

SCANTRON PERFORMANCE SERIES ASSESSMENT STANDARD OPERATING PROCEDURES

The Scantron Performance Series Assessment is used as a Competency Based district assessment to compare district students to their national peers and is also used to determine level placement for new students. The Scantron Performance Series Assessment is a computer-adaptive diagnostic test that provides educators with instant test results, personalized to each student. Administered over time, these tests provide a longitudinal view of student growth in core curriculum areas (English Language Arts, Mathematics, and Science).

1. Test Schedule for the 2016-2017 school year:

Fall: Aug. 15 – Sept. 8, 2017: required for Math (Gr 1-10), Reading (Gr 3-10)

Winter: Dec. 1 – Dec. 21, 2017: required for Math (Gr K-10), Reading (Gr 3-10)

Spring: April 30 – May 23, 2018: required Math (Gr K-10), Reading (Gr 3-10)

2. Initial Student Placement for New Students: The Reading and Math Scantron Performance Series (PS) assessments will be administered for all new students to the district who are in traditional grades 2 through 10. New students will be initially placed by their Scantron results, but additional teacher assessment/judgment will be taken into account during the **initial 2-week window** before a final determination is made on level placement. The table below identifies the lower bound of the Performance Series Cut Scores in Quartile 3 aligned with the Westminster Public Schools (WPS) Performance Levels. Preschool and Kindergarten students will be placed in the Preschool and Readiness Levels and schools will have the option to administer the Performance Level Assessments to identify proficiency of Learning Targets. High School aged students who test above the Performance Level 09 cut points will be placed in high school courses based on course completion in their previous school.

2017-2018 Westminster Public Schools Scantron Performance Series Cut Scores for Performance Level Placement

Fall Cut Scores Effective 8/1/2017-12/31/2017			Winter Cut Scores Effective 1/1/2018-7/1/2018		
WPS Levels	PS Scale Score Reading 2017-2018	PS Scale Score Math 2017-2018	WPS Levels	PS Scale Score Reading 2017-2018	PS Scale Score Math 2017-2018
02	2010	2041	02	2218	2169
03	2301	2244	03	2440	2330
04	2519	2371	04	2628	2440
05	2678	2475	05	2747	2536
06	2792	2562	06	2854	2609
07	2887	2642	07	2928	2695
08	2948	2703	08	2995	2752
09	2974	2721	09	2998	2759
10	Above 3006 - Placement based on HS course progression	Above 2716 - Placement based on HS course progression	10	Above 3031 - Placement based on HS course progression	Above 2766 - Placement based on HS course progression
Revised: 08/08/2017			Revised: 08/08/2017		

NOTE: Updated based on the 2015-2016 Scantron National Norm Research study. Refer to the Performance Series Placement Indicator Quartiles document on the Performance Series website. The cut score is based on the lower bound of the 3rd quartile vs the average in the past.

3. English Learners Assessment and Level Placement Requirements:

- I. New students to the district who may be identified as an EL student based on the Home Language Survey (HLS), should be administered the W-APT prior to Scantron, if necessary, so appropriate Scantron accommodations are included and informed decisions can be made for Level Placement by the CLD Specialist.
- II. All CLD Specialists must review a body of evidence over the NEP or LEP student's first two weeks of attendance for the purposes of: (a) making appropriate Level Placement decisions and (b) informing effective instructional practices. Level Placement decisions for NEP or LEP students shall not be based on a single Scantron score. Assessment data or additional information to consider for a body of evidence may come from, but are not limited to, the following:
 - a) Achievement data from prior school
 - b) Scantron results
 - c) ACCESS scores and growth
 - d) Native language proficiency indicators
 - e) Classroom products/results (from current or native country)
 - f) Language-free or non-verbal assessments
 - g) Classroom Spanish materials
 - h) Writing from Write From the Beginning rubrics
 - i) DIBELS Next scores and growth
 - j) Curriculum-based Assessments and other progress-monitoring tools
 - k) Parent interview information

4. Student Entry for Scantron: Student assessment data is shared across a variety of data systems in Westminster Public Schools. To ensure portability across the various systems, it is imperative only one entry per student is present in each system. To avoid duplicate IDs or duplicate students within Scantron, the following requirements must be adhered to.

- I. Infinite Campus is the primary repository for all students. Each student is given a unique Student ID that resides within IC. It is critical that IC be the first checkpoint when registering new students or activating returning students in the Scantron system.
- II. **Re-Enrolled Students:**
 - a) IC: Before creating an ID for this student, log into IC and search for the student by last name, first name. A withdrawn student will have their ID displaying in RED. The student should be re-enrolled in IC which allows all historical information to follow the student.
 - b) Scantron: Students who have left the district and then re-enroll will still have historical data attached to their student ID. This data has been transferred to a "Holding School" and remains there until a student re-enrolls. Once the student ID has been re-activated in IC, allow 24 hours for the student to display in their school site in Scantron.
- III. **New Students:**
 - a) IC: Students who have never attended any district school should be entered into Infinite Campus (IC) and given a District ID. Prior to issuing an ID, verify within IC that the student has, in fact, NEVER attended any district school.
 - b) Scantron: Once a student has been entered in Infinite Campus, allow 24 hours for new students to import into Scantron. The student must be enrolled in at least one class in order to appear in the student list for a site. *Temporary holding IDs will no longer be allowed.*
 - c) *Optional: A special class has been created called "Scantron Upload" to use for temporary enrollment until a schedule can be built for the student. Enroll a student in this class who needs to test prior to receiving a schedule in order for the student to appear in the Scantron student list for your site. This "class" will allow the student to upload into the Scantron site for testing without impacting attendance, class enrollments, etc. in Infinite Campus. If the process you currently have in place for enrolling students for Scantron testing works for your building, you may certainly continue with that process.
- IV. The option for creating a student or a staff member manually should be avoided, except in urgent cases. Automated updates are happening every day at 4pm, so we need to allow IC data to be imported into

Scantron to keep our databases clean. Scantron is not able to run clean reports when students and staff are added manually with inconsistent entries.

- a) Contact Jennette Kuxhausen in the Assessment Division for any manual entry requests.
 - Please provide the following information:
Name as it appears on the birth certificate, local student ID, birthdate and grade level

5. Accommodations:

Student Reads Assessment Aloud to Him/Herself (available for all students)	The student reads aloud the assessment to themselves. The must be tested in a separate environment.
General Directions Read or Clarified in Native Language (NEP/LEP)	The test administrator can direct the student to the drop down window in the upper right hand corner of the screen to select the Spanish option from the sign in screen. The selection must be done prior to the start of the test. If the student has started the test and did not select Spanish or needs direction clarified in other languages. Then the test administrator can clarify general administration directions in the student’s native language. Test administrators must be literate and fluent in English, as well as in the student’s native language.
Word-to-Word Dictionary (NEP, LEP, M1)	Provided by School
Extended Time beyond Time and a Half	Student must finish the section within the same day
Spanish Math Test (NEP or LEP, enrolled in their first year in a U.S. school, and in their first year of content-based instruction in a U. S. school)	The student who is eligible to take the Spanish math test, would select the “Math en Espanol”. Currently this is the only test available in Spanish.
Human Reader – ELA only (Unique Accommodation – IEP/504) Student would only qualify for this accommodation if the student is unable to decode printed text.	In special cases where a test administrator reads aloud to a student, the student must be tested in a separate setting. The human reader would read the test but keep in mind that there is no oral script. This must be approved by the Assessment Department. DIBELS Next or DIBELS Deep can be used to determine if a student would qualify for this accommodation. Decoding is typically associated with reading scores at the kindergarten early first grade level.
Scribe (Unique Accommodation – IEP/504)	Test administrator must transcribe responses verbatim from the student, and may NOT prompt or question the student, or correct a student’s responses. The student can respond verbally, gesturing, pointing, and/or eye-gazing. This accommodation is appropriate for students with a physical disability that severely limits or prevents the student’s motor process of typing or recording responses.
Screen Readers (blind or visually impaired)	Students can use screen-reading technology installed on their desktop to read any text-based components of the test. This tool set works well for text-only items.

Calculator	It is Scantron’s recommendation that if assessment items were developed in a manner that does not require the use of a calculator, then calculators should not be utilized except to meet accommodation needs. In regards to Scantron created content, Performance Series mathematics items as well as Scantron Achievement Series item banks were designed under the following criteria regarding calculator use: calculators are not needed for content in Levels K to 6; four function calculators may be needed for content in Levels 7 and 8; and scientific calculators will be needed for content in higher level mathematics and science assessments. WPS is not mandating the use of calculators but if students have been using calculators on a regular basis during instruction, then those students should also be able to use them for testing.
Refreshable Braille Display	Coming Soon

Note: Scantron Performance Series Assessments follow the same guidelines as State Assessments (All students must have either IEP, 504, or a plan with CLD component)

6. **Spanish Math:** The Scantron Performance Series offers Spanish Math (Math en Espanol) in grades 2-10 for students who would benefit from taking a Mathematics assessment in their primary language. WPS will allow the use of Spanish Math (Math en Espanol) for students who are NEP or LEP, enrolled in their first year in a U.S. school, and in their first year of content-based instruction in a U. S. school. This follows the same guidelines set in place by PARCC for assessment administration for English Learners.

- I. English Learners: “Federal law requires that students not be excluded from assessments with the intention of holding schools accountable for the academic performance of all students, with a narrow exception granted to English learners in their first year of instruction in a U.S. school (see above). English learners in PARCC states may not be excluded from PARCC performance-based and end-of-year assessments in ELA/literacy (with the exception of English learners in their first year in a U.S. school) and mathematics assessments. English learners whose parents have waived services may not be excluded from state assessments and are still eligible to receive accommodations allowed to English learners on PARCC assessments.”
- II. Performance Series Mathematics and Spanish Math (Math en espanol) are both scored on the same Scaled Score range, 1300 -3700, so scores can be compared with English students and those who are learning English.
- III. Contact Amy Sulley in the Assessment Division if you need any clarification or have any questions around accommodations.

7. **Proctoring Requirements:**

- I. All proctors must sign the “2016-2017 Westminster Public Schools Confidentiality Form”. The form must be filed in the principal’s office and saved for three years.
- II. **Maintain standardization of the assessments:**
 - a) Ensure students have all necessary materials for each assessment (e.g., headphones, scratch paper, math tools, and/or **calculator**)
 - b) Follow all directions and scripts exactly as written (these can be found under the documents tab on Scantron Performance Series website at <https://admin.edperformance.com/Auth/Login/Org.>)
 - c) Move throughout the room during testing
 - d) Monitor students’ progress using the Scantron Performance Series website via <https://admin.edperformance.com/Auth/Login/Org>
 - e) Use proximity to keep students on task
- III. **Test Administrators May NOT:**
 - a) Provide feedback or coach students
 - b) Clarify test questions including reading sources or test items to students*
 - c) Answer content-related questions
 - d) Interfere with the students’ demonstration of skills

- e) Interact with students in any way that would impact student responses
- f) Allow students to communicate with each other in any way or use prohibited materials
- g) Engage in other tasks during test sessions
- h) Actively read or view the assessment items or content before, during, or after testing*
- i) Actively read, view, score (formally or informally) or comment on student responses*
- j) Leave test materials unsecured
- k) Discuss or disclose test content through verbal exchange, email, social media, or any other form of communication

Note: *Except as part of specific accommodations.

I. **Test Environment:**

- a) Be adequately lit, quiet, free of distractions, and heated or cooled.
- b) Be free of personal electronic devices and music.
- c) Display door signs (e.g., Do Not Disturb, No Electronic Devices).

8. **Troubleshooting Guidance:**

- I. Power down testing equipment each night.
- II. It is important to clear the browsing history and cookies at the beginning of each Scantron test window. This will help prevent error messages, graphics not displaying correctly, and/or items that are too difficult for the student based on his/her last scaled score. For example, if a student scored well below grade level and is showing above grade level content, then the proctor would know that the student is not getting appropriate questions for his/her level.
- III. Change out device with another device if you have done Steps I and II. If this still does not work, contact the Assessment Division.