

Communication PRinciples for Principals

APRIL 2011

U.S. HISTORY END-OF-COURSE ASSESSMENT



IDEA

Attend a webinar. Two webinar sessions will be held for each DoDEA Area to familiarize administrators, educational technologists, teachers, and area, school, and district assessment coordinators with the U.S. History EOC assessment and the use of the Benchmark Tracker System to administer the assessment.



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<http://www.dodea.edu>

Talking it Over – U.S. History End-of-Course Assessment

Background: The U.S. History End-of-Course (EOC) Assessment will be administered May 9-27, 2011 to all 11th grade U.S. History course students, including regular U.S. History and AP U.S. History students. The purpose of the U.S. History EOC assessment is tied to Goal I of DoDEA's Community Strategic Plan – *"All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning."* The U.S. History EOC Assessment is one of the strategies DoDEA will use to make data-driven decisions to improve and differentiate instruction in the classroom.

The assessment is aligned to the updated U.S. History content standards. The updated standards provide clarity and specificity to guide instruction on what a student should know and be able to do upon completion of the 11th Grade U.S. History course. The standards provide guidance to teachers for the implementation of curriculum. Content covered on the test can be found in the U.S. History textbook. This end-of-course assessment also includes content and skills taught in AP U.S. History.

The following talking points were developed to help principals communicate with their teachers about this assessment to promote awareness and better understanding of the assessment. We encourage you to talk with your staff about this assessment and how it fits into DoDEA's overall priorities of continuous improvement, data-driven decision making, and highest student achievement.

Ways to communicate with your staff:

Staff meetings – dedicate a staff meeting to the U.S. History EOC Assessment. Talk with your U.S. History and AP U.S. History teachers about the who, what, when, where, why and how – so that everyone understands the purpose, process, and use of the results.

Slide shows and background information – prior to your staff meeting, ensure that teachers have some background information about this assessment to give them a foundation from which to start.

Informal small group discussions – Talk with your staff in small groups – it doesn't have to be a formal meeting to be useful and informative.

Talking with your staff:

The purpose: The purpose of the U.S. History EOC Assessment is tied to Goal I of DoDEA's Community Strategic Plan – *“All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning.”*

The process: Talk with your staff about how the U.S. History EOC Assessment will be administered.

Assessment Administration Talking points:

- The assessment will be administered online through the Benchmark Tracker delivery system.
- Usernames and passwords will be sent to the schools.
- Many DoDEA teachers are already trained in the use of the Benchmark Tracker system.
- The assessment will consist of 50 multiple-choice, 4 short-answer, and 3 extended-response items.
- The test will be given in two sessions, one with multiple-choice items only and one with constructed response items only. While the test is untimed, each session should be approximately 55 minutes.

Training Process Talking Points:

April 2011

- Attend a webinar. Two webinar sessions will be held for each DoDEA Area to familiarize administrators, educational technologists, teachers, and area, school, and district assessment coordinators with the U.S. History EOC Assessment and the use of the Benchmark Tracker System to administer the assessment. The training will also include information on accessing multiple-choice scores for students following the assessment.
- The webinars will be held April 19th and 26th (DoDEA Americas and Pacific) and April 20th and 27th (Europe) during regularly scheduled meeting times within the duty day. They will not require Professional Development days (See schedule on next page)
- Webinars will last approximately 1 hour.
- The target audience for the webinars is DoDEA high school administrators, area, district, and school assessment coordinators, U.S. History and AP U.S. History teachers, Educational Technologists, and Social Studies ISS.

The assessment is aligned to the updated U.S. History content standards. The updated standards provide clarity and specificity to guide instruction on what a student should know and be able to do upon completion of the 11th Grade U.S. History Course.

TIPS



- A webinar will be recorded and posted for future reference at:
 - » **DoDEA Online Assessment Delivery System:** <https://admin.benchmarktracker.com/dodea/>. Click on *Help/Resources & Guides*.
 - » **DoDEA Blackboard:** Social Studies Curriculum Implementation/Assessment/U.S. History End-of-Course Assessment, Spring 2011/U.S. History EOC Webinar Recordings, Spring 2011
 - » **DoDEA Blackboard:** DoDEA Systemwide Assessments/SY2010-2011/U.S. History End-of-Course/U.S. History EOC Webinar Recordings, Spring 2011
 - » **CTB/DoDEA Website:** www.ctb.com/dodea

AREA	DATE	TIME
DoDEA Pacific	April 19th (April 18th)	9:00 am (JST) (8:00 pm (EDT))
	April 26th (April 25th)	9:00 am (JST) (8:00 pm (EDT))
DoDEA Americas	April 19th	12:00 pm (EDT)
	April 26th	12:00 pm (EDT)
DoDEA Europe	April 20th	1:00 pm (CEST) (7:00 am (EDT))
	April 27th	1:00 pm (CEST) (7:00 am (EDT))

- **Target audience for each webinar:** Administrators; Area, District, School Assessment Coordinators; Social Studies ISS; U.S. History Teachers; AP U.S. History Teachers; Educational Technologists
- **Each Webinar will last 1 hour.**

Beginning of School Year 2011-2012

- Attend a webinar. Webinars on interpreting score reports and using the data to improve instruction and learning will be scheduled.
- Meet with your U.S. History and AP U.S. History teachers to review the results of the U.S. History EOC Assessment and review a plan for each teacher to adapt instruction in the classroom.

Questions and Answers:

The following questions were developed by DoDEA's Assessment Specialist and Social Studies Coordinator. They are very useful questions and answers to help you communicate with teachers. Use them just as they are or adapt them into text format.

Q: *What is the purpose of the U.S. History EOC Assessment?*

A: This initiative is part of DoDEA's commitment to continuous improvement. The purpose of the U.S. History EOC assessment is tied to Goal I of DoDEA's Community Strategic Plan – "All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning." The U.S. History EOC Assessment is one of the strategies DoDEA will use to make data-driven decisions to improve and differentiate instruction in the classroom.

Q: *How many questions will appear on the U.S. History EOC Assessment?*

A: The assessment consists of 50 multiple-choice (1 pt. each), 4 short-answer (2 pts. Each), and 3 extended-response (4 pts. Each) items. Forty multiple-choice, 3 short-answer, and 2 extended-response items will contribute to a student's score. The remaining items are field test items. They are being tested to determine their appropriateness for future U.S. History assessments.

Q: *Is there a practice test for students?*

A: A U.S. History Practice Test made up of 40 multiple-choice, 3 short-answer, and 2 extended-response items is available for students through the DoDEA Online Assessment Delivery System at <https://launchbmt.com>. Please give students an opportunity to practice at least once before administering the online test.

- » The Practice Test can also be printed and hand-scored by the teacher. It is available in PDF format at the following sites:
- » DoDEA Online Assessment Delivery System: <https://admin.benchmarktracker.com/dodea/>. Click on Help/Resources & Guides.
- » DoDEA Blackboard: Social Studies Curriculum Implementation/Assessment/U.S. History End-of-Course/U.S. History EOC Practice Test Materials/U.S. History Practice Test
- » DoDEA Systemwide Assessments/SY2010-2011/U.S. History End-of-Course/U.S. History EOC Practice Test Materials

Q: *What is the purpose of the Practice Test?*

A: The purpose of the practice test is to give students experience in taking an end-of-course assessment aligned to the DoDEA U.S. History 11th Grade Content Standards. Teachers are encouraged to give the practice test to their students by the end of April. Results of the practice test should not be used as part of a student's grade.

Q: *How can the results from 2011 be used?*

A: A multiple-choice raw score will be available for each student following the completion of the student's test. This raw score can be used as part of a student's semester or course grade. Constructed-response items will be scored by the testing contractor to yield a multiple-choice and constructed-response composite score. The composite scores will be available by fall 2011. The results will be used to make adjustments to classroom instruction where needed.

Q: *How can the 2011 results be used to adjust classroom instruction?*

A: Training on interpreting student scores and using them to adjust instruction will be conducted in fall 2011.

Q: *What preparations are expected by teachers prior to implementing the test?*

A: Prior to implementing the test, teachers will be asked to review student information for accuracy, print student IDs and passwords, and assign the assessment to an individual class. On April 19th and 26th (DoDEA Americas and Pacific) and April 20th and 27th (Europe), teachers will be asked to participate in a webinar that will cover the Online Test Administration Manual and will focus on student data management, including reviewing student information for accuracy, printing student IDs and passwords, and assigning the assessment to an individual class.

Q: *How much time will be allotted for training?*

A: Webinars are scheduled for 1 hour.

Q: *Will training be done for all teachers in a school at the same time?*

A: Yes, training will be done for all teachers in a school at the same time. The webinars will also be posted on DoDEA's Blackboard site, the Benchmark Tracker Delivery System, and the CTB/DoDEA website for anytime access.

Q: *Will the technology be tested and ready for use prior to the training?*

A: Yes, the technology has been tested and is ready for use.

Q: *Will training be provided on the Benchmark Tracker System for those who may not be familiar with it?*

A: Training on the Benchmark Tracker System will be included in the webinar. The Benchmark Tracker System also includes a help feature that will guide teachers through the use of the system.

Q: *How will the training be done during the duty day in all three DoDEA Areas?*

A: Training will be conducted for each area during the duty day within that respective time zone.

Q: *Will DoDEA technology be ready for testing to ensure that tests do not error out while students are taking them?*

A: DoDEA IT is ready to provide support to students and faculty during the testing window. This must be a joint effort (Education and IT) and a key to its success is timely and accurate reporting of errors. Reports of problems or errors to the school AT or Help/Service Desk should be detailed. This will help IT personnel to identify and resolve the issue in a timely manner. Details should include at least the following, along with any other information deemed relevant:

- » What is the problem? Unable to access site, network is slow, username/password is not correct, error message during test, etc.
- » When and where did the problem happen? Date, Time, School, Building and Room
- » Name of the PC or PCs
- » Exact wording of any message.
- » Have other users at this location experienced similar problems?

Q: *Will provisions be in place if there is a system breakdown?*

A: The testing vendor (Bookette) will provide 24/7 support during the testing window. DoDEA IT will also be available to support the schools as detailed in the previous question.

Q: *Can adequate time be provided between this test and AP testing?*

A: The AP U.S. History Exam will be given on May 6th. The testing window for the U.S. History EOC Assessment is May 9-27.

Q: *Will adequate computer space and time be found in schools to give valid and reliable tests without interfering significantly with other school technology use (including using the media center)?*

A: Adequate computer space and time for testing is a school-based scheduling function.

Q: *Who scores the tests? Who scores the extended –response and short-answer items?*

A: The multiple-choice items will be scored electronically in the Benchmark Tracker online system. The short-answer and extended-response items will be scored by CTB/McGraw-Hill.

Q: *The curriculum for 11th grade U.S. History and AP U.S. History are different. Will this affect the validity of testing?*

A: No, this will not affect the validity of the test. The same core content is covered in both the 11th grade U.S. History and AP U.S. History courses.