**Central Florida Assessment Collaborative Meeting Minutes** 

Date: Wednesday, January 14, 2015, 8:30 a.m. – 3:30 p.m.

Location: Best Western LBV

Address: 2000 Hotel Plaza Blvd, Lake Buena Vista, FL 32830

Welcome & Introductions – Heather Wright

* Award letter received for new grant
* Marie’s last meeting; hires for new grant (add info)

1/14/15 Conference Call - John Carr

* Initiated by Seminole
* Purpose was to create a consolidated message for legislators regarding assessment and evaluation
* Things discussed – removal of state trigger regarding categorization of evaluation categories based on VAM, reduction of percentage of evaluation based on performance data, consequences of shift to CBT, public perceptions about assessment
* Result of call will be a position paper that will be provided to lobbyists

District Midyear Testing Experiences

Volusia

* Test development started about 1 year ago; content specialists facilitated development. Plan was to write original items and supplement with CFAC and/or IBTP items. Most content areas in good shape. CTE will likely not have all courses complete, so school-selected tests will be utilized.
* Midyear testing ran smoothly. Draft handouts provided.
* Printing costs for the entire year estimated at 40K (confirm). All paper-based with exception of two science courses.
* Administered in Eduphoria. Teachers printed test booklets and scan sheets. Copies to be securely destroyed at school site. School retains one copy if needed for make-ups. Schools determined their own security processes.
* Four day testing window. Answer sheets opened for printing early.
* Used for Q4 grades, but how to apply at teacher discretion. Per union agreement, teachers can scale raw scores if they feel it will negatively impact student grade. No cut scores provided.
* Considering some sort of Roster Verification Tool moving forward.
* Not using scores for teacher evaluation this year.

Pinellas

* Approximately 180 tests were administered at the midterm through Performance Matters. Most were administered pencil/paper. Visual and Performing Arts tests were online only. Progress monitoring tests for state-tested areas could be administered either way. Overall the testing ran smoothly.
* Testing took place over a 4-day window with the exception of VA and PA tests which were administered the week prior. This was done just in case we encountered technical difficulties with the online tests.
* Content specialists facilitated test development
* Printing and distribution were managed by the assessment office. Printing costs were approximately 40K for the midterm assessment.
* Teachers/test administrators were required to sign a security and prohibited activities agreement. Tests were checked out and in daily. The assistance principals of curriculum were responsible for maintaining security and managing inventory
* In high school, the tests were 25% of the students’ semester 1 grade. Teachers were allowed to scale the assessments at their discretion.
* In middle school, this was the first time that exams had ever been administered. The tests were worth 10% of the students’ grade. The district developed cut scores (fun way to spend winter break).

Levy

* Similar process to Pinellas
* Approximately 40 tests
* Ran smoothly

Pasco

* Approximately 55 tests administered
* Using teacher developed for courses that do not represent the majority of the day for any teacher. Online tool for principals to indicate that they have reviewed and approved the test.
* Not using for teacher evaluation or student grades.
* Administered in Performance Matters. Just purchased PM in November and were able to get them up and running.
* Choice of online or paper-based administration. Only visual and performing arts required online administrator. Plan to specify administration type for semester 2.
* Administrators/test coordinators printed tests/answer sheets.
* Daily check-in/out process.

Osceola (confirm all details included)

* Tracking spreadsheet showed breakdown of quantities by category (district-developed, state, teacher-developed) and distribution list
* All paper-based except MJ Keyboarding 1
* District assigned testing window; schools selected times.
* Testing coordinators generated pre-slugged answer sheets based on class assignments
* Tests built in IBTP and administered using PCG platform. Data housed on PCG.
* Middle and high handled printing and distribution differently. REA ended up having to take control of middle due to errors. REA will manage process semester 2.

Tests for K-5 Non-Core Courses

* Brevard – elected to use checklists for elementary art/music
* Osceola – all elective tests for a content area administered in the same day ; multiple choice; will be used as major test grade for students; teachers own the grade; most paper/pencil – may use technology enhanced in art/music; for 2015-16 they are considering “50% rule” regarding attendance in classes that meet weekly in order for scores to be used for evaluation
* Pasco – using MC tests for K-5 (30 minute); plan to use cross curricular performance tasks to capture science and social studies

Grant Updates (PowerPoint presentation is posted on CFAC Website)

* Course Item Total handout – provided to DOE; shows number of items grant promised, developed, and approved by course. Not all approved items have been transferred from Equella to the IBTP. When searching IBTP, best to search for course code.
* Item Bank Breakdown handout – shows number of grant items developed and approved by item type for each course.
* Grant courses that met 250 item requirement – see slides 2 & 3 of PowerPoint for list
* MJ Critical Thinking - there was a recent name change (now MJ Critical Thinking, Problem Solving, and Learning Strategies) and update to standards; work was complete, but had to be restarted due to new standards.
* Grant courses that are short on the 250 item requirement – see slide 4 of PowerPoint for list; there are enough items for each course to build at least one test form.
* There are grant courses that we thought met the requirements based on reports provided by DOE in September, but actually have not based on final report provided by DOE. Issue with items being double counted in earlier report. Most are short by a small amount. There is more than enough items to build tests.

Non Grant Updates (PowerPoint presentation is posted on CFAC Website)

* Handout provided with sum of published items by course
* DOE states they are unable to upload any more non-grant items into the IBTP in the foreseeable future due to backlog. If necessary, Justin can give a district rep access to Eduphoria. Items can be copied and pasted to create a paper/pencil test.
* The next Eduphoria export is scheduled for February 23rd.
* Navel Science 1-4 – The Navy provided item banks. Items have been manually entered into Eduphoria. They are supposed to be secure items. These will be included in the next export.
* Greatest teacher needs are Army JROTC, Air Force JROTC, and Chinese.
* If you need to check your district status regarding CFAC obligations, or if you would like information about the Volusia fiscal agent option, contact Justin.
* See slide 9 of PowerPoint for list of districts who need to submit district security agreements.
* Blueprints for shared tests can be found at <http://cfacteam.weebly.com/tests-built.html>. If you would like to share a test, email the blueprint that directly aligns to your test to Justin Seabolt. Make sure the blueprints include the Item Numbers from all items that you used on your test. Please save the blueprint file as “Course Name – Course ID.” Include the name of the test (with proper naming convention)
* Not all test forms created in IBTP have been posted to CFAC shared folder.

IBTP Item Review (see attached handout – particularly back side of email)

* DOE reviews 5% of items during the final review phase. They estimate that they have reviewed 20-40% of items when all phases of review process or considered.
* Districts have discovered MANY issues with items.
* Osceola uses GoogleDoc for teachers/test coordinators/administrators to record issues with tests reported by students
* Issues with IBTP items must be reported to the state; not editable

Asana

* Project management software that Heather and Justin are using
* Free and paid versions available
* Interacts with calendars & email

Topics & Dates for Next Meeting

* Next Meeting – **Wednesday, February 11**
* Accommodations & handling at a large scale
* Handling schools with incorrect course offerings/procedures
* Use of industry certification
* Charters – access to IBTP and district-developed EOYs and/or item banks (fees?)
* District encouraged to share best practices; send email to Heather if you are interested in presenting
* Plans for summer content development with teachers; what does professional learning look like? Communication
* New CTE grant

2/26/15 – Next FADAC Meeting in Pasco. Test implementation process and what to do with the resulting data will be on the agenda.