

## High School Administration of Formative Assessments

This year teachers will have the opportunity to use MyTest for administering district formatives. Even though there may be some initial technical problems, this will be a great tool to help teachers guide instruction and reduce paperwork.

1. Administering these tests is non-negotiable.
2. Academic Services will provide a test schedule indicating which formatives should be given on which days. ([High School Testing Schedule](#))

### Methods of Administration

#### Option 1:

**Online Assessments:** Students sit at the computer, login using district username and password, and take the assigned test. This can be accomplished by setting up a rotation using computers in the classroom or available labs. Teachers will get itemized reports of the students' mastery of standards.

1. Teachers will need to assign tests to their students using the provided step by step directions.
2. Students will take the multiple choice portion (4-6 questions) via the computer.
3. They will answer the short response question using pencil and paper on a reproducible FCAT format answer sheet provided by Academic Services.
4. Short responses will need to be hand-scored.
5. Teachers will use the results of these formatives during early dismissal sessions to guide and revise instruction.

#### Option 2

**Whole class administration:** Teachers can project a copy of the test using an overhead projector or document camera. Teachers who do not have a projector can print a copy of the assessment from Riverdeep and make one class set. Students' multiple choice answers will be scanned providing item analysis. Short responses will need to be hand-scored.

1. Teachers will identify correct test on Riverdeep.
2. Teachers will print a copy of the test to use with overhead, or print a class set of tests.
3. Teachers will print answer scan sheets from new printer/scanner.

4. Teachers will project test questions using projector or document camera while students record answers on scan sheets. (Teachers will need to consider different reading rates of students.)
5. Teachers should not scan more than 50 completed answer sheets at a time.
6. The scanner will upload results to MyTest and teacher can access by logging in.
7. Teachers will use the results of these formatives during early dismissal sessions to guide and revise instruction.

### **FAQs**

#### Do ESE students have to have special accommodations for this test?

Yes, accommodations must match their IEP. For example, vision impaired students may need to have a larger font copy created for them.