

Administrative Memo

Date: March 13, 2013
To: Superintendents and District Test Coordinators
From: Michael Muenks, Coordinator of Assessment
Subject: CCR-13-005 –Understanding Your Technology Readiness Tool Report

The Technology Readiness Tool can now provide reports that will reveal your district's readiness for the upcoming Smarter Balanced Assessments. The Tool has the capacity to compare building readiness against both the minimum and recommended requirements. As always, the accuracy of the data is based upon the accuracy of the information entered. If your district leaves any cells or fields blank in the survey, that part of the report will show as not meeting minimum technology requirements. The Tool will highlight missing or below minimum information in red. Your District Information Technology Coordinator can make updates at any time. Your updates will show in the Tool the following morning.

Two helpful resources are available on your Technology Readiness Tool **Home** tab: <https://www.techreadiness.net>. The first is a guide for understanding and interpreting your reports <http://techreadiness.org/understandingreports>, and the second is an updated training module for the entire Technology Readiness Tool <http://www.techreadiness.org/TrainingModule>.

Please be aware that the Smarter Balanced Assessments to be administered in the spring of 2015 will require the use of headphones. Headphones will be needed for all students taking English language arts Assessments because each form includes listening items. Headphones will also be needed for those students receiving the text-to-speech accommodation. Questions about headphones were not included in the Technology Readiness Survey.

Please pass this information on to any district staff that would benefit from the report and the guide to understanding it.

If you have any questions about these quality assurance efforts, please contact Nancy Keating or Jeremy Ellis in the Assessment Section at assessment@dese.mo.gov or (573) 751-3545.