

Project DAATA Consequences of Assessment Teacher Survey

Plan of Operation:

- **COMMUNICATION:** Pat and Todd will touch base daily (week days) by phone to get things off to a good start (may schedule a standing call?). If there is nothing to discuss we'll just say "Hello." *Note: with AERA/NCME we may need to do a work around during the conference.*
- **QUALITY:** Daily communication will allow us to compare notes and clarify how to proceed with each state. Since the communication with each state must be tailored to the unique circumstances within the state we will need to make adjustments.
- **ROLES:** Pat will take the lead in conducting the study and we will problem solve together to get the best return rate possible. Todd will make suggestions and help figure out the how to. Todd will provide direct contact and communication and oversee the survey administration and troubleshooting.

Deliverables:

- Online Survey
- 1st Communication to participating state representatives
- Data files of email addresses and contact information
- File specifications for data file from Survey Monkey
- Description of each state's alternate assessment and context information
- Prompt to respond to survey—"reminder card"
- Thank you/congratulations for teacher/assessors who complete the survey
- Ongoing communication with state representatives
- Preliminary report of findings
- Final report of findings

Sampling Plans

- **Direct:** Direct email distribution to teacher assessors: (a) "experts" with email addresses supplied by state representatives (b) teacher/assessors in states with a complete email list of teacher/assessors. Sampling plan based on Krejcie & Morgan (1970). *Make note about total teacher/assessors minus experts and effect on sample size.*
- **Distributed:** Distribution through district contacts (e.g., district test coordinators or mentor/trainer/knowledgeable assessor/teachers). Write up directions for a central person to use in distributing to a group of teachers. Explain that we want a representative sample of teachers that will include both new assessors and old, experienced and inexperienced, positive and negative comments, etc.
- **Other:** After working with the state representatives we may need to develop a variation on the

Next Steps on 03/31/06

Due	Step	Who
04/01/06	Contact each participating state and let them know what to expect. Request email addresses for “Expert” teacher/assessors and email addresses for teachers.	Pat
04/07/06	Contact each state originally contacted but no heard from. Confirm participation or declination. Make notes and document reasons.	Todd
04/07/06	Follow-up by email and phone with participating state representatives. Obtain email addresses and set up file for each state.	Todd
04/12/06	Bench test survey and make adjustments as needed. Examine sample data set to evaluate how data file specifications will be employed.	Todd & Pat
04/14/06	Send survey link and instructions to representatives from participating states for an opportunity to respond and comment	Todd
4/13/06	Directions/instructions for responding to survey	Todd
04/15/06	Begin documentation for each state, noting (a) 1 paragraph description of alternate assessment, number of students tested (1%) (b) source of email addresses or plan for recruiting and follow-up, (c) 1 paragraph description of training, (d) testing window, (e) procedures for data submission and scoring—set up system of folders and document headings so that each description will be comparable	Todd
04/15/06	Finalize email memo (& corresponding hard copy where needed) eliciting teacher/assessor participation in the survey and specifying the compensation for completing the survey including survey directions and contact information for questions or problems.	Todd 1 st draft Pat final
04/18/06	Launch survey with “expert” teachers first (two states) and monitor for 3 days to make sure everything is working smoothly.	Todd
4/24/06	Launch survey with teacher sample in first two states and launch survey with experts in next two states	Todd
Ongoing	<ul style="list-style-type: none"> Conduct routine follow-up with participating teacher/assessors to prompt to complete survey, answer questions, and assist with logging on and responding to the survey. Maintain a database of names and addresses for distribution of the compensation for teachers completing the survey. 	Todd
5/22/06	Complete launch until all participating states have been launched.	Todd
05/31/06	Final day for first participating states	Todd
06/15/06	Final day for remaining	Todd
06/31/06	Complete data capture from Survey Monkey and conduct preliminary frequencies and analysis	Todd
07/31/06	Complete write up of study and findings	Pat & Todd

Participating States as of 03/31/06

		<u>Participating States</u>	Status	03/31/06					
		QUESTIONS	2	3		4		5	6
<i>St</i>	<i>Ans</i>	<i>Contact</i>	<i>EndDate</i>	<i>Assessors</i>	<i>Sample</i>	<i>Experts</i>	<i>No.</i>	<i>Email</i>	<i>P/P</i>
AK	1	Aran Felix	4/4/2006	240	148	Y	47	Y	some
IA	?	Marty Ikeda	3/31/2006	300	169	Y	5	Y	
NM	1	Dan Farley	3/24/2006	300	169	Y		N	
OH	1	Don Peasley	3/17/2006	2000	322	N		Y	N
RI	1	Cynthia Corbridge	5/12/2006	297	169	Y		Y	N
SC	1	Suzanne Swaffield	3/3/2006	1500	306	Y	?	Y?	N
SD	1	Linda Turner	5/22/2006	600	234	Y	20-30	Y	N
SUM	7				1517				