Assessment and Research Department

EVERETT
PUBLIC
SCHOOLS

Assessment and Research Department
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A&R Website

The Assessment & Research department has five main areas of responsibility:

I.   Assessments: Implement district, state, and national assessments including compliance with regulations, preparation of training materials, management of building plans, training administrators and proctors, and supporting schools in administration.

II.   Data: Collect, analyze, and report on student achievement data for a variety of purposes and audiences. Prepare and review data prior to uploading into the district student systems, eSchoolPlus and Performance Matters.

III.   Research: Review applications and approve/deny all research and evaluation projects conducted by outside agencies or internal requests, according to district policy and procedure. Coordinate large-scale district surveys including the School Stakeholder Annual Survey.

IV.   Assessment application management: Implement, train, and administer online assessments (i-Ready and Performance Matters). Manage user security permissions for iReady, Performance Matters, Panorama Education, and Test Information Distribution Engine (TIDE).

V.   Collect and submit district information to ensure compliance with Minimum Basic Education requirements.

I.   District, State, and National Assessments

Test Administration Support Activities:

- Track changes to assessment legislation, procedure, policy for planning, communication, and implementation
- Collaborate with College and Career Readiness department in tracking and submitting Graduation Pathway and waiver information to the state
- Create trainings pertaining to assessment for a variety of audiences to support staff in using best practices in preparing for, administering, and analyzing data from state, district, and national assessments
- Train School Assessment Coordinators and Building Administrators on test schedules, protocols, administration duties, and responsibilities as required by state and/or district policy and procedures. Review school plans and ensure compliance with testing requirements
- Maintain test security protocols; investigate and document incidents and irregularities; report incidents and irregularities to the state
- Manage staff and student accounts in state assessment systems including WaKIDS, Test Information Distribution Engine (TIDE), Highly Capable testing, and other state systems
- Manage staff and student accounts and secure permission levels for iReady, Performance Matters, and Panorama Education
- Work with Special Services, Student Support Services, Categorical, and school staff to properly identify, code, and implement student supports and accommodations in compliance with state and district policy and procedures
- Report preliminary and final results to the appropriate stakeholders
- Assist school staff in making connections from classroom-based data to assessment data to improve classroom instruction
- Review and interpret accountability policies and procedures to assist schools in goal making and school improvement
- Collect, validate, and work with Learning Management Services (LMS) to load student assessment data into various systems

Understanding Accountability

Washington State schools are held accountable to the [Washington School Improvement Framework](#) (WSIF), which was created by the [Office of the Superintendent of Public Instruction](#) (OSPI) to comply with the federal requirements set forth by [Every Student Succeeds Act](#) (ESSA). WSIF views school improvement from the dual perspective of all students combined, as well as student subgroups by demographics and program qualifications. Schools receive an overall score of 1-10, based on the combined grade-span of their school using various indicators. The lowest scoring 5% of schools set a threshold for support identification. Schools qualify for comprehensive support if their overall performance falls under the 5% threshold. Schools with any student group under this threshold receive Targeted Support from the state. Targeted and Comprehensive Framework indicators include graduation rates, school median student growth percentiles, English Learner progress, attendance, grade nine on track for graduation, dual credit enrollment, and state assessment proficiency.

District	State	National
[i-Ready Diagnostic Math](#) Grades 1-5	[Early Literacy Assessment](#) Dyslexia Screener and Oral Reading Fluency Grades K-2	[National Assessment of Educational Progress](#) (NAEP) Grades 4 and 8
[i-Ready Diagnostic Reading](#) Grades K-5	[Smarter Balanced Assessment](#) (SBA) Grades 3-8, 10	[World Language Assessment](#) (WLA) Grades 7-12
End of Unit Assessments English Language Arts, Mathematics, and Science Grades K-12	[Washington Comprehensive Assessment of Science](#) (WCAS) Grades 5, 8, and 11	[Preliminary Scholastic Aptitude Test](#)(PSAT) Grade 10
	[Washington Access to Instruction and Measurement](#) (WA-AIM) Grades 3-8, 10 ELA and Math Grades 5, 8, 11 Science	[Scholastic Aptitude Test](#) (SAT) Grade 11
	[Washington Kindergarten Inventory of Developing Skills](#) (WaKIDS) Grade K	[Advanced Placement](#) (AP) Grades 9-12
	[WIDA Screener](#) Grades K-12	
	[WIDA Access](#) Grades K-12	
	[WIDA Alternate Access](#) Grades K-12	
	[Highly Capable Assessment](#) Grades 2-5	

II.   Data Reporting

In addition to the usual data described below, the Assessment and Research Department provides data as requested to support district improvement and unique school improvement needs throughout the year. Data analysis support and professional learning in accessing and using data tools are provided to school and district administrators, and school staffs as needed.

Data	Purpose
Instructional Review	Provide support to school leaders in reporting student achievement and performance, including assessment proficiency and trends, attendance, discipline, advanced coursework, social emotional learning, district assessments, graduation rates, and dual credit enrollment.
School Improvement Plans (SIP) Washington School Improvement Framework Targets	Provide support to school leaders in collecting and analyzing state assessment data, target data, school performance indicators, and social emotional learning data to assist them in developing their SIP.
Annual Achievement Report	Report on student achievement
SAT School Day Report	Provides a comprehensive evaluation of SAT performance based on the annual SAT school day administration.
PSAT School Day Report	Provides a comprehensive evaluation of PSAT performance based on the annual PSAT school day administration.
AP Report	Provides a comprehensive evaluation of AP performance based on the annual AP exam administration.
World Language Assessment (WLA) Reports	Provides a comprehensive annual evaluation of WLA performance based on WLA administration.

III.   Research and Evaluation

- Research Requests
  - All proposals for research to be conducted in Everett Public Schools are submitted to the Assessment and Research Department to coordinate the review and approval process.
- In-District Research and Program Evaluation
  - The Assessment and Research Department conducts in-district research and program evaluation which includes collection, analysis, and reporting of data, research design, analysis of research results, collaboration on program evaluation design, as well as analysis and reporting of findings.
- School Stakeholder Annual Survey
  - Given to all staff members, parents, and students in grades 3-12, this state required survey measures provides schools with important information from all stakeholders about school climate, social emotional constructs, and learning.

IV.   Application Management

The Assessment and Research Department facilitates the implementation, use, and maintenance of the i-Ready and Performance Matters online applications to support student learning.

i-Ready
i-Ready has two components, diagnostic assessments in reading and math aligned to the Common Core State Standards and a personalized online learning program. A personalized series of lessons is provided based on diagnostic results which helps students to fill in learning gaps and better access grade level instruction in the classroom. In-person i-Ready tasks are used to satisfy state required dyslexia screening as well as district oral reading fluency assessment requirements.

Performance Matters
Performance Matters is a data analytics, assessment design and delivery program. It provides schools with a rich library of performance data to help them better understand learning in their building and for individual students. Common assessment from the district instructional maps have been created in Performance Matters. This allows teachers to provide the test online and then use the Student Item Analysis report to understand student results and inform instruction and intervention. The Assessment and Research department:

- provides professional development in the use of the product, data analysis and application of program to inform instruction and improve student learning.
- troubleshoots technical and implementation issues.
- provides ongoing support specific to school needs and goals.
- provide data to district administrators for trend analysis.

V.   Minimum Basic Education Compliance

- Collect data to substantiate compliance with mandatory and recommended state Minimum Basic Education regulations.
- Review all school schedules to ensure compliance with minimum annual instructional days and hours.
- Submit annual survey to the State Board of Education.
- Review survey elements with school board.

Key to Assessment Acronyms	
ACT	American College Testing
AP	Advance Placement
AVA	Assessment Viewing Application (Interims)
CAT	Computer Adaptive Test
CCSS	Common Core State Standards
CEDARS	Comprehensive Education Data and Research System
DC/DAC	District Assessment Coordinator
DFA	Directions for Administration
EDS	Education Data System
ELA	English Language Arts
ESSA	Every Student Succeeds Act
GTSA	Guidelines on Tools, Supports and Accommodations
ISR	Individual Score Report
NAEP	National Assessment of Educational Progress
NGSS	Next Generation Science Standard
ORF	Oral Reading Fluency
OSPI	Office of Superintendent of Public Instruction
PSAT	Preliminary Scholastic Aptitude Test
PT	Performance Task
RAN	Rapid Automatized Naming
SAT	Scholastic Aptitude Test
SBA	Smarter Balanced Assessments
SC	School Coordinator
SIS	Student Information System (eSchoolPlus)
SRS	Smarter Reporting System
TA	Test Administrators (Proctors)
TAM	Test Administration Manual
TCM	Test Coordinator Manual
TDS	Test Delivery System
TIDE	Test Information Distribution Engine
WA-AIM	Washington Access to Instruction & Measurement
WaKIDS	Washington Kindergarten Inventory of Developing Skills
WAMS	Washington Assessment Management System
WSIF	Washington Assessment School Improvement Framework
WCAP	Washington Comprehensive Assessment Program
WCAS	Washington Comprehensive Assessment of Science
WERA	Washington Educational Research Association
WIDA	English language proficiency exam
WLA	World Language Assessment