

***Reading First* Outcome Measures Procedures for Implementation School Year 2008-2009**

Introduction

Florida's *Reading First* grant requires an outcome assessment in Oral Vocabulary and Reading Comprehension. Each of these measures is administered during the last half of the school year along with the third and final progress monitoring measure, the Dynamic Indicators of Basic Early Literacy Skills (DIBELS).

An oral vocabulary measure is administered individually to all students in kindergarten through third grade. The reading comprehension measure (SAT-10) is administered to all first and second grade students with the FCAT SSS Test providing the reading comprehension information for all third grade students. The reading comprehension measure is appropriate for group administration by the teacher responsible for the student's reading instruction. However, individual administration may be considered for selected students with disabilities if this format is judged most appropriate by the student's teacher(s) or recommended in the student's Individual Educational Plan (IEP).

Identification of Outcome Measures

Oral Vocabulary: The Peabody Picture Vocabulary Test, 3rd Edition, Form B (PPVT-III) is a reliable and valid measure of oral language vocabulary. The administration of the PPVT-III takes from 10 to 20 minutes for the majority of students.

Reading Comprehension: The Stanford Achievement Test – 10 (Stanford - 10) is used to measure reading comprehension for all students in grades 1 and 2. Third grade students, because they must participate in the FCAT, are not required to take the Stanford –10. The Reading Comprehension subtest from Primary 1 and Primary 2 is administered to Grades 1 and 2, respectively. Testing time is approximately 40 minutes. Since the Stanford -10 is an untimed test, the time frames are for planning purposes only. Teachers should be able to provide directions, administer the test, and collect test booklets within one hour.

Ordering of Tests and Test Booklets

Student enrollment figures at each *Reading First* school from the Progress Monitoring and Reporting Network (PMRN) will be forwarded to test publishers for creation of bar codes for student test booklets for the Stanford -10. Order forms to be completed by districts are posted on the FCRR website:

<http://www.fcrr.org/assessmentReadingFirstOutcomeMeasures.htm>

The district Coordinator of Assessment will process all orders for the Stanford -10. The district contact for *Reading First* assessment will be responsible for processing all orders for the PPVT-III and will be responsible for coordinating the training of both measures. It will be important to have each order reflect the estimated number of students who will be enrolled in each *Reading First* school at the anticipated assessment time. Districts will be charged only for completed student forms for the Stanford -10 measure. Pearson Assessment provides separate purchase orders for student record booklets and scoring services. Separate purchase orders should be used when ordering.

PPVT-III: For all districts, order one test booklet for each student, Grades K - 3. Print a second set of labels from the PMRN for affixing to the PPVT-III booklets. Approximate cost is \$1.50 per student for purchase of student scoring forms only.

Order Form Posted (<http://www.fcrr.org/assessment/outcome/Florida-PPVT-III-2009-Price-Sheet.xls>) **October 10, 2008**

Ordering Deadline: March 15, 2009

Anticipated Delivery Date: March 21, 2009

Pearson Learning

Stanford - 10: District Coordinator of Assessment orders one testing set for every teacher who will be conducting group or individual testing. Practice sets for each student will also be included in the order. Order one test booklet for each student, Grades 1 – 2. Per student annual cost, including scoring service is approximately \$8.60 for the Reading Comprehension portion. *Reading First* funds can be used but only for *Reading First* students and only for the Reading Comprehension test. The electronic order form will calculate the Reading Comprehension cost out of the Florida Select or Total Battery for those RF districts choosing either of those options.

Order Form Posted

(<http://www.fcrr.org/assessmentReadingFirstOutcomeMeasures.htm>) **August 15, 2008**

Ordering Deadline: December 5, 2008 (Please contact Randee Winterbottom (850-645-1926) or Mary Kay Lands (1-800-228-0752 ext. 8167) if you need an extension

Anticipated Delivery Date (Test Forms and Pre-ID Labels): Materials will be shipped approximately 3 weeks prior to each district's testing.

Pearson Educational Measurement

Training

The Florida Center for Reading Research (FCRR) has provided each district with the training materials needed to assist in training school-based assessment team members to administer the PPVT-III and the Stanford -10. These materials consist of an *Outcome Measures Training Guide* and CD. The outcome guide can be found at: <http://www.fcrr.org/assessmentReadingFirstOutcomeMeasures.htm> Users will need to click on the Outcome Measures Training Guide link to download. Hard copies will not be sent to each district. If you have questions concerning training, please contact assessments@fcrr.org. The district contact will be responsible for creating district-level trainer(s) for each of the measures, using the FCRR training/learning materials. The number of district-level trainers needed can be determined by the number of schools participating in the *Reading First* program and district resources. The district-level trainer(s) will then train one person from each *Reading First* school to serve as the school-based trainer. The school-based trainer will subsequently train teachers and the school-based assessment team members on the measures they are responsible for administering. More details about training procedures are found in the *Outcome Measures Guide*.

Assessment Timelines

PPVT-III will be administered during instructional days 145 – 169. (Please note that although administration can begin on day 145, data cannot be entered into the PMRN until day 155.) The PPVT-III scores (raw scores only) must be entered into the PMRN by instructional day 174. The testing window for the Stanford – 10 is from March 9 to May 1, 2009. However, each district must identify and report to the FCRR assessment program office a specific five-day window when the Stanford – 10 will be administered in all *Reading First* schools. This will permit the scoring of the performance of all students to be based on the same norms for that time of the school year. In addition, the publishers of the Stanford – 10 require that non-*Reading First* schools must adhere to this testing window if the district is requesting a district-level summary score report for both *Reading First* and non-*Reading First* schools. The Stanford – 10 is scored by the publisher and reported to FCRR and the district; or the district may purchase self-scoring and/or test protocol scanning software. Should the district engage in either of these two procedures (local scanning and/or scoring), prior arrangements must be made with Pearson ([Mary Kay Lands 1-800-228-0752 ext. 8167](tel:1-800-228-0752)) and with PMRN staff (Karl Hook 866-471-5019) at FCRR. All SAT-10 related tasks come under the district Director/Coordinator of Assessment. Correspondences will be sent to Directors/Coordinators of Assessment and cc'd to *Reading First* contacts.

Processing of Tests and Student Booklets

NOTE: Please follow district test security procedures in handling all *Reading First* outcome measure testing materials.

PPVT-III:

Districts will receive tests and student test booklets from Pearson Learning approximately 3 weeks after Pearson receives the order. Districts with 10 or more schools may request delivery of tests and student booklets to each school site rather than the district office. School-based trainers of the PPVT-III should distribute test kits to each member of the school-based assessment team when they come to the training.

Student test booklets should be distributed to the school's reading coach or the coordinator of assessment at each school by instructional day 140 or earlier. Prior to administration of the PPVT-III to students, schools should print an additional set of student labels from the PMRN for affixing to PPVT-III booklets. Additional labels for this process were sent to districts by FCRR at the beginning of this school year. The label specifications are Avery 5160 or its equivalent.

After students have been administered the PPVT-III by teachers or the assessment team, the scoring booklets should be forwarded to the individual who is assigned to enter the raw scores into the PMRN. **Only raw scores should be entered into the PMRN.** Assessment team members should be cautioned to record only raw scores on the student test booklets. The PMRN will calculate percentile ranks and other standard scores for each student using the national norms. Scoring booklets should be retained in a secure location with the DIBELS scoring forms for at least 90 days after scores have been entered into the PMRN.

Stanford – 10:

The district Coordinator of Assessment must be designated to receive Stanford – 10 testing materials from Pearson. Shipments will be delivered approximately 3 weeks prior to your testing window, with packaging clearly marked as "Reading First". The district Coordinator of Assessment will notify all schools of the designated testing window for the Stanford – 10. Once the school-based trainers have been trained in the administration and scoring of this outcome measure, the district Coordinator of Assessment will distribute test booklets and related administration materials to the test coordinator at each school. This should be done in sufficient time to train teachers in the administration of the Stanford - 10 using the published Directions for Administration and for teachers to administer the practice tests well in advance of the testing date.

Pre-ID labels (barcoded labels) for affixing to each test booklet will be sent under separate packaging to each district Coordinator of Assessment and clearly marked as "Reading First." Any districts who are self-scoring and want the pre-ID labels must contact Karl Hook at FCRR to order them. Approximately five weeks prior to each district's testing window, Karl Hook will send Pearson data for the labels based on the October student count. The Pre-ID labels will then be sent by Pearson two weeks prior

to each district's assessment window. It is critical that these pre-ID labels, having the words "Reading First" preprinted on them, are used at each *Reading First* school. Otherwise scoring reports to FCRR and to districts will be severely delayed. Each test booklet has a clearly designated space for affixing this label. Additional blank test booklets should be ordered to accommodate recently enrolled students. Schools must bubble in the critical identifying information for each student assigned a testing booklet where no pre-ID label is available. Additional information on this step is provided in the *Outcome Measures Training Guide*. A procedure for affixing labels and bubbling information on the Stanford – 10 test booklets should be in place to ensure that all test booklets will be distributed by the teacher to the correct student and that only the *Reading First* pre-ID labels are used.

The school test coordinator will distribute Stanford-10 test booklets to first and second grade teachers on the day of Stanford-10 administration. After students have been tested, teachers will return all materials (completed and blank student booklets and Directions for Administration) to the school testing coordinator. Teachers should separate out the test booklets assigned to students who were absent during the classroom test administration. All Stanford -10 testing must be completed by the fifth day of the district-designated assessment window.

Schools must return all Stanford - 10 test booklets, used and unused, and all other testing materials to the district Coordinator of Assessment within 5 days of the close of the assessment window. The district will send all Stanford -10 testing materials and Order for Scoring Services to Pearson within 10 days of the close of the assessment window. Test scores for the Stanford - 10 will be provided to FCRR for posting on the PMRN and to districts, 21 working days after receipt if materials are in processible condition with appropriate paperwork. Districts conducting their own scoring must indicate to FCRR assessment program staff when the score report will be sent to the PMRN for entry.

Stanford – 10: Important Information

1. Non-*Reading First* schools may not use the *Reading First* negotiated pricing form but must submit catalog orders
2. Orders are to be sent to Mary Kay Lands (See online order form for more detail)
3. When ordering materials and scoring, please use a separate PO for each, (Reading First, Non-Reading First)
4. When districts are ordering the Florida Select or Complete Battery, *Reading First* funds may be used to pay only the Reading Comprehension portion of the Stanford – 10

5. Pearson will deliver pre-ID labels to Assessment Coordinators two weeks prior to each district's assessment window.
6. Do not use the Address Return Shipping (ARS) labels from Pearson to send in test forms for non-*Reading First* schools. *Reading First* and non-*Reading First* schools must be completely separate in all processing of orders and scoring requests for the Stanford – 10.
7. Districts wanting to have the scores from *Reading First* and non-*Reading First* schools merged into a summary report, may be assessed additional fees and should contact Mary Kay Lands to request this service (1-800-228-0752, extension 8167)
8. Districts can choose from two options for a complimentary score report: district summary report OR student report. This selection should be noted on the Order for Scoring Services.
9. Abbreviated forms of the Stanford – 10 do not satisfy *Reading First* requirements for a test of Reading Comprehension
10. Student state (not district) identifiers must be used when completing student demographic information on scoring forms that do not have a pre-ID label. Also state identifiers must be used when submitting scores to FCRR when districts are self scoring. Contact Karl Hook at helpdesk@fcrr.org for further assistance.

**Outcome Assessment Checklist
Reading First Schools**

Date or Day	District Date*	Activity
10/29/08	10/29/08	Conference call FCRR / Pearson to district <i>Reading First</i> contacts and Coordinators of Assessment
12/5/08	12/5/08	District deadline to place order for Stanford - 10
November 07	November 07	FCRR will have direct links for downloading the <i>Outcome Measures Guide</i> and training CD available
Two weeks prior to Stanford -10 Assessment Window	*	District staff trains school-based trainer in Stanford-10 procedures; School-based trainer trains first and second grade teachers
3/9/09 to 5/1/09	District specified 5-day window	District administers Stanford – 10 in <i>Reading First</i> schools during established 5 – day window.
	5 days after close of window	All SAT-10 materials returned to district Coordinator of Assessment
	10 days after close of window	District sends all SAT-10 materials to publisher with order for scoring services
Instructional Day 135 - 139	*	District staff reviews PPVT-III training materials, becomes skilled in training with CD and training guide. Contact FCRR assessment office for technical assistance
Instructional Day 140 - 144	*	District staff provide PPVT-III training and related materials to each school-based trainer
Instructional Day 145 - 149	*	School-based trainer provides training on PPVT-III to assessment team members.
Instructional Days 145 – 169	*	PPVT-III administered to K-3 students
Instructional Day 174	*	All PPVT-III scores entered into PMRN

*See PMRN for calendared dates for each district.