

Multiple Assessments, TerraNova
CTB/McGraw-Hill

E1.1 Definition

TerraNova is a norm-referenced achievement test that compares students' scores to scores from a "norm group." The norm group for *TerraNova* is a national sample of students representing all gender, racial, economic, and geographic groups. Other examples of common norm-referenced tests are: *CTBS-5*, *ITBS*, *MAT-7*, *Stanford-9*, etc.

E1.2 Administration Procedures

TerraNova is administered to all students at grades 3-11, except those students who have been approved for an alternate assessment. The administration of the *TerraNova* will follow the publisher's instructions as provided in the *CTB Test Directions for Teachers* published by CTB/McGraw-Hill. Only certified educators who have been trained in the administration of the *TerraNova* will administer the assessment. These *TerraNova* administrators will ensure that all booklets have correct student demographic information. Any precoded demographic sheets containing inaccurate information will be destroyed and correct student information entered on a blank demographic sheet or the inside front cover of the *TerraNova* booklet.

DoD sponsors may choose to exempt their children from *TerraNova* on the basis of any perceived conflict with their family values or religious beliefs. Sponsors may review the *Teacher's Guide to TerraNova* and the student practice test to make this determination. Student test booklets are not available for review.

E1.3 *TerraNova* security

E1.3.1 Before *TerraNova* administration:

E1.3.1.1 The assessment coordinator will inventory and store all *TerraNova* materials in a secure location (e.g., locked cabinet, drawer, or storage room).

E1.3.1.2 Copying of any portion of *TerraNova* materials is prohibited without the prior consent of the publisher.

E1.3.1.3 *TerraNova* student booklets will be distributed to *TerraNova* administrators (those administering the assessment) on the first day of the assessment. *TerraNova* student booklets will not be available to teachers at any time, except during the administration of the test.

E1.3.1.4 *TerraNova* materials may be distributed to certified staff only. Students may not have access to any new or completed assessment materials other than their own, and then only while they are actually taking the test.

E1.3.1.5 *CTB Test Directions for Teachers* for *TerraNova* may be reviewed by certified educators at any time.

E1.3.2 During *TerraNova* administration:

E1.3.2.1 *TerraNova* administrators (those administering the assessment) may keep the test materials in their own room during testing, but when not in use, *TerraNova* materials must be stored in a secure location (e.g., locked cabinet, drawer or storage room).

E1.3.2.2 *TerraNova* must be administered according to the *CTB Test Directions for Teachers*.

E1.3.2.3 Following each assessment session, materials must be counted before students are released in order to ensure that all materials have been returned.

E1.3.2.4 *TerraNova* materials may not be taken home by the teacher.

E1.3.3 After *TerraNova* administration:

E1.3.3.1 *TerraNova* administrators (those administering the assessment) must ensure that any stray marks are fully erased, but student responses must not be altered.

E1.3.3.2 *TerraNova* materials must be returned promptly to the school assessment coordinator by the *TerraNova* administrator (person administering the assessment) upon completion of the assessment. An accurate accounting of all student booklets will be made before and after the administration.

E1.3.3.3 When a new assessment is adopted or booklets are damaged, materials that are no longer being used must be destroyed according to the publisher's guidelines for disposal.

E1.3.3.4 Each school principal is responsible for ensuring that assessment materials security has been maintained in accordance with DoDEA and the publisher's policies at all times while on the school premises.

E1.4 Assessment Preparation Practices

Assessment preparation practices should be in accordance with the generally accepted ethical standards of the education profession. Accordingly, any practice that increases students' scores should simultaneously represent an increase in students' mastery (i.e., increasing students' abilities to perform skills or demonstrate knowledge in real world situations) of the content domains being measured. The following illustrates appropriate/ethical and inappropriate/unethical practices in the preparation of students for *TerraNova*.

E1.4.1 Appropriate/Ethical Practices:

E1.4.1.1 Training students in “test-taking” skills such as marking answer sheets, making optimal guesses, or general strategies for subject area and item formats.

E1.4.1.2 Providing students with a wide array of item formats (e.g., multiple-choice, short answer, extended response, performance tasks) during instruction which may mirror those used by *TerraNova*.

E1.4.1.3 Increasing student motivation to perform on the assessment through appeals to parents for students to get a good night’s rest and eat breakfast, and for students to attend school on assessment days.

E1.4.1.4 Reviewing general test directions and procedures prior to the assessment.

E1.4.1.5 Following the specific guidance listed in the publisher’s directions for administration.

E1.4.1.6 Observing timing guidelines.

E1.4.1.7 Assisting students with mechanical acts such as finding the correct place.

E1.4.1.8 Checking answer sheets to make sure that each has been properly completed within the requirements for machine scoring (i.e., erasing stray marks).

E1.4.1.9 Teaching, practicing, and assessing the entire domain of DoDEA curricular standards, which includes the assessment objectives, during regular classroom instruction.

E1.4.1.10 Ensuring that assessment materials are secure at the end of each session. Students should not have access to any of the assessment materials before or after the administration sessions.

E1.4.1.11 Reporting any irregularities to the school Assessment Coordinator.

E1.4.1.12 Using preparation materials including the *TerraNova Practice Activities* and the *Teacher’s Guide to TerraNova* or materials that are part of a textbook adoption purchased by DoDEA.

E1.4.2 Inappropriate/Unethical Practices:

E1.4.2.1 Developing a curriculum based on the specific content of the assessment (inappropriate as this narrows the curriculum).

E1.4.2.2 Developing, teaching, and/or practicing curriculum objectives based solely on the content objectives of the assessment (norm-referenced tests are often relatively limited in scope and are intended to represent only a part of the content domain).

E1.4.2.3 Using assessment preparation materials beyond the *TerraNova Practice Activities* or materials that are part of a program materials adoption purchased by DoDEA.

E1.4.2.4 Halting all regular instruction weeks or days prior to the test and teaching just those concepts and content objectives on the assessment (inappropriate as it puts undue emphasis on the test itself and can confuse students).

E1.4.2.5 Using identical or virtually identical questions or items from current or past assessments in preparing students for test taking (copyright infringement).

E1.4.2.6 Teaching to specific questions or tasks on the test (copyright infringement).

E1.4.2.7 Limiting instruction to a particular type of question format (inappropriate as it narrows students' abilities to take various types of assessments).

E1.4.2.8 Photocopying published assessments as a whole or in part for any purpose (copyright infringement).

E1.4.2.9 Prompting students to find the correct answer to any question except sample items (inappropriate and unethical).

E1.4.2.10 Providing assistance that will inadvertently indicate an answer (inappropriate and unethical).

E1.4.2.11 Indicating the correct response to any item except sample items (inappropriate and unethical).

E1.4.2.12 Overemphasizing the importance of student performance on *TerraNova* or announcing that the school will get an incentive award if the students score well (inappropriate as it takes the focus off learning and creates too much pressure on students to do well on the assessments).

E1.4.2.13 Limiting instruction to the objectives of *TerraNova* (inappropriate as it narrows the curriculum).

E1.4.2.14 Reviewing specific *TerraNova* items with students before or after the test (unethical and generally illegal).

E1.4.2.15 Excluding students from the *TerraNova* without an appropriate review (e.g., Case Study Committee) and sponsor notification (unethical and against DoDEA policy).