2017 MI-LMU STARTALK Infrastructure Program

Test Administration, Date Collection and Scoring Guide

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Objectives of the Guide

This guide is intended to provide reference for teachers and test administrators to understand the procedures of administering Reading Comprehension Tests developed at the 2017 MI-LMU Institute as well as AAPPL Reading Test. It also provides guidance on collecting and recording data as well as scoring assessments. Teachers should refer to this guide for test administration, data collection and scoring. The guide is comprised of four sections:

1. Test Administration
2. Data Collection and Recording
3. Scoring
   Submitting Data Spreadsheet

1. Test Administration

Testing Environment

- Teachers and Test administrators (if not the same person) should work together to determine the most appropriate testing environment based on the number of students and estimated time needed to complete each test.
- Establish procedures to maintain a quiet testing environment throughout the test session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in after they finish the test.
- Make sure students work independently and do not have reference resources including charts, dictionary, Internet, books, etc.

Test Instructions

- To ensure that all students are tested under the same conditions, test administrators must adhere to the instructions and make sure that the instructions are well explained. Lead students to go through the examples first.
- Test administrators should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.

AAPPL Testing Instructions

- Before administering AAPPL test, lead students to go through AAPPL reading demo test first to ensure they are familiar with the test format.
- AAPPL Reading test takes approximately 15 to 30 minutes, but it may take longer. It is an adaptive test meaning that the more they know the longer the test may take. Make sure that students are aware.
- Explain to students that AAPPL Reading test is a proficiency-based test. They may find some items very challenging. Encourage students to do their best and answer what they can.

2.   Data Collection and Recording

- All data should be recorded using our Data Collection Spreadsheet. Please provide all the information required by the Spreadsheet.
- Please do not make any change to titles and orders of the columns.
- Everyone should fill out the AAPPL Registration Form, including those who are taking AAPPL through their own schools.
- Each school is assigned a code, which is used to create student ID. You do not have to do anything on Spreadsheet 1.

Spreadsheet 1: School Code

School Code	School Name
10	Broadway Elementary
20	Chinese American International School
30	Denver Language School
40	Lone Peak Elementary School
50	North Park Elementary School
60	Stewart Elementary
70	Washington Yu Ying Public Charter School
80	Yinghua Academy
90	Yu Ming Charter School

Spreadsheet 2: AAPPL Registration Form (Due Oct 16ᵗʰ, 2017)

Column A	State	Enter abbreviation of your state (e.g., CA)
Column B	District	Enter abbreviation of your school district. Leave blank if private school (e.g., SFUSD)
Column C	School	Enter abbreviation of your school (e.g., CAIS)
Column D	Teacher	Enter your name (First Name, Last Name)
Column E	Student ID	Enter 6 digits here: School Code (2) + Grade of Assessment (1) + ID number you assign (3) e.g., 103001 (Broadway, Grade 3 test, student 1). This is the first student at Broadway Elementary taking third grade assessment. 804064 (Yinghua, fourth grade assessment, student 64) Assign each student in a grade a number 001-300

*Note:

1. *Here Test Grade refers to the test grade level you are administering. For example, if your students are currently in Grade 4, but you are administering 3 grade test, you should have 3 instead of 4 when creating student ID.*
2. *If multiple teachers in one school one grade are recording data, please make sure you communicate with each other so that each student is assigned a different number. For example, if there are three classes within the same school same grade, one teacher has 001-025, one has 026-050, and the other one has 051-075.*

Column F	Last Name	Enter student's last name
Column G	First Name	Enter student's first name
Column H	Chinese Name	Enter student's Chinese name (optional)
Column I	Gender	Enter student's gender (F=female, M=male)
Column J	Language	Enter "Chinese" here
Column K	Writing Style	If the test is in simplified Chinese, enter "Simplified"; if the test is in traditional Chinese, enter "Traditional".
Column L	Reading (ILS)	If this student will take the AAPPL Reading test, enter "x".
Column O	Test Form	Enter "A" here
Column P	Course Level/Year of Study	Enter the number of years in an immersion program.
Column Q	Grade Level	Enter the current grade level here (3-5)
Column R	Heritage Speaker	Enter 1 if this student is a heritage speaker; Enter 0 if this student is not a heritage speaker.

Spreadsheet 3: Testing Time (Due Dec 15th, 2017)

Row 2	The time for first student to finish the test in minutes
Row 3	The time for last student to finish the test in minutes
Row 4	Testing Dates (MM/DD)
Column B	Chinese Reading Comprehension Tests
Column C	Social Science Reading Comprehension Tests
Column D	Math Tests
Column E	AAPPL Reading Test

3.   Scoring & Data Recording

- For all <u>multiple choice format questions</u>, please record students' answers <u>(A/B/C/D)</u>. When there is a missing answer, please record it as "<u>*</u>". Please keep in mind that some fill-in-the-blank or cloze tests are also in multiple choice format.
- For all <u>fill-in-the-blank or cloze tests</u>, where only one character or word is required in the answer, please record <u>1</u> if students answer it correctly and record <u>0</u> if the answer is incorrect or missing.
- For all <u>open-ended questions</u>, where at least one sentence is required in the answer, please record <u>0-4</u> points or <u>0-3</u> points based on Grading Rubrics for each grade. Grading rubrics for each grade can be found in the following tables.
- **Grade 5 Only:** please record both <u>comprehension</u> and <u>writing</u> scores for each MLA and Social Science open-ended questions based on the grading rubrics.
- The process of scoring is repeated for all reading comprehension tests.

Spreadsheet 4-6: Item Records and Scores   *(Send to helenzhouqian@gmail.com by Dec 15th, 2017)*

Column A	Student ID	Six-digit ID number, automatically populated from AAPPL Registration Form
Column B	Last Name	Automatically populated from AAPPL Registration Form.
Column C	First Name	Automatically populated from AAPPL Registration Form.
The Rest Columns	Item (title, item number, score)	Each column corresponds to one item in one passage (passage title and item number are specified); If only passage title and item number are presented, this is a multiple choice item. Record students' answer (A/B/C/D) or "*" if there is a missing answer; If (0/1) is presented, this is a fill-in-the-blank question. Record 1 if the answer is correct and 0 if the answer is incorrect or missing; If (0-4) or (0-3) is presented, this is an open-ended question that requires an answer in sentences. Record the points (ranging from 0 to 4) based on the rubrics.

Table 1 Grade 3 Chinese and Social Science Open-ended Questions Grading Rubric

	Dimension: Content
Score	**Description**
4	The student's response: • reflects **<u>thorough</u>** knowledge of the given reading text • fully addresses all parts of the prompt • contains accurate detail(s) or evidence related to the text
3	The student's response: • reflects **<u>general</u>** knowledge of the given reading text • address all parts of the prompt • contains mostly accurate detail(s) or evidence with minimal errors related to the text
2	The student's response: • reflects **<u>limited</u>** knowledge of the given reading text • addresses part of the prompt • contains some accurate detail(s) or evidence with a few errors related the text
1	The student's response: • reflects **<u>minimal</u>** knowledge of the given reading text • minimally addresses part of the prompt • contains very few accurate detail(s) or evidence with several errors related to the text
0	The student's response is blank, incorrect, or does not address the prompt.

Table 2 Grade 3 Math Word Problems Grading Rubric

Math Word Problems Grading Rubric	
Number Sentence 1 Point	The math number sentence is written correctly including +, -, x, ÷, = signs
Strategy 1 Point	The strategy used matches the problem correctly.
Answer 1 Point	The answer to the math problem is correct and labeled.

*Total points = 3 points if number sentences are applicable to the problem

Table 3 Grade 4 MLA and Social Science Open-ended Questions Grading Rubric

Score	Description
4	Response • Thoroughly answers the question • Shows a clear understanding of the source text. • Uses complete sentences with moderate level of complexity • Is written in pinyin or the characters the are accurate enough to be fully comprehended.
3	Response • Generally answers the question • Shows a general understanding of the source text • Uses complete sentences with low level of complexity • Is written in pinyin or the characters and are mostly accurate, with some errors that limit understanding
2	Response • Answers the question with limited accuracy. • Shows limited comprehension of the source text. • Is more than one word, but not a complete sentence • Is written in pinyin and/or characters that are mostly illegible or challenging to understand.
1	Response • Has some connection to the question • Shows minimal comprehension of the source text. • Is mostly single words. • Is written in pinyin and/or characters with minimal accuracy.
0	Response • No response • Response is illegible. • Response has no connection to the source text or question.

Table 4 Grade 4 Math Word Problems Grading Rubric

Score	Description
4	Response: • Uses correct operations to solve the question(s); • Is accurate; • Answers in a complete sentence;
3	Response: • Uses correct operations to solve the question(s); • Calculation may not be correct; • Answers in complete sentence • Shows correct answer, and operations, but is an incomplete sentence.
2	Response: • Shows part of (at least one step) of the operation correctly; • Answer is not correct; • Is answered with a complete sentence;
1	Response: • Operation is incorrect; • Answer is not correct; • Is answered with a complete sentence;
0	Response: • Shows no correct operation; • Answer is incorrect; • Is answered in number only, without a word production.

Table 5 Grade 5 MLA and Social Science Open-ended Questions Grading Rubric

Score	Content	Writing
4	The student's response: • reflects **thorough** knowledge of the given reading text • fully addresses all parts of the prompt • contains accurate detail(s) or evidence related to the text	The student's response: • Demonstrates good sentence fluency • makes no errors in grammar and characters
3	The student's response: • reflects **general** knowledge of the given reading text • address all parts of the prompt • contains mostly accurate detail(s) or evidence with minimal errors related to the text	The student's response: • Demonstrates reasonable sentence fluency • Writer makes 1-2 errors in grammar or characters
2	The student's response: • reflects **limited** knowledge of the given reading text • addresses part of the prompt • contains some accurate detail(s) or evidence with a few errors related the text	The student's response: • Demonstrates minimal sentence fluency. • Writer makes 3-4 errors in grammar and characters
1	The student's response: • reflects **minimal** knowledge of the given reading text • minimally addresses part of the prompt • contains very few accurate detail(s) or evidence with several errors related to the text	The student's response: • Sentence fluency is lacking • Writer makes more than 4 errors in grammar and characters
0	The student's response is blank, incorrect, or does not address the prompt.	The student's response is blank, incorrect, or does not address the prompt.

Table 6 Grade 5 Math Word Problems Grading Rubric

	3	2	1	0
Answer	The answer to the math problem is correct and labeled.	The answer to the math problem is correct and not labeled.	The answer is miss or not present	The answer is wrong or not present
Number Sentences	The math problem is written correctly including correct signs.	The math problem is mostly written correctly including correct signs.	The math problem is written correctly with missing correct signs.	The math problem is not written.
Picture	The picture is drawn illustrating the math problem correctly.	The picture is drawn but missing some illustrating the math problem correctly.	The picture is drawn but does not illustrate the math problem correctly.	No picture is draw.
Strategy	The strategies used match the math problem correctly and present correctly.	The strategies used match the math problem correctly but missing some part present.	The strategies used match the math problem correctly but missing some parts.	The strategies used do not match the math problem correctly.
Explanation	The student explained their work. The explanation is fully correct, and matches the problem.	The student explained their work. The explanation is mostly correct, and matches the problem.	The student explained their work. The explanation is not fully correct, or does not matches the problem.	The student did not explain their work and did not match the problem.

4.   Submitting Data Spreadsheet

- Before submitting your spreadsheet, please save your Excel spreadsheet as file name Grade of Assessment _School_ Teacher Last Name (e.g., 5_CAIS_Liu).
- Please send your recorded form/data to Helen Zhou: helenzhouqian@gmail.com.