



Workshop Agenda

Department of Elementary and Secondary Education (DESE)

**Missouri Assessment Program (MAP)
Grades 3–8 English Language Arts and Mathematics**

Cut Point Validation
Columbia, MO
July 12–14, 2016





Welcome to the Cut Point Validation for the Missouri Assessment Program (MAP) Grades 3–8 English Language Arts and Mathematics! The Missouri Department of Elementary and Secondary Education (DESE) and DRC would like to thank you for your time and expertise during this important process.

Please use this agenda to orient yourself during the workshop. If you have any questions or concerns, please do not hesitate to contact a member of the workshop staff.

Tuesday, July 12

Welcome!

7:30 AM Participant Registration and Breakfast

Participants check in at the reception table to sign the confidentiality agreement, receive a nametag, and collect any other necessary information.

8:30 AM Opening Session

DESE welcomes participants, overviews the MAP assessments, discusses the reasons for the cut point validation, and describes the desired outcomes of the workshop.

9:00 AM Participant Training

DRC introduces participants to the Bookmark Standard Setting Procedure. DRC explains how a cut score can be represented in the ordered item booklet (OIB) as a bookmark.

10:00 AM Break

10:15 AM Distribution of Secure Materials in Breakout Rooms

Participants reconvene in their pre-assigned groups and breakout rooms. After brief introductions, DRC distributes the secure materials.

- Please remember that the secure materials must remain in your breakout room and that your discussions of the secure materials must remain confidential.
- Be sure to write your name on each of the secure materials.
- Your folder number is printed on a sticker on the upper-right of your workshop folder. Write your name and folder number on the materials sign-out list.

Threshold Students Discussion and Student Test

- 10:45 AM** **Review the Missouri Learning Standards**
On your own, review the Missouri Learning Standards for your assigned grade and content area.
- Feel free to take notes on your copy of the content standards for reference.
- 11:00 AM** **Begin Discussion of the ALDs and Threshold Students**
As a table, appoint a scribe to take notes during these discussions. Review and discuss the achievement level descriptors (ALDs) at your table.
- Find the ALDs in your packet of secure materials.
 - Review the knowledge, skills, and abilities that students are expected to demonstrate in the ALD for *Proficient*. Do the same for *Advanced* and *Basic*.
 - Participants then engage in discussions about the skills they expect to be demonstrated by a threshold student, that is, a student who is just barely entering an achievement level.
 - There are three threshold students to consider: just *Basic*, just *Proficient* and just *Advanced*.
 - For each threshold student, create a brief, bulleted list that describes the skills expected of the threshold student.
 - To engage in these discussions, participants refer to the ALDs, the Missouri Learning Standards, and their knowledge of students.
- Noon** **Lunch**
The group breaks for 60 minutes.
- 1:00 PM** **Complete Discussion of the ALDs and Threshold Students**
• The table leader should be prepared to “report out” some of the highlights from your table’s discussion of the threshold students.
- 1:30 PM** **Discuss the Threshold Students with Another Table**
Using the ALDs and the Missouri Learning Standards, participants discuss the threshold students across tables.
- During the discussion, refer to the ALDs and the Missouri Learning Standards.
 - Take notes during the discussion and update your bulleted lists of the skills expected of each of the threshold students.

Student Test and Introduction to the Ordered Item Booklet (OIB)

- 2:00 PM** **Presentation of the Student Test**
Participants see a presentation of the online form of the student test to get a sense of what students saw on test day.
- Briefly examine the items to get a general sense of what is measured by the test and how it is measured.
 - Briefly examine the item types and tools to get a general sense of item functionality and how the tools are used to aid the student in answering questions.
 - Although some discussion about individual test items is normal, focus toward examining the test and away from prolonged debate.
 - If necessary, use the provided index cards to record comments about test items.
- 2:30 PM** **Break**
- 2:45 PM** **Introduction to the Ordered Item Booklet (OIB) and Presentation of Benchmarks**
Facilitators introduce this task by instructing participants to find the OIB and item map in their secure materials. Facilitators then present the benchmarks for participants' consideration.
- Benchmarks are based on the performance of Missouri students on the MAP.
 - Participants should mark the position of the benchmarks in their OIBs for consideration throughout the cut point validation.
 - Participants explore the OIB independently for several minutes before discussing the items with their colleagues.
 - All ELA groups also spend a few moments orienting themselves to the passages associated with the items.
 - Facilitators remind participants to use the index cards, as necessary, to record comments about items.
- 2:55 PM** **Orientation to Writing Prompt, Scoring Rubric, and Anchor Papers**
This activity is only for participants in the Grade 5 and 8 ELA groups.
Participants spend a few moments orienting themselves to the scoring guide and anchor papers associated with the writing prompt.

Begin Study of the Ordered Item Booklet (OIB)

3:00 PM Begin Discussion of OIB

Table leaders then lead their tables in an examination of the items in the OIB.

- Participants engage in a discussion with everyone at their table about the items in the OIB. Starting with the first page in the OIB, participants discuss what each item measures.
- Each participant records these details on his or her item map.
- Group leaders monitor the tables to check that each participant has a chance to speak.

4:15 PM Secure Materials Collection

Group leaders facilitate collection of the secure materials from all participants. A listing of secure materials to be collected is displayed in the room.

- Table leaders supervise the collection of secure materials at each table. See the last page of this agenda, "Secure Materials Collection," for more information.

4:25 PM Secure Materials Audit

Facilitators direct the table leaders to audit the secure materials at another table.

- Verify that each packet contains all the secure materials.
- Order materials numerically by packet number within each table.
- Verify that all signed-out packets are present.
- Stack materials at each table neatly in numerical order in one pile with the table tent on top, under the top packet's rubber band.
- Place all of the secure materials for a single grade on one table. Keep separate stacks for each table's materials: Do not combine tables' stacks.

4:30 PM Dismissal

- 7:30 AM** **Breakfast**
Please be sure to sign in for the day in your breakout room.
- 8:30 AM** **Complete Discussion of the OIB**
Table leaders lead their tables in an examination of the items in the OIB.
- Each participant makes notes on his or her item map.
 - Facilitators monitor the tables to check that each participant has a chance to speak.
- 10:00 AM** **Break**
- 10:15 AM** **Bookmark Placement Training**
DRC reintroduces bookmark placement, explaining and illustrating how bookmarks are placed and what bookmarks mean.
- DRC explains how participants make cut score recommendations by placing bookmarks in the OIB.
 - After the training, a brief mid-process evaluation is administered.
- 11:15 AM** **Round 1 Bookmark Placement**
In their breakout rooms, facilitators direct all participants to place their Round 1 bookmarks.
- Remember that bookmark placement is an individual activity.
 - Record your bookmark placements and content-based rationale on your bookmark worksheet. Then record your bookmark placements using the Kiosk.
- Noon** **Lunch**
The group breaks for 60 minutes.
- 1:00 PM** **Presentation of Round 1 Results**
DRC presents a summary of the bookmark placements made in Round 1.
- 1:30 PM** **Discuss Round 1 as a Table**
Table leaders facilitate a discussion of the Round 1 judgments at their tables. Participants discuss the items between the lowest and highest bookmarks, explaining the rationales behind their judgments.
- Each participant shares where he or she placed his or her *Proficient* bookmark in Round 1, along with the content-based rationale behind the recommendation.
 - After each participant has had an opportunity to speak, the table moves on to the *Advanced* bookmark, then the *Basic* bookmark.

- 2:30 PM** **Break**
- 2:45 PM** **Complete Discussion of Round 1 as a Table**
- 3:30 PM** **Round 2 Bookmark Placement**
Group leaders direct all participants to place their Round 2 bookmarks.
- Remember that bookmark placement is an individual activity.
 - Record your bookmark placements and content-based rationale on your bookmark worksheet. Then record your bookmark placements using the Kiosk.
- 4:15 PM** **Secure Materials Collection**
Group Leaders facilitate collection of the secure materials from all participants. A listing of secure materials to be collected is displayed in the room.
- Table leaders supervise the collection of secure materials at each table. See the last page of this agenda, "Secure Materials Collection," for more information.
- 4:25 PM** **Secure Materials Audit**
Group Leaders direct the table leaders to audit the secure materials at another table.
- Verify that each packet contains all the secure materials.
 - Order materials numerically by packet number within each table.
 - Verify that all signed-out packets are present.
 - Stack materials at each table neatly in numerical order in one pile with the table tent on top, under the top packet's rubber band.
 - Place all of the secure materials for a single grade on one table. Keep separate stacks for each table's materials: Do not combine tables' stacks.
- 4:30 PM** **Dismissal**

- 7:30 AM Breakfast**
Please be sure to sign in for the day in your breakout room.
- 8:30 AM Presentation of Round 2 Results**
DRC presents a summary of the bookmark placements made in Round 2.
- 9:00 AM Begin Discussion of Round 2 as a Group**
Facilitators help participants engage in a discussion of the Round 2 judgments across the tables, including the content-based expectations for students in each achievement level. Each table reports on the discussions that occurred at the table in Round 2.
- Each table shares the types of discussions it had regarding the *Proficient* bookmark in Round 2. Participants share their bookmark placements and their content-based rationales, referring to the OIB and ALDs whenever possible.
 - After each table has had an opportunity to speak, the group moves on to the *Advanced* bookmark, then the *Basic* bookmark.
- 10:00 AM Break**
- 10:15 AM Complete Discussion of Round 2 as a Group**
- 11:15 AM Round 3 Bookmark Placement**
Group leaders direct all participants to place their Round 3 bookmarks.
- Remind participants that bookmark placement is an individual activity.
- Noon Lunch**
The group breaks for 60 minutes.
- 1:00 PM Presentation of Round 3 Results**
DRC presents a summary of the bookmark placements made in Round 3.
- 1:30 PM Discussion of Round 3 as a Table**
In their tables, participants consider the Round 3 recommendations from all of the grades within the content area. Participants share their views with their table leader about the entire system of achievement standards.
- Facilitators encourage participants to look at the articulation of the achievement standards across grades.
 - Table leaders take notes on their participants' views about the articulation across grades for use in the articulation discussion.

Articulation Discussion and ALD Refinement

- 2:30 PM Break**
After the break, table leaders will engage in an articulation discussion. All other participants will engage in a collection of content-based rationales and ALD refinements.

For Table Leaders

- 2:45 PM Articulation Discussion for Table Leaders**
DRC presents the same display of Round 3 results that was shown to all participants at the end of the Bookmark Procedure. Working in groups by content area, facilitators ask the table leaders to consider how well the achievement standards are articulated across grades, and whether any cut scores should be adjusted to promote better articulation.
- Any table leader may comment on any cut score and ask questions.
 - Only the table leader from the group that made a cut score recommendation may suggest changes to it. Then the entire committee of table leaders will vote on the proposed change.
 - All cut scores must have clear links to the Missouri Learning Standards, ALDs, and test items.

For All Other Participants

- 2:45 PM Collection of Content-Based Rationales and ALD Refinements for Participants**
Facilitators ask participants to be sure their content-based rationales are marked clearly on their bookmark worksheets. Then, participants mark any suggested refinements they have for the ALDs on their copy of the descriptors.
- The goal is to make the ALDs clear and concise, not to adjust the overall level of rigor associated with the ALDs.

- 4:00 PM Workshop Evaluation**
Participants complete an evaluation of the workshop and recommendations.
- 4:15 PM Secure Materials Collection**
Group Leaders facilitate collection of the secure materials from all participants. A listing of secure materials to be collected is displayed in the room.
- Table leaders supervise the collection of secure materials at each table. See the last page of this agenda, “Secure Materials Collection,” for more information.
- 4:25 PM Secure Materials Audit**
Group Leaders direct the table leaders to audit the secure materials at another table.
- Verify that each packet contains all the secure materials.
 - Order materials numerically by packet number within each table.
 - Verify that all signed-out packets are present.
 - Stack materials at each table neatly in numerical order in one pile with the table tent on top, under the top packet’s rubber band.
 - Place all of the secure materials for a single grade on one table. Keep separate stacks for each table’s materials: Do not combine tables’ stacks.
- 4:30 PM Dismissal**
- All participants are dismissed from the workshop with the thanks of the DESE and DRC.

Why do we do Secure Materials Collection?

A thorough collection of secure test materials protects both the reliability of the testing program and the substantial monetary investment in the assessment. A structured method of collection has been established to effectively gather all of the secure material at the workshop. Each day as you participate in the secure materials collection process at your table, refer to this guide for instructions and suggestions.

During the collection, participants should place each secure item, one at a time, in a pile on the table in front of them. After the process, each participant will have a single stack of materials, each stacked in the same way as everyone else in the room. Please follow these steps to facilitate the process.

How do I do Secure Materials Collection?

1. DRC will ask for the attention of all the participants at your table. Please give DRC your full attention.
2. DRC will call out each item of secure materials, one at a time. Place each item on a stack in front of you, placing materials as DRC calls for them. Please refrain from moving ahead.
3. Place a rubber band around your stack when the collection is completed.
4. If you wish to leave additional items with your materials overnight, place them beneath the stack, inside the rubber band.
5. One participant at each table will audit the secure materials at the direction of DRC.
6. Once you are satisfied that all items have been collected, inform DRC.
7. The collected materials are stored overnight and will be available in the morning.

What should I expect from Secure Materials Collection?

Generally, secure materials collection goes smoothly. If you have any questions about the collection process, or if you have a concern about test security at the workshop, please contact a member of the workshop staff.

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Missouri Assessment Program Cut Point Validation

Agenda at a Glance



Tuesday, July 12

- 7:30 AM Participant Registration and Breakfast
- 8:30 AM Opening Session
- 9:00 AM Participant Training
- 10:00 AM Break
- 10:15 AM Distribution of Secure Materials in Breakout Rooms
- 10:45 AM Review the Missouri Learning Standards
- 11:00 AM Begin Discussion of the ALDs and Threshold Students
- Noon Lunch
- 1:00 PM Complete Discussion of the ALDs and Threshold Students
- 1:30 PM Discuss the Threshold Students with Another Table
- 2:00 PM Presentation of the Student Test
- 2:30 PM Break
- 2:45 PM Introduction to the Ordered Item Booklet (OIB) and Presentation of Benchmarks
- 2:55 PM Orientation to Writing Prompt, Scoring Rubric, and Anchor Papers
- 3:00 PM Begin Discussion of OIB
- 4:15 PM Secure Materials Collection
- 4:25 PM Secure Materials Audit
- 4:30 PM Dismissal

Wednesday, July 13

- 7:30 AM Breakfast
- 8:30 AM Complete Discussion of the OIB
- 10:00 AM Break
- 10:15 AM Bookmark Placement Training
- 11:15 AM Round 1 Bookmark Placement
- Noon Lunch
- 1:00 PM Presentation of Round 1 Results
- 1:30 PM Discuss Round 1 as a Table
- 2:30 PM Break
- 2:45 PM Complete Discussion of Round 1 as a Table
- 3:30 PM Round 2 Bookmark Placement
- 4:15 PM Secure Materials Collection
- 4:25 PM Secure Materials Audit
- 4:30 PM Dismissal

Thursday, July 14

- 7:30 AM Breakfast
- 8:30 AM Presentation of Round 2 Results
- 9:00 AM Begin Discussion of Round 2 as a Group
- 10:00 AM Break
- 10:15 AM Complete Discussion of Round 2 as a Group
- 11:15 AM Round 3 Bookmark Placement
- Noon Lunch
- 1:00 PM Presentation of Round 3 Results
- 1:30 PM Discussion of Round 3 as a Table
- 2:30 PM Break
- 2:45 PM Articulation Discussion for Table Leaders
- 2:45 PM Collection of Content-Based Rationales and ALD Refinements for Participants
- 4:00 PM Workshop Evaluation
- 4:15 PM Secure Materials Collection
- 4:25 PM Secure Materials Audit
- 4:30 PM Dismissal