Test Coordinator's Manual

Fall 2004 – Spring 2005

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Harcourt

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General Information

The South Dakota Department of Education (SDDOE) has selected Harcourt Assessment, Inc. (Harcourt), to develop and implement *South Dakota Team-Led Alternate Assessment and Reporting System* (STAARS). The system was created to ensure the state's compliance with the *Individuals with Disabilities Education Act of 1997* (IDEA) and the *No Child Left Behind Act of 2001*. The STAARS Rating Forms will be completed for approximately 650 students who have severe cognitive disabilities and, even with accommodations, cannot demonstrate their capabilities through regular assessment methods.

In spring 2004, the SDDOE drafted alternate standards for both mathematics and reading. In August 2004, the standards were submitted to the State Board and a 30-day public comment period began. Hearings were held around the state. The State Board reviewed and approved the alternate standards, as amended, in September 2004.

The STAARS is designed to measure the following skills of students who are enrolled in special education programs and working toward the Extended Standards:

Communication

Community Use

Functional Academics

Leisure

Social

Academic Skills–Reading/Language Arts

Academic Skills–Mathematics

All the skill areas have been aligned with the South Dakota Extended Standards. The first five skill areas are drawn from the *Adaptive Behavior Assessment System–Second Edition* (ABAS–II; Harrison & Oakland, 2003) a Harcourt product. The Reading/Language Arts and Mathematics sections are taken from the South Dakota Extended Standards, which were written by South Dakota teachers and were aligned with South Dakota Standards by Buros Center for Testing.

Part of the STAARS measurement of Reading/Language Arts and Mathematics is the evidence of student work in those areas. This process typically is called "Body of Evidence" in relation to the development of Individualized Education Plans and is explained further in the STAARS Directions for Administration. This evidence, in addition to the multiple sources that provide information on the student's abilities, assures the reliability and validity of the STAARS.

STAARS Critical Dates

Date	Event
October 25, 2004	Districts receive STAARS materials.
October 27, 2004	Deadline to report material shortages or to request additional materials. Shortages or requests must be reported to the South Dakota Program Coordinator at 1-800-800-8305, extension 5652. **NOTE:** Requests received after this date may not arrive in time for testing and will be shipped at the district's expense.
November 1 – 4, 2004	Training Workshops held.
November 1 – December 15, 2004	**Initial Alternate Assessment completed.**
December 17, 2004	Contact UPS to make an appointment for document pick-up.
December 20, 2004	UPS will pick up materials for shipment to Harcourt's Scoring Center (AccuData) no later than this date.
December 22, 2004	Documents delivered to AccuData Assessment Center.
January 2 – April 15, 2005	**Second Alternate Assessment completed.**
April 18, 2005	Contact UPS to make an appointment for document pick-up.
April 20, 2005	UPS will pick up materials for shipment to Harcourt's Scoring Center (AccuData) no later than this date.
April 22, 2005	Documents delivered to AccuData Assessment Center.
May 23, 2005*	Reports delivered to districts.

*** This date is dependent on the collection of all districts' answer documents by UPS no later than April 22, 2005, and delivery to the scoring center properly organized and in acceptable condition for processing.**

Responsibilities of the District Test Coordinator

As District Test Coordinator, your primary responsibility is to act as a liaison between the Special Education Teachers/Colleagues and Harcourt. Your major responsibilities include:

- verifying the shipment of materials to determine that there are sufficient materials for each Special Education Teacher/Colleague;
- providing training sessions for all Building Coordinators and Special Education Teachers/Colleagues (pages needed for training sessions may be photocopied and distributed);
- distributing test materials to Special Education Teachers and verifying that an accurate accounting of materials consigned to each Special Education Teacher is maintained; and
- inspecting the packaging of materials that the Special Education Teacher returns to you.

If there is more than one school in your district, you may wish to appoint a Building Test Coordinator to carry out some of these responsibilities. You should also keep the principal of each school informed about all testing activities.

Receiving and Inventorying Test Materials

The shipment of test materials must be inventoried upon arrival. All materials received must be verified against the packing list contained in Box 1 of the shipment. If you incur material shortages in your shipment or require additional materials, contact the South Dakota Program Coordinator (1-800-800-8305, extension 5652).

Please keep the cartons in which test materials were shipped and use them to return the completed Rating Forms, Data Collection Forms, and evidence of students' work.

Training Workshops

Use the STAARS Directions for Administration, Rating Form, Reading/Language Arts and Mathematics Data Collection Forms, and pages from this manual to provide training sessions for all Special Education Teachers.

Distributing STAARS Materials

The District Test Coordinator should distribute the STAARS materials to the Building Test Coordinator or Special Education Teacher(s) at each school and emphasize the importance of following the Directions for Administration to ensure reliable, valid results.

Responsibilities of the Building Test Coordinator

- Collect Rating Forms, Data Collection Forms, and Evidence of Student Work (student materials) from each Special Education Teacher.
- Verify that materials have been arranged correctly (see Exhibit 2).
- Assemble all of the envelopes with student materials for each building.
- Arrange for the return of all materials to the District Coordinator.

Responsibilities of the Special Education Teachers and Their Colleagues

Completing the STAARS Rating Forms

The Special Education Teacher is the designated leader of a group of three people who know the student and complete a Rating Form *independently* for the student. The Special Education Teacher is responsible for distributing and collecting the Rating Forms, completing the Data Collection Forms, gathering the student's evidence of work, and assembling and returning all materials to the Building or District Test Coordinator.

It takes about 30 minutes to complete a Rating Form. The two colleagues who know the student may be from these groups:

Speech and Language Therapist	Occupational Therapist
Physical Therapist	Classroom Ed Teacher
Head Special Ed Teacher	Counselor
Principal or Designee	Paraprofessional
School Nurse	Other Member of IEP Team

The Special Education Teacher completes the following forms for each student in Fall 2004 and Winter/Spring 2005:

1) The STAARS Rating Form
2) The Reading/Language Arts Data Collection Form
3) The Mathematics Data Collection Form

The Special Education Teacher also must provide evidence of the student's work as listed on the Reading/Language Arts and Mathematics Data Collection Forms.

The colleagues who complete the Rating Form do not need special training, but they must know the student, be able to complete the Rating Form according to standardized procedures, and provide evidence of the student's abilities listed on the Rating Form. To ensure accurate and reliable results, read the Directions for Administration, the Rating Forms, and the Data Collection Forms before distributing them. **Each person who completes a Rating Form should do so on-site and return it to the Special Education teacher when he or she is finished.**

Reviewing the Returned Rating Forms

Before organizing the Rating Forms and other materials for each student, the Special Education Teacher should check each Rating Form document to ensure that

- each form has been completed;
- the identification information for the student, teacher, school, and district on each Rating Form is accurate and complete;
- the chronological age has been completed and is accurate;
- each Rating Form is in good condition;
- the Reading/Language Arts and Mathematics evidence of work are complete, dated, and include the student's name; and
- the envelopes are labeled with the name of the student and school.

More detailed information on the Special Education Teacher's review of the Rating Forms is included in the STAARS Directions for Administration.

Post-Test Responsibilities of the District Test Coordinator

Collecting Materials

You should receive all materials in envelopes labeled with each student's name and school from the Building Test Coordinators.

Completing the Master File Sheet

The proper Master File Sheet will be identified by the watermark imprinted across the sheet. It is important to use the correct sheet. Do not change the preprinted name of buildings on the Master File Sheet. If you feel a change is absolutely necessary, contact the South Dakota Program Coordinator at Harcourt: 1-800-800-8305, extension 5652.

Verifying the Scoring Service Identification (SSID) Sheet

Verify that there is a completed **SSID Sheet** for each building. Make sure that the teacher's name and the school name are identical to those on the District Master File Sheet. Place the SSID sheet for each building on top of the stack of envelopes within the box.

Packing and Shipping the Alternate Assessment Materials

Pack all the completed scorable materials in the boxes in which you received the materials. The Master File Sheet should be placed in the box last.

Close and tape the box to ensure that the materials are securely contained and place the "**Red**" return label with the wording "**South Dakota Alternate Assessment Materials**" on the box. On each box, place the "Second-Day Air" UPS label addressed to:

Harcourt Assessment

c/o AccuData Services, Inc.

17317 Bell North Drive

Schertz, TX 78154

Attn: Joan Patteson, Project Manager

Call UPS to have the box(es) picked up. If you have any questions concerning the return of the Alternate Assessment test materials, please call Harcourt Customer Service at 1-800-211-8378.

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Test Coordinator's Checklist for Packing and Returning Assessment Materials

Please follow these steps for packing and returning materials in fall 2004 and spring 2005:

— Call UPS by the Critical Dates as provided on Page 2 to arrange for the collection of the test materials.

— Verify that all materials have been received from each Building Test Coordinator.

— Check the SSID Sheets listing each class to be sure that the school name and the numbers of documents have been completed correctly.

— Complete the Master File Sheet for each building with the number of students tested.

— Pack student materials in the same order, by school, as they are listed on the Master File Sheet.

— Place the Master File Sheet as the top item in Box 1 of 1 of your shipment.

— Use sturdy cartons to protect the assessment materials in transit.

— Close and tape the box(es) to ensure that the materials can be contained safely in the box and place the "**Red**" return label with the wording "**South Dakota Alternate Assessment Materials**" on the side of the box(es).

— Apply the UPS label(s) to the top of the box(es).

— Have the entire shipment ready for UPS the morning of the scheduled pick-up.

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EXHIBIT 1

Assembling and Packing Materials for One Student

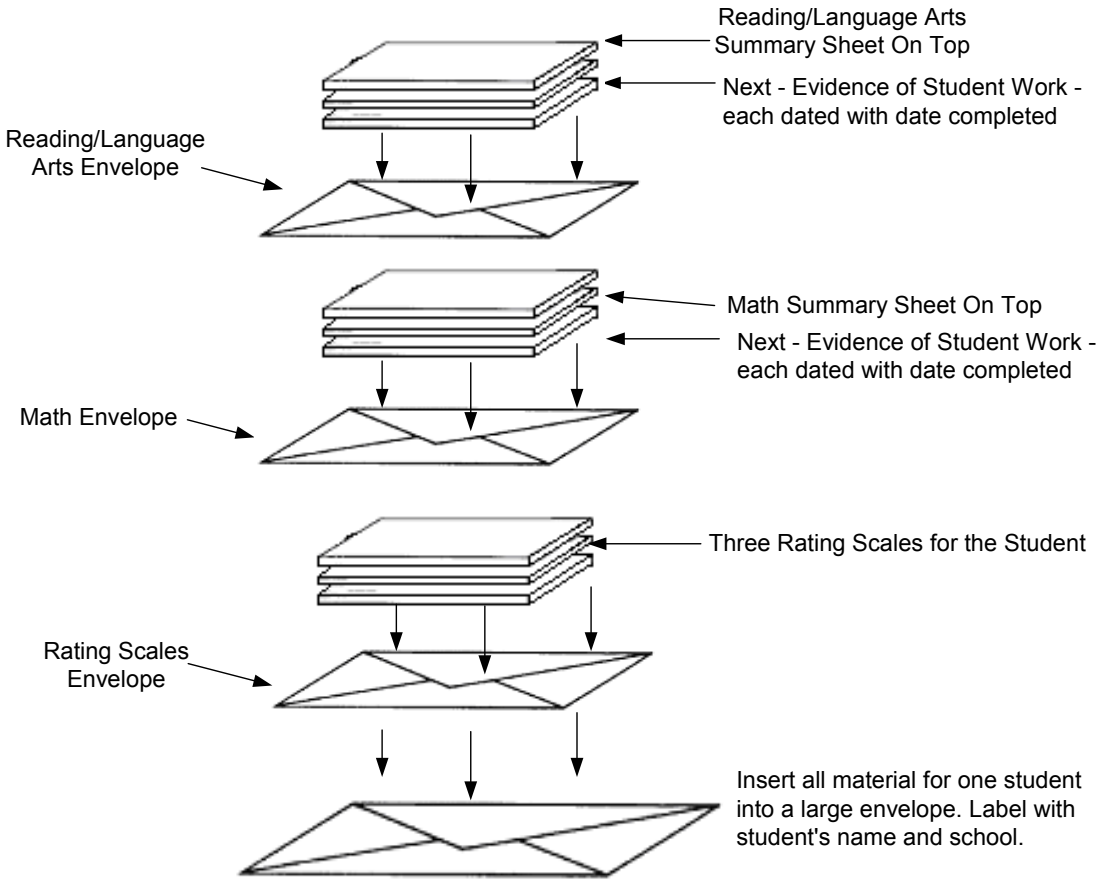

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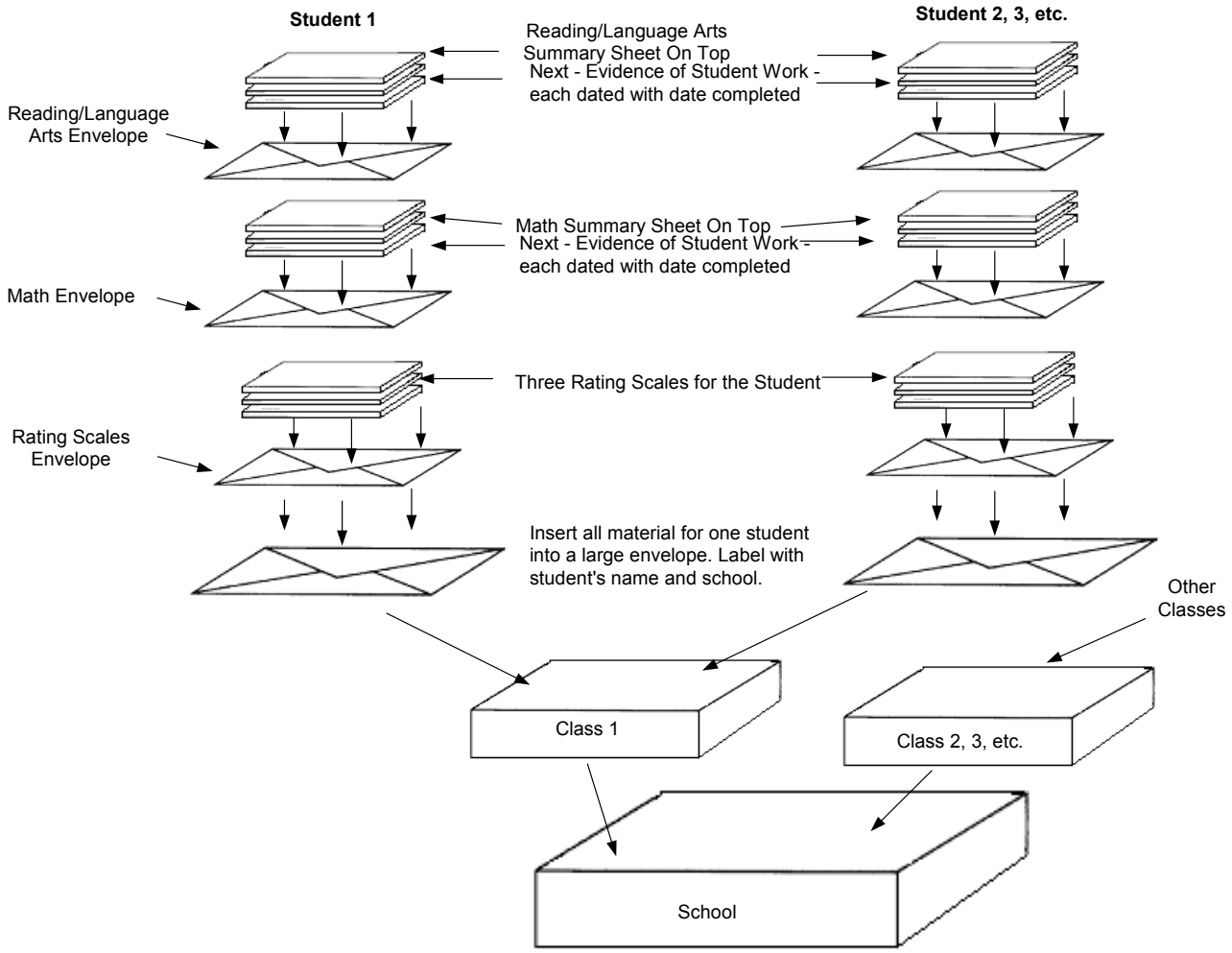
Exhibit 2

Assembling and Packing Materials for Shipment



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