

# WBCSD#83 Protocol for Administration of District/State Screeners and Assessments

The following will be the protocol followed to administer district screeners and assessments.

The purpose of the Screeners and Assessments below is to guide instruction and identify students in need of support.

## **FALL:**

1. All math and reading screeners and assessments for K-12 must be administered by the end of the 4<sup>th</sup> week of school. This includes:
  - a. Math Screener: TBD by Math Cadre (K-12)
  - b. Reading Screener:
    - i. IRI (K-3)
    - ii. R-CBM and MAZE (2-8) students below grade level proficiency and new students.
  - c. Writing Screener: On Demand (K-5), in program (6-12)
2. Scoring of all assessments and screeners must be completed by the end of the 5<sup>th</sup> week of school. Dates will be assigned by administrators. Data must be entered into Skyward or Homeroom at the conclusion of scoring. (End of quarter 6-12)
3. The following data will be gathered by the cadre listed:
  - a. Literacy Cadre – District Writing Assessment data, IRI data, reading screener data (2-8 Maze and RCBM)
  - b. Math Cadre –math screener data
  - c. Building Administrators – All data collected
  - d. DILT – will request any needed data from math or literacy cadre

## **WINTER:**

4. Interim Assessments:
  - a. ELA and Math PLC content teams (Grades 3-12) will identify one Interim Block Assessment based on the previous spring summative assessment claims, that students will complete before Winter Break.
    - i. Teachers will teach a unit lesson pertaining to the chosen Block prior to assessing students.
    - ii. PLC content team members not on an ELA or Math PLC will need to join either ELA or Math PLC teams for discussions on set-up of Interim Assessments, data gathered, etc.
    - iii. Follow up
      - a. Data reviewed at PLC meeting and reported in notes to administrator
      - b. If students perform low on Block, evidence of strategies for re-teaching and reassessing
      - c. Evidence of spring to spring ISAT improvement by review of previous and current summative scores

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## 5. Writing Assessments:

- a. **All K-5 Students** - On Demand end of second quarter genre, completed by the end of second quarter. Data must be entered into Skyward when grades are due.
- b. **All 6-12 Students** – End of second quarter genre taken directly from Language Arts Program completed by the end of second quarter. Data will be reported to building administrator. Building administrator will share with Literacy Cadre by the end of the week after second quarter.
  - i. One area will be chosen to score from the rubric.

- a. The area should be chosen based on an area of weakness identified in the fall in program writing.

- b. The area will be retaught and scored for the Winter Assessment.

6. Winter Reading Screener- IRI and MAZE and RCBM completed by the end of second quarter (K-8). Results are reported to the building principal.

## **SPRING:**

7. All math and writing assessments for 3 – 12 must be administered by spring break. This includes:
  - a. District Writing Assessment
  - b. District Math Assessment (K-5)
  - c. Interim Assessments (6-8)
  - d. Course Specific District Math Assessments (8<sup>th</sup> Grade Students taking High School Algebra, and 9-12)
8. Scoring must be completed by the end of the week after spring break. Data must be entered into Skyward at the conclusion of scoring. Dates will be assigned by administrators.
9. All math and writing assessments for K-2 must be administered by the end of the 2<sup>nd</sup> week of May. This includes:
  - a. District Writing Assessment
  - b. District Math Assessment
10. Scoring must be completed by the end of the 3<sup>rd</sup> week of May. Dates will be assigned by administrators. Data must be entered into Skyward at the conclusion of scoring.
11. IRI (K-3) will be administered according to the state testing window in May.
12. Math (K-12) and Reading (2-8) screeners must be completed by June 1<sup>st</sup>.
13. Data must be loaded into Skyward and will be reviewed by:
  - a. Literacy Cadre – District Writing Assessment data, IRI data, reading screener data
  - b. Math Cadre – District Math Assessment, math screener data
  - c. Building Administrators – All data collected

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d. DILT – will request any needed data from math or literacy cadre

**State mandated assessments and surveys will be administered per state guidelines.**

## Allotted Scoring Days for Spring:

Elementary: 1 full day will be provided for elementary teachers K-6.

- ½ day will be used to score DWA
- ½ day will be used to score DMA
- Teachers must bring their classroom set of papers already scored.
- Data must be entered into Skyward at the conclusion of scoring.
- Teachers must fill out the Student Work Analysis Protocol.
  - Assessment data and student work analysis protocol will be discussed at the next scheduled PLC time and turned into the building administrator.

Secondary: 2 full days will be provided for departmental teachers (ELA and Math) 7-12.

- Up to 2 days may be approved by administration to score DWA and DMA
- Teachers must bring at minimum, 20 papers already scored.
- Data must be entered into Skyward at the conclusion of scoring.
- Teachers must fill out the Student Work Analysis Protocol.
  - Assessment data and student work analysis protocol will be discussed at the next scheduled PLC time and turned into the building administrator.