



## Purpose and Work Streams 2016-17

### Office of Assessment Administration

Purpose	
Purpose	Department Manager
To ensure that assessment administration occurs in a secure, valid and reliable manner so that families, teachers and building leaders can use data with confidence.	Tim Peterson

Major Work Streams		
Title	Description	Lead
Pre-administration for all assessments	Work includes purchase of assessment instrument and score files, communication with buildings regarding windows and test administration timing, student demographic info prepared (labels, IEPs, etc), and proctor PD/training, OAA initially manages the printing of secure student test tickets for each building, secure delivery of test/technology preparation & set-up. Focus Q1: PALS, MAP, CogAT Q2: ACCESS, MAP, AAPPL Q3: ACT, WorkKeys, Wisconsin Forward Exam, Aspire, Q4: MAP, PALS, AP	Tim Peterson
During administration for all assessments	Work includes communication of expectations with buildings regarding scheduling, proper security monitoring and proctor support, test administration as well as troubleshooting and student roster updating. Focus Q1: PALS, MAP, CogAT Q2: ACCESS, MAP, AAPPL Q3: ACT, WorkKeys, Wisconsin Forward Exam, Aspire, Q4: MAP, PALS, AP	Tim Peterson
Post-administration for all assessments	Work includes communication with buildings regarding closing test window, shipping tests securely, return of material to vendor, distribution of results, collecting staff feedback for improvement, ensuring data is provided for RPEO. Focus Q1: PALS, MAP, CogAT Q2: ACCESS, MAP, AAPPL Q3: ACT, WorkKeys, Wisconsin Forward Exam, Aspire, Q4: MAP, PALS, AP	Tim Peterson
Pre-assessment: student accommodation preparation	Director and Office of Assessment Administration(OAA) team meet regularly with Student Services (SS) and Office of Multilingual and Global Education (OMGE) --> OAA team with SS and OMGE identifies potential student accommodations for each assessment, including definitions of critical terminology (i.e. "struggling reader") -->Support and accommodation information shared with building staff --> Assessment Technician uploads student ID label information as appropriate --> Assessment Technician develop and distribute rosters for building assessment staff as appropriate	Sarah Wollner
Assessment implementation via technology:	Director determines test administration mode --> Director and Assessment Technician work with Technical Services staff to identify needs --> Director and Assessment Technician, with Tech Services, develop process for ensuring technology preparedness to include "disaster preparedness" and contingency planning-->Director and Assessment Technician, with Tech Services, troubleshoot technology issues during administration	Tim Peterson
Communication with stakeholders:	Director and Assessment Technician create annual assessment calendar for all stakeholders --> Director communicates with Senior Leadership Team and Principals via appropriate channels--> OAA Team holds regular meetings (face-to-face and via webinar) with Building Assessment Coordinators to support assessment implementation --> Director posts information to web site --> Director and Assessment and Technician keep web site current	Tim Peterson

Mailing results home	Letters to families written by Director --> sent to translation by Director --> Assessment Technician coordinates with printing services --> OAA Team schedules mailing/staffing --> documents compiled and mailed by temps, under the direction of the Assessment Technician	Tim Peterson
Maintain district staff access to secure data	Director receives request for access to secure data --> Director provides access (to DPI site) or Assessment Technician provides access (other sites) --> staff access vendor reports	Tim Peterson
Assessment documentation useful for families	Director works with Family and Community Engagement dept. to review all documents related to district-wide exams --> Director works with OMGE to ensure web material is translated into appropriate language(s) --> Director meets with school staff and community groups to improve communication regarding assessments.	Tim Peterson
Resource management	OAA collects, distributes, archives, and keeps current multiple resources in support of assessments. Ongoing responsiveness to stakeholder questions, concerns, etc. with answers based on resources/research.	Tim Peterson

