Field Test Request Guide

Diploma Examination, Achievement Testing, and Student Learning Assessment Programs

2015 - 2016 School Year

Examination Administration

Alberta Government

Contents

Introduction

Overview of the Field Testing Program

Description

In order to ensure provincial assessments are fair, valid, and reliable, Alberta Education administers field tests. Through field testing, questions are administered to determine their difficulty level and their appropriateness for use on a provincial assessment. In addition, teachers are able to provide comments about potential assessment questions, thereby contributing to the development of future provincial assessments. Teachers are asked to consider the following points when commenting on specific questions and the overall assessment:

- appropriateness of the questions
- ease of use of the testing platform
- text readability
- artwork/graphics clarity and appropriateness
- question difficulty

An item analysis will be provided to teachers whose students write Digital or Hybrid Field Tests in the Diploma and Achievement programs. For more information on how to obtain the item analysis after a digitally-administered field test, refer to page 5.

Field tests are administered for all provincial assessment programs:

- Achievement Testing
- Diploma Examinations
- Student Learning Assessments

Field tests may be composed of machine-scored questions, written-response questions, or performance tasks, depending on the subject and type of field test being administered.

All field tests are secure before, during, and after administration. Field tests are administered in **digital, hybrid,** or **paper formats**.

- **Digital-**format Achievement and Diploma field tests are delivered and administered to students using PC, Mac OS, or school-owned Chromebook computers under the supervision of the teachers who requested them. Information on how to configure computers for the secure administration of **digital**-format field tests is found at this link: https://questaplus.alberta.ca/help/requirements.html. Teachers who administer **digital**-format Achievement and Diploma field tests will receive an item analysis from the Quest A+ system.
- **Digital-**format Student Learning Assessment (SLA) field tests are delivered and administered to students using computers that meet the technical specifications for administering SLA tests: https://education.alberta.ca/department/ipr/slas/resources-teachers-admins/
- **Hybrid**-format Diploma field tests consist of sources or readings provided in a paper format, and questions provided and answered digitally. **Hybrid**-format field test materials are mailed to schools and are kept secure in the same manner as Diploma Exams. After the administration of a

hybrid-format field test, teachers must return all the **paper**-format materials to Alberta Education. As with **digital**-format field tests, **hybrid**-format field tests are administered by the teacher who requested the field tests and an item analysis will be produced by the Quest A+ system.

- **Paper-**format field tests are delivered to a school and administered to students by an assigned Provincial Assessment field test supervisor. Unlike digital- or **hybrid**-format field tests, an item analysis is not provided for this field test type. **Paper**-format field tests are administered to students in Francophone programs by field test supervisors who speak French. Every effort is made to schedule French-speaking field test supervisors to administer **paper**-format field tests to students in French Immersion programs. However, it is not always possible to do so.

(This graphic shows how Digital, Hybrid and Paper Field Tests types are presented in the Field Test Scheduler)

Achievement and Diploma field tests are not available in Braille or audio formats. Writing accommodations such as extra time, a reader, or a scribe may be permitted. If these accommodations are required for **paper-**format field tests, please indicate this at the time of the field test request. (Extra time affects scheduling). If writing accommodations such as extra time, a reader, or a scribe are required for **digital-**format field tests, the school is responsible for providing the necessary support. The extra time accommodation on Quest A+ can be unlocked by utilizing the Supervisor PIN.

To ensure the reliability and validity of the field tests, all field tests are administered to a pre-determined number of students in classes that are selected to ensure a representative sample from across the province. Consequently, not all requests for field tests may be met. If a field test request is not able to be filled, Alberta Education will record this event and make every effort to provide a field testing opportunity in subsequent sessions.

Improved Field Test Approval Process

For the 2015 – 2016 school year, improved field test-related processes will be in place. In previous years, approval at both the authority and the school level was a prerequisite for teachers to request participation in the field-testing process. In September 2015, all authority and school-level permissions have been rolled over from the previous year and will be carried forward until there is a change to the teacher's location or consent has been revoked.

An authority or school that would like to remove consent to participate in field testing should contact the Field Test Team by email at field.test@gov.ab.ca.

Field Test Request and Placement Process
Field tests are requested, placed, and administered according to the following processes. For an interactive demonstration of all processes related to the field test request system, see the presentation at this link: http://goo.gl/aTGB8F.

Request Process:

1. Teacher Account: Teachers must first obtain an Alberta Education Account and associate themselves with a school. Instructions on how to obtain an Alberta Education Account are found at this link: http://goo.gl/aTGB8F. After obtaining an account, Teachers must add their school to their list.

2. Principal Approval: Principals approve teachers' requests for access to the field test request system. If a teacher has been previously approved by the principal of the school, annual consent is not required. However, teachers who are new to a school or the field testing process are required to be approved by a school principal. Principals will also face the additional step of approving the school if this has not been completed in the past. Instructions regarding this process are found at this link: http://goo.gl/aTGB8F.

1. Teacher Field Test Request: Once a teacher has been approved by the school principal to have access to the field test system, teachers can submit field test requests at http://public.education.alberta.ca/FieldTestScheduler, or by using the form located at the bottom of this website: http://education.alberta.ca/admin/testing/forms/.
   * An interactive presentation showing how to use the online field test request system is available at this link.

   NOTES:
   - Teachers are asked to submit field test requests by the submission deadline. The submission deadline depends on the assessment program (Achievement, Diploma, and SLA) and the field test type (digital, hybrid, and paper).

Placement Process:

1. An email confirmation is sent to all teachers who requested field tests. The email will communicate the status of the field test request and details of the field test administration that is scheduled to take place.

2. Before the field test administration, all the paper materials for **hybrid**-format will be shipped to school. The school must keep this material secured, and not open it prior to the administration of the field test. An email will be sent to the teacher containing administrative details about how to access the **digital**-format questions.

3. Prior to each scheduled **paper-**format field test administration, a field test supervisor from Alberta Education will contact the teacher whose students will be writing to confirm administrative details.

Accessing Student Results from Achievement and Diploma Digital- (and Hybrid-) format Field Tests
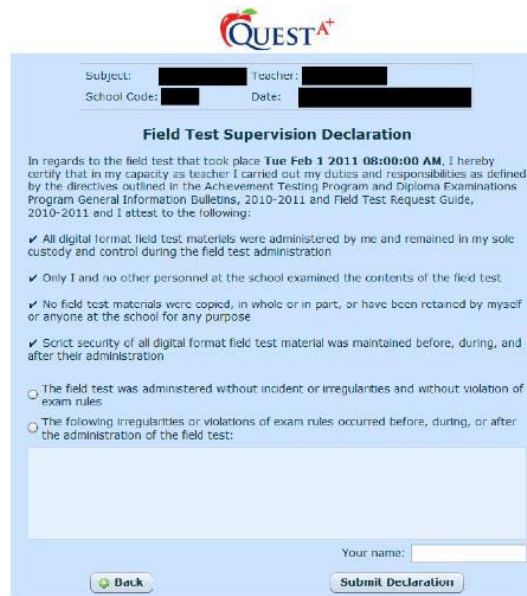
Within 30 minutes of the last student completing a digital- (or hybrid-) format field test, student results will be compiled for the teacher. The student results contain an item analysis that displays:

- the raw score for each student
- for multiple choice items, the proportion of students that responded to each distractor
- for numerical-response items, the proportion of students that responded correctly

To access the student results and item analysis, teachers must:

- Go to https://questaplus.alberta.ca/TeacherTools.html
- Enter the exam pin for the field test
- Enter the supervisor pin for the field test
- Complete the *Field Test Declaration Form* (reproduced below)
- Click the "Request scores" button

If the item analysis does not contain any students, the most likely reason is that the responses have not yet been scored. Email Brian.Schroter@gov.ab.ca to request scoring of the field test.

Achievement and Diploma Digital- (and Hybrid-) format Field Test Perusal Processes

Field testing is a vital part of the test development process and teacher feedback and validation of field tests is appreciated. However, all the field tests must remain secure before, during, and after the administration. Prior to validating an Achievement or Diploma **digital**- or **hybrid**-format field test, a teacher must attest to the security of the field test by completing the digital *Field Test Declaration* form. Teachers will have a 24-hour window from the field test start time in which to peruse the field test and make comments.

Achievement and Diploma **digital**-format and **hybrid**-format field test validation versions are accessed in the same way that students access **digital**-format and **hybrid**-format field tests. On the demographic entry page, teachers can click the "Teacher Tools" link. Continuing will require the Supervisor PIN, which is included with the field test instructions.

Since digital- (and hybrid-) format field tests produce an item analysis, it is strongly recommended that teachers download and print the item analysis prior to initiating the field test validation process. Teachers may use the item analysis during the 24-hour field test validation period. Once logged into the field test, teachers have the same length of time to peruse the test as their students did to write it.

Field Test Administration Dates – **Diploma Examination Program**

In 2015 – 2016, Alberta Education will be administering field tests within the following timeframes:

Diploma Examination Program — Digital-format Field Test Administration Sessions		
	Session 1	**Session 2**
Unit Tests:	• September 21–December 18 • January 4–27	• February 1–June 27
Year-end Field Tests:	• December 7–18 • January 4–27	• May 16–June 27
Request Deadlines	Requests must be submitted at least five business days prior to the preferred field test administration date.	

Diploma Examination Program — Hybrid-format Field Test Administration Sessions		
	Session 1	**Session 2**
Year-end Field Tests:	• December 7–18 • January 4–27	• May 16–June 27
Request Deadlines	• October 16	• March 18

Diploma Examination Program — Paper-format Field Test Administration Sessions		
	Session 1	**Session 2**
Year-end Field Tests:	• December 7–18 • January 4–12	• May 16–June 10
Request Deadlines	• October 30	• March 18

Notes:

- Hybrid format Math/Science field tests are only available for **year-end** field test types.
- Social Studies field tests (paper, hybrid, digital) **MUST NOT** be administered in December and May.
- **At the discretion of each school, both digital- and hybrid-format field tests may be administered during the Diploma Examination session.**
- **Hybrid**-format and **digital**-format field tests can be rescheduled after they have been approved using the Field Test Scheduler.
- All field test requests that are submitted using the paper-based form must be submitted by **October 30** for Session 1 administrations and by **March 18** for Session 2 administrations. The paper-based field test request form is located at the bottom of this webpage: http://education.alberta.ca/admin/testing/forms/

Field Test Administration Dates – Achievement Testing Program

In 2015 – 2016, Alberta Education will be administering field tests within the following timeframes:

Achievement Testing Program Digital-format Field Test Administration Dates	
Year-end Field Tests:	April 25 – May 6 • Grade 6 ELA Part A: Writing • K&E 9 ELA (Part A: Writing) May 16 – June 13 • Grade 6 & 9 ELA Part B: Reading • Grade 6, 9 Social Studies (Etudes sociales) and K&E Social Studies • Grade 6, 9 Mathematics (Mathématiques) and K&E Mathematics • Grade 6, 9 Science and K&E Science • K&E ELA Part B: Reading

Achievement Testing Program Paper-format Field Test Administration Dates	
Year-end Field Tests:	April 27 – May 8 • Grade 6 ELA Part A: Writing • Grade 9 ELA Part A: Writing • K&E 9 ELA (Part A: Writing) • Français 6 et 9 (Partie A: Écriture) May 16 – June 13 • Français 6 et 9 (Partie B : Lecture) • Grade 6 ELA Part B: Reading • Grade 6 Social Studies • Grade 9 ELA Part B: Reading • Grade 9 Social Studies • K&E ELA (Part B: Reading) • K&E Mathematics • K&E Science • K&E Social Studies

Notes:

- Requests for **paper**-format **field tests** must be submitted to Alberta Education by **March 4**.
- Requests for **digital**-format **unit and year-end field tests** must be submitted at least five business days prior to the preferred field test administration date.

Field Test Administration Dates – Student Learning Assessment (SLA) Program

In 2015–2016, Alberta Education will be administering SLA field tests within the following timeframes:

Student Learning Assessment Program Digital-format Field Test Administration Sessions	
Performance Task Field Tests (Administered to Grade 3 students)	November 17 – December 11, 2015 • Performance Task – English Literacy • Performance Task – French Literacy (Francophone) • Performance Task – French Literacy (Immersion) • Performance Task – English Numeracy • Performance Task – French Numeracy

Digital Interactive Questions (Administered to Grade 3 students)	November 30 – December 11, 2015
	• Digital Interactive Questions – French Literacy (Francophone)
	• Digital Interactive Questions – French Literacy (Immersion)
Spring 2016 – SLA Field Test (Administered to Grade 2 students)	The administration dates and timeframe for teachers to submit requests for these field tests will be communicated in February 2016.

- Requests for **Fall 2015 SLA Field Tests** must be submitted by October 30, 2015.

Significant Dates

Student Learning Assessment

October 12, 2015   First day teachers may submit field test requests for **Fall 2015** SLA Field Tests

October 30, 2015   Last day for teachers to submit requests for **Fall 2015** SLA Field Tests

Provincial Achievement Test

September 1, 2015   First day teachers may submit field test requests for **Achievement Testing Program**

March 4, 2016   Last day for participating teachers to submit requests for **Achievement Testing Program paper-format** year-end field tests.

Diploma Examination

August 31, 2015   First day teachers may submit **Session 1** and **Session 2** *paper-format, digital-format, and hybrid-format field test requests* for **Diploma Examination Program**

October 16, 2015   Last day for participating teachers to submit **Session 1** requests for **Diploma Examination Program paper-format and hybrid-format year-end** field tests.

March 18, 2016   Last day for participating teachers to submit **Session 2** requests for **Diploma Examination Program paper-format and hybrid-format** field tests.

NOTE: Requests for **digital-**format Achievement and Diploma **field tests** must be submitted at least five business days prior to the preferred field test administration date.

Directions for Contacting the Field Test Team

Teachers who have submitted a request for a **paper-format field test**, but then need to **cancel** a **scheduled** field test administration, may do so **via e-mail** to field.test@gov.ab.ca, using the **subject line** "FT Cancellation: *Your School Code, Your School Name, Your Last Name*" (e.g., FT Cancellation: 9999, Ben Hur High School, Smith).

Queries regarding field testing can be sent to Alberta Education, **via e-mail** to field.test@gov.ab.ca.

Contacts

Examination Administration:

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Fax**:** (780) 422-7025

Field Test Request Website
http://public.education.alberta.ca/FieldTestScheduler

Paper Format Field Test Request
http://education.alberta.ca/admin/testing/forms/

Quest A+
https://questaplus.alberta.ca/help

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