

# Balanced Assessment in Mathematics

## Training Module, Part 2 Regulation 2000.6



This is the 2nd part of the training session for the Balanced Assessment in Mathematics. This session covers the DoDEA Systemwide Assessment Program Regulation 2000.6, Enclosure 4 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.

## Balanced Assessment in Mathematics

- Administration
  - All students--grades 4, 8, and 10
  - 40 minutes
  - Form A only
  - Exempted students



All DoDEA students in Grades 4, 8 and 10 except those approved for the alternate assessment will be administered the BAM during the assessment window of April/May. The alternate assessment for mathematics will be administered spring 2003. ESL students classified as Level 4 must participate in the BAM; Level 2 and 3 ESL students may or may not participate with or without accommodations and Level 1 students should not participate in the BAM.

There are two forms to the BAM, Form A and B. DoDEA will be administering Form A only and should take about 40 minutes to administer. The assessment questions are new every year so the prior year's assessment tasks will be considered release in February of the following year, i.e. spring 2002 items will be release items in February 2003.

DoD sponsors may choose to exempt their children from the BAM administration on the basis of any perceived conflict with their family values or beliefs. They may review the practice activities or released items to make this determination. BAM booklets from the current year may not be available for review by sponsors.

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- Security
  - Before the BAM Administration
    - Inventory all assessment materials
    - Store assessment booklets in secure location
    - Distribute BAM materials to teachers only on the day of the assessment; no students
    - Teachers may review the *Directions for Administration* at any time



Before the BAM Administration:

The Assessment Coordinator should inventory all assessment materials for BAM. If shortages are found, the coordinator should contact the district assessment/school improvement liaison.

All BAM materials will be stored in a secure location (locked cabinet, drawer, etc.). Copying of any portion of BAM is strictly prohibited without prior consent of CTB/McGraw-Hill. BAM booklets will be distributed to teachers (no students) on the day of the assessment, not before. Teachers will not have access to the assessment booklets prior to the administration. Teachers may review the *Directions for Administration* at any time.

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- Security
  - During the BAM Administration
    - Administer the BAM according to the *Directions for Administration*



During the BAM Administration: BAM booklets may be kept in the teachers room during the administration, but when not in use, must be stored in a secure location (locked cabinet, drawer, etc.). BAM must be administered according to the *Directions for Administration*.

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- Security
  - After the BAM Administration
    - Erase marks not related to student responses
    - Account for all materials
    - Return surplus materials to the assessment coordinator



After the BAM Administration: BAM 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 administrator 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 released the following February. These materials must be kept in a secure location. School principals must ensure that the security of assessment materials is maintained throughout the administration.

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- **Appropriate/Ethical Assessment Preparation Practices**
  - Training students in test-taking skills
  - Providing students with an array of item formats
  - Increasing 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.,

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- **Appropriate/Ethical Assessment Preparation Practices**
  - Reviewing general test directions
  - Teaching, practicing and assessing the entire domain of DoDEA Mathematics Standards
  - Reporting any testing irregularities



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 DoDEA curricular standards during regular classroom instruction,
- h) ensuring that assessment materials are secure,
- j) reporting any irregularities to the school assessment coordinator,
- k) using the BAM Practice Activities.

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- Inappropriate/Unethical Assessment Preparation Practices
  - Developing, teaching, and/or practicing curriculum objectives based solely on the content of the assessment
  - Using preparation materials beyond the BAM practice activities or those purchased 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 BAM practice activities or those approved by DoDEA,

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- Inappropriate/Unethical Assessment Preparation Practices
  - Halting all regular instruction
  - Using identical or virtually identical questions or items from the current assessment
  - Photocopying the current assessment
  - Indicating an answer
  - Excluding students



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,
- g) excluding students from the BAM without an appropriate review.

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- See Regulation 2000.6, Enclosure 4 for Additional Appropriate/Inappropriate Assessment Preparation Practices



Additional test preparation activities may be listed in Enclosure 4 of Regulation 2000.6. Please review this for more information.

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The End



Please review the DoDEA Systemwide Assessment Program Regulation 2000.6 Enclosure 4 for more information.





