

4j EasyCBM District Reading/Math Test Guidelines

Testing Coordinators and Teachers!

Thanks in advance for all that you will do to help make this assessment run smoothly. If you have any questions contact

Ellen Whitham at 687-3310, Whitham_e@4j.lane.edu

Janis Swan at 687-4038, swan@4j.lane.edu

Carissa Boyce (boyce_c@4j.lane.edu) 687-4058

Kathy Luiten (luiten_k@4j.lane.edu) 687-4066

Marlee Litten (litten@4j.lane.edu) 687-4059

Spring 2009 Math/Reading Assessment Testing Reminders:

Testing Window May 4th – May 29th

All Schools:

Grade 1 paper/pencil (Math)

Grades 2-5 online (Math), ATA & Village 2-8 online

Grades K-1, 1:1 reading measures

Grades K-8, 1:1 reading measures and online

(Elementary) or scan sheet (Middle) comprehension and vocabulary

This packet contains information about:

- Accessing and administration of assessments using the EasyCBM site
- Determining who participates
- Allowable accommodations
- Guidelines for math assessment administration
- Answer keys for 1st grade math

4j EasyCBM District Reading/Math Test Guidelines

Who administers each test

Elementary Reading

Grade	Spring Test	Administration	Medium
K	Letter Sounds, Phoneme Segmenting, Word Reading Fluency	Reading Testers	1:1
1	Letter Sounds, Word Reading Fluency, Passage Reading Fluency	Reading Testers	1:1
2	Word Reading Fluency, Passage Reading Fluency	Reading Testers	1:1
2	Reading Comprehension	Teachers	Online
3	Passage Reading Fluency	Reading Testers	1:1
3	Vocabulary and Reading Comprehension	Teachers	Online
4	Passage Reading Fluency	Reading Testers	1:1
4	Vocabulary and Reading Comprehension	Teachers	Online
5	Passage Reading Fluency	Reading Testers	1:1
5	Vocabulary and Reading Comprehension	Teachers	Online

4j EasyCBM District Reading/Math Test Guidelines

Elementary Math

Grade	Spring Test	Administration	Medium
1	Computations and Applications	Teachers	Paper/Pencil. IA's will enter scores into easyCBM online.
2	Computations and Applications	Teachers	Online
3	Computations and Applications	Teachers	Online
4	Computations and Applications	Teachers	Online
5	Computations and Applications	Teachers	Online

4j EasyCBM District Reading/Math Test Guidelines

Middle School Reading (ATA and Village will administer all Vocabulary and Reading Comprehension online)

Grade	Spring Test	Administration	Medium
6	Passage Reading Fluency	Reading Testers	1:1
6	Vocabulary and Reading Comprehension	Teachers	Scan Sheet
7	Passage Reading Fluency	Reading Testers	1:1
7	Vocabulary and Reading Comprehension	Teachers	Scan Sheet
8	Passage Reading Fluency	Reading Testers	1:1
8	Vocabulary and Reading Comprehension	Teachers	Scan Sheet

Middle School Math (Only ATA and Village are administering Math)

Grade	Spring Test	Administration	Medium
6	Computations and Applications	Teachers	Online
7	Computations and Applications	Teachers	Online
8	Computations and Applications	Teachers	Online

4j EasyCBM District Reading/Math Test Guidelines

Testing Timeline May 4-29th

1:1 Tests: Reading testers will be at your building during the week listed below. All 1:1 tests must be completed during this week and testers will enter all scores for 1:1 tests at your building. The lead tester for your building will contact the principal and/or testing coordinator to discuss how the week will be planned. If you are NOT having reading testers come to your building 1:1 tests can be administered at any time during the testing window, but all scores **MUST** be entered by May 29th.

Reading Tester Schedule

<u>May 4-8</u>	<u>May 11-15</u>
Harris/Eastside	Chavez/Family
Kelly	Adams
	Howard
	Spring Creek
	Parker
	Crest Drive
	Cal Young

<u>May 18-22</u>	<u>May 26-29th</u>
Awbrey Park	Roosevelt
McCornack	Spencer Butte
Willagillespie	Madison
Charlemagne	
Coburg	
Twin Oaks	
Corridor/YG	
Gilham	
Edison	
Edgewood	
BV/Meadowlark	
Village	
Kennedy	
Monroe	

4j EasyCBM District Reading/Math Test Guidelines

Group Tests: Group tests will be administered by teachers in your building either online (Elementary) or via scan sheet (Middle). **Your school may elect to do group tests during the same week that testers are in your building or any time during the testing window of May 4-29th. All scores must be finalized by May 29th.**

Note: At the middle level if your school elects to administer scan sheets during the week that testers are at your building please give completed scan sheets back to the Reading Tester Team Leader and they will review the scan sheets and return them to the district office. If you have decided to do the group testing on a different week than when the reading testers are in your building then the test coordinator for your school is responsible for reviewing the scan sheet checklist and returning tests to the district office by no later than **May 29th**.

4j EasyCBM District Reading/Math Test Guidelines

Determining Who Participates

Students on IEPs (LC, RLC, ESD): All students (including students in RLC-C and RLC-B programs), with the exception of students in ESD programs and students with IEPs stating non-participation on district tests, will take the test at their grade level. Allowable accommodations to be provided shall be communicated to testers by IEP case managers (including Speech and Language) and then provided as stated on the IEP. *(A suggested mode of communicating this information is to provide testers with a copy of the IEP page with District Testing)* Allowable accommodations follow the ODE OAKs guidelines attached.

Link to the accommodations table-

http://www.ode.state.or.us/teachlearn/testing/manuals/2009/appendix_g.pdf

*Teachers can use progress monitoring materials if wanting to establish a baseline for students not participating in the benchmark testing.

Students with Limited English Proficiency: Use ODE guidelines (see attached table)

*Teachers can use progress monitoring materials if wanting to establish a baseline for students not participating in the benchmark testing.

Link to ODE testing administration manual (The table is on pages 27 and 28 of the manual)-

<http://www.ode.state.or.us/teachlearn/testing/manuals/2009/0809tam.pdf>

Scoring students who do not participate: Leave the score blank, DO NOT enter zero

4j EasyCBM District Reading/Math Test Guidelines

2008-2009 ACCOMMODATIONS TABLE August 2008
KNOWLEDGE AND SKILLS

TYPE OF ADAPTATION	STANDARD ADMINISTRATION OF KNOWLEDGE AND SKILLS ASSESSMENTS WITH ACCOMMODATIONS (AVAILABLE TO ALL STUDENTS ON AN INDIVIDUAL BASIS) ¹ REVIEW FOOTNOTES REFERENCED IN THIS TABLE AND LOCATED AT THE END OF THE APPENDIX.
Changes in timing or scheduling of the assessment	<ul style="list-style-type: none"> • Extended time • Frequent breaks • Divide testing over several sessions • Administer at time of day most beneficial to student
Changes in the test directions	<ul style="list-style-type: none"> • Read or reread directions to student⁴ • Sign directions² • Translate directions orally • Provide written version of oral directions • Simplify language in directions • Clarify directions • Highlight words in directions • Auditory amplification devices, hearing aids, noise buffers • Provide written translations of oral directions (Spanish for mathematics, science, social sciences and Russian for mathematics and science are available in Appendices I – L)
Changes in how the test questions are presented	<ul style="list-style-type: none"> • Large print version of the test² • Braille version of the test² • Read mathematics, science, and social sciences (not reading/literature) items and response choices aloud to the student by the test administrator or by use of technology. Note: Mathematics symbols and numerals must not be read when administering the mathematics assessment; however, mathematics symbols and numerals may be read when administering the science and social sciences assessments.⁴ • The test administrator may write symbols and/or numerals exactly as they appear in the assessment in order to enlarge them and make them visually accessible. The entire formula or statement should be duplicated so that the context remains intact.⁵ • Make a verbatim audio recording of available Paper/Pencil side-by-side tests in English-Spanish and English-Russian; read verbatim directly from the test booklet or the student's screen³ • Student reads test aloud or sub-vocalizes text to listener or self⁶ • For mathematics, science, and social sciences, (not reading/literature), test administrator highlights vowel combinations in passages, items and distractors • Student highlights vowel combinations independently without assistance • Visual magnification devices • Auditory amplification devices, noise buffers • Administration of side-by-side Spanish/English and Russian/English version of the mathematics, science and social sciences tests • Provide transparent sheets (clear or tinted) to protect test materials or to improve focus and/or contrast sheeting • Support physical position of student, e.g. preferential seating, special lighting, increase/decrease opportunity for movement, provide position assistance, adaptive equipment/ furniture • If student asks for a dictionary, encourage student to solve the problem or answer the question on his/her own, using other available information contained in the item^{1, 7}

Continued on the next page

4j EasyCBM District Reading/Math Test Guidelines

TYPE OF ADAPTATION	STANDARD ADMINISTRATION OF KNOWLEDGE AND SKILLS ASSESSMENTS WITH ACCOMMODATIONS (AVAILABLE TO ALL STUDENTS ON AN INDIVIDUAL BASIS) ¹ REVIEW FOOTNOTES REFERENCED IN THIS TABLE AND LOCATED AT THE END OF THE APPENDIX.
Changes in how the student responds	<ul style="list-style-type: none"> • Answers marked in test booklet or recorded (CD, video, or audio cassette) and transcribed onto regular answer sheet by school staff • Students using any assistive technology device that serves as their primary communication mode (e.g., adaptive keyboard) • Point to or dictate multiple-choice responses to a scribe² • Student retells story to test administrator or educational assistant in his or her own words before responding to the multiple-choice items⁴ • Student is allowed to vocalize his or her thought process out loud to himself or to a neutral test administrator⁸ • Student is allowed to use a recording device to record/play back questions, passages, and responses^{6, 9}
Changes in test setting	<ul style="list-style-type: none"> • Test an individual student in a separate location • Test a small group of students in a separate, but familiar location • Minimize distractions (e.g., study carrel) • Encourage a student's work habits during test taking—only involves reinforcing consistent engagement with testing activity.¹ Interaction between a test administrator and student at the test level as a whole is acceptable (e.g. reminders regarding test directions), whereas interactions between a test administrator and student at the individual item level (test question level) is not acceptable. • Stabilize test materials/papers, e.g. tape, magnets, clips, clamps • Use sensory processing techniques to allow students to attend to task¹⁶ • Use adaptive/special furniture or positioning assistance consistent with the student's instructional setting¹⁸
References and tools	<ul style="list-style-type: none"> • Allow response aids, e.g. Perkins • Braille, adaptive pencils, key guards, and skins • Calculator • Manipulatives • Masks/markers to limit distractions • Abacus

4j EasyCBM District Reading/Math Test Guidelines

ELL Student Participation Table

TABLE 2			
Enrollment Timing	Date of Enrollment in Any U.S. School	Tests Required This Year (2008-09)	Tests Required Next Year (2009-10)
Enrolled "late" this year	5/2/09 – end of current school year	ELPA	ELPA* OAKS Math** OAKS Science*
Enrolled "late" the preceding year or earlier this year.	5/2/08- 5/1/09	ELPA* OAKS Math** OAKS Science***	ELPA OAKS Math OAKS Science*** OAKS Reading OAKS Writing Performance

TABLE 2			
Enrollment Timing	Date of Enrollment in Any U.S. School	Tests Required This Year (2008-09)	Tests Required Next Year (2009-10)
Enrolled in previous years	Before 5/2/08	ELPA OAKS Math OAKS Science*** OAKS Reading OAKS Writing Performance***	ELPA OAKS Math OAKS Science*** OAKS Reading OAKS Writing Performance ***

4j EasyCBM District Reading/Math Test Guidelines

EasyCBM Online Assessment Directions for Teachers

Recommended time allotment for each test:

- Math Computations- 45 min
- Math Applications- 45 min
- Reading Comprehension- 45-60 min
- Vocabulary – 45-60min

***These are not timed tests, as long as a student is making adequate progress they can be given additional time (same as OAKs)**

Directions for accessing and administration of the online Benchmark Math Computations and Application Assessment for grades 2-8, or online Reading Comprehension and Vocabulary grades 2-8. For an online tutorial please go to

http://staff.4j.lane.edu/~young_p/tech/Treks/How-Tos /How-Tos .html

1. Go to the 4j EasyCBM site (<http://4j.or.easycbm.com/>)
2. Have students click on the student log in icon ('Student')
3. Students need to enter their homeroom teacher's user name (everything before @ on email)
4. Select the group under the drop down (main group), click on 'next'
5. Select their student name under the class drop down, click on 'next'

***TEACHERS NEED TO CHECK THAT THE NAME SHOWING ON THE SCREEN IN THE UPPER RIGHT CORNER MATCHES THE STUDENT SITTING IN FRONT OF THE COMPUTER**

6. Select the name of the test to take
 - a. Math Applications (grade)_Spring
 - b. Math Computations (grade)_Spring
 - c. Reading Comprehension (grade)_Spring
 - d. Vocabulary (grade)_Spring.... click on 'next'

***Other options may appear from activated progress monitoring reading comprehension tests**

4j EasyCBM District Reading/Math Test Guidelines

Reading Comprehension grades 2-8 online -

- The story will appear on the top part of the screen with a scroll bar to move through the story. The questions will appear on the bottom portion of the screen with one question appearing at a time. Each possible answer will be enclosed in a rectangle across the screen and the student only needs to click anywhere in the rectangle to choose that answer. On the reading assessment, students may preview the questions, skip questions, and go back and finish or edit responses to questions.
- In order for a student to move to the next question they must select an answer to the current question. After selecting an answer the student can go back at any time and change their answer by clicking on the Back button.
- If a student needs to stop in the middle of a test, they can click on the top left logo (EasyCBM) to log out. When they open back up it will take them back to where they left off.
- Allowable accommodations are the same as allowed on the OAKS assessment
NOTHING MAY BE READ TO THE STUDENTS (STORY, QUESTIONS, OR POSSIBLE ANSWERS)

Multiple Choice Reading Comprehension

Setting: Group

Materials: Elementary: Computer with Internet access. Middle School: Scan Sheets

Time: 30-60 minutes (approximate)

Administration Directions: "Please read the story and then answer the questions after it."

Scoring Directions: Elementary: Computer scores, Middle Schools: Return Scan sheets to Ellen Whitham, Instruction Department. Scan sheets will be sent to the UO and scores will appear approximately 1-2 weeks after testing.

Discontinue Rule: No discontinue rule or time limit as long as students are making reasonable progress on the test. (The test should take 30-60 minutes for most students to complete)

Frequently Asked Questions:

Can I read the story aloud to my slower readers? No. This is a reading comprehension test, not a listening comprehension test. You may only provide allowable accommodations as listed on the table in the front portion of this packet (ODE accommodation table).

4j EasyCBM District Reading/Math Test Guidelines

Vocabulary

Setting: Group

Materials: Elementary: Computer with Internet access. Middle School: Scan Sheets

Time: 15-30 minutes (approximate)

Administration Directions: "Look at each word that is in **bold** and then select the word that means the closest to the same thing."

Scoring Directions: Elementary: Computer scores, Middle Schools: Return Scan sheets to Ellen Whitham, Instruction Department. Scan sheets will be sent to the UO and scores will appear approximately 1-2 weeks after testing.

Discontinue Rule: No discontinue rule or time limit as long as students are making reasonable progress on the test. (The test should take 15-30 minutes for most students to complete)

Frequently Asked Questions:

Can I read the entire test or parts of the test to individual students or the class?

No. Do not read any words or definitions to students. This test is designed to assess comprehension of *reading* vocabulary. We are testing to determine if the student can read the word independently and comprehend its meaning.

What should I do when a student asks for help?

If a student asks for help, encourage him/her to reread the word and definitions and then make his/her best guess.

4j EasyCBM District Reading/Math Test Guidelines

Math grades 2-8 online -

- The problem will appear on the left side of the screen and four rectangles with possible answers will appear on the right.
- The student needs to click anywhere in the rectangle to choose an answer
- In order for a student to move to the next question they must select an answer to the current question. After selecting an answer the student can go back at any time and change their answer by clicking on the Back button.
- There will be a number that appears by the student's name that tells how many problems have been completed. The possible problems for each part of the test and grade level are listed below:

	<u>Comp</u>	<u>Appl</u>	<u>Total</u>
Grade 2	20	25	45
Grade 3	20	30	50
Grade 4	20	30	50
Grade 5	20	30	50
Grade 6	25	25	50
Grade 7	25	25	50
Grade 8	25	25	50

If a student needs to stop in the middle of a test, they can click on the top left logo (EasyCBM) to log out. When they open back up it will take them back to where they left off.

*Students may have words in the questions or answers read to them (NO reading of numbers or symbols) the same as allowed on OAKs

*Please reference the handout of Math Assessment Directions for further testing information

4j EasyCBM District Reading/Math Test Guidelines

District math administration information

1. **Grade 1 and 2** CAN use manipulatives on the Calculation Section of the test.
2. **Grade 1** Return 1st grade class list with your test booklets to your building Math Testing coordinator before the last day of your testing window. The booklets will be scored for you at your building and data will be entered at your building.
3. **Grades 2-8** Calculators are NOT to be used on the calculation portion of the assessment. Calculators CAN be used on the word problem portion of the assessment. **Note:** At the Middle level only ATA and Village are administering the math assessment.
4. **Coordinators:** Print class lists of 1st grade for person doing data entry.
5. Each grade level has copies of the Teacher Assessment Directions. If you need more, the school will need to make copies.
6. This assessment is not timed. You may read the test to the student if the wording is too difficult.

4j EasyCBM District Reading/Math Test Guidelines

April 24, 2009

Grade 1 Teacher Math Assessment Directions, Spring 2009

This assessment is **NOT** a timed test and we request that students are allowed the time they need to finish. Manipulatives **MAY** be used when taking this assessment (i.e. timelines, counters etc) however calculators are **NOT** allowed on the Calculation section of the assessment. Calculators **MAY** be used on the Application sections, although calculators are not relevant to most of the application questions. We encourage teachers to break the administration of the assessment into two separate sections and therefore the word **STOP** is found at the bottom of the calculation problems section.

Tests will be scored and data entered at your building by May 29th
Thank you.

Please Read the Following to Students Before They Begin Each Section.

Calculation Section: Grade 1

Today you are going to solve some math problems. You can use manipulatives but you cannot use a calculator. You may also write on the test booklet and use scratch paper if necessary. There may be problems that you are not familiar with. That is ok. Just do the best you can to figure it out and write the correct answer then move on to the next problem. Please do your best work. Ready? Begin.

Application Section Directions: Grade 1

Today you are going to do some more math problem solving in our math booklets. On the application section of this test booklet, you can use manipulatives and a calculator if you want to use them. You may also write on the test booklet and use scratch paper if necessary. There may be problems that you are not familiar with. That is ok. Just do the best you can to figure out and circle the correct answer and then move on to the next problem. Please do your best work. Ready? Begin.

4j EasyCBM District Reading/Math Test Guidelines

April 24, 2009

Grades 2-8 Teacher Math Assessment Directions, Spring 2009

This is **NOT** a timed test and we request that students are allowed the time they need to finish.

Calculators are strongly recommend for the application section (word problems), but are **NOT** allowed on the calculation section. We encourage teachers to break the administration of the assessment into two separate sections.

If there are any calculation aids (number lines, multiplication tables, etc.) on the student desks or bulletin boards please cover them for the first part of the test (calculation).

We are purely interested in mathematical understanding. If a student has difficulty reading the application questions, assistance should be given.

Thank you.

Please Read the Following to Your Students Before They Begin Each Section.

Calculation Section:

Today you are taking a math test that allows us to monitor your math progress and gives us important information as a school and district regarding how 4j students are achieving in mathematics.

On the first part of the test that you are taking today, you will not be able to use calculators. You may use scratch paper if necessary. There may be problems that you are not familiar with. In those cases, do the best you can to choose the correct answer and then move on to the next question. This test will not count towards a grade, but we do ask that you do your best work. Ready? Begin.

Application Section Directions:

Same as above, except:

On the part of the test that you are taking today, calculators are strongly recommended.

4j EasyCBM District Reading/Math Test Guidelines



Eugene School District 4J 2009 Spring Mathematics Answer Key **Grade 1**

Q1	2
Q2	8
Q3	5
Q4	7
Q5	9
Q6	8
Q7	3
Q8	59
Q9	2
Q10	19
Q11	12
Q12	75
Q13	35
Q14	17
Q15	120
Q16	8
Q17	13
Q18	524
Q19	93
Q20	3
Q21	8
Q22	20
Q23	50
Q24	C
Q25	A
Q26	D
Q27	B
Q28	A
Q29	B
Q30	A