Data and Assessment Task Force
June 2021

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The Goal of the Data and Assessment Task Force

To create a district-wide assessment calendar (K-12) for the purpose of collecting data to inform instruction throughout the year. There are two calendars: (1) Mathematics, and (2) English Language Arts.

Both calendars are divided into five columns:

- Date: The month in which the assessment will be administered.
- Assessment: The name or type of assessment to be given.
- Who: The student population to be tested.
- Purpose: The purpose of the assessment.
- Data Entry: The date the data should be entered into a Performance Plus or a spreadsheet to be used to make decisions about instruction.

Common Understandings for Educators

- District educators will follow the assessment schedule outlined by the Data & Assessment Task Force.
- Classroom and special educators will maintain assessment data via the data entry listed on the MSD Assessment Schedule.
- Assessment administration guideline dates will be maintained unless modified by administration, department heads, coordinators and/or facilitators.
- Data from universal and diagnostic screenings, as well as formative assessments will be analyzed by educators to inform instruction.
- After a review of multiple data points, students who fall below benchmark will be considered for Tier 2 or 3 interventions, and likewise, students who score significantly above benchmark will be considered for extension opportunities.

<center>**Definition of Terms**</center>

A **Universal Screening** is an assessment given to students in a group or grade level. The purpose of this assessment is to identify any students who are significantly below the benchmark and may need intervention, or to identify students significantly above the benchmark who may need enrichment.

A **Diagnostic Screening** is a pre-test to collect data about what a student knows and does not know yet.

Formative Assessment refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course (retrieved from *edgolssary.org).*
> ** Though both diagnostic assessments and formative assessments aim to inform teachers to instruct more effectively, they emphasize different aspects. Formative assessments are taken during a unit to assess how students are learning the material that the teacher has been teaching. Diagnostic assessments come before this, analyzing what students have learned in the past, many times from different teachers or classes. Both are very helpful for the teacher, and the results are used to identify areas that need more attention in future instruction. (Retrieved from https://edulastic.com/blog/diagnostic-assessment/).*

Summative Assessments are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period (retrieved from *edgolssary.org).*

Grade K– 12 Merrimack School District – Mathematics Assessment Schedule

Date	Assessment	Purpose	Who	Data Entry
September & October	STAR 360	• Universal Screening • Diagnostic Screening • Title 1 Math Placement	All Students Grades 2 - 8	October 8th Uploads automatically to Performance Plus
	Placement Test (Paper/Online)	• Universal Screening • Diagnostic Screening	All Students Grades 1- 4	PLT reviews data and the assessment is filed in the Student Math Folder
	Placement Test (Paper/Online)	• Universal Screening • Diagnostic Screening	All Students Grades 5 – 6	Teacher Records in Performance Plus by November 30th
	Placement Test	• Universal Screening • Diagnostic Screening	Grades 7-8 except for algebra 1	Recorded in Power Grade Sept.-Oct.
	Course Pre-Test	• Diagnostic Screening	8th Grade Algebra	Recorded in Power Grade Sept.-Oct.
	Course Pre-Test	• Diagnostic Screening	All Students Grades 9-12	Recorded in Power Grade Sept.-Oct.
	District Fact Automaticity	• Diagnostic Screening: Add, Subtract, Mixed	Grade 3	Recorded in Xtra Math
		• Diagnostic Screening: Add, Subtract, Mixed, Multiply, Divide	Grade 4	Recorded in Xtra Math
		• Diagnostic Screening: Add, Subtract, Multiply, Divide, Mixed	Grades 5-6	Teacher Records in Performance Plus by November 30th
January & February	Mid-Year Cumulative Topics 1-4	• Formative Assessment • Progress Monitoring	Grade 5	Teacher Records in Performance Plus by February 28th
	Mid-Year Cumulative Topics 1-2	• Formative Assessment • Progress Monitoring	Grade 6	Teacher Records in Performance Plus by February 28th
	Mid-Year Cumulative	• Formative Assessment • Progress Monitoring	Grades 7-8	Recorded in Power Grade
	Mid-Year	• Formative Assessment • Progress Monitoring	8th Grade Algebra Students	Recorded in Power Grade January
	Mid-term Exams	• Summative Assessment	All Students Grades 9-12	Recorded in Power Grade January
	STAR 360	• Universal Screening Diagnostic Screening • Title 1 Math Placement	All Students Grades 1 - 8	January 3rd – January 31st Uploads automatically to Performance Plus
	District Fact Automaticity	• Formative Assessment: Add, Subtract, Mixed	Grade 2	Recorded in Xtra Math
		• Formative Assessment: Add, Subtract, Mixed, Multiply	Grade 3	Recorded in Xtra Math
		• Formative Assessment: Add, Subtract, Mixed, Multiply, Divide	Grade 4	Recorded in Xtra Math

		• Formative Assessment: Add, Subtract, Multiply, Divide, Mixed	Grades 5-6	Teacher Records in Performance Plus by March 31st
February & March	Mid-Year Cumulative Topics 1-8	• Formative Assessment	Grades K- 4	Student Math Folders Teacher Records in Performance Plus by March 31st
March - June	NH SAS- Math (Science)	• State Mandated Universal Screener	Grades 3-8 (Grades 5, 8, & 11)	Uploads automatically to Performance Plus School places the report in the Cumulative File
March & April	SATs	• State Mandated Universal Screener	Grade 11	Sent to Student & Cumulative File
May & June	District Fact Automaticity	• Summative Assessment: Add, Subtract, Mixed	Grade 2	Xtra Math scores recorded and placed in student math folders
		• Summative Assessment: Add, Subtract, Mixed, Multiply	Grade 3	Xtra Math scores recorded and placed in student math folders
		• Summative Assessment: Add, Subtract, Mixed, Multiply, Divide	Grade 4	Xtra Math scores recorded and placed in student math folders
		• Summative Assessment: Add, Subtract, Multiply, Divide, Mixed	Grades 5-6	Teacher Records in Performance Plus by June 21st
May & June	STAR 360	• Universal Screening • Summative for 2021-2022 • Diagnostic Screening for 2022-2023 • Title 1 Math Placement	All Students Grades 1-7	May 9th – June 17th Uploads automatically to Performance Plus
	EnVisions End of Year Assessment	• Summative Assessment	K - 6	Placed in student math folders/cumulative folders Teacher Records in Performance Plus (In P+ by end of school.)
	MMS Math Placement Test	• Summative Assessment	Grade 6	Submitted to the Middle School Math Coordinator May/June TBD
	End of Year Assessment	• Summative Assessment	Grades 7-8	Recorded in Power Grade May-June
	Final Exams	• Summative Assessment	8th Grade Algebra Students	Recorded in Power Grade May-June
	Final Exams	• Summative Assessment	Grades 9-12	Recorded in Power Grade May-June

Merrimack School District-Literacy Assessment Schedule 2021-2022
Section 1: Kindergarten

Date	Assessment	Purpose	Who	Data Collection/ Entry
Sept.	**Early Literacy Skills Assessments:** Letter ID/Letter Sounds	• Diagnostic Screening • Formative Assessment	All Students	Data reported in PLT by October 1st (data managers use new scoring spreadsheet)
November/ December	**Early Literacy Skills Assessments:** Letter ID/Letter Sounds/Phonemic Awareness - Baseline	• Diagnostic Screening • Formative Assessment	All Students	Data reported in PLT by December 3rd (data managers use new scoring spreadsheet)
	High Frequency Word Assessment	• Progress Monitoring	All Students	Complete by December 3rd
	Writing Prompt Pre-Assessment (According to ELCs)	• Formative Assessment	All Students	Complete by December 17th
	Fountas and Pinnell Benchmark Assessment	• Determine Instructional Reading Level • Formative Assessment	All Students	Teacher records in Performance Plus by December 17th
Jan./Feb.	**Early Literacy Skills Assessments:** Letter ID/Letter Sounds/Phonemic Awareness – Mid-Year	• Diagnostic Screening • Formative Assessment	Students not meeting expectations on a given assessment	Data reported in PLT by February 25th (data managers use new scoring spreadsheet)
Feb./ March	**Writing Prompt Post Assessment** (According to ELCs)	• Summative Assessment	All Students	Teachers records in Performance Plus by February 25th
	Writing Prompt Pre-Assessment (According to ELCs)	• Formative Assessment	All Students	Complete by March 11th
April/May/June	**Early Literacy Skills Assessments:** Letter ID/Letter Sounds/Phonemic Awareness – End of Year	• Diagnostic Screening • Formative Assessment	Students not meeting expectations on a given assessment	Data reported in PLT by May 20th (data managers use new scoring spreadsheet)
	High Frequency Word Assessment	• Formative Assessment • Progress Monitoring	All Students	Complete by May 20th
	Fountas & Pinnell Benchmark	• Determine Instructional Reading Level • Formative Assessment	All students	Teachers records in Performance Plus by May 20th
	Writing Prompt Post-Assessment (According to ELCs)	• Summative Assessment	All Students	Record in Performance Plus by June 3rd

Merrimack School District-Literacy Assessment Schedule 2021-2022
Section 2: Grade 1

Date	Assessment	Purpose	Who	Data Collection/Entry
September	**Writing Prompt Pre-Assessment** (According to ELCs)	• Formative Assessment	All Students	Complete by October 1st
	Early Literacy Skills Assessments: Letter ID/Letter Sounds /Phonemic Awareness - Baseline	• Diagnostic Screening • Formative Assessment	All Students	Data reported in PLT by October 15th (data managers use new scoring spreadsheet)
	High Frequency Word Assessment	• Formative Assessment	All Students	Complete by October 15th
	Fountas & Pinnell Benchmark	• Determine Instructional Reading Level • Formative Assessment	All Students	Teacher records in Performance Plus by October 15th
December	**High Frequency Word Assessment**	• Progress Monitoring	All Students	Complete by December 10th
	Writing Prompt Post-Assessment (According to ELCs)	• Summative Assessment	All Students	Teacher records in Performance Plus December 10th
	Writing Prompt Pre-Assessment (According to ELCs)	• Formative Assessment	All Students	Complete by December 17th
January/February	**STAR 360**	• Universal Screening	All Students *F&P Level F and below* – STAR Early Literacy *All others* – STAR Reading	January 3rd - January 31st
	Fountas & Pinnell Benchmark Assessment	• Formative Assessment • Determine Instructional Reading Level	All Students	-Assess January 31st - February 25th -Record in Performance Plus by February 25th
	High Frequency Word Assessment	• Progress Monitoring	All Students	Complete by February 25th

Continue Section 2 on next page…

Section 2 Continued…

Date	Assessment	Purpose	Who	Data Collection/Entry
Jan./February	**Early Literacy Skills Assessments:** Letter ID/Letter Sounds/Phonemic Awareness -Midyear	• Diagnostic Assessment • Formative Assessment	<u>Letter ID/Letter Sounds</u> – Students who have not yet mastered <u>Phonemic Awareness</u> – All Students	Data reported in PLT by February 25th (data managers use new scoring spreadsheet)
March	**Writing Prompt Post-Assessment** (According to ELCs)	• Summative Assessment	All Students	Teacher records in Performance Plus March 5th
March	**Writing Prompt Pre-Assessment** (According to ELCs)	• Formative Assessment	All Students	Complete by March 12th
May/June	**Early Literacy Skills Assessments:** Letter ID/Letter Sounds/Phonemic Awareness -End-of-Year	• Diagnostic Assessment • Formative Assessment	<u>Letter ID/Letter Sounds</u> – Students who have not yet mastered <u>Phonemic Awareness</u> – All Students	Data reported in PLT by May 20th (data managers use new scoring spreadsheet)
May/June	**High Frequency Word Assessment**	• Progress Monitoring	All Students	Complete by May 20th
May/June	**STAR 360**	• Universal Screening	All Students *F&P Level F and below* – *STAR Early Literacy* *All others* – *STAR Reading*	May 9th – June 17th
May/June	**Fountas & Pinnell Benchmark**	• Formative • Determine Instructional Reading Level	All students	Record in Performance Plus by May 20th
May/June	**Writing Prompt Post Assessment** (According to ELCs)	• Summative Assessment	All Students	Record in Performance Plus by June 3rd

Merrimack School District-Literacy Assessment Schedule 2021-2022
Section 3: Grade 2-6

Date	Assessment	Purpose	Who	Data Entry
September/October	STAR 360	• Universal Screening	All Students	Assess: September 13th thru October 8th Uploads automatically to Performance Plus
	Fountas & Pinnell Benchmark	• Formative Assessment • Determine Instructional Reading Level	All Students	Record in Performance Plus by October 15th
	Words Their Way Spelling Inventory (Gr. 3-6 only)	• Diagnostic Screening • Formative Assessment	All Students	Assess by September 24th Teacher recorded data
	Writing Prompt Pre-Assessment (According to ELCs)	• Formative Assessment	All Students	Complete by October 1st Teacher records data
December	Writing Prompt Post-Assessment (According to ELCs)	• Summative Assessment	All Students	Record in Performance Plus by December 10th
	Writing Prompt Pre-Assessment (According to ELCs)	• Formative Assessment	All Students	Complete by December 17th Teacher records data
January/February	STAR 360	• Universal Screening	All Students	Assess: January 3rd – January 31st Uploads automatically to Performance Plus
	Words Their Way Spelling Inventory	• Formative Assessment • Progress Monitoring	Grades 3-6	Complete by February 11th Teacher records data
	Fountas & Pinnell Benchmark Assessment	• Formative Assessment • Determine Instructional Reading Level	All Students	Assess: January 31st - February 25th Record in P+ by: February 25th
March	Writing Prompt Post-Assessment (According to ELCs)	• Summative Assessment	All Students	Record in Performance Plus by March 11th
	Writing Prompt Pre-Assessment (According to ELCs)	• Formative Assessment	All Students	Complete by March 18th Teachers records data
May/June	Fountas & Pinnell Benchmark	• Formative • Determine Instructional Reading Level	All Students	Assess: May 2nd – May 27th Record in Performance Plus by June 3rd
	STAR 360	• Universal Screening	All Students	May 9th – June 17th Uploads automatically to Performance Plus
	NH SAS Reading and Writing	• State Mandated Universal Screener	Grades 3-6	Uploads automatically to Performance Plus School places the report in the Cumulative File
	Writing Prompt Post Assessment (According to ELCs)	• Summative Assessment	All Students	Record in Performance Plus by June 3rd

Merrimack School District-Literacy Assessment Schedule 2021-2022
Section 4: Grade 7-12

Date	Assessment	Purpose	Who	Data Collection/Entry
September	STAR 360	• Universal Screening • Title I Reading Placement	Grades 7-8	Assess: September 13th-September 23rd (make-up on September 27th) Uploads automatically to Performance Plus
September	GRADE	• Diagnostic Screening • Title I Reading Placement	Grades 7-8	Assess: September 13th-September 23rd; Data entered on SharePoint by end of day September 28th.
September	Pre-Assessment	• Diagnostic to identify gaps within grade-level/course	Grades 9-12	September 13th - September 23rd ; Data discussions by pods by October 8th
Oct./Nov.	MHS Formative Assessments	• Formative Assessment • Progress Monitoring • Establish need for remediation	Grades 9-12	Data gathered by end of Quarter 1; Data discussions by pods start of Quarter 2
January	STAR 360	• Universal Screening • Progress Monitoring • High School Placement Gr. 8	All Students	January 3rd – January 13th (make-up on January 18th) Uploads automatically to Performance Plus
January	GRADE	• Progress Monitoring • High School Placement gr. 8	Grade 8; excluding students in the *Language Live Program*	January 3rd – January 13th; Data entered on SharePoint by end of day January 18th.
January	MHS Summative Assessment (Mid-Terms/Finals determined by course)	• Summative Assessment • Determine level of mastery towards first semester goals/objectives	Grades 9-12	January 24th-January 28th?
March/April	MHS Formative Assessments	• Formative Assessment • Measure progress • Establish need for remediation	Grades 9-12	Data gathered by end of Quarter 1; Data discussions by pods start of Quarter 2
March/April	NH SAS Reading and Writing	• State-mandated Universal Screener • High School Placement gr. 8	Grades 7-8	Uploads automatically to Performance Plus and Teacher places the report in the Cumulative File
March/April	SATs	• State-mandated Universal Screener	Grade 11	Sent to Student & Cumulative File

May/June	STAR 360	• Universal Screening • Progress Monitoring • Title I Reading Placement 2022-2023	-Grade 7 all -Grade 8 Title I students only	To be determined following release of SAS schedule. Uploads automatically to Performance Plus
	GRADE	• Progress Monitoring • Title I Reading Placement 2022-2023	-Grade 7; excluding students who will remain in the *Language Live Program*	To be determined following release of SAS schedule.
	MHS Summative Assessment (Finals)	• Determine level of mastery towards second semester goals/objectives	Grades 9-12	Assess: June 14th-June 20th