CoAlt Data Management

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Department of Education

Fall 2016

- 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

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

- Provide an opportunity to practice giving released items

- Provide an opportunity for immediate feedback

- Provide an opportunity to ask questions

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
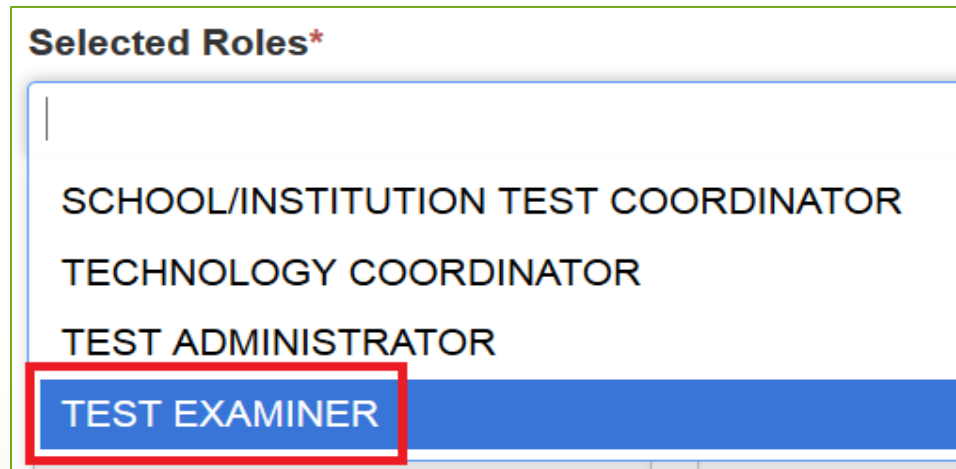
- Select Setup > Users.

  - 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 drop-down and select Start.
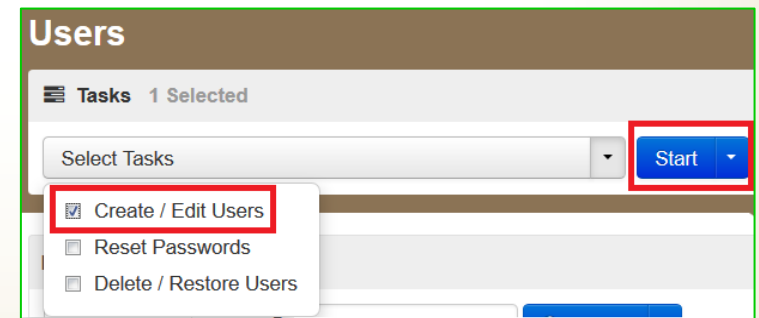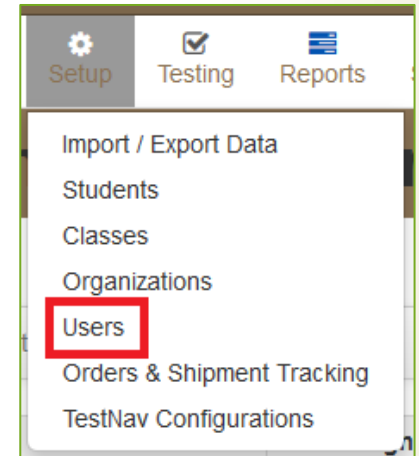
Managing PearsonAccess^{next}
Create/Update a Test Examiner User through the UI

- 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.

- Select Create/Save.

- 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.

Success
Changes saved   ×
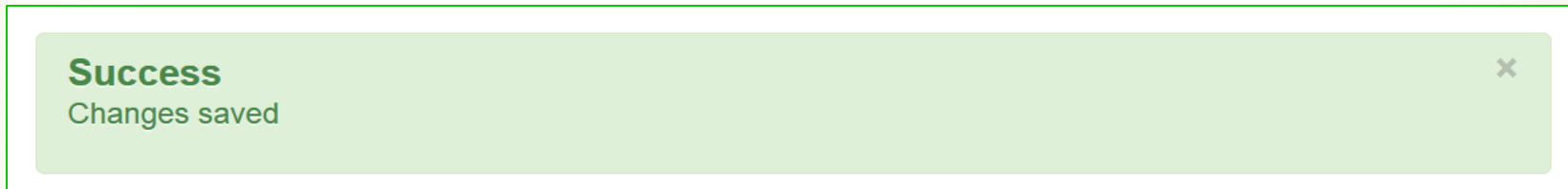
- Select the Exit Tasks button.

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**.
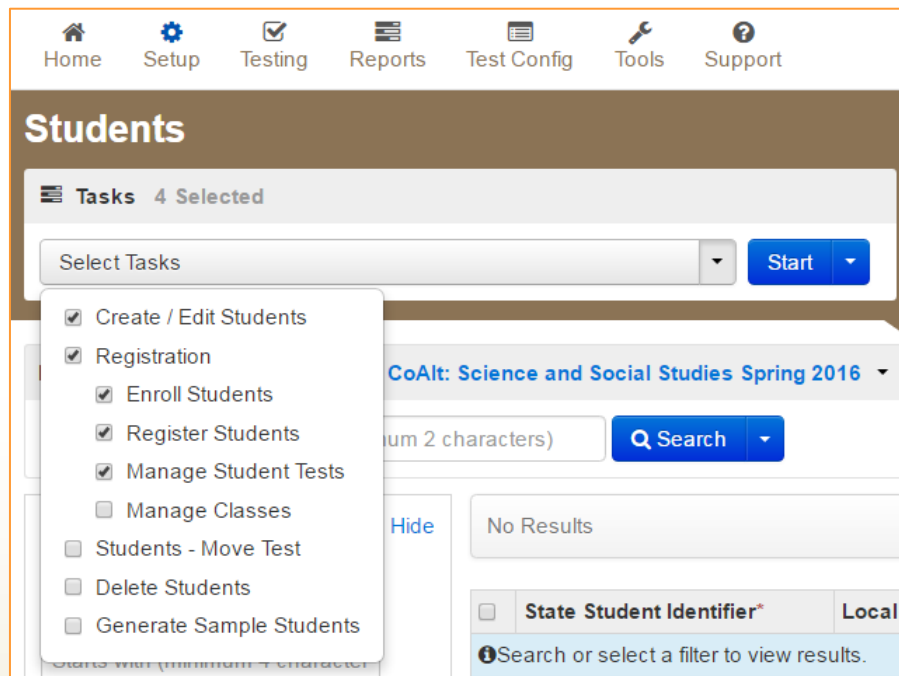
Managing PearsonAccess^next
Registering Students via the User Interface

- 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.**

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.**

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.**

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.
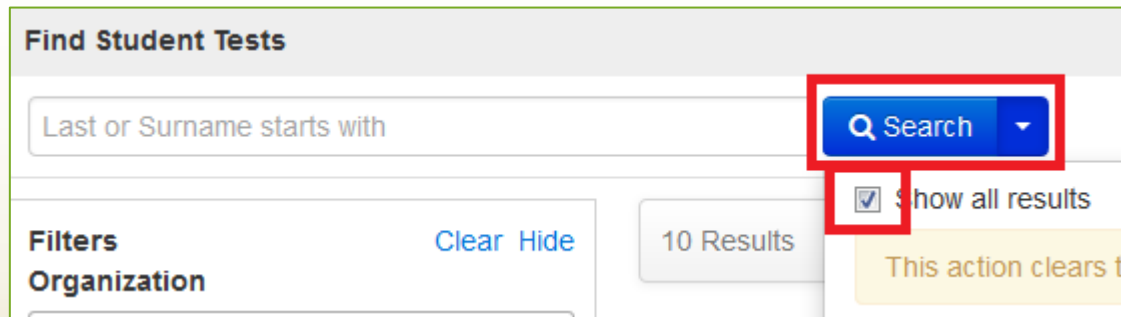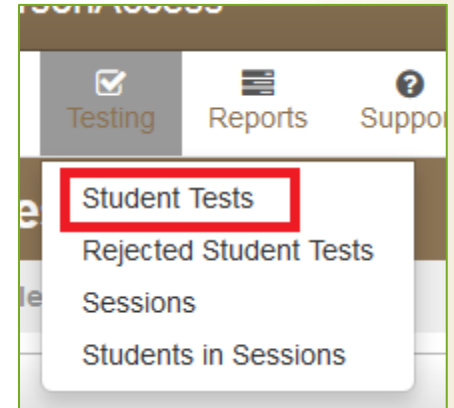
Managing PearsonAccess^{next}

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).
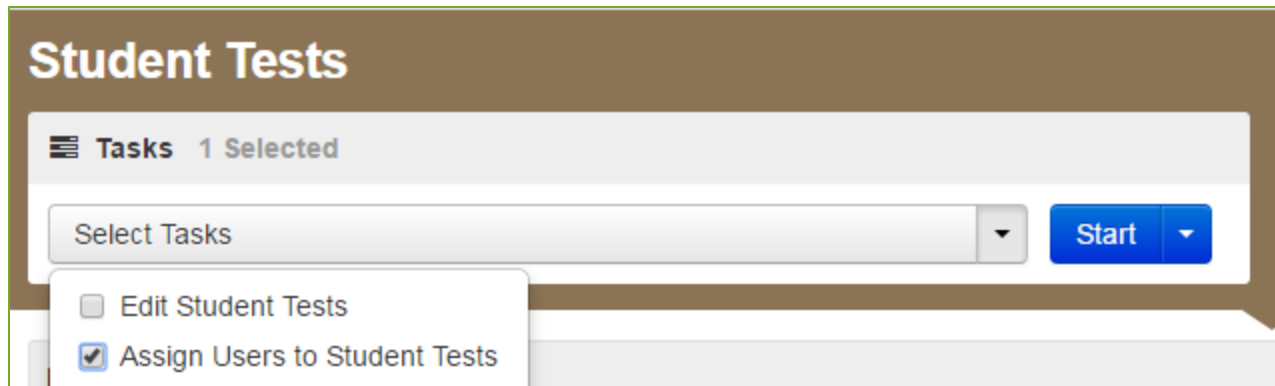
	Student	Organization	Test
☑	STUDENT, SAMPLE 1 ⓘ	TEST SCHOOL (ZZ-100000-9999)	Grade 4 Social Studies

Managing PearsonAccess^{next}

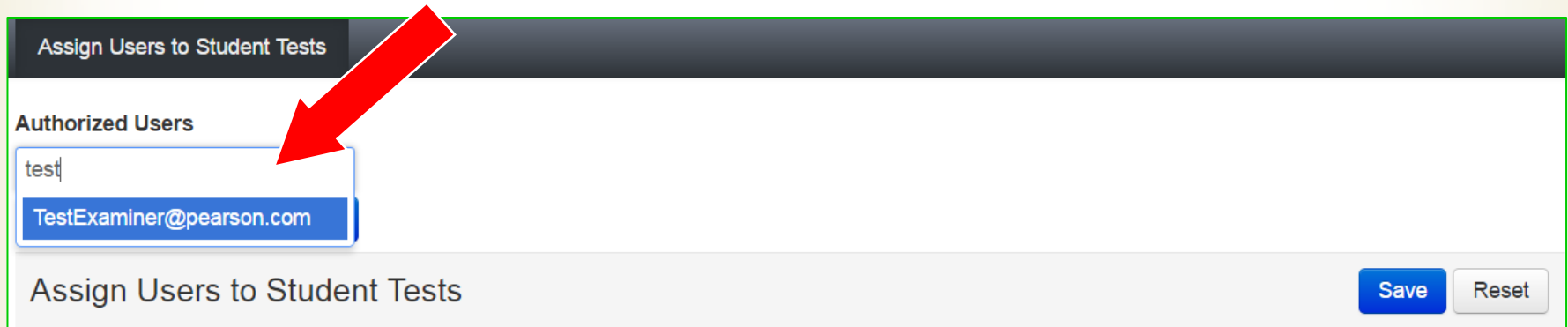**Assigning a User to a Student Test**

- 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.

- 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.**

Managing PearsonAccess^{next}
Removing a User from an Assigned Student

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

	Student	Test	Authorized Users
			Save Reset
☐	STUDENT, SAMPLE 1	Grade 4 Social Studies	✕ TestExaminer@pearson.com

Assign Users to Student Tests

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.
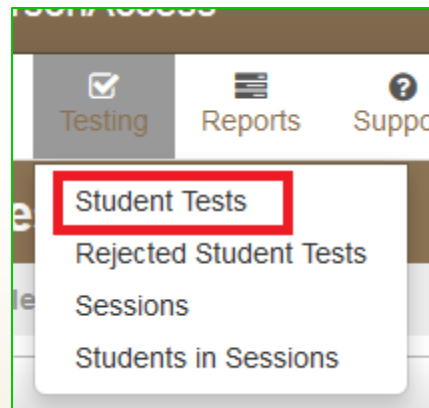
Online Score Entry
Enter the students score in PearsonAccess^{next}

- 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.

- 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).
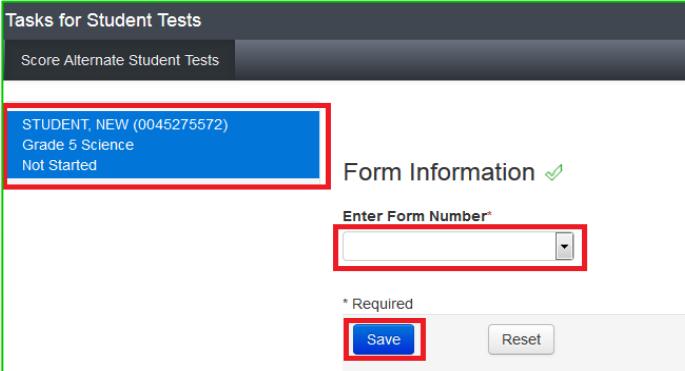
Online Score Entry
Enter the students score in PearsonAccess^next

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

- 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.

Online Score Entry
Enter the students score in PearsonAccess^next

- Enter IEP and assessment accommodations

Online Score Entry
Enter the students score in PearsonAccess^{next}

- Enter the student's scores

Enter Scores ✓

Clear

Item 1

- Optional: Enter responses to the Test Administration Questions.

Test Administration Questions ✓

Test Administration Questions

Online Score Entry
Enter the students score in PearsonAccess^next

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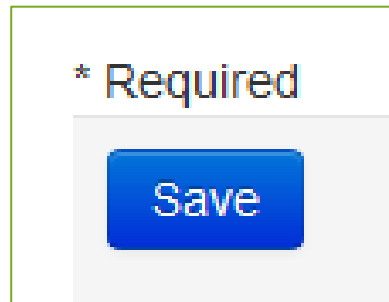
* Once the green **Success: Changes saved** message appears at the top of the screen, select the **Exit Tasks** button.

Online Score Entry Verification
Verify the entry of students score in PearsonAccess^{next}

- DACs and SACs can access Score Entry Reports through PAnext.
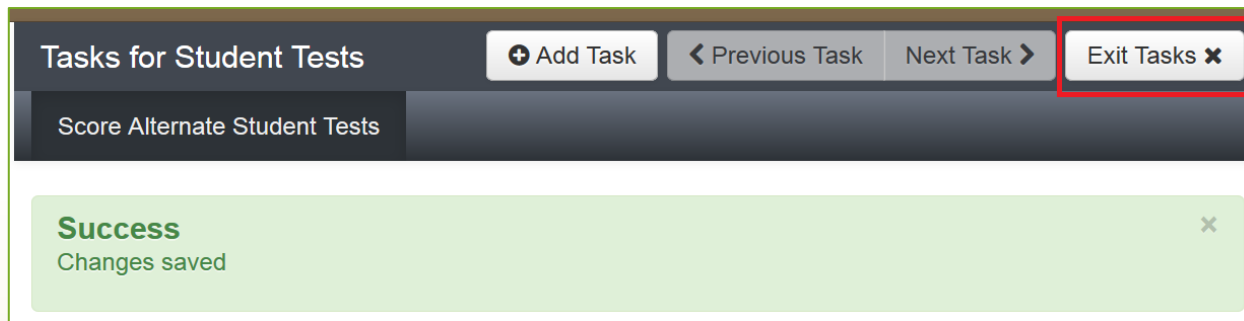 - Verify the status of student tests across the district or school.

- 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

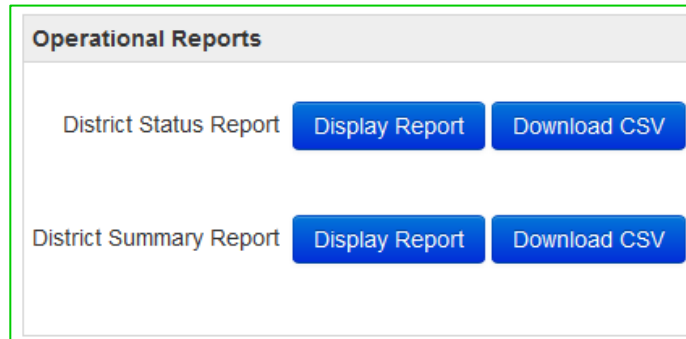- Select **Reports** > **Score Entry Reports**.

Online Score Entry Verification
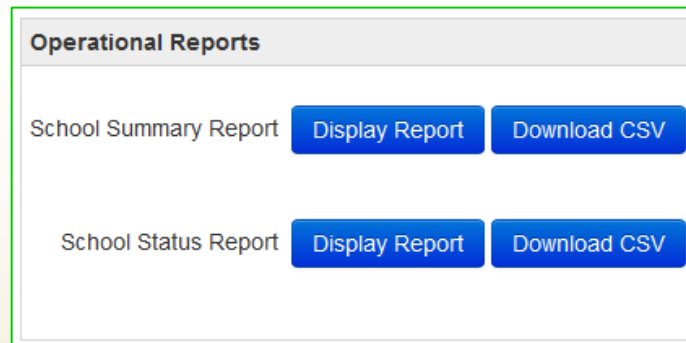**Verify the entry of students score in PearsonAccess[next]**

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

District

School

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.

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.

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
ADDRESS LINE 1
ADDRESS LINE 2
DENVER, CO 99999

SPR 2014 COLORADO SCI/SS

*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