

TerraNova Performance Assessment Communication Arts

E5.1 Definition

The *TerraNova Performance Assessment Communication Arts* is an assessment for determining the strengths and weaknesses in student communication performance, i.e., reading/language arts and writing, in order to improve the overall instructional program and to make inferences about student achievement in the communication arts. It is a criterion-referenced assessment that reports a student's performance by various achievement levels. The assessment mirrors the instructional approach used in a standards-based language arts classroom while sampling content from the DoDEA English/Language Arts standards.

E5.2 Administration

The *TerraNova Performance Assessment Communication Arts* will be administered to all students in grades 4, 8, and 10, except for those students who have been approved for participation in an alternate assessment. The administration of the *TerraNova Performance Assessment Communication Arts* consists of three 60-minute sessions measuring student achievement in reading, language arts, and writing. The assessment consists of open-ended items that are designed to measure knowledge and critical process skills. The *TerraNova Performance Assessment Communication Arts* includes student activities such as reading, viewing a video, and small group discussions.

The administration of the *TerraNova Performance Assessment Communication Arts* will follow the publisher's instructions as provided in the *Test Directions for Teachers* published by CTB/McGraw-Hill. Only certified educators who have been trained in the administration of the *TerraNova Performance Assessment Communication Arts* will administer the assessment. These *TerraNova Performance Assessment Communication Arts* 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 Performance Assessment Communication Arts* booklet. Completed student assessments will be sent to CTB for scoring. Results will be reported to schools and stakeholders by the fall.

DoD sponsors may choose to exempt their children from the *TerraNova Performance Assessment Communication Arts* on the basis of any perceived conflict with their family values or religious beliefs. Sponsors may review the *TerraNova Performance Assessment Communications Arts* practice activities to make this determination. *TerraNova Performance Assessment Communication Arts* booklets may not be made available for review by sponsors.

E5.3 Assessment Security

Assessment materials security is the responsibility of all involved in the assessment program. For test results to be meaningful, it is essential that students have no prior knowledge of any portion of the test being taken. The following measures should be included in any test security plan.

E5.3.1 Before *TerraNova Performance Assessment Communication Arts* administration:

E5.3.1.1 The assessment coordinator will inventory and store all *TerraNova Performance Assessment Communication Arts* materials in a secure location (e.g., locked cabinet, drawer, or storage room).

E5.3.1.2 Copying of any portion of *TerraNova Performance Assessment Communication Arts* materials is prohibited without the prior consent of the publisher.

E5.3.1.3 *TerraNova Performance Assessment Communication Arts* student booklets will be distributed to *TerraNova Performance Assessment Communication Arts* administrators (those administering the assessment) on the first day of the assessment. *TerraNova Performance Assessment Communication Arts* student booklets will not be available to teachers at any time, except during the administration of the test.

E5.3.1.4 *TerraNova Performance Assessment Communication Arts* 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.

E5.3.1.5 *CTB Test Directions for Teachers* for *TerraNova Performance Assessment Communication Arts* may be reviewed by certified educators at any time.

E5.3.2 During *TerraNova Performance Assessment Communication Arts* administration:

E5.3.2.1 *TerraNova Performance Assessment Communication Arts* administrators (those administering the assessment) may keep the test materials in their own room during administration of the assessment, but when not in use, *TerraNova Performance Assessment Communication Arts* materials must be stored in a secure location (e.g., locked cabinet, drawer or storage room).

E5.3.2.2 *TerraNova Performance Assessment Communication Arts* must be administered according to the *CTB Test Directions for Teachers*.

E5.3.2.3 Following each assessment session, materials must be counted before students are released in order to ensure that all materials have been returned.

E5.3.2.4 *TerraNova Performance Assessment Communication Arts* materials may not be taken home by the teacher.

E5.3.3 After *TerraNova Performance Assessment Communication Arts* administration:

E5.3.3.1 *TerraNova Performance Assessment Communication Arts* administrators (those administering the assessment) must ensure that any marks not related to the content of the students' responses are fully erased, but student responses must not be altered.

E5.3.3.2 *TerraNova Performance Assessment Communication Arts* materials must be returned promptly to the school assessment coordinator by the *TerraNova Performance Assessment Communication Arts* 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.

E5.3.3.3 All surplus materials must be returned to the school assessment coordinator. The school assessment coordinator will keep all surplus materials in a secure location at the school.

E5.3.3.4 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.

E5.3.3.5 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 the assessment materials are on the school premises.

E5.4 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 tested. The following illustrates appropriate/ethical and inappropriate/unethical practices in the preparation of students for the *TerraNova Performance Assessment Communication Arts*.

E5.4.1 Appropriate/Ethical Practices

E5.4.1.1 Training students in "test-taking" skills such as marking answer sheets, making optimal guesses, or general strategies for subject area and item formats.

E5.4.1.2 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 Performance Assessment Communication Arts*.

E5.4.1.3 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.

E5.4.1.4 Reviewing general assessment directions and procedures prior to the assessment.

E5.4.1.5 Following the specific guidance listed in the publisher's directions for administration.

E5.4.1.6 Observing timing guidelines.

E5.4.1.7 Assisting students with mechanical acts such as finding the correct place on the page.

E5.4.1.8 Checking answer sheets to make sure that each has been properly completed within the requirements for scoring (i.e., erasing stray marks).

E5.4.1.9 Teaching, practicing, and assessing the entire domain of DoDEA curricular standards, which includes the assessment objectives, during regular classroom instruction.

E5.4.1.10 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.

E5.4.1.11 Reporting any irregularities to the school Assessment Coordinator.

E5.4.1.12 Using preparation materials including the *TerraNova Performance Assessment Communication Arts* Practice Activities, release items, materials that are part of a textbook adoption purchased by DoDEA or those that have undergone a review by DoDEA.

E5.4.2 Inappropriate/Unethical Practices:

E5.4.2.1 Developing, teaching, practicing and/or reviewing identical or virtually identical questions or items of the *TerraNova Performance Assessment Communication Arts* assessment before or after the administration of the assessment. (inappropriate as this narrows the curriculum and copyright infringement).

E5.4.2.2. Using assessment preparation materials beyond the *TerraNova Performance Assessment Communication Arts* practice, materials that are part of a program materials adoption purchased by DoDEA or those that have undergone a review by DoDEA.

E5.4.2.3 Halting all regular instruction weeks or days prior to the assessment 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).

E5.4.2.4 Limiting instruction to a particular type of question format (inappropriate as it narrows students' abilities to take various types of assessments)