

All,

As the Common Assessments for the first six weeks come to an end, Local Assessment would like to review issues, provide solutions and share important information that will help you with future administrations.

Important Information

SIX WEEK 2 TEST ADMINISTRATION DATE CHANGE: The test administration window for six weeks 2 is now scheduled for [October 31, 2016 – November 4, 2016.](#)

Answer Keys: Answer Keys will be entered and distributed by Local Assessment. Answer Keys cannot be shared with Administrators, Academic Facilitators, or Campus Instructional Coaches. The naming convention of the answers keys for the remaining administrations will now include the word “DISTRICT” at the beginning of the title. For example, **DISTRICT SW2 CA G5 READING**. This is to ensure that teachers use the correct answer key when scoring. If an answer key is created internally (by the school) and used by teachers, the data will not be included with the district data. If this occurs, student bubble sheets will need to be rescored using the answer key distributed by Local Assessment.

Common Assessment Six Weeks 1 Issues and Solutions

1. **Revisions of Common Assessments:** Four Common Assessments were posted in Late July and revised in August. This affected teachers who had printed them prior to returning for the school year. In the future, all Common Assessments that have been changed will have a revision date printed on the Common Assessment. In addition, an email will go out to Academic Facilitators, Campus Instructional Coaches, Test Coordinators and Principals about any changes. Also, on the email that is sent to the teachers informing them that the Common Assessments are available for testing, any changes will need to be noted and an advisement to download the correct version of the test. As a general rule, we recommend that teachers download the latest version of the test prior to printing for testing.
2. **Composition and Editing and Revising:** E&A did not adequately detail how to enter the Composition score on the Editing and Revising bubble sheet for Grades 4 and 7. Going forward, we will include on the cover of the composition how to add the composition component of the test to the Editing and Revising bubble sheet. Compositions will be scored using similar weightings as their STAAR counterparts.
3. **Griddable Responses:** In SW1, teachers had to manually grade the griddable items for Math and Science assessments after they had done the scanning. We will be changing this process to be more streamlined for the teacher. In the future, the teacher will not need to manually mark a “check” or an “X” within All-in-Learning. Instead the teacher will score the griddable response on each students’ bubble sheet. Using the answer key, they will grid either “A” if the answer is correct, or “B” if the answer is incorrect on the student’s bubble sheet. Once this process is complete, teachers can then proceed to scan the bubble sheets. The teacher will still be able to go in and manually check either “A” or “B” in All-in-Learning, if they prefer this method.

4. **Academic Facilitators:** Academic Facilitators did not have correct permissions to be able to view results. With the help of T&L and School Leadership, the Academic Facilitators now should have the correct permissions.
5. **Teacher Vacancies and Administrators:** Students who do not have a teacher of record or have been assigned to the principal cannot be scored. Due to the administrative rights setting in All-in-Learning, Answer keys cannot be distributed or shared with administrators. A workaround for this is to create a “Fake” school account in All-In-Learning in order to scan the student’s bubble sheets. Local Assessment will need to be notified of the new account in order to share the answer key.

If you have any questions regarding Common Assessments, please contact Local Assessment at 972-925-8940 or by email at localassessment@dallasisd.org.