

Please forward this information to all teachers.

SIX WEEKS 2 COMMON ASSESSMENTS

All six weeks 2 Common Assessment components: blueprints, assessments and answer keys have been posted on the [Assessment](#) website. Six weeks 2 blueprints have also been posted.

The testing window for six weeks 2 is **October 28, 2019 – November 1, 2019.**

The Common Assessment timeline for 2019-20 school year has been posted on the [Assessment](#) website.

Common Assessments can be administered using the following methods in the Performance Matters platform.

1. Assessments can be downloaded and printed from the [Assessment](#) website. Answer sheets must be printed from the Performance Matters platform. Use these answer sheets to test your students, then scan the completed answer sheets in Performance Matters. This procedure is similar to what we did last school year.
Be sure to print tests from the [Assessment](#) website. It is important to ensure that you have the latest version of the assessment prior to testing. If there were any revisions made to an assessment, a revision date will appear on the cover page of the assessment and/or answer key.
2. ***NEW for the 2019-20 school year:*** Assessments can now be administered online using the Performance Matters platform. Attached are the step by step procedures on how to monitor and administer the Common Assessments online. You can also visit the ***DISD Performance Matters How To*** website at tiny.cc/pmhelp for additional tutorials.

The Assessment department will create and release the Common Assessments in Performance Matters ***two weeks*** prior to the beginning of the testing window. Answer sheets will be available to print after the test is released.

Important Information

- **STAAR Released Tests:** The 2019 STAAR Released tests will be released in October. These tests will be used for six weeks 4 and six weeks 5.
Please refrain from using the 2019 STAAR Released tests during the school year.
- **Naming Convention:** The title for the assessments for all Common Assessment administrations will include with the word “DISTRICT”, “SW” for the current six weeks, “CA” for Common Assessment, the grade/subject and “19-20” for the school year. For example, **DISTRICT SW2 CA GRADE 5 READING 19-20**. This is to ensure that teachers use the correct answer key when scoring. Within the Performance Matters platform, the students are attached to the teachers, so teachers will receive the assessments for the grades and subjects they teach.

When creating your teacher-made tests, **DO NOT** use “DISD District Common Assessment” from the *Assessment Category* in Performance Matters. This category is strictly reserved for Common Assessments.

- **Numeric Grid Items:** If an assessment contains a numeric grid item (griddable response), a numeric grid box will be located on the student's answer sheet. Students will need to use their answer sheet to bubble in the answer to the corresponding question(s) to receive credit.
- **Scoring Assessments:**
 - Common Assessment answer sheets will be scanned using the Performance Matters Copy/Scanner functionality. **GradeCam cannot be used for Common Assessments.**
 - Online administered Common Assessments will be scored automatically.
- **Writing Compositions:** Writing compositions are not a part of the six weeks 2 Common Assessments. We have posted a separate optional writing prompt on the [Assessment](#) website. This will **not** be scored in Performance Matters.

Do not create your own version of the district Common Assessments in the Performance Matters platform. If an answer key is created internally (by the school) and is used by teachers, the data will not be included with the district data. If this occurs, student answer sheets will need to be reprinted and rescored using the answer key distributed by the Assessment department.

For questions regarding the Common Assessment process or answer keys please contact the Assessment department at 972-925-6410 or by email at assessment@dallasisd.org.

For questions regarding Performance Matters access, please contact the helpdesk at 972-925-5630 or submit a [Remedyforce](#) ticket.

Thank you,

Assessment Department