



2020-2021 School Year

Ordering Policies, Procedures, and FAQs

4Sight PA Core Standard Benchmark Assessments

New Ordering Policies, Procedures, and FAQs for 2020-2021 School Year

Table of Contents

Basic Information	Page 2
Ordering Policies and Procedures	Page 3
Administration, Participation, Scoring, and Correlation	Page 5
Boosting Your School's Academic Process	Page 7
Set-up Checklist	Page 8
Tracking Log	Page 9
Contact Information	Page 11



4Sight PA Core Standard Benchmark Assessments

Basic Information

The 4Sight PA Core Standards Benchmark Assessments are quarterly benchmark assessments developed by the Success for All Foundation (SFAF) to assist schools as they prepare their students for the rigor of the Pennsylvania System of School Assessments (PSSAs). Designed to provide on-grade-level assessments of students' skills in Reading and Math, grades 3-8, the 4Sight PA Core Standards Assessments are aligned to the PA Core State Standards and provide a formative evaluation of student progress. Assessment results can then be used by schools and districts to inform instruction and track progress toward the goals of the PA Core Standards over the course of a school year.

Design

The 4Sight PA Core Benchmark Assessments were created to resemble the revised PSSAs in many ways. Developers looked for information regarding:

- the length of the texts to be used in the assessments;
- the types of texts to be used in the assessments;
- the skills and strategies addressed in the sample questions released by the PA Department of Education (PDE);
- the types of items and response formats to be used by PDE in their assessments; and
- the types of problems to be used in the assessments.

As a result, students can experience a relatively brief (sixty minutes), low risk assessment that assists with preparation for the high stakes environment of the PSSAs. Four different tests are available to be administered throughout the year to allow schools to have multiple “checkpoints” on how their students are moving toward expected proficiency targets.

In order to align to the current PSSAs, students in grades 4-8 will answer a text-dependent analysis question in place of the short-answer question writing prompt. Text-dependent analysis questions require students to analyze one or more texts and provide evidence from the text to support their responses.

Benefits

- The assessments are based on test specifications from the revised PSSAs and are designed to measure student progress toward proficiency on the goals of the PA Core Standards.
- Schools can use results from the Benchmark Assessments to inform instruction and guide professional development efforts.
- Schools may access a web-based tool, the SFAF Member Center, for capturing, organizing, disaggregating, and reporting 4Sight data. Teachers can sort and analyze data by whole school, grade level, homeroom, reading group, individual students, or subgroup.
- 4Sight data may be used to initiate and foster data discussions and a data-driven culture. As a result, teachers and administrators can make better decisions when directing prevention/remediation efforts at the classroom, building, and district levels, evaluate curriculum and programs more objectively, and identify areas for possible further investigation.

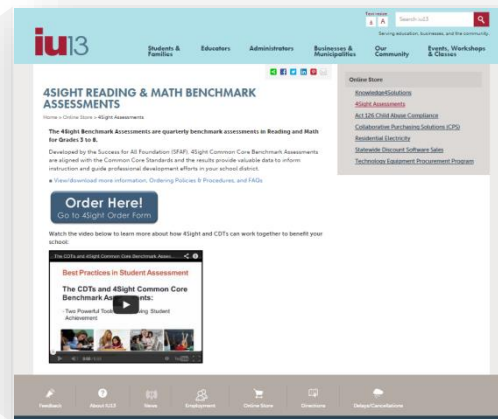
4Sight PA Core Standard Benchmark Assessments

Ordering Policies and Procedures

PAPER VERSION

To place an order for the 2020-2021 paper 4Sight Benchmark Assessments, please visit:

www. **iu13**.org



To receive Tests 1-4, the order must be placed online by Friday, **July 10, 2020**. Only the latest version/edition of 4Sight will be available for 2020-2021 and must be ordered by the classroom set.

One complete classroom set is...

- **25** student reading or math test booklets and answer sheets for designated grade level, delivered 4 different times per year (**100** booklets and answer sheets total), and access to Member Center, the 4Sight online management tool.

Options Available...

- Subjects – Reading and/or Math
- Grades – 3,4,5,6,7, & 8

Shipping Schedule

Shipped on or about

Test 1	8/19/2020– 8/21/2020
Test 2	9/23/2020 – 9/25/2020
Test 3	11/10/2020 – 11/12/2020
Test 4	1/12/2021 – 1/14/2021

Price
\$125 per classroom set

Free Shipping

If ordering after the July 10, 2020, please inquire about pricing and availability

Hard copy invoices will be sent from IU13 after October 1, 2020

Orders will not be refunded after the tests have been printed and shipped

ONLINE VERSION

To place an order for the 2020-2021 Online 4Sight Benchmark Assessments, please contact:

On-line versions of the assessments are purchased by contacting Nancy Hutchison at nhutchison@successforall.org

Options Available...

- Subjects – Reading and/or Math
- Grades – 3,4,5,6,7, & 8

Price
The cost is:

<u># of eligible students</u>	<u>Annual 4S CC online fee</u>
Up to 100	\$800
101-200	\$1,200
201+	\$1,600

Schools new to 4Sight for the 2020-2021 School Year must register their schools on the 4Sight Member Center (on-line data management system for 4Sight) after ordering. To register on the 4Sight Member Center go to <https://members.successforall.org/> and click on “Click here if you are registering to use the Member Center” and follow instructions or contact the 4Sight Member Center Helpline at 800.548.4998 ext. 1 or mchelpine@successforall.org.

4SightPA Core Standard Benchmark Assessments

Administration and Scoring Guides are available from the Member Center by completing the following instructions:

- Go to the Member Center Website at <https://members.successforall.org>
- Enter user id and password
- Click “My Center”
- Click “SFAF Online Resources”
- Click “4Sight Common Core icon”
- Click “4Sight PA Core”
- Select Pennsylvania Administration and Scoring Guides

Administration

- The assessments should be administered either in the paper or on-line version (depending on which version the district/school selects for purchase).
- **Administration time is sixty minutes only** per test, with the exception of students for whom extended time is permitted per the Individualized Education Plan (IEP).
- Tests may be administered up to 4 times per year for Reading and Math for Grades 3-8.
- Suggested settings include in homerooms or grade-level groups where typically school sets common dates and times.
- Schools should apply the same PSSA accommodations given to students with disabilities.

Participation

School districts/buildings may schedule 4Sight administrations in Reading and/or Math to best meet their needs in grades 3-8. Districts/buildings participating in specific grants or initiatives must meet the administration and data submission requirements for the grant or initiative. Please refer to the specific guidelines for the grant(s) or initiatives for guidance in this area. The shipping chart provided in this document may serve as a guideline as well.

Scoring

After teachers score the open-response items using the scoring rubric from the scoring guide, the answer sheets may either be hand-scored, scanned or submitted on-line (for buildings administering the on-line version).

BubbleVision, a web-based scanning software will be available for the latest edition of 4Sight PA Core benchmarks. Schools will use available scanners to scan answer sheets into a computer, and will then upload them to the web-based software for scoring. This software will be available through Member Center. Contact the 4Sight Member Center Helpline at 800.548.4998 ext. 1 or mchelpine@successforall.org for more information.

Correlation

4Sight PA Core Benchmarks are correlated to predict performance level on the PSSA. The correlation table is located in the Administration and Scoring Guide for each level and converts 4Sight raw scores to expected PSSA scale scores and performance levels if the students took the PSSA the next day. SFAF's Member Center converts raw scores automatically. In addition, Member Center includes numerous 4Sight reports that schools can run to monitor student progress and identify skill gaps. See the list below for descriptions of what the reports provide.

Report	Description
Predicted Proficiency Across Periods (RP-3722)	Shows proficiency percentages by grade and grading period.
Predicted State Results (RP-3508)	Displays scale scores for a selected group of students. Students must be assigned to classes to generate this report.
Predicted State Proficient Graph Across Years (RP-3747)	Creates a graph for the school comparing the predicted percent proficient by grading period for the year selected and the prior year.
Predicted State Results Graph (RP-3749)	Allows you to see a listing by classroom of student 4Sight predicted scale scores across all grading periods.
Student Test Results with Performance Level Extract (EX-3723)	Pulls raw data relating to student test results with performance level from the Member Center.
Student Test Results with State Predicted Score Extract (EX-3524)	Pulls raw data relating to student test results with state predicted score from the Member Center.
4Sight Proficiency Projections (RP-3434)	Provides number of students estimated to be proficient by grade.
Assessment Scores Across Periods (RP-3459)	This report shows 4Sight raw scores across all grading periods for the entire year.
Individual Student Test Results (RP-3474)	Report provides a subscale percent correct for each student.
Test Results Chart & Graph (RP-3869)	Overall graph that can be run by grade or teacher that displays number of students that fall in a grouping/quartile.
Subscale Test Results (RP-3304)	Subscale scores for a selected group of students.
Subscale Averages Graph (RP-3861)	Lists averages by subscale in chart and graph.
Subscales by Student for Entire Year (RP-3915)	Lists averages by subscale for a student by grading period.
Item Analysis (RP-3491)	The report lists every question from the 4Sight benchmark with the percentage of students that chose each answer.
Item Analysis by Subscale (RP-3746)	Allows you to see how many students took the test, picked the correct question, and what percentage of the total students taking the test answered correctly. The questions that relate to a specific subscale are grouped together.



4Sight PA Core Standard Benchmark Assessments

Boosting your School's Academic Progress

How Do the 4Sight Benchmark Assessments Compare to the Classroom Diagnostic Tests (CDTs)? How Might A School Use These Assessments to Improve Student Progress?

The 4Sight Benchmark assessments and the Classroom Diagnostic Tools (CDTs) are two important components of a school's assessment system. Both tools provide information on how students are progressing toward desired skills, concepts and outcomes. The 4Sight Benchmarks, now aligned to the PA Core Standards, are grade or course-level specific and can help schools identify trends or areas that may require more investigation. Benchmark assessments provide information regarding mastery of grade-level standards and how students are progressing toward demonstrating proficiency on these standards. The CDTs offer a more complete picture of a student's, or group of students', strengths and weaknesses. Diagnostic assessments help guide instruction specifically targeted to meet students' individual needs. Together, the 4Sight Benchmarks and CDTs provide a system for monitoring individual or large groups of students and their academic progress.

Benchmark assessments are designed to offer a snapshot look at how a student, or group of students, would perform if a summative grade level assessment was administered on a particular day. This snapshot allows schools to monitor progress toward grade or course-level goals or desired outcomes such as the state assessments. The 4Sight Benchmark grade level report can guide teachers to know which students may have already mastered the content aligned to a high stakes assessment. Recognizing such mastery could reduce the amount of re-teaching needed. Teachers may also use reports provided by the 4Sight Benchmark to find gaps or patterns of assessment that exist over time or across cohorts that could reflect a possible misalignment or gap of curriculum or instruction.

The Classroom Diagnostic Tools are designed to provide diagnostic information on students in order to guide individual instruction, remediation or enrichment. The primary goal of the CDTs is not to predict a PSSA or Keystone Exam proficiency score but to identify areas of strengths or concerns. Teachers may use reports provided from the CDTs to understand if a student or group of students are on, above or below grade level standards thus targeting specific instruction for meeting student needs. Reports provided by the CDTs help teachers know what standards students have achieved, beyond their own grade-level.

The 4Sight Benchmark assessments and the CDTs work together to provide teachers a more complete picture of their students' proficiency levels and mastery of skills or concepts. Each assessment adds its own unique piece to the assessment "puzzle" so that schools can ensure their practices are aligned with the desired goals and outcomes at each grade level and instruction is maximized to meet the needs of their students.

4Sight PA Core Standard Benchmark Assessments

Set-up Checklist

- We placed an order for 4Sight on-line for each building using 4Sight.
- We decided how 4Sight will be scored (hand-scored, scanned, and on-line) and ordered the scanner, if necessary (and have reviewed the scanning technical requirements and reviewed the scanning process from Member Center – mchelpine@successforall.org or 1.800.548.4998 (ext. 1)).
- We identified a main school district and main building level contact for 4Sight.
- We have registered our district and schools in the 4Sight Member Center, including assigning teacher’s log-in information and appropriate security level access (refer to 4Sight Member Center Resource Guide, or contact the 4Sight Member Center Helpline at mchelpine@successforall.org or 1.800.548.4998 (ext. 1)).
- We have input student demographic information in the 4Sight Member Center or updated student demographic information for use for subsequent school year.
- We have developed a training plan to introduce 4Sight to the staff and explain its design, purpose, administration, scoring and how it fits in existing school structures.
- We have completed the plan for receiving the shipped 4Sight assessments in our buildings throughout the school year (see sample tracking log).
- We have developed a training plan for analysis of 4Sight (and other relevant) data that follows the 4Sight testing schedule so staff has the opportunity to analyze data and planning response and solutions.
- We have a plan for scoring (and scoring training including inter-rater reliability) 4Sight including the open-ended response items.
- We have determined a plan for sharing this data with students, parents, etc. (as necessary).

4Sight PA Core Standard Benchmark Assessments

Tracking Log

When shipment is received enter the information below. Enter the quantity of each item that was received. If items are missing or there are any discrepancies, please contact your 4Sight District Contact or 4Sight Building Contact who will contact IU 13 **immediately at** benchmarktesting@iu13.org.

District, Building _____ 4Sight District Contact _____ 4Sight Building Contact _____

1. Building person responsible for receiving and storing the assessment materials.

Name _____

Storage Location _____

2. Building person responsible for checking-in assessment materials. _____

3. Building person responsible for distributing the assessment materials to teachers. _____

4. Building calendar for administrating 4Sight throughout the year (including make-ups).

Date of distribution of Reading 4Sight materials: 1st _____ 2nd _____ 3rd _____ 4th _____

Date of distribution of Math 4Sight materials: 1st _____ 2nd _____ 3rd _____ 4th _____

Date of administration of 4Sight Reading: 1st _____ 2nd _____ 3rd _____ 4th _____

Date of administration of 4Sight Math: 1st _____ 2nd _____ 3rd _____ 4th _____

5. Data analysis dates:

1st Benchmark _____

3rd Benchmark _____

2nd Benchmark _____

4th Benchmark _____

Test (Test 1, Test 2, Test 3, Test 4)	Date Received	Signed for by	Shipment reviewed by	Subject (R or M)	Shipping Complete (Y or N)	Missing Items (Grade Level, # of Tests, # & Type of Answer Sheets needed)	Person Responsible for Follow-up	Date Issue Rectified



4Sight PA Core Standard Benchmark Assessments

Contact Information

Topic	Name	Email
4Sight Ordering for Paper Version	Petrona Laporte	benchmarktesting@iu13.org
4Sight Online Ordering	Nancy Hutchison	nhutchison@successforall.org
4Sight Questions on Test Content and Data Analysis	Member Center	mhelpline@successforall.org
Member Center Help Desk	Help Desk Analyst Phone: 1-800-548-4998 Ext. 1	mhelpline@successforall.org
4Sight Questions on Test Development and Correlations	Tiffany English	tenglish@successforall.org
4Sight Invoices	Petrona Laporte	benchmarktesting@iu13.org
General Information about 4Sight	Success For All Website	www.successforall.org

