

WBCSD#83 Protocol for Administration of District Screeners and Assessments

The following will be the protocol followed to administer district screeners and assessments.

FALL:

1. All math, reading, and writing screeners and assessments for K-12 must be administered by the end of the 4th week of school. This includes:
 - a. Math Screener
 - b. Reading Screener – IRI, MAZE
 - c. District Writing Assessment
 - d. District Math Assessment
2. Scoring of all assessments and screeners must be completed by the end of the 5th week of school.
3. Data must be given to:
 - a. Literacy Cadre – District Writing Assessment data, IRI data, reading screener data
 - b. Math Cadre – District Math Assessment, math screener data
 - c. Building Administrators – All data collected
 - d. DILT – will request any needed data from math or literacy cadre
4. Staff and Student CEE Surveys will be administered, and submitted, by the end of September as per guidelines set forth within the survey materials.

WINTER:

5. Interim Assessments:
 - a. ELA and Math PLC content teams will identify one Interim Assessment that students will complete before Winter Break.
 - i. PLC content team members not on an ELA or Math PLC will need to join either ELA or Math PLC teams for discussions on set-up of Interim Assessments, data gathered, etc.

SPRING:

6. All math, reading, and writing screeners and assessments for 3 – 12 must be administered by spring break. This includes:
 - a. District Writing Assessment (Check with admin to see the window for spring IRI testing and benchmarking)
 - b. District Math Assessment

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7. Scoring must be completed by the end of the week after spring break.
8. All math, reading, and writing screeners and assessments for K-2 must be administered by the end of the 2nd week of May. This includes:
 - a. District Writing Assessment (Check with admin to see the window for spring IRI testing and benchmarking)
 - b. District Math Assessment
9. Scoring must be completed by the end of the 3rd week of May.
10. Data must be given to:
 - a. Literacy Cadre – District Writing Assessment data, IRI data, reading screener data
 - b. Math Cadre – District Math Assessment, math screener data
 - c. Building Administrators – All data collected
 - d. DILT – will request any needed data from math or literacy cadre

State mandated tests will be administered per state guidelines.

Allotted Scoring Days:

Elementary: 1 full day will be provided for elementary teachers K-6.

- ½ day will be used to score DWA
- ½ day will be used to score DMA
- Teachers must bring their classroom set of papers already scored.
- Teachers must fill out the Student Work Analysis Protocol.
 - This will be discussed at the next scheduled PLC time and turned into the building administrator.

Secondary: 2 full days will be provided for departmental teachers (ELA and Math) 7-12.

- 2 days will be used to score DWA
- 2 days will be used to score DMA
- Teachers must bring at minimum, 20 papers already scored.
- Teachers must fill out the Student Work Analysis Protocol.
 - This will be discussed at the next scheduled PLC time and turned into the building administrator.