



## 2014 AVID End-of-Course Assessment Administration Guide for the 80 Minute – Two Sessions Assessment

**Note to District Testing Administrator:** *These instructions are provided as an example and may be modified to meet your district's assessment requirements.*

### Purpose and Development

The AVID End-of-Course Assessment Item Banks for grades 6-12 were developed as part of AVID's continuous support for districts in need of standardized assessments to measure the progress of students' mastery in an elective course. The purpose of this test is to allow teachers and schools to use the results to identify areas of strengths and weaknesses to improve student performance.

This standardized test was developed by a team of AVID teachers and leaders from the state of Florida who were trained by a psychometrician to evaluate and author items. The questions are multiple-choice and vary in length and complexity.

### Test Administration

The secure AVID EOC Assessment should be administered as a typical "important" test. The test is timed for two forty-minute sessions. No test should be sent home with a student and students cannot receive help answering test questions.

### Test Materials

This assessment can be taken as either a paper/pencil exam or a computer-based exam. For the paper/pencil exam, each student will need a #2 pencil to complete the answer sheet. Students are allowed to write in the test booklet if needed; therefore, scratch paper is not necessary.

For the paper/pencil assessment, there will be two booklets provided by the district and each will contain 28 questions which are to be answered in 40 minutes. The test booklets for each grade level are labeled Part One and Part Two.

For the computer-based assessment, students will need a *ticket number* for identification purposes.

Regarding the use of calculators, there may be a question that asks students to calculate their grade point average using basic mathematical computations. It is up to the school district to decide whether or not to distribute calculators to students.

### Accommodations

All accommodations noted on IEP, 504 and LEP plans should be followed. Large Print test materials will not be available; however, schools are allowed to enlarge assessments for students who require large print.

### Scanning/Scoring

Tests should be scanned as soon as possible after the last test is administered.

Teachers should resolve their answer sheets after each scanning session. This process will ensure that all students are accounted for when reports are compiled for review.

## **Directions for Teachers for the Paper/Pencil Assessment**

### **Materials Required for the Paper/Pencil Assessment:**

1. One set of test booklets for each class period (one test booklet per student, supplied by district)
2. Answer sheets (one for each student per test day, supplied by district)
3. Script for Administration
4. # 2 Pencils

### **For Testing on Paper**

#### **Before Testing**

1. Verify that you have enough test booklets (one for each student).
2. Verify that you have enough answer sheets (one for each student per test day).
3. Check to see what type of answer sheets your students have: Generic, or PreID with Student Names and Test Title included. **Be aware that the answer sheet for Part One must be numbered 1 – 28 and the answer sheet for Part Two must be numbered 29 – 56.**
4. Verify that the title of the answer sheets and the title of the test match (Grade Level and Test Type).
5. If answer sheets have not been pre-printed with student names and the test title, have the students complete the top of their answer sheets to write their name and test title: **AVID EOC Assessment Part One - Grade \_\_\_\_ / AVID EOC Assessment Part Two - Grade\_\_\_\_.**

#### **During Testing**

1. Circulate to ensure students do not make stray marks on the answer sheet – the answer sheet will not scan if there are marks in the blocks on the bottom and top of the sheet.
2. Ensure students do not bend or fold answer sheets.
3. Check that each student has written his/her name at the top of the answer sheet.
4. Check that each student has bubbled in his/her name if it appears. (If it doesn't appear, they should write their name at the top legibly).

#### **After Testing**

1. Erase all stray marks on the answer sheet.
2. Organize answer sheets face up by class.
3. Separate and clip all unused answer sheets – note students who were absent.
4. Scan answer sheets.
5. Do not run reports for your students until you have been directed to do so.

# **Script for Administering the AVID EOC Assessment Part One**

## **For Testing on Paper**

All Say:

Today you will be taking the AVID Elective End-of-Course Assessment for grade \_\_\_\_\_. Today's test is Part One. Tomorrow we will take Part Two. Both tests are timed for 40 minutes and contain 28 questions each. The questions for today's test are numbered 1 – 28.

The questions on the test are all multiple choice with only one correct answer. The questions will cover what you are learning in the AVID elective in the areas of writing, reading, inquiry, organization, collaboration, communication, college readiness, and AVID student requirements.

You are expected to do your best and to answer each question to the best of your ability. You may look back at your work at any time.

Please remember that you may NOT have any personal electronic or recording devices, such as cell phones, in your possession during testing.

The only materials on your desk should be:

1. Your # 2 pencil
2. Test Booklet Part 1
3. Answer Sheet (#s 1-28)

If PreID Answer Sheets are used, say:

Check that the Test Name on the top of your answer sheet and Test Name on your booklet match.

Raise your hand if they do not.

Fill in the bubble next to your name. If you do not find your name, make sure your name is clearly written at the top of the answer sheet on the line labeled "name."

If Generic Answer Sheets are used, say:

Clearly write your name on the top of the answer sheet on the line labeled "name."

Bubble in your Student ID Number. Raise your hand if you need your student ID number and I will come around and give it to you.

Write AVID EOC Assessment Grade \_\_\_\_ Part 1 at the top of your answer sheet.

Say:

Now you are going to take the AVID EOC Assessment Part 1.

DO NOT MAKE stray marks on your answer sheets.

You may write in the test booklets at any time.

I will let you know when there are 10 minutes left in the period.

During testing, do not talk or disturb others. Begin testing.

After Testing Say:

Please stop testing and I will pick up your materials now.

# Script for Administering the AVID EOC Assessment Part Two

## For Testing on Paper

All Say:

Today you will be taking the AVID Elective End-of-Course Assessment Part Two. This test is timed for 40 minutes and contains 28 questions. **The questions for today's test are numbered 29 – 56.** The questions on the test are all multiple choice with only one correct answer. The questions will cover what you are learning in the AVID elective in the areas of writing, reading, inquiry, organization, collaboration, communication, college readiness, and AVID student requirements.

You are expected to do your best and to answer each question to the best of your ability. You may look back at your work at any time.

Please remember that you may NOT have any personal electronic or recording devices, such as cell phones, in your possession during testing.

The only materials on your desk should be:

1. Your # 2 pencil
2. Test Booklet Part 2
3. Answer sheet (#s 29-56)

If PreID Answer Sheets are used, say:

Check that the Test Name on the top of your answer sheet and Test Name on your booklet match. Raise your hand if they do not.

Fill in the bubble next to your name. If you do not find your name, make sure your name is clearly written at the top of the answer sheet on the line labeled "name."

If Generic Answer Sheets are used, say:

Clearly write your name on the top of the answer sheet on the line labeled "name."

Bubble in your Student ID Number. Raise your hand if you need your student ID number and I will come around and give it to you.

Write AVID EOC Assessment Grade \_\_\_\_ Part 2 at the top of your answer sheet.

All Say:

Now you are going to take the AVID EOC Assessment Part 2.

DO NOT MAKE stray marks on your answer sheets.

You may write in the test booklets at any time.

I will let you know when there are 10 minutes left in the period.

During testing, do not talk or disturb others. Begin testing.

After Testing Say:

Please stop testing and I will pick up your materials now.

## **Directions for Teachers for the Computer-based Assessment**

### **Materials required for a computer-based assessment:**

1. A computer for each student with the web address posted or on the sign-in screen
2. A *ticket number* for each student for identification purposes

### **Before Testing:**

1. Make sure you have a *ticket number* for each student
2. Post the web address or have the computers at the sign-in screen.
3. Have students enter the *ticket number* on the right side of the screen.

### **During Testing:**

1. Monitor that students are answering all questions before they submit a test for scoring.

### **After Testing:**

1. Do not run reports for your students until you receive word that the reports have been released for review.

## **Script for Administering the AVID EOC Assessment Part One**

### **For a Computer-based Assessment**

All Say:

Today you will be taking the AVID Elective End-of-Course Assessment for grade \_\_\_\_\_. Today is Part One. Tomorrow we will take Part Two. Both tests are timed for 40 minutes and contain 28 questions each. The questions for today's test will be numbered 1 – 28.

The questions on the test are all multiple choice with only one correct answer. The questions will cover what you are learning in the AVID elective in the areas of writing, reading, inquiry, organization, collaboration, communication, college readiness, and AVID student requirements.

You are expected to do your best and to answer each question to the best of your ability. You may look back at your work at any time.

Please remember that you may NOT have any personal electronic or recording devices, such as cell phones, in your possession during testing.

When you have completed the test, you must click the *submit* button.

# **Script for Administering the AVID EOC Assessment Part Two**

## **For a Computer-based Assessment**

All Say:

Today you will be taking the AVID Elective End-of-Course Assessment Part Two. This test is timed for 40 minutes and contains 28 questions. **The questions on today's test are numbered 29 – 56.** The questions on the test are all multiple choice with only one correct answer. The questions will cover what you are learning in the AVID elective in the areas of writing, reading, inquiry, organization, collaboration, communication, college readiness, and AVID student requirements.

You are expected to do your best and to answer each question to the best of your ability. You may look back at your work at any time.

Please remember that you may NOT have any personal electronic or recording devices, such as cell phones, in your possession during testing.

When you have completed the test, you must click the *submit* button.