

CoAlt Data Management

Mindy Roden, Assessment Unit



Fall 2016

CoAlt: Science and Social Studies

Agenda

- Important Dates
- Activities Before Testing
 - Chain of Custody, Test Security, Annual Training and PearsonAccess^{next}
- Activities During Testing
 - Administering the assessment, Testing Procedures, and Examples of administering the CoAlt: Science and Social Studies Assessment
- Activities After Testing
 - Online Score Entry, Status Reports, and Returning Materials
- Support



CoAlt: Science and Social Studies

CoAlt PearsonAccess^{next} Important Dates

TITLE	DATES*
Student Data upload/Participation Counts for initial orders	January 9 – 27, 2017
Materials Arrive in Districts	March 27, 2017
Additional Orders - Secure Materials	March 28 - April 25, 2017
Additional Orders - Non-Secure Materials	March 28 - May 3, 2017
Testing Window	April 10 – 28, 2017
Score Entry Deadline	May 3, 2017
Schedule Pickup Deadline	May 3, 2017
Materials Pickup Deadline	May 5, 2017

*An early high school science option is available. The early window dates are 3/27-4/14 or 4/3-4/21. Materials for the early window will arrive on 3/17. High school science materials must be returned the week following the close of the early window.



Security and the Chain of Custody

- All CoAlt testing materials are secure.
- Each person in the chain is responsible for test security while the assessment is in their possession.
- Secure Storage
- Distribution of Materials



Test Security

- Items are not reproduced*
- Student responses are not reproduced
- Student responses are recorded only in the test book or on the score form – to be entered into PearsonAccess^{next}
- No digital cameras, video cameras or recoding devices of any type

*Add Note



The Testing Environment

- Separate testing space
- No distractions
 - Turn off the phone (including cell phones)
 - Not disrupted by other staff
 - Not disrupted by other students
- Anyone in the testing room
 - Must be trained on security
 - Must sign a Colorado Security Agreement form
 - Must sign a confidentiality form



Test Examiners

- Must be a Certified Educator
 - District employee
 - General Education / Special Education
 - NOT substitute license
- Should be the person who knows the student (and the student's mode of communication) best – but not a relative
- Must be trained annually



Annual Training

Should include:

- Resources Available
 - Communication Protocols
 - Security
 - Administration Procedures
-
- Provide an opportunity to practice giving released items
 - Provide an opportunity for immediate feedback
 - Provide an opportunity to ask questions

<http://www.cde.state.co.us/assessment/CoAlt-Items.asp>



Managing PearsonAccess^{next}

Create/Update a Test Examiner User

- Accounts can be created or updated through the User Interface (UI) or through the User File import/export process.
 - District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) can create Test Examiner accounts in PearsonAccess^{next}.
 - DACs and SACs can also add the Test Examiner role to existing PearsonAccess^{next} user accounts.
- Log into PAN and select the CoAlt administration

Colorado > 2016 - 2017 > CO CoAlt: Science and Social Studies Spring 2017



Managing PearsonAccess^{next}

Create/ Update Account through a User File Import/Export

- Directions for creating or updating user accounts through the file import/export process are found in the *PearsonAccess^{next} Online User Guide* at <https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>.
- To create a new Test Examiner account or add the Test Examiner role to an existing account TEST_EXAMINER should be entered in Column G in the user file.

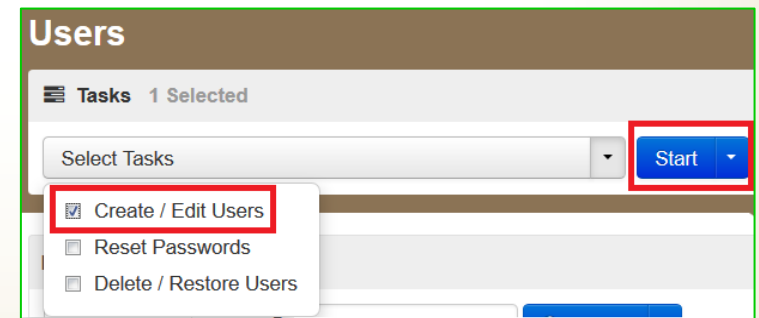
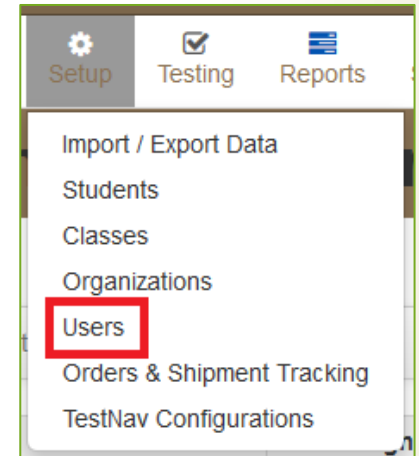
Column Letter	Field Name	Expected Value
G	Roles	TEST_EXAMINER



Managing PearsonAccess^{next}

Create/Update a Test Examiner User through the UI

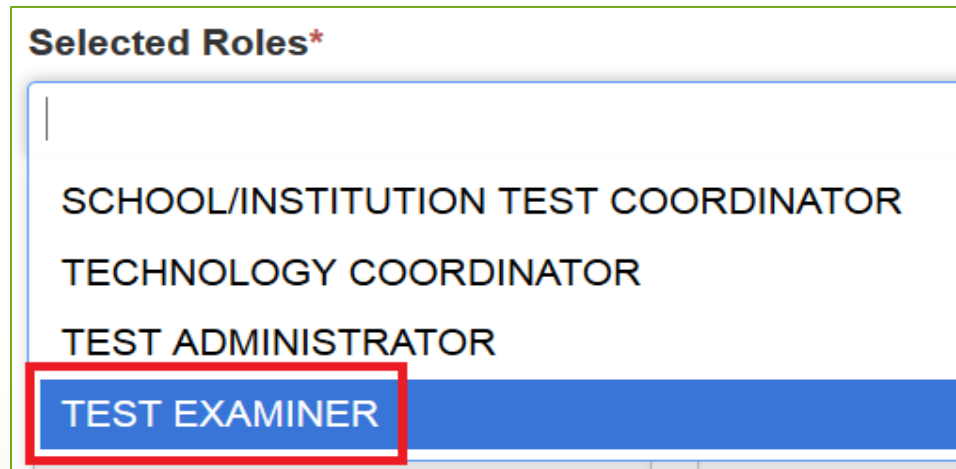
- Select Setup > Users.
 - For existing users, next use the Find Users search box to locate the account and select the checkbox next to the username.
- Select Create/Edit Users from the Tasks dropdown and select Start.



Managing PearsonAccess^{next}

Create/Update a Test Examiner User through the UI

- Complete/update the necessary fields for the user on the Details screen.
 - In the Selected Roles field, select Test Examiner from the list of available roles.



Selected Roles*

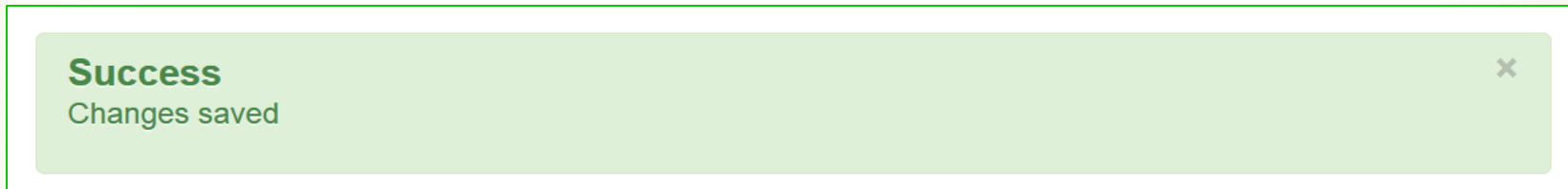
- SCHOOL/INSTITUTION TEST COORDINATOR
- TECHNOLOGY COORDINATOR
- TEST ADMINISTRATOR
- TEST EXAMINER**

- Select Create/Save.

Managing PearsonAccess^{next}

Create/Update a Test Examiner User through the UI

- Once the green Success: Changes saved message appears at the top of the screen, the account has been created or updated.
 - Newly created users will automatically receive an email with a link to set a password.



- Select the Exit Tasks button.

Step-by-step directions with screen shots are available on the CDE Assessment Training webpage, *Appendix H* in the *CMAS and CoAlt Procedures Manual*, Avocet and in PearsonAccess^{next} support.



Managing PearsonAccess^{next}

Registering Students

Students can be manually enrolled and registered through the PearsonAccess^{next} user interface or by importing a SR/PNP.

For information about registering students through a SR/PNP import, view the CoAlt SR/PNP Field Definitions Document located on the Support page of PearsonAccess^{next}.

Note: The CoAlt SR/PNP Field Definitions Document will be posted later this fall.



Managing PearsonAccess^{next}

Registering Students via the User Interface

Log into PAN and select the CoAlt administration.

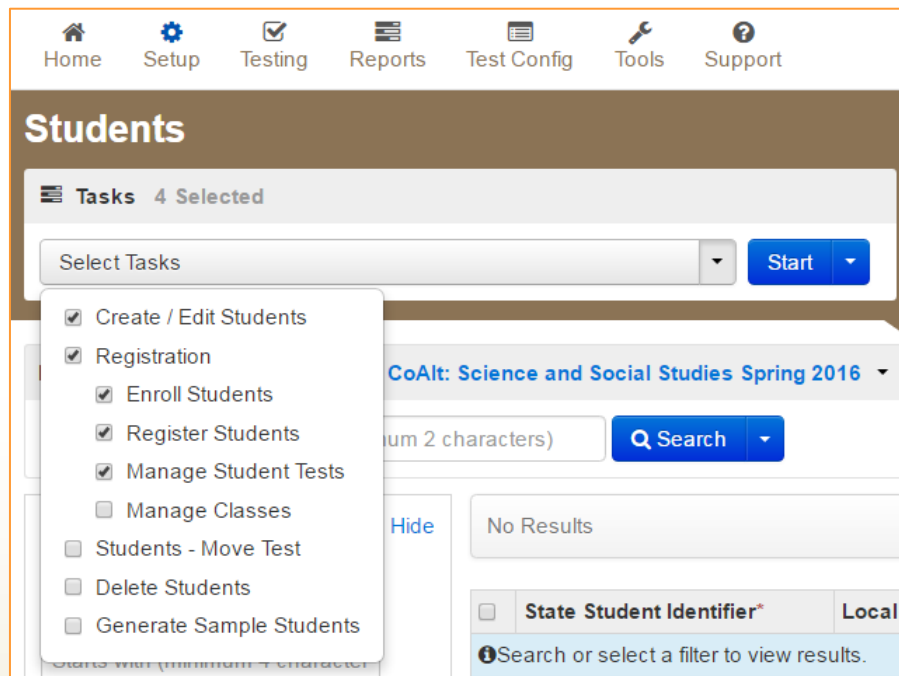
Colorado > 2016 - 2017 > CO CoAlt:: Science and Social Studies Spring 2017



Managing PearsonAccess^{next}

Registering Students via the User Interface

- Go to **Setup > Students**.
- Select **Create/Edit Students**, **Register Students**, and **Manage Student Tests** under the **Tasks** dropdown menu and click **Start**.



Managing PearsonAccess^{next}

Registering Students via the User Interface

- On the **Create/Edit Students** screen, enter the student's demographic information. Make sure to correctly enter all information, especially the State Student ID.
- Click **Create**.

Tasks for Students

Add Task Previous Task Next Task Exit Tasks

Create / Edit Students Enroll Students Register Students Manage Student Tests Manage Classes

STUDENTS (1)

Create Students

SAMPLE, STUDENT (SAMPLE0001)

DETAILS

SAMPLE, STUDENT (SAMPLE0001) Save Reset

Organization*

TEST SCHOOL (ZZ-100000-9999)

State Student Identifier* SAMPLE0001

Local Student Identifier

Last or Surname* SAMPLE

First Name* STUDENT

Birthdate* 2016-10-04

Middle Name

Sex* Male

State Field 1

Pearson ID

997C492F-65A8-4522-A138-582

* Required

Save Reset

Show Student Details

Show Audit Trail



Managing PearsonAccess^{next}

Registering Students via the User Interface

- On the **Register Students** screen, select the student to register and check the Registered option. The student's Grade Level and Responsible School Code will also need to be entered.
- Click **Save**.

The screenshot shows the 'Register Students' interface in PearsonAccess next. At the top, there is a navigation bar with tabs: 'Create / Edit Students', 'Enroll Students', 'Register Students' (which is active), 'Manage Student Tests', and 'Manage Classes'. Below the navigation bar, the page is titled 'STUDENTS (1)' and 'CO COALT: SCIENCE AND SOCIAL STUDIES SPRING 2016'. A list of students is shown on the left, with 'SAMPLE, STUDENT (SAMPLE0001)' selected and highlighted in blue. To the right of the student list, the student's name 'SAMPLE, STUDENT (SAMPLE0001)' is displayed, along with 'Save' and 'Reset' buttons. Below the student name, there is a checkbox labeled 'Registered' which is checked. To the right of the checkbox, there are links for 'Show Student Details' and 'Show Audit Trail', and a button labeled '5 Critical Warnings'. Below the 'Registered' checkbox, there are three fields: 'Grade Level When Assessed*' with a dropdown menu showing 'Fourth Grade', 'Responsible School Code*' with a dropdown menu showing 'TEST SCHOOL (ZZ-100...', and 'Ship Report District Code*' with an empty text box. Below the 'Ship Report District Code*' field, there is another empty text box for 'Ship Report School Code*'. The interface is clean and professional, with a white background and blue accents.



Managing PearsonAccess^{next}

Registering Students via the User Interface

- On the **Manage Student Tests** screen click **Create Student Tests**.
- Select the student from **Student** dropdown menu.
- Select the Test from the **Test** dropdown menu.
- Select the Organization from the **Organization** dropdown menu.
- Select **Alternate** from the **Test Format** dropdown menu.
- Click **Create**.

The screenshot displays the 'Manage Student Tests' interface. At the top, a navigation bar includes links for 'Create / Edit Students', 'Enroll Students', 'Register Students', 'Manage Student Tests' (the active tab), and 'Manage Classes'. Below this, the 'Test Filter' section has a text input with 'Add' and a 'Filter by Test Status' section with checkboxes for 'Complete' and 'Assigned', and an 'Apply' button. The 'STUDENT TESTS (1)' section on the left shows a list with 'SAMPLE, STUDENT (SAMPLE0001)' and 'Grade 4 Social Studies' (marked as 'Assigned'). The 'TEST DETAILS' section on the right shows 'SAMPLE, STUDENT (SAMPLE0001)' with 'Save' and 'Reset' buttons. Below this, 'Grade 4 Social Studies' is selected with an 'Assigned' checkbox. The 'Organization*' dropdown is set to 'TEST SCHOOL (ZZ-100000-9999)'. The 'Class Name' dropdown is set to 'Select'. The 'Student Test UUID' is 'E84E49C4-F331-469B-8A14-23F'. The 'Testing Organization Code' is a greyed-out field. The 'Test Format*' dropdown is set to 'Alternate'. There are checkboxes for 'Not Tested Code' and 'Void Test Score Code', and a 'Not Tested Reason' dropdown. Links for 'Show Student Details' and 'Show Audit Trail' are also present.



Managing PearsonAccess^{next}

Test Examiner Assignments

- A Test Examiner (TE) must be assigned to each student test in PAnext in order to enter student scores.
 - The same TE can be assigned to multiple students.
 - PAnext user accounts that have been assigned the TE role will only be able to see students to whom they have been assigned.
- The DAC or SAC needs to assign the TE to the student test.

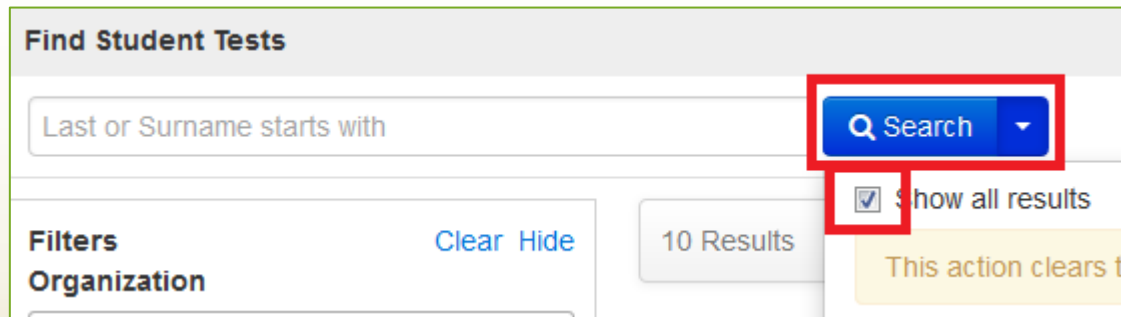
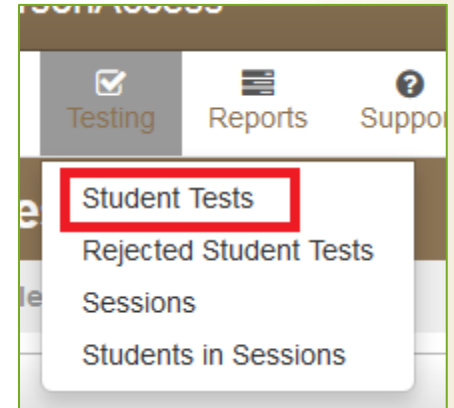
Note: Only users within the Test Examiner Role can be assigned to a student test. Make sure that the Test Examiner user account is attached to the organization in which the student is enrolled.



Managing PearsonAccess^{next}

Assigning a User to a Student Test

- Sign into PAnext and select the CO CoAlt: Science and Social Studies Spring 2017 Administration.
- Select the **Student Tests** under the Testing button.
- To locate students select **Show all results** under the search button.



Managing PearsonAccess^{next}

Assigning a User to a Student Test

Select the checkbox in line with the student's name (additional students can also be selected at the same time if Test Examiners need to be assigned to multiple students).

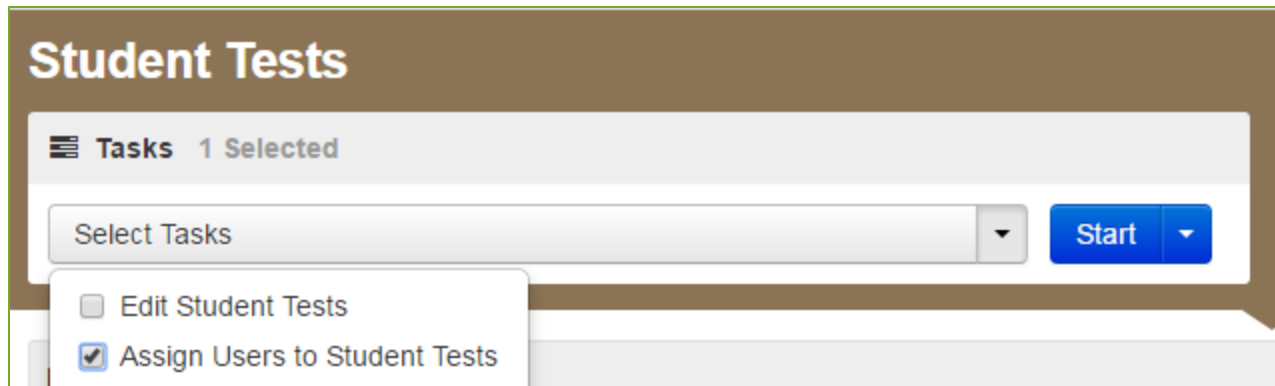
<input type="checkbox"/>	Student	Organization	Test
<input checked="" type="checkbox"/>	STUDENT, SAMPLE 1 i	TEST SCHOOL (ZZ-100000-9999)	Grade 4 Social Studies



Managing PearsonAccess^{next}

Assigning a User to a Student Test

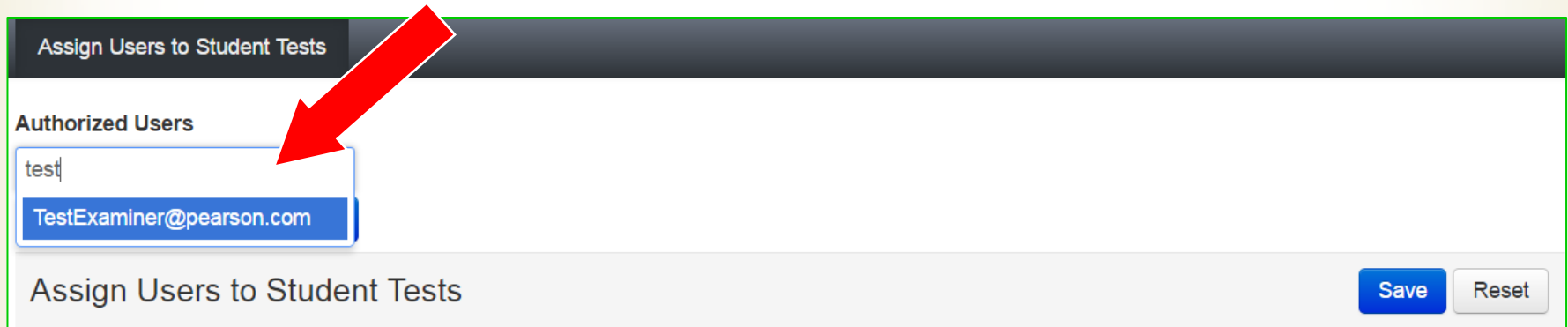
- In the **Select Tasks** dropdown menu, select **Assign Users to Student Tests**.



Managing PearsonAccess^{next}

Assigning a User to a Student Test

- Under **Authorized Users**, start to type the user name of the user you want to assign to the student test.
- Select the user name when it appears.



The screenshot shows a web interface titled "Assign Users to Student Tests". Under the "Authorized Users" section, there is a text input field containing the text "test". A red arrow points to a dropdown menu that has appeared below the input field, showing the email address "TestExaminer@pearson.com". At the bottom of the interface, there are "Save" and "Reset" buttons.

Managing PearsonAccess^{next}

Assigning a User to a Student Test

- Select the checkbox in line with the student's name (additional students can also be selected at the same time if Test Examiners need to be assigned to multiple students)
- Select **Assign to selected student tests.**
- Select **Save.**

Assign Users to Student Tests

Authorized Users

✕ TestExaminer@pearson.com

Assign to selected student tests

Assign Users to Student Tests Save Reset

<input type="checkbox"/>	Student	Test	Authorized Users
<input checked="" type="checkbox"/>	STUDENT, NEW	Grade 4 Social Studies	

Managing PearsonAccess^{next}

Removing a User from an Assigned Student

- Select the **X** next to the user name under **Authorized Users**
- Select Save

Assign Users to Student Tests Save Reset

<input type="checkbox"/>	Student	Test	Authorized Users
<input type="checkbox"/>	STUDENT, SAMPLE 1	Grade 4 Social Studies	<div>× TestExaminer@pearson.com</div>

Receiving and Distributing Materials

- Timely
 - Review procedures
 - Prepare materials
- Upon request, DACs may distribute PDF versions of task manipulatives for accommodations
 - Contact CDE for additional information



CoAlt: Science and Social Studies

During Testing

- Test book layout
- Two item types
 - Selected Response
 - Supported Performance Tasks
- Online Score Entry
 - Recommended: Enter scores on the same day the test is administered
 - At the latest, online score entry must be completed by May 3rd



CoAlt: Science and Social Studies

Test Materials

- In grades 4, 5 & 7 there is one test form per grade:
 - Form 171
- In grades 8 and HS there are two test forms:
 - Form 171
 - Form 172
- Each student must be assessed with their own book and corresponding task manipulatives.



CoAlt: Science and Social Studies

During Testing

- Student is presented with **three or four** answer options
- Student will work with item until the **correct answer** is received or maximum attempts is reached
- CoAlt Test Examiners may **NOT** reword prompts
- Re-present prompt at level four **only when the student does not respond**
- An **additional prompt is included** to engage the student at level three
- Only **one** data point is recorded



CoAlt: Science and Social Studies

Test Materials and Task Manipulatives

- In each CoAlt Test Kit
 - Test book with form number on the front
 - Task manipulatives
 - Score entry form (with task manipulatives)
 - For recording purposes only – use to complete online score entry after test completion
 - Secure return envelope
- Task manipulatives shrink-wrapped with each test book must be used with that specific test book.
 - Task manipulatives must be cut apart prior to testing.
- **Test materials that were shrink-wrapped together should stay together at all times.**



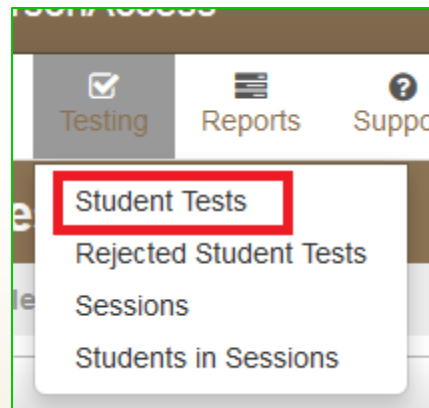
Online Score Entry

Enter the students score in PearsonAccess^{next}

- Select the CoAlt administration and the appropriate organization.

Colorado > 2016 - 2017 > CO CoAlt: Science and Social Studies Spring 2017

- Select Testing > Student Tests.



Online Score Entry

Enter the students score in PearsonAccess^{next}

- Locate the student by typing the student's last name into the search box or by selecting the Search drop-down and select Show all results.

Find Student Tests

Last or Surname starts with

Search

Filters Organization Clear Hide 10 Results

Show all results

This action clears t

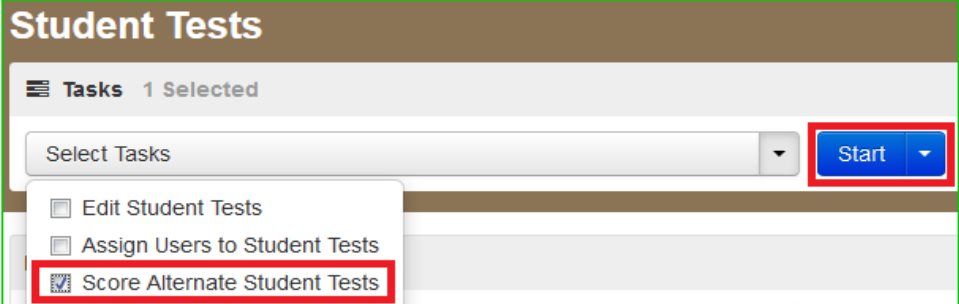
- Select the checkbox in line with the student's name (additional students can also be selected at the same time if scores need to be entered for multiple students).

<input type="checkbox"/>	Student	Organization	Test
<input checked="" type="checkbox"/>	STUDENT, SAMPLE 1	TEST SCHOOL (ZZ-100000-9999)	Grade 4 Social Studies

Online Score Entry

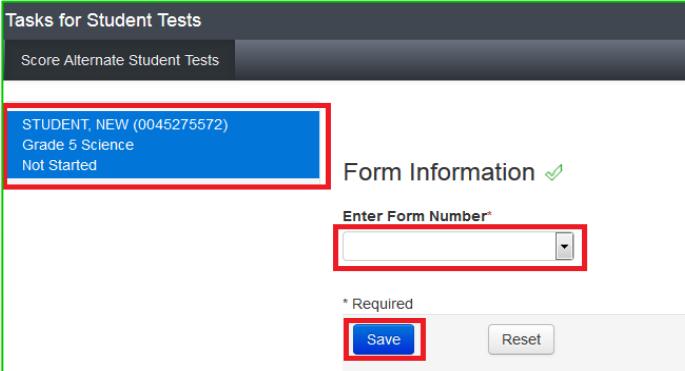
Enter the students score in PearsonAccess^{next}

- Select **Score Alternate Student Tests** from the **Tasks** drop-down and then select the **Start** button.



The screenshot shows the 'Student Tests' interface. At the top, there is a 'Tasks' dropdown menu with '1 Selected' next to it. The dropdown menu is open, showing three options: 'Edit Student Tests', 'Assign Users to Student Tests', and 'Score Alternate Student Tests'. The 'Score Alternate Student Tests' option is selected and highlighted with a red box. To the right of the dropdown menu is a blue 'Start' button, also highlighted with a red box.

- Select the student's name on the left side of the screen, select the appropriate form number from the **Enter Form Number** drop-down, and select the **Save** button.



The screenshot shows the 'Tasks for Student Tests' interface. At the top, there is a 'Score Alternate Student Tests' task selected. Below this, there is a list of students. The first student, 'STUDENT, NEW (0045275572)', is highlighted with a red box. To the right of the student list is a 'Form Information' section. It contains a dropdown menu labeled 'Enter Form Number*' and a 'Save' button, both highlighted with red boxes. There is also a 'Reset' button.



Online Score Entry

Enter the students score in PearsonAccess^{next}

- Enter IEP and assessment accommodations

Pre-Test Information ✓

IEP*	Test Accommodations (check all that apply)	Grade 5 Science*
<input type="checkbox"/>	Assistive technology	<input type="checkbox"/>
<input type="checkbox"/>	Braille	<input type="checkbox"/>
<input type="checkbox"/>	Eye gaze	<input type="checkbox"/>
<input type="checkbox"/>	Modified picture symbols	<input type="checkbox"/>
<input type="checkbox"/>	Objects	<input type="checkbox"/>
<input type="checkbox"/>	Sign language	<input type="checkbox"/>
<input type="checkbox"/>	Translation into student's native language	<input type="checkbox"/>
<input type="checkbox"/>	Other	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>

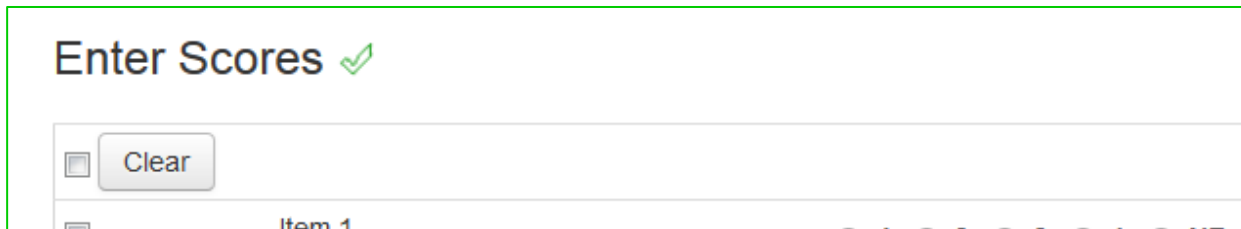
* Required



Online Score Entry

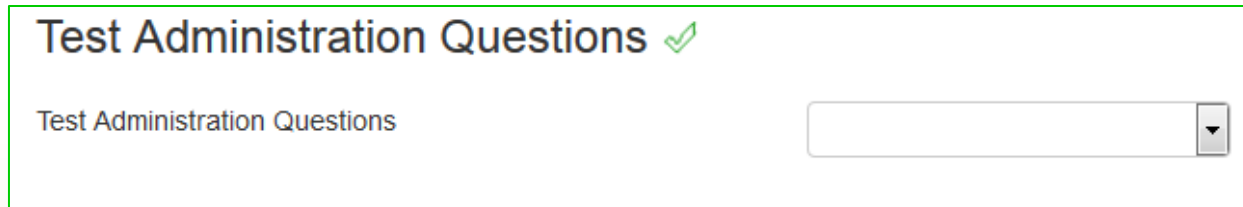
Enter the students score in PearsonAccess^{next}

- Enter the student's scores



The screenshot shows a web interface titled "Enter Scores" with a green checkmark icon. Below the title is a horizontal bar containing a small square icon and a "Clear" button. Below this bar, the text "Item 1" is visible, followed by a series of small, faint icons.

- Optional: Enter responses to the Test Administration Questions.



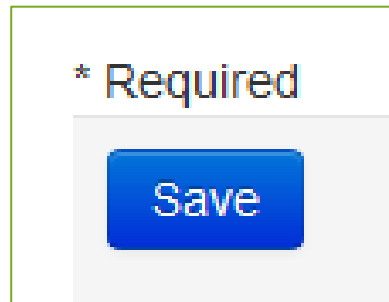
The screenshot shows a web interface titled "Test Administration Questions" with a green checkmark icon. Below the title, the text "Test Administration Questions" is displayed next to a dropdown menu.



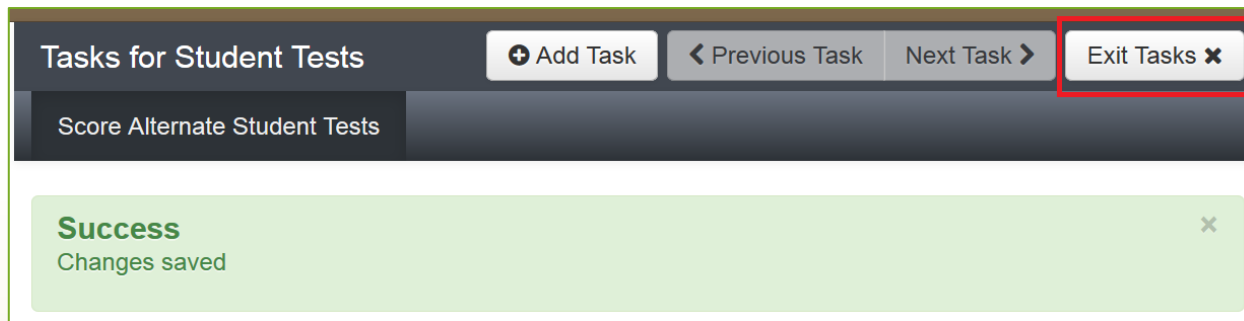
Online Score Entry

Enter the students score in PearsonAccess^{next}

- Select the **Save** button.



- Once the green **Success: Changes saved** message appears at the top of the screen, select the **Exit Tasks** button.



Online Score Entry Verification

Verify the entry of students score in PearsonAccess^{next}

- DACs and SACs can access Score Entry Reports through PAnext.
 - Verify the status of student tests across the district or school.
- Two types of reports are available and can be displayed through the UI or downloaded as .csv files:
 - **Summary Reports** - contain Student Test status counts by test/grade across the district or school
 - **Status Reports** - contain Student Test status by individual student across the district or school.
- Select the CoAlt administration and the appropriate organization.

Colorado > 2016 - 2017 > CO CoAlt: Science and Social Studies Spring 2017

- Select **Reports > Score Entry Reports**.

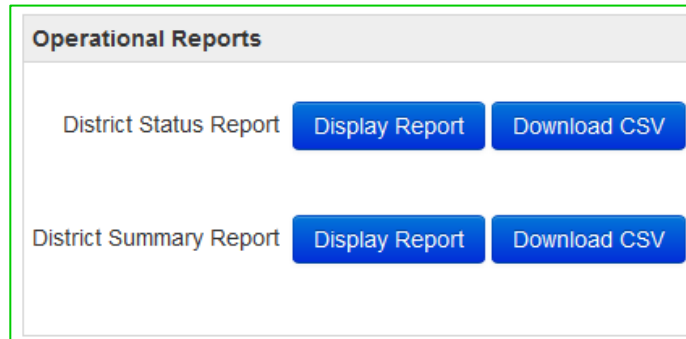


Online Score Entry Verification

Verify the entry of students score in PearsonAccess^{next}

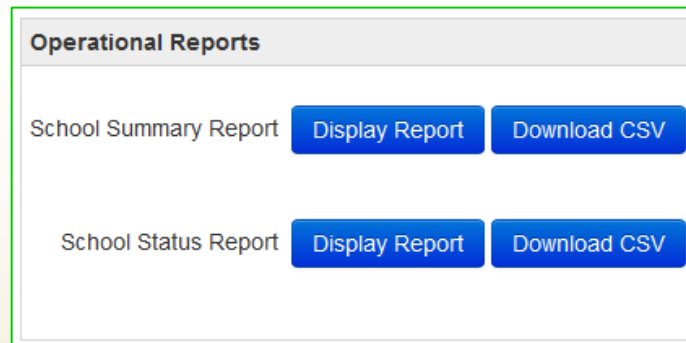
- The Score Entry Reports screen will appear.
 - Based on the selected organization, the report options will be either **District** or **School** level:

District



The screenshot shows a web interface titled "Operational Reports". It contains two rows of report options. The first row is for the "District Status Report", with buttons for "Display Report" and "Download CSV". The second row is for the "District Summary Report", also with buttons for "Display Report" and "Download CSV".

School



The screenshot shows a web interface titled "Operational Reports". It contains two rows of report options. The first row is for the "School Summary Report", with buttons for "Display Report" and "Download CSV". The second row is for the "School Status Report", also with buttons for "Display Report" and "Download CSV".



Online Score Entry Verification

Verify the entry of students score in PearsonAccess^{next}

- Select **Display Report** or **Download CSV** for the Summary Report.
- Verify Student Test status counts by test/grade in the **Not Started**, **In Progress**, and **Completed** columns.

Summary Report

Download CSV

Exit Report

1 Results

School	Test	Test Assignments	Not Started	In Progress	Completed	Invalidated
COLLIN	Grade 5 Science	10	7	1	2	0



Online Score Entry Verification

Verify the entry of students score in PearsonAccess^{next}

- Select **Display Report** or **Download CSV** for the Status Report.
- Verify individual student test status in the **Status** column.

Status Report						
					Download CSV	Exit Report
10 Results						
School	Student Name	SASID Number	Grade	Test	Status	
COLLIN	STUDENT, NEW	0045275572	05	Grade 5 Science	Completed	
COLLIN	STUDENT, NEW	6625688496	05	Grade 5 Science	Completed	
COLLIN	STUDENT, NEW	3060160777	05	Grade 5 Science	Not Started	
COLLIN	STUDENT, NEW	1605510646	05	Grade 5 Science	In Progress	
COLLIN	STUDENT, NEW	7149173999	05	Grade 5 Science	Not Started	

Return Materials

- All materials must be returned to the DAC after testing:
 - Secure Return Envelope (1 per student)
 - Task manipulatives
 - Used score recording forms
 - Security Form (1 per Test Examiner)
- Any **accommodated** task manipulatives will be securely destroyed by the DAC and should not be returned to Pearson.
- If PDF versions of the task manipulatives were made available to SACs/Test Examiners, the **Verification of Removal of Saved Data** form must be completed and collected (see *CMAS and CoAlt Procedures Manual, Appendix G*).
- Do not return materials to Pearson until score entry has been verified for each student.



Return Materials

- Immediate Return*
 - Schools return to DAC once last student has tested
 - DACs return to Pearson once last school has tested
 - Last day to schedule pick-up **May 3, 2017**
 - Last day for material pick-up **May 5, 2017**
- Do not return materials to Pearson until score entry has been verified for each tested student
 - Use the blue nonscorable return label for CoAlt
 - *See 5.0 After Testing in Procedures Manual*

NONSCORABLE MATERIAL LABEL

SAMPLE DISTRICT		9999	Model: 0-0000
ADDRESS LINE 1			
ADDRESS LINE 2			
DENVER, CO 80000		DIST: BOX	OP
SCHOOL:		SCH #:	
		SCH: BOX	OP
SPR 2014 COLORADO SCI/SS			
PEARSON			
7405 IRISH DR. SW			
CEDAR RAPIDS, IA 52404			
NONSCORABLE: SECURE MATERIALS			
			
999-131-001 0005360310 ANG			

*Schools participating in the early high school science administration window (either 3/27-4/14 or 4/3-4/21) must return high school science materials the week following the close of the early high school science window.



CoAlt: Science and Social Studies Support

- Support Page on PearsonAccess^{next}
- Toll Free Phone Support
 - 1-888-687-4759
- Email Support
 - COHelp@support.Pearson.com

