

End-of-Course Algebra Assessment

Training Module, Part 2 Regulation 2000.6 Enclosure 6



This is the 2nd part of the training session for the End-of-Course Algebra Assessment. This session covers the DoDEA Systemwide Assessment Program Regulation 2000.6, Enclosure 6 which as of this printing was still in draft form. Minor changes to the enclosure may occur during the coordination process, but the basic content will remain the same. The final version of the enclosure will be available on the DoDEA website and sent to the Areas for distribution. In this presentation, we will be discussing the administration of the assessment and appropriate and inappropriate assessment preparation activities.

End-of-Course Algebra Assessment

- Administration
 - All students enrolled in Algebra I
 - Two 40-minute sessions
 - Students may use scientific or graphing calculators
 - Sponsor exempted students



All DoDEA students enrolled in Algebra I will be administered the End-of-Course Algebra Assessment.

The End-of-Course Algebra Assessment will be administered over two 40 minutes sessions. The assessment consists of 50 multiple-choice items. Use of the calculators is optional. ETS has identified a list of calculators that they “do not” recommend to be used with the Algebra Assessment. *See the ETS Algebra web site at www.ets.org/algebra, or page 4 of the Administrator’s Manual.* None of the items on the assessment requires the use of a calculator, however some students may feel a bit more comfortable knowing they have the option of using the calculator.

The assessment items change from year-to-year. Therefore, the test booklets can be kept by the district allowing the items to be used for professional development as well as preparation for the next Algebra assessment.

DoD sponsors may choose to exempt their children from the End-of- Course Algebra Assessment on the basis of any perceived conflict with their family beliefs and values. Sponsors may review the End-of-Course Algebra Sample Questions to make this determination but booklets from the current year’s assessment may not be available for review by sponsors.

End-of-Course Algebra Assessment

- **Security**
 - Before the End-of-Course Algebra Assessment
 - Inventory all materials
 - Store materials in a secure location
 - Distribute assessment booklets to certified teachers only; no students
 - Review the *Administrator's Manual* at any time



Before the Administration:

The assessment coordinator will inventory all materials and contact the district assessment/school improvement liaison if additional materials are needed.

The End-of-Course Algebra Assessment materials will be stored in a secure location (locked cabinet, drawer, etc). Copying of any portion of the Algebra Assessment is strictly prohibited without the prior consent from the Educational Testing Service (ETS).

Student booklets will be distributed to teachers (no students) on the first day of the assessment. Teachers will not have access to the assessment booklets prior to the administration. The *Administrator's Manual* can be reviewed by teachers at any time.

End-of-Course Algebra Assessment

- Security
 - During the End-of-Course Algebra Assessment Administration
 - Keep the materials in a secure location
 - Administer the assessment according to *Administrator's Manual*
 - Count materials after each assessment session



During the End-of-Course Algebra Assessment administration, the assessment booklets may be kept in the teachers rooms, but when not in use, must be stored in a secure location (locked cabinet, drawer, etc). The End-of-Course Algebra Assessment must be administered according to the *Administrator's Manual*.

End-of-Course Algebra Assessment

- Security
 - After the End-of-Course Algebra Assessment Administration
 - Erase marks not related to students' responses
 - Return all materials to assessment coordinator
 - Account for all materials



After the End-of-Course Algebra Assessment, administrators (those administering the assessment) must ensure that any marks not related to students' responses are erased, but student responses must not be altered. All materials from the assessment must be accounted for when returned to the assessment coordinator. All surplus materials must be returned to the assessment coordinator who will keep the assessment booklets for instructional use after the items have been declared to be released. These materials must be kept in a secure location. School principals must ensure that the security of assessment materials is maintained throughout the administration.

End-of-Course Algebra Assessment

- **Appropriate/Ethical Assessment Preparation Practices**
 - Training students in test-taking skills
 - Providing students with an array of item formats
 - Increase students' motivation



These preparation practices are considered appropriate:

- a) Training students in test-taking skills (marking answer sheets, making optimal guesses, etc.),
- b) providing students with an array of item formats (multiple choice, short answer, etc.),
- c) increasing student motivation through appeals to parents to have children eat a good breakfast, get a good night's sleep, etc.,

End-of-Course Algebra Assessment

- **Appropriate/Ethical Assessment Preparation Practices**
 - Review general test directions
 - Observe timing guidelines
 - Teaching, practicing and assessing the entire domain of DoDEA Algebra Standards



These preparation practices are considered appropriate:

- d) reviewing general test directions prior to the assessment,
- e) observing timing guidelines,
- f) assisting students with mechanical acts such as finding the correct place on a page,
- g) teaching, practicing, and assessing the entire domain of the DoDEA Algebra Standards during regular classroom instruction,

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- Appropriate/Ethical Assessment Preparation Practices
 - Ensuring assessment materials are secure
 - Reporting irregularities to assessment coordinator
 - Using the ETS Algebra Sample Questions



These preparation practices are considered appropriate:

- h) ensuring that assessment materials are secure,
- j) reporting any irregularities to the school assessment coordinator,
- k) using the End-of-Course Algebra Assessment Sample Questions.

End-of-Course Algebra Assessment

- Inappropriate/Unethical Assessment Preparation Practices
 - Develop, teach and/or practice curriculum objectives based solely on the objectives of the assessment
 - Using preparation materials beyond the End-of-Course Algebra Assessment or those approved by DoDEA.



These preparation practices are considered inappropriate or unethical:

- a) developing, teaching, and/or practicing curriculum objectives based solely on the content objectives of the assessment,
- b) using preparation materials beyond the End-of-Course Algebra Assessment Sample Questions or those approved by DoDEA,

End-of-Course Algebra Assessment

- Inappropriate/Unethical Assessment Preparation Practices
 - Halting all regular instruction prior to the assessment
 - Using identical or virtually identical items from the current assessment
 - Photocopying the assessment
 - Indicating answers



These preparation practices are considered inappropriate or unethical:

- c) halting all regular instruction prior to the assessment and teaching just those concepts and content objectives on the assessment
- d) using identical or virtually identical questions or items from the current assessment
- e) photocopying published assessments in whole or in part
- f) providing assistance or indicating an answer

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- See Regulation 2000.6, Enclosure 6 for additional appropriate and inappropriate practices



See Regulation 2000.6 Enclosure 6 for more information on appropriate and inappropriate assessment preparation activities.

End-of-Course Algebra Assessment

Training Module, Part 2
Regulation 2000.6
Enclosure 6
The End



Please review Regulation 2000.6 Enclosure 6 for additional information pertaining to the End-of-Course Algebra Assessment.