General Information User Management Materials Student Management Test Management Teacher Management

Student Group Management Device Toolkit Report Delivery ★ Student Status Dashboard

DRC INSIGHT™ MISSOURI

All Applications ▼

★ Student Status Dashboard

- ❑ **NEW** function
- ❑ Under the **Student Status Dashboard** tab:
 - ❑ Display student testing status
 - ❑ Filter by testing status, grade, content area and assessment.





eDIRECT - Student Status Dashboard

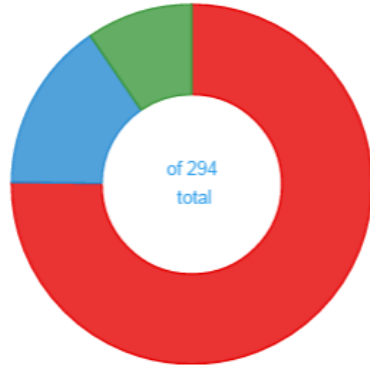
Student Status Dashboard

Site Selection

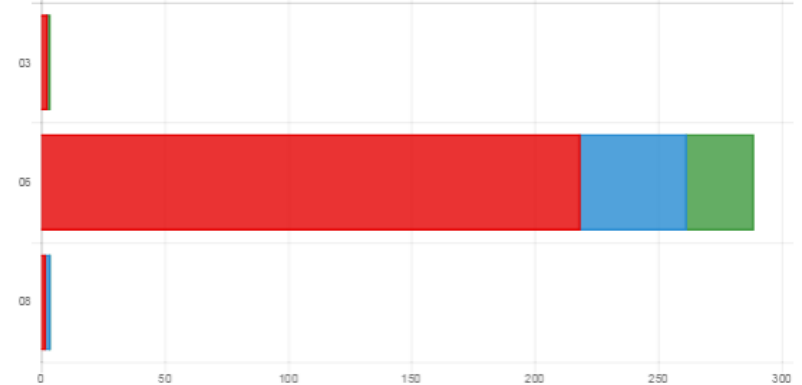
Selected Site: [Dro Use Only - Off Sample School - 9997](#) - MAP Grade-Level Assessments 2018
Search for a site by name, code, etc

Status

Not Started In Progress Completed



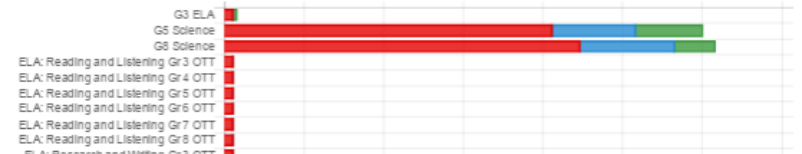
Grade



Content Area



Assessment






eDIRECT - For More Information...

All Applications ▾


| | | | | | |
|--|-----------------|-----------------|--------------------------|-----------------|--------------------|
|  General Information | User Management | Materials | Student Management | Test Management | Teacher Management |
| Student Group Management | Device Toolkit | Report Delivery | Student Status Dashboard | | |

DRC INSIGHT™ MISSOURI


All Applications ▸

General Information | Announcements |  Documents | Downloads | Test Tutorials


Documents

 [Instructions](#)

Administration

(All) 

Document Type

(All) 

[Show Documents](#)





GRADE-LEVEL ASSESSMENTS

Training #6: Alternative Testing Formats

2016-2017

Missouri Department
of Elementary and Secondary Education



Large Print or Braille

- ❑ Available for students with designated IEPs.
- ❑ Forms can be ordered online via eDIRECT, through Feb. 3.
 - ❑ Additional Braille/Large Print materials can be ordered during the additional materials ordering window:
 - March 14 to May 15
- ❑ Accommodations codes (marked in eDIRECT)
 - ❑ A012 for Braille
 - ❑ A021 for Large Print
- ❑ Braille and Large Print responses must be transcribed into INSIGHT before you ship the materials back.





Paper/Pencil Editions

- Paper/Pencil edition of the test is available for:
 - Students with an IEP that says the student should take the Paper Based Assessment.
 - Students who are out-of-district.
 - Homebound students who cannot come to school to test.
 - For ELL Translation when the translator needs to translate prior to assessing the student due to technical language.
- Use Accommodation code A102 for those with an IEP.
- Use code S112 for other scenarios.
- \$15 charge for use of a paper/pencil test without an IEP.





Downloading Paper/Pencil Editions

- DTC downloads and prints Paper/Pencil editions
- Individual test with barcodes for each student
- Paper/Pencil editions cannot be:
 - saved to a computer
 - downloaded multiple times
 - photocopied





Non-Accommodation Paper Based Assessment

- For students testing off-site in a non-district building (i.e. hospital, juvenile facility).
- For ELL students using the Translation tool (S109) or Read Aloud – Native Language (S111), where the translator needs access to the assessment prior to administration to conduct translation services. Choose this tool for just ONE student in the group.
- For students using Read Aloud – Human Reader (S043) where the examiner needs a paper copy to read from. Choose this tool for just ONE student in the group.





After Testing

- ❑ Must immediately be transcribed into INSIGHT.
- ❑ Paper/Pencil assessments must be returned no later than 24 hours after the district testing window closes.
- ❑ Use shipping materials from DRC.





Returning Hard Copy Tests

- DTC is accountable for 100% of the returned shipment of each Paper/Pencil, Braille and Large Print test.
- DRC will audit the returned shipment.
- Report all Braille, Large Print, and Paper/Pencil assessments on the electronic Materials Accountability Form in eDIRECT.





GRADE-LEVEL ASSESSMENTS

Training #7: Tutorials and Online Tools Training (OTT)

2016-2017

Missouri Department
of Elementary and Secondary Education



Tutorials

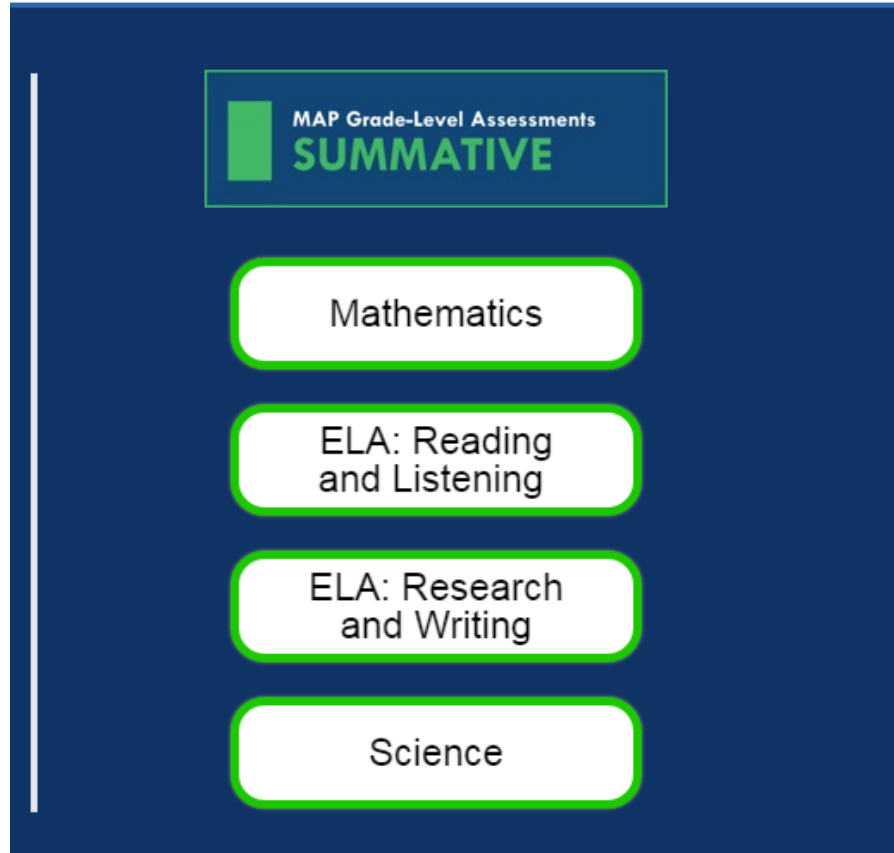


- Tutorials are available in eDIRECT, INSIGHT, and DESE's Grade-Level website
- Must use Google Chrome





Tutorials




- For students to view in all content areas (Math, ELA, and Science).
- Allows students to become familiar with how the system and tools work.
- Available year round.





Tutorials



Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

MAP Grade-Level Assessments
SUMMATIVE

Mathematics

General Testing

- Interface Tool Tips
- Test Sign-In
2:50
- Testing Basics
3:35
- Online Tools Training
2:15
- Using Help
1:20
- Finishing The Test
1:35
- Accommodations
3:45

Main Menu

Advanced Tools

Learn about Advanced Tools with the links below.
Colored boxes indicate videos to view for your grade level.
Be sure to watch ALL videos that show your grade level.

Creating a Response

| | |
|-------------|----------------------|
| 3 4 5 6 7 8 | Entering Text :20 |
| 3 4 5 6 7 8 | Drag and Drop :55 |
| 3 4 5 6 7 8 | Matching :40 |
| 4 5 6 7 8 | Drop Down :30 |
| 3 6 8 | Select Answer :35 |
| 5 6 7 8 | Multi-Select :35 |
| 3 4 5 6 7 8 | Keypad Input :45 |

Calculators

| | |
|-------|------------------------------|
| 6 7 8 | Basic Calculator :30 |
| 6 7 8 | Scientific Calculator :50 |

Manipulatives

| | |
|---|--------------------------------|
| 3 | Ruler :40 |
| 3 | Draw Hands on a Clock :30 |
| 4 | Protractor / Draw Angle :55 |

Graphing

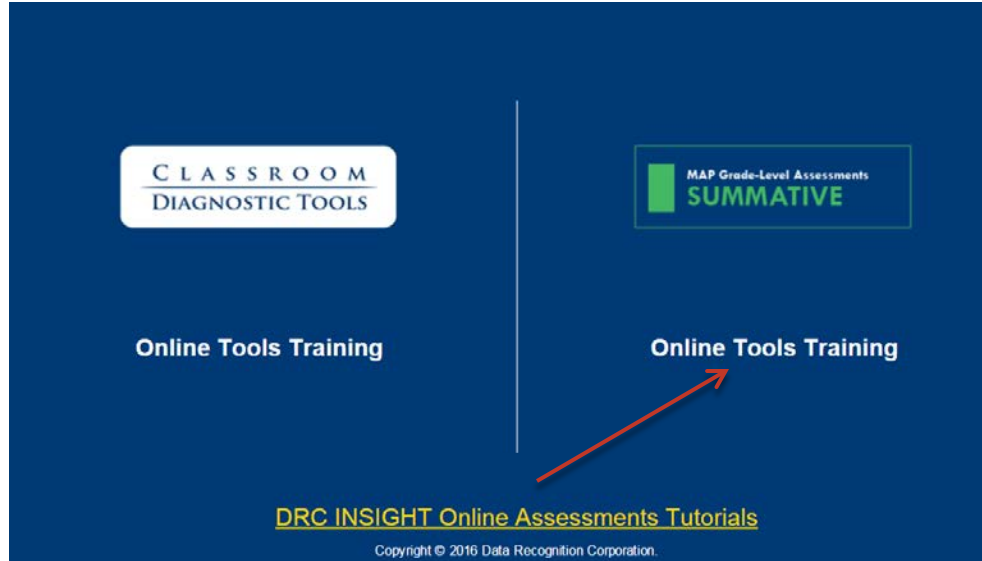
| | |
|-----------|-------------------------|
| 4 5 6 7 8 | Coordinate Grid :45 |
| 3 4 5 | Line Plot :30 |
| 4 7 | Number Line Plot :35 |
| 3 6 7 | Bar Graph :20 |

- Each content area provides tutorials on general testing topics and the built in tools and grades they are available.





Online Tools Training



- With Online Tools Training (OTT) students can:
 - ▣ become familiar with the online testing platform
 - ▣ experiment with the features available

- Content is related, but not complete coverage.
- OTT is not scored, but OTT keys are available.





Online Tools Training (OTT)

English Language Arts

- Grade 3
- Grade 4
- Grade 5
 - ELA: Reading and Listening
 - ELA: Reading and Listening (TTS Audio)
 - ELA: Research and Writing
 - ELA: Research and Writing (TTS Audio)
- Grade 6
- Grade 7
- Grade 8

Mathematics

Science

Science Additional Practice

Back

Online Tools Training

- OTT are available in all grades and contents.
- There are additional Science Practice Items in both Grades 5 and 8.



Online Tools Training (OTT)

The screenshot displays the 'ELA: Reading and Listening Gr 3 OTT' interface for a 'Training Student'. The main content area is titled 'The Legend of the Black Fish' and is based on a Native American Legend. The passage describes a young man named Natsilane who lived on the Pacific Northwest Coast, known for his woodcarving skills. He was jealous of his own talents and often observed animals in the forest. One day, he decided to observe water animals more closely, took a canoe, and traveled into the water. He saw a turtle, which he followed to an island. Natsilane decided to stop at the island and explore it. When the canoe was close enough to the shore, Natsilane leaped out and swam to the island's shore. Natsilane started to explore the island, was amazed by the many different plants and birds, and lost track of time.

On the right side of the interface, there is a 'Practice Hint' and a question. The hint states: '(Practice Hint: When you choose a sentence in the paragraph below, the sentence will become highlighted. If you want to remove the highlighting from only one answer, choose it again. Use the Eraser button to remove the highlighting from all of your answers.)'. The question asks: 'Read the paragraphs from "The Legend of the Black Fish." Then, choose **two** sentences that show a central message of the passage.' Below the question, there is a text area with a yellow highlighter icon and a question mark icon. The text area contains the following sentences: 'Natsilane healed the sea lion's flipper, and the sea lion safely returned Natsilane home, just as promised.' and 'After he returned home, Natsilane began carving a large black fish from wood. After he finished the carving, Natsilane released it into the water, wishing that it would always be helpful and friendly to people just as the sea lion had been to him. To Natsilane's surprise his carved black fish came to life!'.

At the bottom of the interface, there are buttons for 'Review/End Test', 'Pause', 'Flag', 'Options', and 'Next'. The page number 'Page 1 / 4' is also visible.

- We strongly suggest students access the OTT before taking the assessment.
 - Along with the DTCs, STCs, Teachers, and Test Examiners.
- Can also be used as an instructional tool to learn how to use the software.





GRADE-LEVEL ASSESSMENTS

Training #8: Test Tickets

2016-2017

Missouri Department
of Elementary and Secondary Education



Test Tickets

2017 Summative – Grade-Level Assessments Test Ticket G5 ELA – Session 1

School: DRC Sample School
Student Name: Jenson, Sarah
MOSIS ID: 1234567890
Test Session: Smith,John ELA 5
Username: SJenson1
Password: WORD1234
Accommodation(s): TTS

2017 Summative – Grade-Level Assessments Test Ticket G5 Math – Session 1

School: DRC Sample School
Student Name: Jenson, Sarah
MOSIS ID: 1234567890
Test Session: Smith,Sandra MA 5
Username: SJenson1
Password: CARP1234
Accommodation(s):

2017 Summative – Grade-Level Assessments Test Ticket G5 Science – Session 1

School: DRC Sample School
Student Name: Jenson, Sarah
MOSIS ID: 1234567890
Test Session: Smith,Kevin SCI 5
Username: SJenson1
Password: SAND1234
Accommodation(s):

□ In order to test in
INSIGHT, each student
needs a test ticket
with login credentials.





Test Tickets – Student Information

- If a student is not listed:
 - STC or DTC creates a profile
 - Mark accommodations
 - Assign student to a test session
 - Login information will be generated
- Make sure the test tickets have the correct Student Name and Test Session.
 - If issues arise, the Test Examiner should contact the STC or DTC who can contact the DRC's MAP Service Line at 800-544-9868.





Test Tickets – Tools/Accommodations

| Tool/Accommodation | Code | Ticket Abbreviation |
|---|---------------------------|---------------------|
| Braille | A012 | Braille |
| Large Print | A021 | LargePrint |
| Non-Accommodation Paper Based Assessment | S112 | SCPaper |
| Paper Based Assessment | A102 | PaperBased |
| Sign Language | A052 | A052 |
| Translation | S109 | S109 |
| Read Aloud (Not Including ELA Reading Passages) – Text-To-Speech | S041 | TTS |
| Read Aloud (GRADES 3-5 OR GRADES 6-8) (ELA Reading Passages) – Text-To-Speech | S041/A040 OR S041/A043 | TTSPASSAGE |
| Read Aloud (Not Including ELA Reading Passages) – Human Reader | S043 | S043 |
| Read Aloud (GRADES 3-5) (ELA Reading Passages) – Human Reader | A041 | A041 |
| Read Aloud (GRADES 6-8) (ELA Reading Passages) – Human Reader | A045 | A045 |
| Read Aloud (Not Including ELA Reading Passages) – Assistive Technology | S042 | S042 |
| Read Aloud (GRADES 3-5) (ELA Reading Passages) – Assistive Technology | A042 | A042 |
| Read Aloud (GRADES 6-8) (ELA Reading Passages) – Assistive Technology | A044 | A044 |
| Read Aloud (Not Including ELA Reading Passages) – Native Language | S111 | S111 |
| Read Aloud (GRADES 3-5) (ELA Reading Passages) – Native Language | A111 | A111 |
| Read Aloud (GRADES 6-8) (ELA Reading Passages) – Native Language | A112 | A112 |
| Read Aloud (ELA Reading Passages) – Blind Students | A046 | A046 |
| | | |





Test Tickets - Printing

- eDIRECT allows for batch printing of tickets, typically 8 to a page on standard paper.
 - ▣ Printing of Test Tickets is not configured for standard labels. In order to print on labels:
 - Choose the test tickets that you want to print and export them.
 - All of the data will then download into an Excel file.
 - Mail Merge onto your choice of labels.





Test Tickets – Printing/Distribution/Collection

- In eDIRECT
 - View a list of assigned students.
 - Print tickets by school, test session, or student.
- Distribute prior to testing.
- Collect and securely destroy test tickets after testing.





GRADE-LEVEL ASSESSMENTS

Training #9: Test Day Materials

2016-2017

Missouri Department
of Elementary and Secondary Education



Test Day Materials

- Required materials
- Permitted materials
 - Calculators
- Prohibited materials
 - Cell Phones





Test Day: Required Materials

- Workstation with:
 - ▣ Internet access
 - ▣ Monitor
 - ▣ Mouse & Keyboard
 - may be optional depending on device used (tablet, etc.)
- Student Test Tickets, containing login information.
- Writing utensil for scratch paper or notes.





Test Day: Permitted Materials

- Scratch Paper (Sticky Notes)
 - Electronic sticky notes are available in INSIGHT
 - Electronic notes DO NOT carry over from other test sessions within a content area.
 - They will carry over if you pause, exit, and then return.
 - All students taking all assessments may have access to physical scratch paper and a writing utensil to make notes.
 - Physical scratch paper can be blank, ruled, graph or grid paper.
 - It should be collected and destroyed IMMEDIATELY after the testing session.





Test Day: Permitted Materials

- All students may have access to a physical English Dictionary, Grammar Handbook, Thesaurus, and Bilingual Dictionary (for ELL students) for use **ONLY** on the ELA Writing Prompt (Session 4) in grades 5 and 8.
 - If they are electronic, they may not connect to the Internet.
 - INSIGHT has an embedded English Dictionary.
 - Grammar Handbook must be published, not made by the district, school, or classroom.
 - The Bilingual Dictionary for ELL students must be chosen in eDIRECT, before testing.





Test Day: Permitted Materials-Calculators

□ Calculators

- All students may have access to a physical calculator, on items where calculator use is allowed in grades 6-8.
- Memory must be cleared.
- For Math assessments only.
- INSIGHT has an embedded calculator.
- DESE does not provide, endorse, or recommend brands or types.
 - Follow your district's policy for calculators on district-administered tests.
- Cannot connect to the Internet or anyone in or out of the classroom.
- Cannot use a calculator on a laptop, tablet, cell phone, etc.





Test Day: Prohibited Materials

- Any electronic devices that can connect to the Internet or to anyone inside or outside the classroom:
 - Cell Phones
 - Electronic Music Players
 - Digital Cameras
 - Handheld Scanners
 - Portable Gaming Devices
- Once exception is if a student requires an electronic device that monitors their health (i.e. a diabetic student)





Test Day: Prohibited Materials–Cell Phones

- ❑ Cell Phones are not allowed and cannot be accessible.
- ❑ District's can follow their own specific local policy on where a student's cell phone must reside during testing.
 - For example:
 - Must be kept hidden in their pocket, purse, or backpack.
 - Must be kept in their locker.
 - Teachers collect them as students enter the room, then returns them after testing.
 - Not allowed in school at all during testing.





GRADE-LEVEL ASSESSMENTS

Training #10: Possible Testing Issues

2016-2017

Missouri Department
of Elementary and Secondary Education



Moving Students: In, Out, or Within the District

- If A Student Moves:
 - Keep documentation
 - See chart (at right), also in the Test Coordinator’s Manual, Appendix A,

APPENDIX A: HANDLING STUDENT TRANSFERS AND CHANGES IN TESTING STATUS

Students Who Move Before or During the MAP Grade-Level Assessment Administration

| <i>If . . .</i> | <i>then . . .</i> |
|--|--|
| a new student moves into the district: | Add the new student in eDIRECT. Then assign the student to the appropriate test session(s).* NOTE: If the DTC is unable to add the new student, the DTC must contact the MAP Service Line. |
| a student moves out of the district prior to or during the district test administration window: | Remove the student from any test session in eDIRECT. Do not log into the test and do not mark any status code(s) for the student.* |
| a student moves from one building to another building within the same district prior to testing: | The DTC should edit the student’s information in eDIRECT before the student begins testing so that the student’s scores report to the correct building. The DTC must move the student to a different test session in eDIRECT.* |
| a student moves from one building to another building within the same district after the student has begun testing: | The DTC should edit the student’s information in eDIRECT to update the student’s school and put the student in the new test session for the content areas they will test at their new school. NOTE: It is recommended that students complete all sessions for a content area at the same school. |

*See the *eDIRECT User Guide – Test Setup*, available on the **Documents** page of eDIRECT, <https://mo.drctedirect.com>.

Please contact the DRC dedicated MAP Service Line at 1-800-544-9868 if there are any questions regarding moving a student within a school or district.





Absent Students / New To Country

- All students should take the entire Grade-Level Assessment.
 - If a student is absent for any or all of the MAP Grade-Level Assessments and unable to test in the make-up sessions, then mark the student as absent in eDIRECT.
 - See Section 3.3 of the TCM for more information.
 - ELLs in the U.S. less than 12 cumulative months and exempt from the ELA assessments should be marked as absent in eDIRECT.





Moving Students: Disruption or Illness

- Student may need to move during testing because of disruption or illness.
 - Pause the test.
 - Escort the student to a new location .
 - Login the student to a new workstation with the same operating system on the same Testing Site Manager (TSM).





Technical Issues

- In the event of a technical issue (i.e., power outage, loss of Internet connection, or network failure), students will be logged out and the test will automatically be paused.
 - Student's submitted responses will not be lost.
 - The system will save up to the last completed item.
 - Every time students move to the next item, their responses will be saved.
 - It will not save partial or incomplete responses.
 - Students may move to a different device connected to the same TSM.
 - Students will need to log in again when they resume testing.





Invalidations

- Tests are not invalidated because of:
 - Students behavior
 - Judgment of student effort
- Only invalidated because of cheating.
 - Only the DTC can invalidate a test.
 - Should be done as soon as possible while the circumstances are fresh in your mind.
 - A letter signed by the superintendent is faxed to DESE.
 - Follow the instructions from the TCM, section 3.2, on reporting test invalidations.





GRADE-LEVEL ASSESSMENTS

Training #11: After Testing

2016-2017

Missouri Department
of Elementary and Secondary Education



After Testing

- DTC responsibilities:
 - 100% return of all Paper/Pencil, Braille and Large Print assessments.
 - DRC will audit the returned shipments
 - Use the online Materials Accountability Form
 - Available online in eDIRECT, beginning March 24
- Securely destroy immediately
 - Test Tickets
 - Scratch paper





After Testing

- Downloading results
 - Accessed via eDIRECT
 - Download, save and print the Individual Student Reports (ISRs) and roster reports.
- ISRs for all contents are available on the 10th business day after each district's content area testing window closes.
 - DRC can print, sort, and ship your ISRs for a flat fee of \$350.
 - Refer back to Training #4, Step 9-Student Reports, for more information on printed ISRs from DRC.





After Testing

- Districts have 15 days to notify parents/guardians that ISRs are available and inform them how and when reports will be distributed.
 - For example:
 - E-mail to parents
 - Send home at orientation or Parent-Teacher Conferences
 - Announcement posted on school website
 - Mailed home with a letter from the Principal
 - Accessed through a secure online Parent Portal





After Testing

- The Guide to Interpreting Results is available on DESE's website.
- The Guide to Interpreting Results contains information regarding:
 - Scale scores
 - Achievement level descriptors
 - Advanced, Proficient, Basic, and Below Basic
 - Sample Individual Student Reports (ISRs)
 - Examples of student labels/permanent record stickers





After Testing

- Data from assessments also on the DESE website.
- Access your district's reports in the Missouri Comprehensive Data System (MCDS) Portal.
- Letter will be sent from MSIP in the summer with dates of when they will release data.
- Contact DESE's Office of Accountability Data:
 - 573-526-4886 or accountabilitydata@dese.mo.gov
 - Score results
 - Reports
 - Appeals





Contact Us

dese.mo.gov

(573) 751-3545

assessment@dese.mo.gov