Oklahoma End-of-Instruction Tests
Winter/Trimester 2014

Introduction

This Statement of Work and Scope Management Plan provides the overall scope and framework for the Oklahoma End of Instruction (EOI) and EOI OMAAP assessments for the 2014 Winter/Trimester administration. This statement of work documents overall project deliverables, project scope, and management approach; roles and responsibilities as they pertain to project scope; scope definition; scope change control; the project's overall schedule; and the project budget.

Summary

Measured Progress will work with the Oklahoma State Department of Education (SDE) to develop, deliver, score, and report the EOI and EOI OMAAP assessments. eMetric will serve as a sub-contractor for the contract providing the online platform iTester™ for administration and reporting. The OK EOI 2014 Winter/Trimester Scope of Work includes an EOI program that measures student performance at the end of instruction in:

- EOI - English II, English III, Algebra I, Algebra II, Geometry, Biology I, and U.S. History
- OMAAP - English II, Algebra I, Biology, and U.S. History

Roles and Responsibilities

The Measured Progress Client Services Leadership and Program Management teams will provide oversight and support for the project, leading a team of other operational managers from within Measured Progress. This team has responsibility for managing the scope of the project. As such, it is also the role of this team to make team members aware of their responsibilities in order to ensure that work performed on the project is within the established scope throughout the duration of the project, and that status of this scope is clearly and consistently reported to Oklahoma.

The eMetric Project Manager will provide management support for the project, leading a team within eMetric. This team has responsibility for managing the scope of the online portion of the project, working in collaboration with the Measured Progress project team. As such, it is also the role of this team to make other team members aware of their responsibilities in order to ensure that work performed on the project is within the established scope and that this scope is clearly and consistently reported to Measured Progress.

The SDE will review and approve to all documentation to be sent to districts for test administration and for all training materials. The SDE is also responsible to work with Measured Progress to capture business rules and all requirements for the contract and deliverables.

Project Scope Statement

This high-level project scope statement detail the project's deliverables and the work necessary to create the deliverables.

Communication Plan:

- Measured Progress will host weekly program meetings via teleconference each Tuesday afternoon. Measured Progress, eMetric, and SDE project management staff and other key personnel as necessary will be included to address project progress and perform risk alert and mitigation.
- Measured Progress will send a weekly agenda every Friday for the Tuesday weekly program meeting. Meausred Progress will send notes from each Tuesday weekly call to the SDE within 48 hours.
- Measured Progress will conduct weekly meetings between the Assistant State Superintendent, the Director of Client Services, and the Assistant Director of Client Services.
- Measured Progress will conduct bi-weekly meetings, as needed, between the State Superintendent, Assistant State Superintendent, Measured Progress president, the Director of Client Services, and the Assistant Director of Client Services.
- The majority of the communication between the SDE and Measured Progress will be routed through program management in Client Services; however, direct communication can be made with other internal groups when appropriate with the program managers copied on the original and follow-up emails.
- SDE must approve all communications between Measured Progress or eMetric and the District Test Coordinators (DTCs), Superintendents, or other school personnel before they are sent.
- Measured Progress will send a weekly bulletin each Monday during test administration that will outline information or clarification about the assessments.
- Measured Progress will monitor social networks (e.g., Twitter, Facebook) for potential feedback or confusion around the program and report any findings back to the SDE.
- Measured Progress will share with the SDE any newspaper clippings that may be of interest to Oklahoma.
- eMetric will send the SDE "live" subtest information of who's testing throughout the day during online test administration at intevals agreed upon by the SDE. The SDE will send to Measured Progress and eMetric the type of information they would like to see for this report.

Test Development and Production:

- Measured Progress will provide operational forms from Spring 2014 to be re-administered during the 2014 Winter/Trimester testing window. This will include an equivalent, Braille, and retest version of the assessments. The SDE will provide Measured Progress with the final pdf or In-Design files of the test forms. The SDE owns all items and test forms and shall retain that ownership.
- The English and Math standalone field test forms administered in Spring 2014 will not be administered during the 2014 Winter/Trimester administration.
- The Operational forms being administered in 2014 Winter/Trimester will include embedded field-test items that were included in the Spring 2014 Administration only to maintain length of the test.
- Measured Progress will not score/handscore, or provide data, reports, or analyses for the embedded field-test items.

Test windows

The 2014 Winter/Trimester test windows are provided in Table 1 below.

Table 1 – Winter/Trimester 2014 Testing Windows

Testing Phase	Multiple Choice Testing Window Paper / Pencil Accommodation	Online Testing
Winter Optional Retest	NA	12/01/2014-12/05/2014 (online)
Winter/Block Schools	12/08/2014 - 12/19/2014	12/08/2014 – 01/09/2015
Trimester Schools	01/19/2015 – 02/06/2015	01/19/2015 – 02/13/2015

Test form specifications

Table 2 below summarizes the test form specifications and deliverables associated with administering the 2014 Oklahoma EOI, OMAAP, and Retest, Winter/Trimester assessments.

Table 2 – Content Development Tasks and Deliverables

Deliverable	Details
EOI, OMAAP OP/EQ printed Test Books & Answer Books	Reprints of all existing test books and answer books for EOI OP Forms A and B/EQ and OMAAP OP/EQ. Covers/date changes will be made to the EOI and OMAAP forms to reflect the current Winter/Tri 2014 administration.
EOI/Retest Online Test Books	Use previously built test forms. Winter Retest writing prompts will be administered online.
	Re-use of all other EOI OP/EQ online forms as is.
EOI, OMAAP Large-Print and Braille Test Books	All EOI Braille and LP forms will be used from previously built forms as is. OMAAP LP forms will also be used from previously built forms as is. Covers/date changes will be made to the EOI and OMAAP forms to reflect the current Winter/Tri 2014 administration.

Deliverable	Details
EOI/OMAAP Paper/Pencil and Online TAMs, TPM, PSTGs (printed, LP, and Braille)	Paper/Pencil TAMs will require up to 20% revisions will be used from spring 2014. EOI English and Math paper/pencil TAMs will require up to 40% revisions.
	Printed online TAMs will require up to 20% revisions will be used from spring 2014. EOI English and Math printed online TAMs will require up to 40% revisions.
	All PSTGs for EOI will be re-used from spring 2014 with minimal revisions (i.e., date changes) to print, Large-print, and Braille versions. Regular print, large-print, and Braille OMAAP PSTGs will not be printed and distributed to districts as part of this scope of work.
	Existing TPMs will be re-used with minimal revisions/updates (e.g., Contractor name change and accommodations) from previous version in spring 2014.

Handscoring

Table 3 below summarizes the Handscoring tasks and deliverables associated with administering the 2014 Oklahoma EOI, OMAAP, and Retest, Winter/Trimester assessments.

Table 3 – Handscoring Tasks and Deliverables

Test Administration	Activity
2014 Winter Retest	Handscore Writing (Eng II, Eng III)
2014 Winter	Handscore Writing (Eng II, Eng III, OMAAP, EQ)
2014-15 Trimester	Handscore Writing (Eng II, Eng III, OMAAP, EQ)

- Utilize imaging technology as part of the Electronic Handscoring System to support the scoring of writing assessments on all paper/pencil administered student documents.

- Each student response will receive two independent, human readings in accordance with the Oklahoma scoring guides and scoring protocols.

- Contractor will conduct inter-rater reliability reads through targeted read behinds as part of standard procedure.

- EOI writing responses will be evaluated on each of the five analytic traits and inaccordance with the 1-4 score point rubric.

- OMAAP writing response will be evaluated in accordance with the established holistic rubric.

- Condition codes will be scored by evaluators with approval from an expert evaluator.

- Condition codes are assigned when a score cannot be assigned. The Description listed below is the actual text that will appear on the screen for the rater/reader to see when assigning a condition code.

Table 4 – Handscoring Condition Codes

Code	Code Description	Description
A	Blank/No Response/Refusal	Blank/no response/refusal to answer
B	Illegible	Response is illegible or incomprehensible
C	Other Language	Written predominantly in a language other than English
D	Off Topic	Response off the topic of the writing task

Technology Services/Operations

Table 5 below summarizes the Technology Services/Operations activities associated with administering the 2014/15 Oklahoma EOI Retest, Winter, and Trimester assessments.

Table 5 –Technology Services/Operations and Deliverables

Setup & Support for Online Test Administration	
Communication	Develop customer memos regarding release of Test Administration System, content, and client download availability.
	Add information to the Oklahoma portal site regarding memos and links to training documents.
Test Administration System/Online Administration System Setup	Prepare Test Administration System for Winter/Trimester administration.
	Load new content in Online Administration System, update content download links in Test Administration System. .
Training	Develop training documents for Test Administration System administration.
	Deliver Test Administration System administration training via webinar.

Setup & Support for Online Test Administration	
Operational testing	Monitor testing activity, student interruptions, and progress toward completion.
	Respond to calls/escalations and provide support to districts having issues downloading content, installing the Test Delivery Client, or administering the EOI assessments.
	Produce weekly reports summarizing online test activity for SDE.
	After testing is completed, create data extracts for student reports.

Psychometrics

Research deliverables consist of the following:

- Check intact scoring tables (Spring 2014)
  - All scoring tables are pre-equated; forms and writing prompts are intact (not new) and no changes to the existing scoring tables are required.
- Data analysis (e.g., classical item analysis, DIF, etc.)
- GRF reviews (Retest, Winter, OMAAP)
- EOI Technical Report

Equating Plans

The following equating plans will be followed for the 2014 Winter/Trimester assessments:

Winter/Trimester 2014

EOI Online Optional Retest
EOI Algebra I: Pre-equated; Algebra II: Pre-equated; Geometry: Pre-equated; Biology I: Pre-equated; English II: Pre-equated; English III: Pre-equated; U.S. History: Pre-equated.

Winter/Trimester EOI Operational Form
EOI Algebra I: Pre-equated; Algebra II: Pre-equated; Geometry: Pre-equated; Biology I: Pre-equated; English II: Pre-equated; English III: Pre-equated; U.S. History: Pre-equated.

Winter/Trimester EOI Equivalent Form
EOI Algebra I: Pre-equated; Algebra II: Pre-equated; Geometry: Pre-equated; Biology I: Pre-equated; English II: Pre-equated; English III: Pre-equated; U.S. History: Pre-equated.

EOI OMAAP Operational Form
EOI Algebra I: Pre-equated; Biology I: Pre-equated; English II: Pre-equated; U.S. History: Pre-equated.

EOI OMAAP Equivalent Form
EOI Algebra I: Pre-equated; Biology I: Pre-equated; English II: Pre-equated; U.S. History: Pre-equated.

SCORING/REPORTING

Document Processing

District and Building Test Coordinator Kits (TCK) will include:

- TCK Packing List, Cover memo, Proctor Security Form, Building Security Form (precoded), District Security Form (precoded), Classroom Security Form, Scorable Return Shipping Labels, Non-Scorable Return Shipping Labels, Test Security Forms, and Special Handling Flyer for priority districts.
- Minor revisions will be made to the non-disclosure forms based on SDE requirements.

Instant Reporting

Instant raw scores received at the time of testing (EOI online testers only).

Students will be able to view their raw scores immediately upon completion of each multiple-choice subject-area test. The scores are not printable and available on-screen only at the time the test is submitted. Scores cannot be saved or retrieved once the student exits the testing application.

Optional Retest Window and Winter/Trimester Window
- Raw scores and performance levels will be displayed for all EOI content areas except for English II and III, which will include raw scores only for multiple-choice items.

48-Hour Reporting / Preliminary Reports

Based on the close of the testing window, 48-hour reports consist of a roster report that includes the student's name, ethnicity, student population, student test designations (such as Full Academic Year (FAY) status, absent, invalidated, ELL exempt, Emergency exempt or other placement) and performance level. The aggregate results include total counts for defined student groups, total enrollment, and percent of students in each performance level. The preliminary reports are reported at the class, school, and district level.

2-Week Preliminary Reports

Additional preliminary reports are provided two weeks from the close of the testing window. Please refer to Table 6 (reporting matrix) for a complete breakdown of distribution modes and report configurations.

Final Reports

The SDE, districts and schools will have access to reports using our web-based data analytics and reporting system, Data Interaction (DI) platform. DI provides access to assessment data with many easy-to-use options for querying, computation, and reporting in tabular or graphic format.

Delivery of Score Reports

Table 6 describes the various report modes, delivery methods and final report delivery dates.

Table 6 – Oklahoma EOI Report Matrix

Row #	Report Name	Content areas	Mode	Format/ Media	# of copies	Delivery method
Instant Reporting (preliminary)						
1	Student Scores	All	Single student only	Online	NA	Immediately following the completion of the test
48-Hour Reporting (preliminary) – no summary information at this time						
2	Student Roster by Student Name	All	Class	PDF	NA	Posted online for the schools
3	Student Roster by Student name	All	School	PDF	NA	Posted online for the schools and district
Two-Week Reporting (preliminary)						
4	School Summary Report (non-FERPA)	All	School	PDF	NA	Posted online for the schools and district

Document retention

- The document retention assignment for materials will commence upon signature of contract and will be securely stored for one calendar year.

- After the retention period and with written permission from SDE and the Program Manager, the materials can be securely destroyed.

- SDE requires a letter of certification after secure destruction of materials has been completed.

- Storage of individual test data for EOI and OMAAP test administrations will be accomplished through a combination of traditional document retention means, as well as through data archive systems.

- Individual student results will be maintained for five years beginning with the delivery to and acceptance of final reporting each year by the SDE and districts/schools.

Technology services/operations

The following summarizes the Technology Services/Operations engineering and QA tasks associated with administering the 2014/15 Oklahoma EOI Retest, Winter, and Trimester assessments.

- Administer previously built test form for online retest
- Administer previously built test form for Winter/Trimester 2014 operational EOI test
- Administer previously built test form for Winter/Trimester 2014 equivalent EOI test
- Administer previously built Braille test form for Winter/Trimester 2014 Braille test
- Produce new barcode range
- Add Biology I Formula Table to Biology online content

CUSTOMER SERVICE

Measured Progress Oklahoma Help Desk

- Standard Oklahoma availability is M-F 7:30 a.m. to 4:30 p.m. CST.
- Support is extended from 7:00am to 7:00 p.m. CST during testing windows.
- Measured Progress response is requested within the day of the customer call.
- Maintenance of detailed call logs is required, including the time to resolution of each contact.
- Accepts and processes calls for shortages and additional materials orders.
- Accepts and processes calls for scoring issues, reports issues, and material shipments.
- Accepts and processes calls for all activities relating to online testing – Registration and Technology Survey, Site Readiness and setup, Coordinator Trainings, Practice testing, Operational testing and post-operational testing.
- Makes customer calls for information needed.
- Provides updates for the weekly OK EOI team status report.
- Provide weekly customer call logs.
- Creates WebEx training recordings.

PROGRAM MILESTONES AND CRITICAL DATES

The following are critical dates for the contract scope documented in this scope of work document.

Before testing

ASAP	Precode Window
11/24/14	Test Delivery Client available
11/24/14	Begin downloading content in the Online Administration System
11/24/14	Begin creating test sessions in the Online Administration System

Materials in-site

11/24/14 - 11/28/14	Test Prep Manuals due in district
11/24/14 - 11/28/14	Parent, Student, Teacher Guides due in district (EOI only)
11/24/14 - 11/28/14	Test Coordinator Kits due in district
11/24/14 - 11/28/14	Test Administration Manuals due in district
1/5/15 - 1/12/15	LP & Braille test materials due in district
	LP & Braille Parent, Student, Teacher Guides due in district (EOI only)
11/11/14-2/4/15	Additional materials orders

Test windows

Winter/Block:

12/1/14 - 12/5/14	Optional Online Retest Window (online testing only for MC and Writing)
12/8/14 - 12/19/15	Paper/Pencil Accommodated Form Testing Window
12/8/14 - 1/9/15	Online Window

Trimester:

1/19/15 - 2/6/15	Paper/Pencil Accommodated Form Test Window
1/19/15 - 2/13/15	Online Test Window

After testing

12/17/14	Last day of material pickup for Winter Writing
1/6/15	Last day of material pickup for Winter Multiple-Choice
2/4/15	Last day of materials pickup for Trimester Writing
2/13/15	Last day of materials pickup for Trimester Multiple-Choice

Reporting

12/9/14	48-hour Retest reports
12/23/14	Retest 2-week reports*
1/14/15	48-hour Winter OP reports
2/19/15	48-hour Trimester OP reports
3/3/15	Winter/Trimester 2-week reports*
3/4/15 - 3/17/15	Record Editing
4/30/15	Final Reports

*2-week reports may require additional time and will largely depend on if the scale of students tested increases. Writing results provided with 2-week reports will be dependent on districts returning Writing documents by specified material pickup dates.

Print Quantities

Prior year (Winter 2013) enrollment data will be used for planning 2014 Winter/Trimester print quantities. Precode files provided by the districts will be used to determine material quantities for each location. Additional charges will apply if 2014 Winter/Trimester precode files require print material greater than 10% increase from Winter 2013 enrollment data.

General Packaging & Overage Specifications

EOI

- Fulfillment Operations will distribute test books and answer documents with an additional 5% overage (5% to districts; 5% to schools). All test booklets and manuals will be sent to the districts based on actual enrollment counts.
- Test Books and answer documents are shrink-wrapped and packaged.
- Large-print and Braille test books are shrink-wrapped individually with a standard-sized test book and answer document for transcription of student responses.
- Test Administration Manuals are shipped in bulk based on a ratio of 1 per 10 students.
- Cover Memos and ancillaries will be updated by Program Management and approved by SDE prior to distribution.

OMAAP

- Scannable/Consumable test books are shrink-wrapped and packaged.
- Large-print test books are shrink-wrapped individually with a standard size test book.
- Braille test books are shrink-wrapped individually with a standard test book.
- Measured Progress will distribute test books and answer documents with an additional 5% overage to districts and schools (5% to districts; 5% to schools). Measured Progress will consider the number of students requiring large-print or Braille versions, and all test booklets and manuals will be sent to the districts based on the enrollment surveys.

Table 8 – Test Manual Shipment Algorithms

Manual Type	Copies per District	Copies per School	SDE Copies
Test Administration Manual	5% overage	1 per 10 students	12
Test Preparation Manual	2 for districts 500 or less and 5 for districts over 500	10 per school	12
Parent, Student, and Teacher Guide	5% overage	1 per student per test	12
Test Interpretation Manual	2 for districts 500 or less and 5 for districts over 500	1 per 15 students	12

Shipping Configuration
- All cartons will be numbered sequentially: 1 of 10, 2 of 10, etc.
- All secure materials will ship at the same time but separate from all non-secure materials.
- Each shipment will contain a Secure Materials Inventory Form and a Packing List Inventory.
- The Secure Materials Inventory Form will list all barcode ranges and the Packing List Inventory will list all other test materials.

Shipping Service
- Small package carrier and freight package carriers, based on shipment size for efficiency, will be used for material deliveries and retrievals to and from the districts.
- Measured Progress iRegister, which is available through the Portal, will be used to schedule material pick-ups.

WEB-ENABLED SERVICES

Portal Page
- Unsecured program portal page for educator access.
- Portal customized for organizing materials by user-group types (Test Coordinators, Tech Coordinators, etc).
- Single point of access for all OK EOI related communication and support materials to educators.

Online Experience
- Unsecured web-based instructional and practice tool for OK EOI online.
- Will mimic all online tools available for students during operational testing.
- Tool to provide instructional and practice opportunities for EOI subject areas online, leveraging items from the Practice Test and released item pool.

Secure User Site
- Single user-account information for each of the State, District, and Building Coordinators/users will be used to access all web-enabled applications, in addition to Administrators, Teachers/Proctors, and Students. Enable access to all educator-facing web applications.
- Measured Progress Help Desk can issue a new username/password.

Additional Materials Orders
- Measured Progress will create and support an online application for additional orders.
- User instructions and training will be provided by Measured Progress.
- The application will include functionality for ordering Braille and large-print materials.

Secure File Transfer
- Secured access will be used for educators.
- A secured file sharing application tool (SFTP) will be made available by Measured Progress, along with user-accounts for SDE staff, for secured data/document handoff between SDE and Measured Progress.

Price
- $3,398,671