

Preparing Yourself & Students for Online Assessments:



5 Steps to Ensure You're Ready!

Step 1 - Plan

- Convene an assessment team (district or school) - “*Many hands make light work*”
- Coordinate test development - “*Put everyone on the same page*”
- Discuss question formats, test design and implementation and platform for delivery
- Review the Assessment Blue-Print

Step 1 - Plan

Review & Proof The Test!

Why a Blue-Print?

- Provides a view to how the assessment was constructed
- Ensures that all curriculum components are covered - standards, topics, rigor
- Provides a road map for designing a post assessment as the Blue-Prints should match

Does your current assessments have a Blue-Print?

The Blue Print		
Print Table		
English Language Arts		
Topics	Count	Percentage
Reading/Critical Reading Skills/Making Inferences and Drawing Conclusions	1	7.7
Reading/Critical Reading Selections/Informational Prose	12	92.3
Reading/Critical Reading Selections/Comparison Passages	1	7.7
Tags	Count	Percentage
Evaluation	13	100
Identifying Factual Information	12	92.3
Identifying Main Idea or Theme	1	7.7
Making Inferences and Drawing Conclusions	11	84.6
Reading Comprehension	2	15.4
Difficulty Level	Count	Percentage
D	1	7.7
E	5	38.5
F	2	15.4
K	3	23.1
L	2	15.4
Attribute	Count	Percentage
Bloom's Cognitive 2- Understand	6	46.2
Bloom's Cognitive 4- Analyze	13	100
Bloom's Cognitive 3- Evaluate	4	30.8
Bloom's Knowledge 2- Conceptual	9	69.2
Bloom's Knowledge 3- Procedural	3	23.1
Bloom's Knowledge 4- Meta-Cognitive	1	7.7
Essay	4	30.8
Reading Selection	13	100
Webb's DOK 2- Skill/Concept	9	69.2
Webb's DOK 3- Strategic Thinking	3	23.1
Webb's DOK 4- Extended Thinking	1	7.7
Standard	Count	Percentage
Common Core: CC ELA Grade 5 (L.5.1)	7	53.8
Common Core: CC ELA Grade 5 (L.5.2)	7	53.8
Common Core: CC ELA Grade 5 (RI.5.1)	8	61.5
Common Core: CC ELA Grade 5 (RI.5.3)	3	23.1
Common Core: CC ELA Grade 5 (W.5.2)	2	15.4
Common Core: CC ELA Grade 5 (W.5.9)	6	46.2
Common Core: CC ELA Grade 5 (RI.5.2)	3	23.1
Common Core: CC ELA Grade 5 (RI.5.7)	3	23.1
Common Core: CC ELA Grade 5 (W.5.1)	3	23.1
Common Core: CC ELA Grade 5 (W.5.7)	1	7.7

Step 2 - Conduct a Beta Test

- Have the students and teachers participate in beta-tests which would mirror the assessment
- Including but not limited to:
 - Sign-in steps
 - Navigation
 - Question formats
 - Test taking strategies
 - Training for Proctors

Practice Makes Perfect!



Step 3 - Post the Agenda

- Create a short and understandable agenda for the students and proctors
 - Arrival Time
 - What to bring
 - Starting Time
 - Test duration
 - What to do if there is a computer problem
 - Is there a back-up plan?



Step 4 - Is The Technology Ready?

- Are all devices/units working adequately
- Boot-up all useable computers (*early*)
- Have sign-in sheets ready
- Have all sign-in information available per student



Step 5 - End & Get Results

- What is the completion process for the Students and Proctors?
- Is the test locked down?
- Who will handle gathering the results?
- Schedule a meeting to review the data

Thank You!

- As basic as these steps sound some are ignored or forgotten prior to delivering an online assessment.
- Missing one or two can make the whole assessment experience miserable for teachers, administrators and students.