

# TEST MEMO

Any action or practice initiated by a student, administrator, teaching staff or other school personnel that would compromise the integrity of a testing event could result in disciplinary action leading to dismissal or voiding of student, class or school results or other similar actions. No person, other than students to be tested, shall be allowed to review or take the tests.

**SUBJECT :** SCHEDULING AND ADMINISTERING THE DETROIT PUBLIC SCHOOLS MICHIGAN EDUCATIONAL TECHNOLOGY STANDARDS ASSESSMENT (METS) IN GRADE 8

**FROM :** Karen Ridgeway, Assistant Superintendent, Office of Research, Evaluation, Assessment and Accountability

**TO :** All Principals, Test Coordinators, Data Specialists and Teachers

**DATE :** April 2011

Direct all questions to the Office of Research, Evaluation, Assessment and Accountability at 873-6601.

**NOTICE: TEST SECURITY**

These tests are to be used only during the specified testing period.

**Ethical Issues in Testing—Test Preparation and Administration Standards**

All testing sites must adhere to the highest levels of test ethics. The following is a partial list of activities that are not acceptable and which could result in the dismissal of staff, the voiding of student, class or school results or other similar actions. Principals are charged with insuring the maintenance of test ethics. Breaches in conduct on the part of test administrators or other staff related to the testing event must be reported immediately to the Office of Research, Evaluation, Assessment and Accountability.

**Unacceptable activities include:**

1. showing students any part of the test prior to the test;
2. coaching students on the content of the test either before or during the event;
3. changing students' multiple-choice responses;
4. reproducing any portion of the test;
5. encouraging students to leave portions of the test blank;
6. encouraging students to change their selected answers;
7. helping students read a word or passage in the test;
8. using electronic communication devices, such as cell phones, smart phones, etc. during any test administration session.

**Every effort must be made to assure that appropriate and ethical standards are maintained.**

**Test to be Administered**

Detroit Public Schools Michigan Educational Technology Standards Assessment (METS)—Spring 2011

**Testing Period**

April 4-8, 2011

**Students to be Tested**

All grade 8 students are required to take DPS METS as a requirement of the "No Child Left Behind" legislation of 2001. Districts must certify progress toward meeting NCLB standards and expectations for every student in becoming technologically literate by the end of grade eight. This certification must be completed by June 30, 2011.

**Test Administration Time**

DPS METS is a 30 item assessment that will take approximately one hour to administer. Students requiring more than one hour to complete the assessment must be given additional testing time. DPS METS is untimed and student-paced.

**Materials Required**

- DPS METS TEST MEMO, one for each test administrator
- Computer with Internet Access for each student in the assessment session

**Test Administrators and Test Proctors**

In order to provide the optimal testing conditions, the following school personnel may administer the DPS METS if there is no technology instructor on staff. DPS METS may be administered and/or proctored by the following school staff.

- Media Specialist
- Librarian
- Computer Literacy Instructor
- Education Technologist
- Core Content Area Teacher

**Administering the Detroit Public Schools  
Michigan Educational Technology Standards  
Assessment**

**SAY:** Today we are going to take the Detroit Public Schools Michigan Technology Standards Assessment. This test will help you understand how well you can use technology to communicate, solve problems and use technology to do your school work.

**SAY:** This assessment will take approximately one hour. You will be given additional time if needed, but the assessment must be completed in this session.

(The following are the steps for students to navigate to the assessment link.)

**SAY:**

- Open Internet Explorer on your computer, if it does not open at the DPS homepage, you should go to [www.detroitk12.org](http://www.detroitk12.org) now.
- Mouse over the “Administration Tab” to open the drop down menu. Move your cursor down the menu and click on the “Research, Evaluation and Assessment” link.
- Under “Surveys & Assessments” click on the “METS – Student Assessment” link.

***(Do not continue until all students have found the assessment link and clicked on it to open the assessment.)***

\* \* \*

***(Teacher: there is a different security code for each day of this assessment. Consult the security code list at the end of this test memo for the appropriate daily code.)***

**SAY:**

- The first page is the login page. Type in the following code: (***give code to students***)
- If you have entered the correct code, you will receive a green message. If you have entered an incorrect code, the message will be red.

**SAY:**

- Select (your school name) from the drop down list of schools.
- Type just your first name in the space labeled First Name.
- Type just your last name in the space labeled Last Name.
- Type your student ID number in the space labeled Student ID. (***Teacher may need to supply student IDs***)
- Enter your birth date by selecting the appropriate Month, Day and Year from the drop down boxes.

**SAY:** Once this section is completed, click on the ‘next’ button to go to the first page of the assessment. Do not start until I tell you to begin.

***(Teacher: If any of the fields on the login page were left blank, an error message will display when the student clicks on the ‘next’ button.)***

**SAY:** There are 30 test questions. Eight questions are true or false and twenty-two questions are multiple choice. Click on the small circle to the left of the answer you think is correct.

Be sure to read all of the answer choices before deciding. You must select an answer for every question before you can continue to the next page.

After the last question raise your hand to indicate you have finished and then wait for further instructions. Does everyone understand?

***(Teacher: When all student questions have been answered, let them know to begin.)***

\* \* \*

***(Teacher: When a student has completed the assessment – the student should still be on the last page of the assessment- instruct him/her as follows***

- Click on the ‘last’ button at the bottom of the page.
- Next, the assessment must be submitted to finish. Click on the ‘submit’ button.
- After submitting the assessment a page is displayed that says, “Thank you. Your survey responses have been recorded.”
- The student is done.

**If students do *NOT* have computer facilities and/or internet access in the school.**

If your school does *not* have computer facilities and/or internet access for students, an alternative six question evaluation should be completed by the teacher for each student. This evaluation is based on teacher observations, portfolio evidence or project based evidence of student computer literacy or competency.

The teacher will be required to complete one online evaluation for *each* student that does not have computer and/or internet access.

A link to the alternative assessment is available by emailing the Office of Research, Evaluation & Assessment. Your email should include;

- your name,
- your position,
- school name,
- the number of students you will be assessing,
- and the reason for requesting the alternative evaluation.

Send your email to: [richard.johnstone@detroitk12.org](mailto:richard.johnstone@detroitk12.org) and put "METS Alternative Evaluation Request" in the subject line.

**CONFIDENTIAL SECURITY CODES**

The student assessment can only be unlocked with the appropriate security code. The code is chosen from a drop down list on the first item of the assessment.

The student will not be able to continue with the assessment until the correct security code has been chosen.

A different security code is used each day. Below is a list of the security codes and the day they are valid.

<b><u>Test Date</u></b>	<b><u>Security Code</u></b>
Monday, April 4, 2011 .....	14566
Tuesday, April 5, 2011 .....	10256
Wednesday, April 6, 2011 .....	11343
Thursday, April 7, 2011 .....	18789
Friday, April 8, 2011 .....	13345

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pc: Barbara Byrd-Bennett  
Assistant Superintendents

KR/rj 3.24.11