Preparing for the 2006 HSTW Assessment

October 14, 2005
Bloomington, IL

Components of the HSTW Assessment

- HSTW Assessment
  - Required in even-numbered years
  - Given to new sites, CSR sites, sites testing for the award only in odd-numbered years
- Teacher Survey
  - January 9–March 10, 2006
  - Included in the cost of the student assessment
- Annual Site Progress Report
  - Collected at the end of the school year
  - Information on school and classroom practices, improvements, challenges and demographic information

What is the HSTW Assessment?

- Subject Tests
  - Reading
  - Mathematics
  - Science
- Student Survey
  - Transcript study
  - Questions about high school experiences
- History of Assessment
  - National Assessment of Educational Progress
  - School-level results make it unique
Why should your school participate?
- Unique ability to link school and classroom practices to performance on subject tests
- Tests taken by schools for improvement purposes, not to rank schools, etc.
- Comprehensive report of results
- Extensive training on using the data for school improvement

Assessment Results
- **HSTW Assessment Report** (sent in late August)
  - Mean scores in reading, mathematics and science for your school
  - Information on students meeting the HSTW curriculum and performance goals
  - Comparable network data
  - Scores on the subject tests disaggregated by students’ responses to the survey questions
  - Teacher survey results

HSTW Awards of Educational Achievement
- Sent to schools in early May
- Awarded to students meeting HSTW performance and curriculum goals
- Both CTE and non-CTE students are eligible, provided they have a concentration
- Information on the award is on the website
Assessment Window

The window for the 2006 HSTW Assessment is:

January 9 – February 10, 2006

Plan Ahead to Get the Best Results!

Sample Schedule

- October-November 2005
  - Place order for assessments by October 20.
  - Review the ETS Assessment Preparation Packet.
  - Schedule time and place to administer the assessment (including makeup sessions).
  - Identify students for testing.
  - Notify students of their participation in the assessment.
  - Identify test assistants. (Ideally, one for every 15 students during the student survey.)

- November-December 2005
  - Finalize student roster.
  - Classify courses and complete Course Matching Chart.
  - Obtain student transcripts once semester grades are reported.
Deadlines to Remember

- Deadline for assessment orders
  - October 20, 2005
- Receive Tests
  - January 2-6, 2006
- Administer the Assessment
  - January 9 – February 10, 2006
- Ship materials back to ETS
  - Postmark no later than February 10, 2006

Assessment Preparation Packet from ETS

1. Test Administration Guide
2. Sampling Instructions
3. Student Roster Form
4. Course Description Guide
5. Course Matching Chart
6. Checklist
7. Test Description and Sample Question Booklet

Selecting Students for the HSTW Assessment

Use option number three to identify students for school improvement purposes:

3. Test a random sample of 60 seniors.
Other Assessment Guidelines to Follow

- Test only seniors.
- Do not use the completion of academic courses as criterion for selecting students.
- Include special-needs students in the testing under the conditions stated in their individualized educational plans regarding participation in state standardized tests.
- Ensure all test-takers complete all 4 components of the assessment: subject tests in reading, mathematics and science and the student survey.

Drawing a Random Sample and Completing the Student Roster Form

A random sample helps ensure that the test results are representative of your school’s senior class.

How to draw a random sample:
1. List of students eligible for testing
2. Use the random numbers table
3. Select alternates
4. Complete student roster

Student Roster Form (cont.)

- Keep two copies of the completed roster for your school for 5 years. You will need this information to complete the follow-up survey.
- Give one copy to your principal.
Course-Matching

- Get each department head for English, mathematics and science to help with this process.
- Include any courses the seniors have taken from grades 9-12 within English, mathematics, science or career-technical areas.
- Using the course description guide, match each course from your school’s master schedule to the SREB course title on the course-matching chart. Example from the course-matching guide
  Regular, Advanced, or College Prep Algebra I:
  “Algebra I courses include the study of properties and operations of the real number system, evaluating rational algebraic expressions . . .”

Completing the Transcript Study

- You will need:
  - A copy of each student’s high school (grades 9-12) transcript
  - Each student’s current schedule
  - A completed course-matching chart.
- The transcript portion of the student survey can be completed by guidance staff and/or teachers or students can complete this when they do the student survey.

Receive Testing Materials

- Your school will receive boxes that contain:
  - Testing booklets for each subject
  - Student survey booklets
  - Answer documents
- Using the survey control form, verify that you have received correct materials.
- Check, count and safeguard materials.
- Notify teachers and students of dates, times and locations of sessions.
- Assign one answer document to each student after receiving the materials from ETS.
Administer the Assessment

- Assemble materials and set up the room.
- Supervise student check-in.
- Supervise the session using the administration scripts.
- Collect the materials.
- Schedule makeup sessions for students who are absent.

Returning Testing Materials

- Postmark deadline to mail materials to ETS: February 10, 2006.
- All used answer documents must be returned along with the completed survey control form. (Prepaid envelopes/boxes will be supplied.)
- Pack used and unused test books in original boxes and return as instructed.
- Make sure your materials are picked up.
- *KEEP YOUR RECEIPT- this is the only method of tracking your materials.

Make the 2006 Assessment a Success!

- Communication
  - Letters to students and their parents
  - Announcements to faculty and staff
- Cooperation
  - Importance of the assessment to the school’s improvement goals
  - Importance of students, administration and faculty taking it seriously
  - Handling make-up work
  - Cooperation from teachers whose classes might be interrupted by the assessment
Make the 2006 Assessment a Success!

- Make sure all students are enrolled in challenging courses that require:
  - Projects
  - Reading in all classes
  - Writing in all classes

- Get all students to complete all 4 components of the assessment, including the 3 subject tests and the student survey

Brainstorming I – How Do You Get Students to Value the Assessment Process?

- Encourage all students to do their best.
  - Promote the HSTW Award of Educational Achievement
  - Build enthusiasm
  - Make students feel special for participating in the assessment, and thank them for their participation
  - Recognize those who receive the HSTW Award of Educational Achievement

Test Description and Sample Questions

- Information for teachers and students
- Communication to students about the assessment
- Test length and skills and content tested
- Sample questions
Brainstorming II – How do you Use the Sample Questions?

- Possible uses for the sample question booklet?

Ordering the *HSTW* Assessment

- Orders must include
  - Name, phone number and e-mail address for the assessment contact person
  - Complete shipping address (no PO boxes)
  - Sampling method and number of students to be tested
  - Payment information/billing address
  - Dates the school plans to administer the assessment

Ordering Assessments (cont.)

- Determine how students will be selected:
  - School improvement plan
  - History
- Orders due October 21, 2005
- Purchase order should be sent to SREB no later than December 1, 2005
For More Information…

Go to SREB’s Web pages on assessment for more ideas and information!

http://www.sreb.org/programs/hstw/Assessment/assessindex.asp

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