Field Test Request Guide

Diploma Examination, Achievement Testing, and Student Learning Assessment Programs

2014 - 2015 School Year

Examination Administration

Alberta Government
# Contents

## Introduction
Overview of the Field Testing Program

- Description ........................................................................................................... 1
- Improved Field Test Approval Process ............................................................. 2
- Participation Requirements .................................................................................. 3
- Field Test Request and Placement Process ....................................................... 3
  - Request Process ............................................................................................... 3
  - Placement Process .......................................................................................... 4
- Accessing Student Results from Achievement and Diploma Digital- (and Hybrid-) format Field Tests ........................................................................................................... 5
- Achievement and Diploma Digital- (and Hybrid-) format Field Test Perusal Processes ........................................................................................................... 6
- Field Test Administration Dates – Diploma Examination Program ................. 7
- Field Test Administration Dates – Achievement Testing Program ................. 8
- Field Test Administration Dates – Student Learning Assessment Program ...... 9

## Significant Dates
- Significant Dates .............................................................................................. 10

## Directions for Contacting the Field Test Team
- Contacting the Field Test Unit ........................................................................... 11

## Contacts
- Contacts .............................................................................................................. 12
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](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: [http://education.alberta.ca/media/8416904/ministryapp_webstdrds_slatechrqrmnts.pdf](http://education.alberta.ca/media/8416904/ministryapp_webstdrds_slatechrqrmnts.pdf).
- **Hybrid**-format humanities Diploma field tests consist of sources or readings provided in a paper format, and questions provided and answered in the same manner as on digital field tests. Hybrid-format field test source materials are mailed to schools and are kept secure in the same
manner as Diploma Examinations. 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 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.

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. In some circumstances, additional field test supervisor support may be required, necessitating advance notification and planning. 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.

Student Learning Assessment field tests have been designed to incorporate as many digital learning supports as possible, and are available for all students. If audio is included in an SLA field test, all students may use this support. Time limits do not apply to SLA field tests.

To ensure the reliability and validity of field test administration scores and feedback, regardless of field test administration format, field tests are administered to a prescribed 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.

**Improved Field Test Approval Process**

For the 2014 – 2015 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. Starting in September 2014, all authority and school-level permissions have been rolled over from the previous year and will be carried forward indefinitely.

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.
**Participation Requirements**
For a class of students to be selected to write a field test, the following conditions must be met:

1. The teacher must submit a request for a field test by the deadline.

2. A field test placement of the type specified by the teacher on the field test request application must be available for scheduling.

**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](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](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](http://goo.gl/aTGB8F).

3. **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](http://public.education.alberta.ca/FieldTestScheduler). This system is used to request all types of field tests.

**NOTES:**

- Teachers are asked to submit field test requests by the submission deadline. The submission deadline depends on the assessment program (Achievement, Diploma, SLA) and the field test type (digital, hybrid, paper).
- Two field test sessions are run within each school year: September/January (Session 1) and February/June (Session 2).
Placement Process:

1. Alberta Education schedules field test placements:
   - Submitted field test requests are reviewed to determine whether they match the requirements of any available field test administrations; where a match is found, a field test placement is scheduled.

2. Alberta Education communicates and confirms field test placements:
   - 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.
   - Prior to each scheduled Achievement or Diploma digital-format field test administration, an email will be sent to the teacher providing administrative details (e.g., date, time, access codes, technical requirements, etc.).
   - Prior to each scheduled SLA digital-format field test administration, an email will be sent to the teacher providing administrative and technical details.
   - Prior to each scheduled hybrid-format field test administration, the school will be mailed paper-copy source materials. The school must keep this material secure, 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.
   - 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 (e.g., the date, time, and location of the test administration, as well as the number of students being tested).
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](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](mailto:Brian.Schroter@gov.ab.ca) to request scoring of the field test.

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**Field Test Supervision Declaration**

In regards to the field test that took place [insert date and time], I hereby certify that in my capacity as teacher or supervisor, I have conducted and monitored the administration of the field test in accordance with the guidelines set forth by the Alberta Education. I understand that any deviation from these guidelines will result in the field test being invalidated. I have ensured that all field test materials were administered without incidents of cheating or irregularities and have been stored securely in a location inaccessible to unauthorized persons.

Subject: [insert subject]

School Code: [insert school code]

Date: [insert date]

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

Both Achievement and Diploma digital- (and hybrid-) format field tests must be kept secure before, during, and after administration. Field testing is a vital part of the test development process and teacher feedback and validation of field tests is appreciated. 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. (reproduced below).

Achievement and Diploma digital field test validation versions are accessed in the same way that students access digital-format field tests. On the demographic entry page, teachers can click the “Teacher?” 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 2014 – 2015, Alberta Education will be administering field tests within the following timeframes:

### Diploma Examination Program
#### Digital-format Field Test Administration Sessions

<table>
<thead>
<tr>
<th></th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Tests:</strong></td>
<td>• September 22–December 19</td>
<td>• February 2–June 26</td>
</tr>
<tr>
<td></td>
<td>• January 5–29</td>
<td></td>
</tr>
<tr>
<td><strong>Year-end Field Tests:</strong></td>
<td>• December 8–19</td>
<td>• May 18–June 26</td>
</tr>
<tr>
<td></td>
<td>• January 5–29</td>
<td></td>
</tr>
<tr>
<td><strong>Request Deadlines</strong></td>
<td>Requests must be submitted at least five business days prior to the preferred field test administration date.</td>
<td></td>
</tr>
</tbody>
</table>

#### Hybrid-format Field Test Administration Sessions

<table>
<thead>
<tr>
<th></th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year-end Field Tests:</strong></td>
<td>• December 8–19</td>
<td>• May 18–June 19</td>
</tr>
<tr>
<td></td>
<td>• January 6–22</td>
<td></td>
</tr>
<tr>
<td><strong>Request Deadlines</strong></td>
<td>• November 14</td>
<td>• May 1</td>
</tr>
</tbody>
</table>

#### Paper-format Field Test Administration Sessions

<table>
<thead>
<tr>
<th></th>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year-end Field Tests:</strong></td>
<td>• December 8–17</td>
<td>• May 18–June 12</td>
</tr>
<tr>
<td></td>
<td>• January 5–9</td>
<td></td>
</tr>
<tr>
<td><strong>Request Deadlines</strong></td>
<td>• October 10</td>
<td>• February 20</td>
</tr>
</tbody>
</table>

**Notes:**

- All Diploma Examination Program Math/Science field tests will be offered digitally in 2014 – 2015.
- All Diploma Examination Program Humanities field tests will be offered in both digital and hybrid formats in 2014 – 2015.
- 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.
Field Test Administration Dates – Achievement Testing Program
In 2014 – 2015, Alberta Education will be administering field tests within the following timeframes:

<table>
<thead>
<tr>
<th>Achievement Testing Program</th>
<th>Digital-format Field Test Administration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year-end Field Tests:</strong></td>
<td><strong>April 27 – May 8</strong></td>
</tr>
<tr>
<td></td>
<td>• Grade 6 ELA Part A: Writing</td>
</tr>
<tr>
<td></td>
<td>• K&amp;E 9 ELA (Part A: Writing)</td>
</tr>
<tr>
<td></td>
<td><strong>May 19 – June 12</strong></td>
</tr>
<tr>
<td></td>
<td>• K&amp;E ELA (Part B: Reading)</td>
</tr>
<tr>
<td></td>
<td>• Grade 9 and K&amp;E Mathematics</td>
</tr>
<tr>
<td></td>
<td>• Grade 6, 9, and K&amp;E Science</td>
</tr>
<tr>
<td></td>
<td>• K&amp;E Social Studies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Achievement Testing Program</th>
<th>Paper-format Field Test Administration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year-end Field Tests:</strong></td>
<td><strong>April 27 – May 8</strong></td>
</tr>
<tr>
<td></td>
<td>• Grade 6 ELA Part A: Writing</td>
</tr>
<tr>
<td></td>
<td>• K&amp;E 9 ELA (Part A: Writing)</td>
</tr>
<tr>
<td></td>
<td><strong>May 19 – June 12</strong></td>
</tr>
<tr>
<td></td>
<td>• K&amp;E ELA (Part B: Reading)</td>
</tr>
<tr>
<td></td>
<td>• K&amp;E Mathematics</td>
</tr>
<tr>
<td></td>
<td>• K&amp;E Science</td>
</tr>
<tr>
<td></td>
<td>• K&amp;E Social Studies</td>
</tr>
</tbody>
</table>

**Notes:**

- Requests for **paper-format field tests** must be submitted to Alberta Education by **February 20**.
- Requests for **digital-format unit and year-end field tests** must be submitted five business days prior to the preferred field test administration date.
Field Test Administration Dates – Student Learning Assessment Program
In 2014 – 2015, Alberta Education will be administering field tests within the following timeframes:

<table>
<thead>
<tr>
<th>Student Learning Assessment Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital-format Field Test Administration Sessions</td>
</tr>
<tr>
<td>November 2014</td>
</tr>
<tr>
<td>April 2015</td>
</tr>
</tbody>
</table>

Notes:

- In November 2014, field testing with Grade 3 students will involve only performance tasks.
- In April 2015, both the digitally scored and performance task parts will be field tested with Grade 2 students.
### Significant Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2, 2014</td>
<td>First day teachers may submit <em>paper-format</em> and <em>digital-format</em> field test requests.</td>
</tr>
<tr>
<td>October 10, 2014</td>
<td>Last day for teachers to submit Session 1 requests for Diploma Examination Program <em>paper-format</em> year-end field tests.</td>
</tr>
<tr>
<td>October 31, 2014</td>
<td>Last day for teachers to submit requests for Student Learning Assessment Program <em>performance task</em> field tests.</td>
</tr>
<tr>
<td>November 14, 2014</td>
<td>Last day for teachers to submit Session 1 requests for Diploma Examination Program <em>hybrid-format</em> field tests.</td>
</tr>
<tr>
<td>February 20, 2015</td>
<td>Last day for participating teachers to submit Session 2 requests for Achievement Testing Program <em>paper-format</em> year-end field tests.</td>
</tr>
<tr>
<td>February 20, 2015</td>
<td>Last day for participating teachers to submit Session 2 requests for Diploma Examination Program <em>paper-format</em> field tests.</td>
</tr>
<tr>
<td>May 1, 2015</td>
<td>Last day for teachers to submit Session 2 requests for Diploma Examination Program <em>hybrid-format</em> field tests.</td>
</tr>
</tbody>
</table>

**NOTE:** Requests for *digital-format* Achievement and Diploma *field tests* must be submitted 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, using the subject line “FT Query: Your School Code, Your School Name, Your Last Name” (e.g., FT Query: 9999, Ben Hur High School, Smith).
Examination Administration:

Test Security, Test Rules, Scheduling, Policy Issues
Dan Karas, Director
Examination Administration
Dan.Karas@gov.ab.ca

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Field Test Team
Field.Test@gov.ab.ca

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Digital Systems and Services
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Online Testing
Jeremy Wiebe, Manager
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Jeremy.Wiebe@gov.ab.ca

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Examination Administration Team
Exam.Admin@gov.ab.ca

Mailing Address
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10044 – 108 Street
Edmonton AB T5J 5E6

Telephone/Fax
Tel: (780) 427-0010 or Toll Free: (780) 310-0000
Fax: (780) 422-7025

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

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

Achievement Testing Program and Student Learning Assessments:

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