

ASSESSMENT ACCOMMODATIONS REVIEW AND REVISION INDICATOR (c)(4) MILESTONE 4

Completion Date – 4/14/2010, Disseminate revised accommodations policies and conduct training on accommodations.

The PED's process for disseminating information on revised accommodations policies and monitoring the selection and administration of revised accommodations policies statewide is documented below.

New Mexico Assessment Accommodations Monitoring System

New Mexico has implemented a monitoring system to ensure that assessment accommodations are selected appropriately based on individual student needs and that accommodations are administered according to standardized procedures that yield test scores are valid and reliable.

Collection of Data on Accommodated Administrations of the SBA

The PED collects data on the administration of the SBA using allowable accommodations on the SBA Biogrid/Answer Document. Each allowable accommodation has a unique data code. Following each administration of the SBA, the PED will analyze data at the state, district, and school level by grade, ethnicity, and program subgroup. Student test records will be matched with the PED student data base containing student instructional program and demographic data to correlate the administration of assessment accommodations with type of disability. The PED will analyze data to determine the appropriateness of such administrations. A separate analysis will be conducted for students with disabilities and English Language Learners.

Following each administration of the SBA, the PED requires Superintendents and Administrators of Charter Schools and State Education Institutions to certify with their signature on the PED Accommodations Verification Form that school district test administrators received training on the administration of approved accommodations, that accommodations were selected based on individual student needs identified by an IEP or SAT Team, and that approved accommodations were administered according to standardized procedures described in State Assessment Accommodations policy.

On-site Visits to Monitor Accommodated Administrations of the SBA

During each administration of the SBA, the PED visits a selection of school districts and schools to monitor the administration of approved accommodations. The PED reviews IEP and SAT team records to ensure that accommodations that were recommended by the teams were

administered to students. The PED also observes the administration of accommodations to ensure that appropriate accommodations were selected and that the administration followed standardized procedures. The school district and school will receive a report summarizing the findings and recommendations of the PED. The school district and school must respond with a report regarding corrective actions, if the PED made findings that warranted such a response.

Communication Plan for Student Assessment Accommodations Policy

The PED publishes informative materials and provides training and technical support to ensure that school districts and schools are informed about procedures for selecting and administering appropriate accommodations. The PED is redesigning the webpage to provide additional resources in a friendlier format. The PED is developing a certification test on accommodations to qualify test administrators to select and administer appropriate accommodations.

Dissemination of information on Assessment Accommodations Policy

Following changes in assessment accommodations policy, the PED revises the New Mexico Accommodations Manual, the primary reference on approved accommodations and procedures for selection and administration. The Accommodations Manual is published on the PED website for District and School Test Coordinators, Bilingual Education Directors, Special Education Directors, and school administrators. The PED notifies school districts and schools by email in a regularly published news bulletin on student assessment.

The PED will publish on the accommodations webpage lists of approved commercially available picture dictionaries, word-to-word dictionaries, and word-to-word pocket translators that are allowable accommodations.

The PED will publish on the accommodations webpage a document containing frequently asked questions regarding assessment accommodations (FAQs).

The PED will develop and administer a certification test that will qualify test administrators who have demonstrated proficiency in New Mexico accommodations policy and procedures regarding the selection and administration of appropriate accommodations for students with disabilities and English Language Learners.