

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>. 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_slatechrqmnts.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.



(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. 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>.

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>.
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>. 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

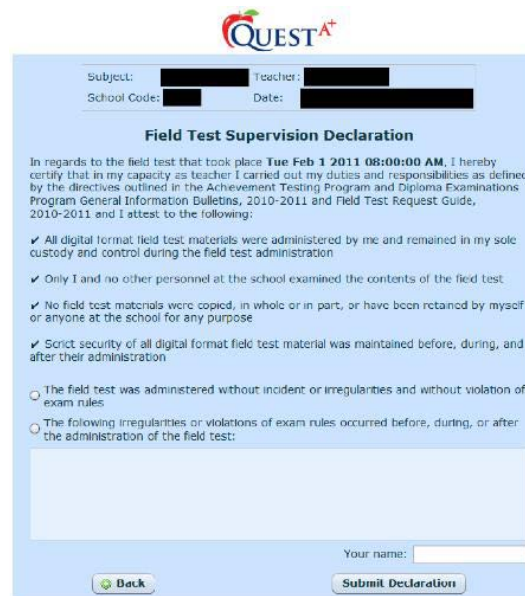
Within 30 minutes of the last student completing a digital- (or hybrid-) format field test, student results will be compiled for the teacher. The student results contain an item analysis that displays:

- 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://questplus.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.



The screenshot shows a web form titled "Field Test Supervision Declaration" from the QUEST+ system. At the top, there are input fields for "Subject:", "Teacher:", "School Code:", and "Date:". Below these is the title "Field Test Supervision Declaration" and a paragraph of text stating: "In regards to the field test that took place Tue Feb 1 2011 08:00:00 AM, I hereby certify that in my capacity as teacher I carried out my duties and responsibilities as defined by the directives outlined in the Achievement Testing Program and Diploma Examinations Program General Information Bulletins, 2010-2011 and Field Test Request Guide, 2010-2011 and I attest to the following:". There are four checked checkboxes: "All digital format field test materials were administered by me and remained in my sole custody and control during the field test administration.", "Only I and no other personnel at the school examined the contents of the field test.", "No field test materials were copied, in whole or in part, or have been retained by myself or anyone at the school for any purpose.", and "Strict security of all digital format field test material was maintained before, during, and after their administration.". There are two unchecked radio buttons: "The field test was administered without incident or irregularities and without violation of exam rules." and "The following irregularities or violations of exam rules occurred before, during, or after the administration of the field test:". Below the second radio button is a large empty text area. At the bottom right, there is a "Your name:" label and an input field. At the bottom left, there is a "Back" button, and at the bottom right, there is a "Submit Declaration" button.

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.

The screenshot shows a web interface titled "Secure Exams" with the QUEST logo. Below the logo is a section titled "Teacher Access" containing a "FIELD TEST DECLARATION" form. The form is for "Security of Field Test Materials" by Alberta Education. It contains the following text: "I hereby certify that as a classroom teacher, I will carry out my duties and responsibilities as defined by the policies, directives, rules, and procedures of field testing in the General Information Bulletins and the Field Test Request Guide of the current school year. And I attest to the following because these field test questions are secured. (Please check each box.)". There are four checkboxes with corresponding statements: 1. "I will not copy in whole or in part in any manner all items of this field test as I understand that to do so is strictly prohibited." 2. "I will not discuss in whole or in part in any manner all items of this field test as discussing them in whole or in part is strictly prohibited." 3. "I will not retain any field test materials and understand that all field test materials must remain in my presence at all times." 4. "I will not make comments regarding the design and development of the field test in any place other than in the comments field of the digital Validation Copy, and if applicable, calculations as related to the field test will be arrived at and made within the comments field of the digital Validation Copy as well." Below the checkboxes are input fields for "Name:" and "Supervisor Code:". At the bottom of the form are "Cancel" and "OK" buttons.

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		
	Session 1	Session 2
Unit Tests:	<ul style="list-style-type: none"> • September 22–December 19 • January 5–29 	<ul style="list-style-type: none"> • February 2–June 26
Year-end Field Tests:	<ul style="list-style-type: none"> • December 8–19 • January 5–29 	<ul style="list-style-type: none"> • May 18–June 26
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:	<ul style="list-style-type: none"> • December 8–19 • January 6–22 	<ul style="list-style-type: none"> • May 18–June 19
Request Deadlines	<ul style="list-style-type: none"> • November 14 	<ul style="list-style-type: none"> • May 1

Diploma Examination Program		
Paper-format Field Test Administration Sessions		
	Session 1	Session 2
Year-end Field Tests:	<ul style="list-style-type: none"> • December 8–17 • January 5–9 	<ul style="list-style-type: none"> • May 18–June 12
Request Deadlines	<ul style="list-style-type: none"> • October 10 	<ul style="list-style-type: none"> • February 20

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:

Achievement Testing Program Digital-format Field Test Administration Dates	
Year-end Field Tests:	April 27 – May 8 <ul style="list-style-type: none">• Grade 6 ELA Part A: Writing• K&E 9 ELA (Part A: Writing) May 19 – June 12 <ul style="list-style-type: none">• K&E ELA (Part B: Reading)• Grade 9 and K&E Mathematics• Grade 6, 9, and K&E Science• K&E Social Studies

Achievement Testing Program Paper-format Field Test Administration Dates	
Year-end Field Tests:	April 27 – May 8 <ul style="list-style-type: none">• Grade 6 ELA Part A: Writing• K&E 9 ELA (Part A: Writing) May 19 – June 12 <ul style="list-style-type: none">• 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 **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:

Student Learning Assessment Program Digital-format Field Test Administration Sessions	
November 2014	• November 3–November 21
April 2015	• To be determined

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

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

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).

Contacts

Examination Administration:

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Field Test Request Website

<http://public.education.alberta.ca/FieldTestScheduler>

Quest A+

<https://questaplus.alberta.ca/help>

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