

October 20, 2009

Dear Educator,

The Periodic Assessment Team would like to share key information with you about the first grade 3-8 Instructionally Targeted Assessment (ITA) administration as well as ongoing training and support, all of which are outlined below under “**Highlights of the Memo.**” We encourage you to read this information carefully prior to the administration window.

Please contact the NYC Acuity Helpdesk at (866) NYC-6550 or nycacuity@ctb.com with any questions or suggestions throughout this assessment window and the remainder of the school year.

Sincerely,

The Periodic Assessment Team

Highlights of the Memo

Instructionally Targeted Assessment Window 1 (G3-8)

- Assessment Administration Window: Monday, November 9 – Friday, November 20
- Assessment Material Delivery: Tuesday, October 27 – Monday, November 2
- Options for Administration: All pre-designed ITAs are designed to be administered in a 45-minute period and contain multiple choice questions only. During the selection window in June of 2009, schools chose whether to administer paper/pencil or online.
- Answer Sheet Pick-ups: Schools may call Assessment Distribution Services (ADS) at (800) 840-9965 between November 3 and November 23 for courier pick-up (one pickup per school, at no cost to the school). The last day to have your materials picked up for scanning and scoring by CTB/McGraw-Hill is November 24. *Please note that there are two administrations occurring during this window and there will be limited spots available for each day, so please call as soon as possible to secure the pickup date that works best for your school.*
- CTB Scoring: MC items on the ITA will be scored by CTB/McGraw-Hill within 5 school days after your answer sheet courier pick-up.
- Reports: Results from the ITAs will be available online 5 school days after your courier pick-up. To access your results, please go to <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments/Acuity> and click on the Acuity links. All educators can log onto Acuity using the information included in the Reports section below.
- Training and Support: The Periodic Assessment Web site is continually updated with current professional development opportunities. To learn about PD offerings, register for upcoming sessions, invite a professional developer to your school, or view previously recorded sessions please visit (and encourage your teachers to visit)

<http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments> and click on the “Professional Development” link.

- Additional Information:
 - Online Assessment: Schools planning to administer assessments online should carefully schedule assessments so that no more than one class is administering online at one time. We also encourage the use of wired computer labs over wireless computers to prevent delays during administration. For more information on how to assess students online, please refer to the *Online Assessment Administration Manual* in the “Additional Help” section of Acuity (available before the assessment window).
 - Absentee Policy: If a student is absent on the scheduled assessment administration date and cannot be administered the assessment prior to your school’s scheduled material pick-up, he or she is able to test either online or by paper/pencil provided the assessment administrator will manually score and enter the results into Acuity from the student’s answer sheet.
 - Material Destruction: ITAs should be disposed of at the school site after the assessment administration.

Instructionally Targeted Assessments Window 1 (G3-8)

Assessment Administration Window: Monday, November 9 – Friday, November 20

- The window in which you may administer paper/pencil assessments will run from Monday, November 9 – Friday, November 20. We encourage schools to administer as early in the window as possible.
- The assessments will be available for printing at your school site or administering online throughout the year.

Assessment Material Delivery: Tuesday, October 27 – Monday, November 2

- Delivery: Assessment materials will begin arriving in schools on Tuesday, October 27. If you do not receive all of your materials by the end of the day Monday, November 2, please contact the NYC Acuity Helpdesk at (866) NYC-6550 and press 1 for assistance.
 - Please note that Large Print and Braille versions will arrive separately prior to the assessment window.
- Check Materials: We strongly urge you to check all assessment material deliveries upon receipt to ensure that you have everything you need for a smooth administration. Please also read the Test Coordinator Guide in the package prior to administering the assessment. Copies of this guide will be available in the “Additional Help” section of the Acuity Web site prior to administration.
- Additional Materials Needed: You may print additional copies of the assessment from the Acuity Web site at any time. Alternatively, if you would like additional materials printed and shipped to your school, you must contact the Acuity Helpdesk at (866) NYC-6550 or nycacuity@ctb.com by **November 17** at the latest.

- Answer Sheets: Each school will receive blank answer sheets in addition to answer sheets pre-coded with ATS official class data. Schools should use a blank answer sheet if a student is missing a pre-coded answer sheet or if the student is listed with the incorrect Student ID or Test ID. As long as the Student ID and the Test ID are both accurate, the student’s pre-coded answer sheet is still usable (even if other information has changed). When completing a blank answer sheet, please be sure to completely fill in the Student ID and the Test ID number (located on the front of the assessment booklet) so that the answer sheet can be scored quickly and with the correct answer key. Never cross out a bar code or use a pre-coded answer sheet intended for another student; instead, please use a blank answer sheet in these cases.
- Issues with Pre-Rostered Student Answer Sheets: In order to provide pre-rostered answer sheets for term 1 assessments, we needed to use data from early September to pre-roster your student answer sheets. This may have resulted in incorrect or incomplete class rosters reflected in the student answer sheets. Below are your options for missing pre-coded answer sheets:
 - Use blank answer sheets for students without pre-rostered answer sheets. Students or teachers may fill in the student and assessment ID numbers.
 - Print pre-rostered bar code labels to affix to blank answer sheets, rather than having either students or teachers fill in the student and assessment ID numbers. Information about printing barcode labels can be found in the Acuity Additional Help section under the Step-by-Step guides. Please follow the instructions carefully to ensure that your answer documents scan properly.
 - Scan answer sheets locally using your school’s scanner. Please note: schools scanning locally do not require a pickup from ADS, and, therefore are not required to assess within the ITA window.
 - **Image Based Scanners** (i.e., your ATS Lexmark Scanner) – Download (free) vCapture for Acuity software to print pre-coded answer sheets, scan test results, and upload the results to Acuity for reporting. You *cannot* use the answer sheets you receive in your shipment with your Image Based Scanner.
 - **OMR (Optical Mark Recognition) Scanners** – Use the Acuity answer sheets (pre-rostered or with pre-rostered bar code labels described above) and scan at your school for faster reporting.

Additional information on local scanning can be found under “School Based Scanning” in the Acuity section of the Periodic Assessment Web site:
<http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments/Acuity/>

- You also always have the option of administering online. To view a walkthrough of how to change your student assignments and administer your assessments online, visit the Professional Development section of the Periodic Assessment Web site:
<http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments>

- Answer Sheet Pick-ups: Schools may call Assessment Distribution Services (ADS) at (800) 840-9965 between November 3 and November 23 for courier pick up (one pickup per school, at no cost to the school). There are a limited number of pick up times available each day, so please schedule your pick up as early as possible to reserve the date that works best for your school. The last day to have your materials picked up for scanning and scoring by CTB/McGraw-Hill is **November 24**.

Options for Administration

- All ITAs are designed to be administered in a 45-minute period and contain multiple choice questions only. Schools had the following pre-designed options and chose during the selection window in June of 2009 whether to administer paper/pencil or online.

Grades 3-8 Sequential ELA ITAs	
ITA Series	Grade Span
Comprehensive Red Binder	Available in grades 3-8
Reading Workshop Model	Available in grades 3-8
Traditional Interim Assessments	Available in grades 3-8

Grades 3-8 Genre-Based ELA ITAs						
	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Narrative 1	Fairytales & Fables	Tales & Historical Fiction	Tall Tales & Realistic Fiction	Realistic Fiction, Plays, & Poems	Biographies & Myths	Science Fiction & Fantasy
Narrative 2	Fantasy & Humorous Stories	Legends & Mysteries	Folktales & Adventure	Humorous & Historical Fiction	Realistic Fiction	Poetry
Informational Text 1	Informational Texts	Informational Texts	Informational Texts	Informational Texts	Historical Accounts & Research-Based Reports	Historical Documents & Procedural Texts
Informational Text 2	Nonfiction Reports & Letters	Biography & - Essays	Feature Articles, Persuasive Writing, & Personal Essay	Comparative & Persuasive Essays	Functional Texts	Essays, Speeches, & Memoir

Grades 3-8 Sequential Math ITA					
Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Everyday Math					
TERC					
MacMillan					
			Impact Math		
			CMP		
					Accelerated Math

- Multiple-choice items on the ITAs will be scored by CTB/McGraw-Hill and reports displaying results of these items will be available on Acuity 5 school days after courier pick-up. To access your results, please go to <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments/Acuity>
- All educators can log onto Acuity using the following information:
 - Your Acuity username is the same as your DOE Outlook username.
 - Your Acuity password is your 6-digit file number.
 - When you are logged onto Acuity, you can access reports by clicking on “Reports” in the yellow column on the left side of the screen.
- If you have any problems logging onto Acuity, please contact the NYC Acuity Helpdesk at (866) NYC-6550 or nycacuity@ctb.com

Training and Support

- The Periodic Assessment Web site is continually updated with current professional development opportunities. To learn about PD offerings, register for upcoming sessions, invite a professional developer to your school, or view previously recorded videos and presentations, please visit (and encourage your teachers to visit) <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments> and click on the “Professional Development” link.