



Assessment Scheduling

Scheduling Considerations

- School calendar
 - Spring break
 - Activities
- Daily schedule – may change
 - Classes
 - Lunch(es)
- ES, MS, HS schedules will differ
- All assessments
- Device to student ratio
- Lab set-up – may be flexible (portable labs/computer carts)

Spring Assessments

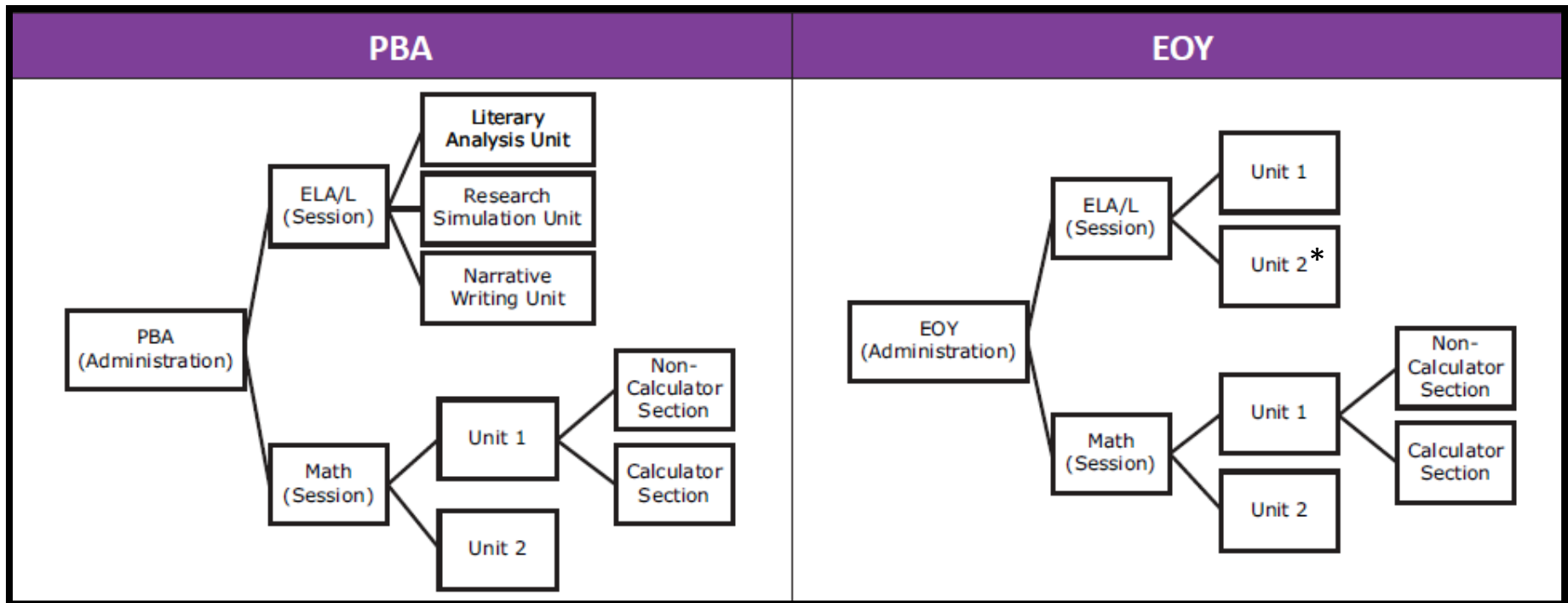
- PARCC (grades 3 – 11)
 - PBA
 - EOY
- SBA Science (grades 4, 7, 11 only)
- EoCs (HS, possibly in ES/MS)
- Interim assessments?

Testing Window Dates

- NMPARCC PBA: **3/2/15 – 3/27/15**
- NMPARCC EOY: **4/13/15 – 5/8/15**
- SBA (Science and SLA): **3/23/15 – 4/10/15**
- EoC: **2 consecutive weeks in last 3 weeks of semester**
- Interim Assessments: depends on vendor schedule

PARCC Administration Flowchart

- **Administration:** Performance-Based Assessment, End-of-Year
- **Session:** Grouping of students, composed of units
- **Unit:** Literary Analysis Unit, Research Simulation Unit, etc.
- **Section:** Calculator or non-calculator sections of Math units



Number of PARCC Test Units

Grades 3-5: 8 units total		
	ELA/L	Mathematics
PBA	3 units	2 units
EOY	1 unit	2 units
Total	4 units	4 units

Grades 6-High School: 9 units total		
	ELA/L	Mathematics
PBA	3 units	2 units
EOY	2 units	2 units
Total	5 units	4 units

Administration Time – Guidelines for Scheduling

Task	Approximate Time
1. Students enter lab and settle.	5 minutes
2. Complete preliminary test preparation after students arrive (includes reading instructions to students and answering questions).	15 minutes
2. Distribute test materials to students/help students log-in.	10 minutes
3. Administer unit (times vary by unit).	60-90 minutes
4. Complete end-of-unit activities, including closing units and collecting test materials.	10 minutes
Total	100-130 minutes

Unit Testing Time

English Language Arts/Literacy

	PBA Unit 1 (LA)	PBA Unit 2 (RS)	PBA Unit 3 (NW)	EOY Unit 1	EOY Unit 2
Grade 3	75	75	60	75	-
Grade 4-5	75	90	60	75	-
Grades 6-11	75	90	60	60	60

LA: Literary Analysis • RS: Research Simulation • NW: Narrative Writing

Mathematics

	PBA Unit 1	PBA Unit 2	EOY Unit 1	EOY Unit 2
Grade 3	75	75	75	75
Grade 4-5	80	70	75	75
Grades 6-8	80	70	80	75
Alg I, Geo, Int Math I, Int Math II	90	75	80	75
Alg II, Int Math III	90	75	90	75

Scheduling

- For paper-based testing (PBT), the **district** must use the same schedule.
 - For PBT, each unit must be completed by all students within a grade/course **at the same time**.
-
- For computer-based testing (CBT), **schools** may create their own schedules.
 - For CBT, each unit within a grade/course must be scheduled as close together as possible.
 - Scheduling discussion today: **CBT only**

Number of Units in a Day

- It is highly recommended that schools schedule no more than **two units per day** for any given **student**.
- A school may schedule as many units a day as needed for multiple groups of students.
- Schools may schedule units back-to-back for students, but must give students a **short break between units**.

Testing Order

- There is no specific order for content area – schools may administer ELA/L or Mathematics first.
- **Within content areas**, units must be administered in sequential order (except for make-up testing).
 - For example: Unit 1 -> Unit 2
- Schools **may alternate between content areas**.
 - For example: Unit 1 ELA/L EOY -> Unit 1 Mathematics EOY
-> Unit 2 ELA/L EOY -> Unit 2 Mathematics EOY

Make-Up Testing

- If students miss a unit, they may skip the unit to continue testing with their testing group and make up the unit at another time.
- Schools must schedule make-up testing within the testing window.
- Schools may combine students for content areas **if the unit testing times and administration scripts are the same.**
 - For example: Grade 3 ELA/L PBA and Grade 4 ELA/L PBA

Scheduling Tips

- Consider mobile labs/computer carts.
- Reserve room(s) for extended time testers and non-CBT accommodations (where applicable).
- ES, MS, and HS will have different schedules.
- **Preserve instructional time to the greatest possible extent**
- Consider computer-based courses.
- Daily schedule may change for ALL students, esp. in HS.
- Block schedule? Rotations? Classroom teacher or different TA? Think outside the box!



For More Information

- For more information and resources on scheduling, please view the Scheduling Tool Kit on PARCC Online:
<http://www.parcconline.org/assessment-administration-guidance>
- Resources include scheduling FAQs, schedule templates, and sample schedules.
- Handouts provided – review.

Think – Pair – Share

- Form pairs.
- Each pair should choose a school to use as a sample for this scheduling activity. If possible, have ES, MS, and HS represented.
- Integrate your district/school calendar into the *Assessment Calendar* provided. (5 minutes)
- Fill out the *CBT Capacity Planning Tool* provided. Estimate where necessary. (15 minutes)

Think – Pair – Share

- Based on your *CBT Capacity Planning Tool*, fill out a *Sample Schedule*. Extras are available. (30 mins)
- Share:
 - ES/MS/HS
 - Testing grades
 - Number of labs/computers
 - Schedule
 - Testing groups, sequence of units, days, times, make-ups, extended time, accommodations, etc.
 - **Schedule for students not testing**

Immediate Action Item – within the week

1. Form Assessment Scheduling Teams

- One for each **school** OR
- Three per **district**:
 - Elementary
 - Middle
 - High
- Incorporate essential staff:
 - District Test Coordinators
 - District Technology Coordinators
 - Principals
 - School Test Coordinators
 - School Technology Coordinators

Immediate Action Item – By Jan. 31

2. Assessment Scheduling Teams complete school schedules

- Give Teams scheduling information
- Provide handouts/Capacity Planning Tool/Sample Schedules
- Address ALL students:
 - Testing
 - Not currently testing
 - Extended time testers
 - Students with non-CBT accommodations
 - Computer/online courses

Action Items – By mid-February

3. Provide assessment schedules to all school staff:

- Principals
- School Test Coordinators
- School Technology Coordinators
- Administrative Staff
- Teachers

Action Items – By early March

4. Provide assessment schedules to students and families

- Principals
- School Test Coordinators
- School Technology Coordinators
- Administrative Staff
- Teachers

Wrap-Up

- Questions about scheduling or assessment procedures? Joslyn.Overby@state.nm.us
- Please spend the next 2 weeks completing action items from all sessions.
- Thank you for coming to the PED Assessment Workshops! Remember to submit your ticket before leaving.