

Michigan Department of Education
Office of Career and Technical Education

Assessment Monitoring
and Accountability Manual



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517-373-3373

Michigan Department of Education
Office of Career and Technical Education

Assessment Monitoring and Accountability Manual

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Please direct all questions concerning the AMA process to:
Michigan Department of Education
Office of Career and Technical Education
P. O. Box 30712
Lansing, MI 48909
Telephone: 517-373-3373

I. OVERVIEW

A. Purpose

The Perkins Act of 2006, Section 113, Accountability, states that Performance Indicators must be designed to assess the effectiveness of the state and local funding recipients in achieving progress in Career and Technical Education (CTE). These indicators must be valid and reliable. One of these indicator's measure, "Student attainment of career and technical skill proficiencies, including student achievement on technical assessments that are aligned with industry-recognized standards."

Based on Section 113, Accountability, the Office of Career and Technical Education (OCTE) developed the Assessment Monitoring and Accountability (AMA) process to meet state and federal requirements for monitoring the assessment process of local school districts and to provide technical assistance to local district administrators, teachers, and other staff for continual improvement of state-approved program assessments for CTE programs. The goal of the monitoring process is to ensure that technical skill assessments are administered according to appropriate testing practices and test owner requirements so that assessments are administered in a fair and consistent manner by participating districts to all students.

The AMA process is designed to:

- Assure that local districts have administered state assessments appropriately and in compliance with the assessment vendors' regulations and policies
- Promote adherence to best practice assessment protocols
- Provide technical assistance/feedback in the assessment process
- Identify concerns/areas of weakness in the assessment process

The AMA process also serves to identify local and regional strengths, best practices, and areas for program improvement, and to facilitate communication and information exchange that will assist districts with such challenges as:

- Improving the implementation and administration of assessments
- Adhering to vendor assessment procedures and processes
- Obtaining feedback on district needs regarding the CTE assessments

B. Process

The OCTE randomly selects programs for assessment monitoring. Following are some criteria to be used in the selection of a program for assessment monitoring:

1. One percent of Program Serial Numbers with over 100 enrollees.
2. Geographical locations may be factored into the decision to visit a selected program
3. Technical Review Assistance and Compliance monitoring findings on assessments
4. Other factors include self-report, allegations, and score irregularities
5. Assessment vendor reports of irregularities

C. Assessment Monitoring Timeline

Assessment monitoring will occur during selected dates that are chosen by the OCTE staff. Local school districts and/or career centers will be notified at least 30 days in advance if they will be monitored.

II. PRE-VISIT ACTIVITIES

Prior to the site visit, the selected program should prepare by doing the following activities:

1. Review and understand the Assessment Integrity Manual.
2. Ensure that appropriate assessment vendor procedures have been followed and proctors who do not teach the content are selected to proctor the assessments.
3. Direct any assessment questions/issues to the OCTE before the onsite visit.
4. Ensure that site coordinators:
 - Review the assessment ordering and registration process.
 - Enter or select accurate student Unique Identification Codes.

A. AMA Technical Assistance

The AMA technical assistance will be given to programs as needed. If it is determined that technical assistance is needed with ordering, administration, or if there are general questions about assessments, please contact the assessment implementation coordinator at the OCTE.

B. Regional AMA Liaison Responsibilities

Selected programs will receive a telephone call and/or written notification that their program will be monitored.

After receiving the visit notification, the Career and Education Planning District (CEPD) administrator must identify one person to serve as the contact person for all AMA visit communication, coordination, and organization. The regional AMA liaison's name, title, mailing address, telephone, and email address must be sent to the OCTE AMA Coordinator, Valerie Felder at FelderV@michigan.gov. The OCTE AMA coordinator and the regional technical review, assistance, and compliance (TRAC) liaison will assure that all necessary arrangements for the onsite visit are done in a timely and complete manner. The regional AMA liaison will receive documents outlining the details of the AMA process.

The following activities need to occur early in the planning stage so that participants have ample time to accommodate the activities within their schedules:

- Notify appropriate assessment administrators, test coordinators, proctors, and any other personnel involved in the assessment process.
- Notify appropriate regional and local staff that an onsite visit is scheduled, including assessment monitoring that will be conducted in classrooms; it may be helpful to send building staff a separate letter that advises them of the OCTE AMA onsite visit, alerts them that the OCTE staff will be in the building that day and that some building staff will be participating in the onsite visit. It is recommended that the visit be highlighted at a building staff meeting to accommodate questions and concerns.

C. CEPD Administrator Responsibilities

For a successful AMA experience, the OCTE staff recommends that the CEPD administrator conduct a meeting with all testing staff who will be monitored during the visit.

CEPD Administrator Activity Checklist

- Notify assessment personnel of the assessments that will be monitored and the dates in which they will be monitored. The assessments and dates of monitoring will be sent from the OCTE to CEPD administrators. Administrators will receive a list of dates and program assessments that will be monitored at least one month prior to the monitoring visit.
- Schedule meeting to discuss the AMA process with building assessment staff. Ensure that staff understands the vendor assessment policies and procedures for the administration of assessments.
- Ensure that the assessment staff does another review of the Assessment Integrity Manual.

III. DESK AUDIT

- Review student records in Career and Technical Education Information System (CTEIS) and also the Completer Assessment Report to determine students who are eligible to be assessed.
- Ensure that all concentrators, who have received a grade of 2.0 or better, have completed course sections covering at least seven segments, and will not be returning to school the following year, have registered for the assessment(s).
- Ensure that all completers, who have received a grade of 2.0 or better in courses covering all 12 segments, are registered for the assessment(s).

IV. ONSITE ACTIVITIES

The OCTE assessment monitor will arrive in the region and visit pre-selected buildings to monitor assessments based on the list that was sent to the CEPD administrator.

- Observe the assessment process in CTE classrooms.
 - Ensure that students
 - Are attending to instruction
 - Are able to readily access the assessment
 - Are engaged in the testing process
 - Follow appropriate test security procedures
 - Are able to access and navigate the online test without difficulty
 - Ensure that proctors
 - Use the proctor guide
 - Read the instructions from the proctor guide
 - Move around the room to observe the students
 - Resolves issues and questions
 - Manages the classroom: students in seats taking the assessment, students are quiet
 - Ensure that onsite coordinators
 - Download and distribute score reports to teachers and other personnel as needed
- Review program facility and equipment used for assessment testing. Ensure that the environment has proper lighting, ample space and is quiet.

- Review assessment implementation documentation.
- Ensure that appropriate accommodations are made according to students' Individualized Education Programs/504.
- Meet with local administrator(s) for assessment monitoring oral report.

V. FOLLOW-UP ACTIVITIES

After assessment year is over, approximately at the end of June, follow-up with regions that were monitored on the following issues.

- Reports received from vendor(s) in a timely manner and able to access reports
- If any assessment(s) had to be reordered, how effective was the vendor reordering process

VI. WRAP-UP MEETING

During the wrap-up meeting, the assessment monitor will discuss with the CEPD administrator any deficiencies or areas of improvement that are needed, as well as identify strengths and best practices. A list of areas of deficiencies/areas of improvement will be submitted to the CEPD administrator within 30 days after the onsite monitoring visit.

VII. FOLLOW-UP

The CEPD administrator has the right to follow-up with the OCTE assessment monitor to ask questions or ask for technical assistance in effectively administering program assessments. If additional technical assistance is needed, the CEPD administrator should contact Valerie Felder at FelderV@michigan.gov to arrange for a follow-up visit or schedule a conference call to discuss areas of deficiencies/areas of improvement.

VIII. TECHNICAL ASSISTANCE

School districts and career and technical centers that have assessment issues will receive technical assistance. Feedback and necessary corrective actions will be provided from the OCTE within 60 days.

Appendices

Appendix A

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN WHISTON
SUPERINTENDENT OF
PUBLIC INSTRUCTION

Region Fiscal Superintendent
Region
Address
City, State, Zip

Dear []:

SUBJECT: Region [] Assessment Monitoring Onsite Review Report

The Office of Career and Technical Education appreciates the courtesies extended to staff members during the assessment monitoring onsite visit to your region on [DATE]. The purpose of the visit was to complete a review of the assessment administration process and document the results of that review. The review focused on the quality of the assessment implementation process. It also gave us the opportunity to provide technical assistance to your staff in the assessment administration process.

Enclosed is the *Onsite Review Report*. Please share copies of this report with all who took part in the Assessment Monitoring and Accountability review, especially the test coordinators and proctors, whose assessments were monitored by our program consultants.

The **Action Required** items require changes that will need to be made to the assessment administration process. Please submit a Corrective Action Plan of how these items will be changed for future assessment administration. The Corrective Action Plan should indicate the timeline for completion and staff responsible for completion. This plan must be submitted within 60 days after the assessment monitoring visit.

If you have any questions regarding the Corrective Action Plan or the items that should be changed for future assessment administration, please contact the assessment implementation coordinator, [NAME], at [PHONE] or send an email to [EMAIL].

Sincerely,

Patty Cantú, Director
Office of Career and Technical Education

Enclosure

cc:

Appendix B

~ Sample ~
Onsite Review Report

Michigan Department of Education
Office of Career and Technical Education

Region – [Region #]
Name of Region

Onsite Review Report Assessment Implementation Monitoring

Action Required, Comments, and Commendations

The Office of Career and Technical Education recently conducted an onsite review of the assessment implementation process.

It was conducted on: (dates of review)

Covered the assessment year of: (assessment year)

This review covered the following state and federal legislation and mandates:

Carl D. Perkins – Section 113 – Accountability
Core Performance Indicator: 2S1 Technical Skills Assessments

The review was conducted by the following OCTE onsite team reviewer:

Assessment Monitoring and
Accountability onsite team leader: (Team Leader)
Assessment Monitoring and Accountability
onsite team member: (Team Member)

The attached report provides a description of the assessment criteria reviewed and the outcomes of the onsite review process for each criteria reviewed.

The following is provided for each criteria listed:

Review Criteria: The specific activities, processes, items being reviewed.

No Action Required

Evidence was provided that indicated the region met the requirements or criteria.

Action Required

Insufficient or no evidence was provided to indicate the region met the requirements or criteria. The criteria listed does not apply to the specific assessment criteria reviewed.

Actions Required:

A statement that denotes the actions needed to be taken by the district so that the Career and Technical Education program meets assessment procedures and meets the requirements set forth in the criteria. Each item will have an Action Required that must be addressed within the Corrective Action Plan.

Comment(s):

General comments, observations, or considerations provided by the OCTE onsite staff. This is provided for informational purposes only. A district is not required to provide corrective actions.

Commendation(s):

Based upon the observation of the OCTE onsite staff, this item is an exemplary practice that the OCTE wishes to acknowledge and share with other programs.

Appendix C

Onsite Review Report

Review Item: [REDACTED]	Review Item Name: [REDACTED]
Review Team: [REDACTED]	
Findings: <input type="checkbox"/> No Action Required <input type="checkbox"/> Action Required	
Action Required: [REDACTED]	
Comments: [REDACTED]	
Commendations: [REDACTED]	

Review Item: [REDACTED]	Review Item Name: [REDACTED]
Review Team: [REDACTED]	
Findings: <input type="checkbox"/> No Action Required <input type="checkbox"/> Action Required	
Action Required: [REDACTED]	
Comments: [REDACTED]	
Commendations: [REDACTED]	

Review Item: [REDACTED]	Review Item Name: [REDACTED]
Review Team: [REDACTED]	
Findings: <input type="checkbox"/> No Action Required <input type="checkbox"/> Action Required	
Action Required: [REDACTED]	
Comments: [REDACTED]	
Commendations: [REDACTED]	

Review Item: [REDACTED]	Review Item Name: [REDACTED]
Review Team: [REDACTED]	
Findings: <input type="checkbox"/> No Action Required <input type="checkbox"/> Action Required	
Action Required: [REDACTED]	
Comments: [REDACTED]	
Commendations: [REDACTED]	

Review Item: [REDACTED]	Review Item Name: [REDACTED]
Review Team: [REDACTED]	
Findings: <input type="checkbox"/> No Action Required <input type="checkbox"/> Action Required	
Action Required: [REDACTED]	
Comments: [REDACTED]	
Commendations: [REDACTED]	

Review Item: [REDACTED]	Review Item Name: [REDACTED]
Review Team: [REDACTED]	
Findings: <input type="checkbox"/> No Action Required <input type="checkbox"/> Action Required	
Action Required: [REDACTED]	
Comments: [REDACTED]	
Commendations: [REDACTED]	