



Union School District
FAQ – Edusoft K-5 Assessment Reporting
2008 - 2009

- 1. We understand the benefit of administering common district assessments in the content areas to provide an equitable experience for all students and to effectively collaborate with colleagues, but what are the benefits of using Edusoft to manage assessment data?**

There are many benefits to using Edusoft! Teachers can: easily grade answer sheets, easily administer tests to students online or on paper; easily create exams online using the Edusoft database of items; provide immediate results to administrators and for themselves; see aggregated class scores and individual student scores by standard and performance band; prescribe standards-aligned instructional reteaching materials based on the scores of an individual student or an intervention group; use test results to track students in intervention programs; aggregate and disaggregate data by school, grade, teacher, ethnicity, or state/federal program and use item analysis tools to evaluate and determine the validity of specific test items.

A critical benefit of scanning Edusoft assessment data is to track student achievement longitudinally so that we have a picture of each student's performance over time. Teachers will be able to observe patterns of success and areas of need over time, and have measures of comparison rather than thinking about assessment data in isolation.

- 2. How do I know which assessments I am required to administer and report to the district on Edusoft?**

The Department of Educational Services publishes and distributes a Calendar of Assessments in August of every year. The current assessment calendar can be found on the district website at <http://www.unionsd.org/curriculum/assessment.html>. In addition, prior to each administration window, teachers receive Directions for Administration, which clearly state the reporting requirement.

- 3. Which trimesters must Kindergarten teachers report the District Literacy Benchmark Assessment data on Edusoft?**

For the 2008 – 2009 school year, kindergarten teachers must report the Literacy assessments on Edusoft at the end of the 2nd and 3rd trimesters by the date stated on the Directions for Administration. The Kindergarten Literacy Assessment subtests include Concepts About Print, Letter Identification, Letter Sounds, Phonemic Awareness: Rhyming, Phonemic Awareness: Blending, Phonemic Awareness: Segmenting. Additional assessments that Kindergarten teachers may administer are: Reading High Frequency Words, Blending Real Words, Alphabetic Principle, and Text Level Reading (Informal Reading Inventory).

Kindergarten teachers may choose to administer all or some of the Literacy Assessments at any time during the school year to learn more about students' strengths and areas of need.

4. When must first – fifth grade teachers report Informal Reading Inventory (IRI) scores on Edusoft?

Conduct IRI assessments and report scores on Edusoft three times per year according to the current District wide Assessment Schedule for every student. It is important to conduct the IRI for all students because teachers use the qualitative information to plan and differentiate instruction and to measure growth.

5. When must Kindergarten – fifth grade teachers report district wide writing assessment scores on Edusoft?

Kindergarten and 1st grade teachers are not required to report the writing assessment scores at the end of the 1st trimester, but may administer the assessments to learn about students' strengths and areas of need in writing. K and first grade teachers must report the 2nd and 3rd trimesters.

Second – fifth grade teachers must report scores at the end of each trimester. Teachers should report these scores by the date stated on the Directions for Administration.

6. When must second – fifth grade teachers report district wide math benchmark assessments on Edusoft?

Grades 3-4 must administer the math benchmark assessments and report scores on Edusoft two times per year (mid and end of year) according to the Assessment Calendar.

Second grade teachers may administer Math Benchmark Assessment #1, but must administer and report scores on Edusoft for Math Benchmark Assessments #2, #3, and #4.

Fifth grade must administer and report the mid year math benchmark assessment (more information in #7).

7. Why don't fifth grade students take the end of the year math benchmark assessment?

Fifth grade students take the MDTP according to the Assessment Calendar. Teachers may choose to administer an additional cumulative/summative assessment to monitor student's performance on the standards.

8. How do second – fifth grade teachers know what they should be covering in math to prepare for each benchmark, so that the benchmarks are valid and measure what they have taught?

Consult with your math teacher leaders. The pacing of the benchmarks is closely aligned with the pacing of the adopted curriculum.

9. What reasons do Kindergarten and First Grade teachers have for using Edusoft?

First, all teachers in the district must scan the Class Roster Scantron into Edusoft for the required assessments so that we maintain a warehouse of data for all students. Although students are not able to bubble in the Individual Student Answer Document, teachers may find it useful to bubble in their responses. This task will yield an answer analysis and standards correlation for each student, which may be used to flexibly group students according to need or to plan instruction to meet students' needs and differentiate instruction accordingly. Also, teachers may want to create reports which show student growth from one trimester to the next and over the course of the year. These reports are also a great communication tool and evidence to share at parent conferences.

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10. When must fourth and fifth grade teachers administer and report district wide Science benchmark assessments?

Teachers must assess after each unit, one per trimester, so that all three unit assessments will be given and scores reported on Edusoft by the end of the year, and report the scores by the date specified on the Directions for Administration.

11. What do I do with the district wide assessments after I have administered them?

All district wide assessments are semi-secure, and may not leave the school. Teachers are encouraged to share the results with parents and feedback with students. Follow the directions on the Directions for Administration for procedures for returning the assessment booklets, student material, and scantron sheets.

12. Besides the District wide Benchmark Assessments, can I create my own formative or summative assessments on Edusoft?

Yes! Teachers have the capability to align classroom formative and summative assessments on Edusoft. Visit the Union School District website at <http://www.unionsd.org/staff/technology.html> for directions.

13. Who will print my Student Answer Documents or my Class Roster Answer Documents?

Teachers are encouraged to do this independently. The Department of Educational Services is committed to facilitating teachers' usage of Edusoft and will continue to provide Answer Documents to teachers this year as needed. Next year, however, teachers will need to complete this task independently. Visit the USD website at <http://www.unionsd.org/staff/technology.html> for directions.

14. Who will scan my Answer Documents?

Teachers are encouraged to do this independently. The Department of Educational Services is committed to facilitating teachers' usage of Edusoft and will scan Answer Documents for teachers upon request. Next year, however, teachers will need to complete this task independently. Visit the USD website at <http://www.unionsd.org/staff/technology.html> for directions.

15. What do I do if I have trouble scanning my Edusoft Scantron Answer Documents or need technical support with Edusoft?

*Visit the Union School District website at <http://www.unionsd.org/staff/technology.html> to find directions and video clips such as *Creating Reports, Printing and Scanning Answer Documents*, and many other useful documents. You may also want to ask your Technology Teacher Leader for support, or send a request for support to support@unionsd.org.*

16. What do I do if I have questions about the district wide benchmark assessments?

Please email Roberta Zarea at zarear@unionsd.org with any questions, comments, and suggestions you have about our common district wide assessments in the content areas.