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Technical Assistance Paper

Information on the Common Assessment for Use in Department of Juvenile Justice (DJJ) Education Programs

Summary:

The purpose of this technical assistance paper is to provide information on the use of the common assessment in DJJ education programs.

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- New technical assistance paper
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A. Background and Purpose

The purpose of this technical assistance paper (TAP) is to provide information on the use of the common assessment pursuant to section 1003.52(3)(b), Florida Statutes, to be administered to students entering and exiting the Department of Juvenile Justice (DJJ) education programs.

Rule 6A-6.05281(4)(b), Florida Administrative Code, specifies the following: “All students in DJJ prevention, residential, or day treatment programs who have not graduated from school or filed a notice of intent to terminate school enrollment shall be assessed on the department-selected common assessment within ten (10) school days of the student’s initial placement into a program.”

New common assessment instruments for mathematics and English language arts were developed and field tested in early 2016 and officially released for use November 1, 2016. The Florida Common Assessment for Mathematics (CA Math) and the Florida Common Assessment for English Language Arts (CA ELA) are designed to benchmark student-level learning gains between entry and exit from a DJJ education program.

B. Student Participation in the Common Assessment

B-1. Which students in DJJ residential programs should be administered the common assessment?

All students in DJJ residential programs who have not graduated from school or filed a notice of intent to terminate school enrollment shall be administered the common assessment. The student must first be properly entered into the Juvenile Justice Information System (JJIS), assigned a JJIS DJJ identification number and assigned to a program in JJIS.

B-2. Which students in DJJ prevention and day treatment programs should be administered the common assessment?

All students who have been entered in JJIS /Prevention Web, assigned a DJJ identification number and assigned to a program in JJIS/ Prevention Web.

B-3. Must students in DJJ detention centers be administered the common assessment?

No.

B-4. If a student is placed in a DJJ program having already earned a State of Florida Standard High School Diploma, State of Florida Diploma (GED[®]), State of Florida High School Performance-Based Diploma or Certificate of Completion, or another state’s diploma, is the entry and exit common assessment required?

No.

B-5. If a student takes the common assessment upon entry and earns a State of Florida Standard High School Diploma, State of Florida Diploma (GED[®]), or State of Florida High School Performance-Based Diploma or Certificate of Completion while in the program, is the exit common assessment required?

No.

C. Common Assessment Enrollment and Administration Process

C-1. Which factors must be considered in determining a student's enrollment for the common assessment?

- All Common Assessment System (CA System) student enrollment information and records originate from JJIS. The CA System (<https://floridajjca.com>) is managed by WIN Learning, the provider under contract with the Florida Department of Education to support the development and delivery of the common assessment.
- Student enrollment records are electronically created and updated in the CA System automatically the day after student information is entered or updated in JJIS. Currently, students cannot be manually enrolled in the CA System.
- Students are enrolled or appear in the CA System the day after they are entered or appear in JJIS /Prevention Web.

C-2. What if the student's name or DJJ identification number does not appear in the CA System or is not correct in the CA System?

The educational provider at the DJJ program should immediately contact the DJJ program case manager or juvenile probation officer to enter or correct the student information in JJIS. It may take several days to research and resolve the change if it is not a routine update. To help expedite resolution, the DJJ program should also provide the name of the program, name of the student and brief description of the issue to WIN customer service at customerservice@floridajjca.com. The update will appear in the CA System one day after the change is made in JJIS/Prevention Web.

C-3. What are the procedures for administering the common assessment?

- Programs will administer the version of the common assessment released on November 1, 2016, to any student who enters the DJJ program beginning on November 1, 2016, who will or should be enrolled in kindergarten through Grade 12 education.
- Entry assessments shall be administered within 10 school days of initial placement into the program.
- Exit assessments should be administered as close to the student's exit as possible.

C-4. What if a student exited the program but still appears in the current list of students in the CA System?

Students who have exited the DJJ program will still appear in the current list of students in the CA System.

C-5. Do the common assessment results transfer with the student if there is a program change?

No. The student will need to be administered the common assessment when enrolled in a new DJJ program, even if the student transferred from another DJJ program.

C-6. In what unique circumstances would an assessment administrator use the “Exit and Discard” feature?

The “Exit and Discard” feature is an option an assessment administrator may use to exit a student out of an assessment because of an unforeseeable event. In such a case, the entire assessment is deleted, and the dashboard will not indicate a partial score or attempt. No data will be maintained for this assessment if this feature is used. This feature should only be used in extreme cases, such as a major disruption in test administration (e.g., illness or systemwide power failure). If the “Exit and Discard” feature is used, the program must administer the assessment again to meet the assessment requirements.

C-7. What is the procedure for enabling or disabling administrator and teacher access to the CA System?

The school district’s primary contact of record, the lead educator of record for the program or designated DJJ staff may enable or disable administrator or teacher access to the CA System via an email request to customerservice@floridajjca.com. The request must include the first and last name, telephone number and email address of the administrator or teacher, and the individual submitting the request.

D. Common Assessment Score Reports and Alignment

D-1. How are the assessments aligned to the Florida Standards Assessments and Algebra 1 End-of-Course (EOC) Assessment?

The CA Math is aligned to the Mathematics Florida Standards (MAFS) approved by the Florida State Board of Education on February 18, 2014. The items are directly aligned to the core foundational Algebra I MAFS for Grades 6-8 and the Grade 9 MAFS covered by the Algebra I EOC Assessment.

The CA ELA is aligned to the Language Arts Florida Standards (LAFS) approved by the Florida State Board of Education on February 18, 2014. The items are directly aligned to the core informational text LAFS for Grades 7-10.

For more information, refer to the Florida Common Assessment Blueprints posted on the CA System at <https://floridajjca.com/Admin/Resources>.

D-2. How will student scores be reported?

Student performance will be reported as a raw score including information on how students performed on each content standard.

D-3. How can a program use the common assessment results to support the development of each student’s individualized transition plan and progress monitoring plan?

The CA System features a Summary Report to support the development of each student’s individualized transition plan and progress monitoring plan upon program entry and to facilitate transition planning upon program completion. The report will summarize student-specific assessment results including the number of items each student answered correctly or incorrectly by standard, instead of scale or achievement level scores. The number and percentage of questions answered correctly are provided for summary purposes only and should not be interpreted as scores or a measure of standard deficiency or mastery. The report will automatically update after each assessment is scored and may be viewed or downloaded as a PDF from the CA System by authorized program administrators or teachers. Additional questions regarding the Summary Report can be submitted to WIN Learning at customerservice@floridajjca.com.

E. Common Assessment Accommodations Overview

Accommodations for the common assessment should be the same or similar to what the student typically uses in the classroom setting. Testing with accommodations must be documented in the student’s IEP or Section 504 Plan. The following are some examples of allowable accommodations for the common assessment:

- Oral Presentation
 - CA Math – Directions, test questions and answer choices can be presented orally.
 - CA ELA – Directions, test questions and answer choices only can be presented orally. Reading passages may not be presented orally.
- Extended time must be offered in accordance with the student’s IEP or Section 504 Plan. Extended time is not unlimited time. Extended time should align with the accommodation used regularly in the student’s classroom instruction and assessment activities. Extended time should be documented so that the amount of additional time is clear, such as double time or 50 percent more time.

Refer to the Administrator Guide for instructions on how to extend time for assessments, change font sizes, magnify the screen and change color contrast.

For allowable accommodations questions, contact the Bureau of Exceptional Education and Student Services (BEESS) juvenile justice education program director or liaison at 850-245-0475.

F. Florida Ready to Work Credential and Courseware

F-1. Will students have an opportunity to earn a Florida Ready to Work Credential?

Florida Ready to Work (www.floridareadytowork.com) is a career readiness program that is available for DJJ students who are at least 16 years of age or in 10th grade or higher. Students who complete the program earn the Florida Ready to Work Credential, an employer-recognized credential, issued by the state of Florida, which certifies student mastery of core employability communication, reasoning and problem-solving

skills. Although the common assessment instruments and the Florida Ready to Work curriculum, assessments and credential are no longer directly aligned, the program has proven to advance DJJ student academic and career readiness skill development. For more information, contact customerservice@floridareadytowork.com.

F-2. Is the courseware that is available through the common assessment portal required?

No. Although the courseware is no longer directly aligned to the common assessment instrument, the programs are encouraged to benchmark student skills with the entry assessment, and the courseware may be used to support student learning and improvement of academic skills during placement.

G. Common Assessment Technical Assistance Support Contacts

- For policy and implementation, contact the BEESS juvenile justice education program director or liaison at 850-245-0475.
- For information about the accountability formula, contact the Division of Accountability, Research and Measurement at 850-245-0411 or by email at VAM@fldoe.org.
- For training and technical support, contact WIN Learning at 888-717-9461 or by email at customerservice@floridajjca.com.