




# PUBLIC SCHOOLS OF NORTH CAROLINA


DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

WWW.NCPUBLICSCHOOLS.ORG

August 3, 2018

**TO** LEA Superintendents  
Charter School Directors

**FROM** Eric Hall, Ed.D.   
Deputy Superintendent of Innovation

Tammy L. Howard, Ph.D.   
Director of Accountability Services

## 2018–19 PARTICIPATION IN FIELD TESTS AND SPECIAL STUDIES

Earlier this month, the State Board of Education (SBE) approved the field tests and special studies that will be administered during the 2018–19 school year. The field tests and special studies scheduled for this school year are listed in the attached *2018–19 Field Tests and Special Studies Calendar*. The individual schools selected to participate in the field tests/special studies are available through links posted on the Testing News Network (TNN). *LEA Test Coordinators are responsible for accessing the list and sharing it locally.*

Please remember that field testing and special studies are key components of the process for developing tests and making programmatic decisions. The purpose of field tests and special studies is to collect the data necessary to generate high quality and technically sound state tests and to inform our assessment practices. Specifically, the objectives are:

- To try out the questions and the tests in part or in their entirety in an environment that simulates an operational test.
- To generate data that will assist the North Carolina Department of Public Instruction (NCDPI) in making decisions about each test question and each test as a whole.
- To generate data that will assist the test publisher in determining the level of difficulty of each question.
- To generate data that will assist the test publisher in determining fairness for all students.
- To determine the appropriateness of the content measured and the appropriateness of the test questions.
- To determine the level of accessibility to the questions and the test by students with special needs.
- To determine the time test administrators need to administer the tests and the time students need for a fair administration of the tests.
- To collect data used to establish and/or equate forms of the tests, the scales for the tests, and to set or link performance standards (achievement levels) for the tests.
- To collect data that establish and maintain the credibility of the testing program and answer questions about the program asked by the North Carolina General Assembly, the U.S. Department of Education, and the public.

### DIVISION OF ACCOUNTABILITY SERVICES

6307 Mail Service Center, Raleigh, North Carolina 27699-6307 | (919) 807-3787 | Fax (919) 807-3772

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

In addition to the *2018–19 Field Tests and Special Studies Calendar* attachment, the following documents are included:

- *Request to Appeal Field Test/Special Study Participation* form
- *Notification of School Closings or Changes in Grade Configuration* form
- SAMPLE Parent/Guardian Field Test Notification Letter—sample letter for schools to send to parents informing them about field testing and special studies. An electronic copy of this letter will be posted on the Testing News Network (TNN).

Please review this information carefully. Use the enclosed *Notification of School Closings or Changes in Grade Configuration* form to notify the Division of any school closings or changes in grade configurations.

Appeals will be reviewed carefully and only those that demonstrate hardship will be considered. To appeal a school's participation in field testing for the 2018–19 academic year, please (1) complete and submit the enclosed *Request to Appeal Field Test Participation* form with the appropriate signatures and (2) send a written letter of request from the LEA Superintendent/Charter School Director to Dr. Tammy Howard, Director of Accountability Services. Appeals must be received (using receipted mail method) by 5:00 PM, August 16, 2018. Appeals that cannot be handled administratively will be submitted to the Compliance Commission for Accountability on August 23, 2018. The Compliance Commission will review each appeal and make recommendations to the State Board of Education (SBE) at its September meeting. LEAs/charter schools will receive notification of the acceptance or denial of the appeal by September 13, 2018.

EH/TLH/slj

c: Mark Johnson, State Superintendent  
Chloe Gossage, Senior Legislative Director and Chief Budget Advisor  
Dave Machado, Director, Office of Charter Schools  
William J. Hussey, Director, Exceptional Children  
Trey Michael, Director, Career and Technical Education  
Stacey Wilson-Norman, Director, K–12 Standards, Curriculum and Instruction  
Kenneth Barbour, IT Manager, Accountability Services  
Nancy Carolan, Section Chief, Testing Policy and Operations  
Curtis Sonneman, Section Chief, Analysis and Reporting  
Kristen Maxey-Moore, Section Chief, Test Development  
LEA Test Coordinators  
Regional Accountability Coordinators

Attachments

## 2018–19 Field Tests and Special Studies Calendar—North Carolina Testing Program

The following field tests/special studies will be administered in North Carolina during the 2018–19 school year.

Subject(s)	Participation	Item Type(s)	Mode	Testing Window
NCEXTEND1 Grades 5 and 8 Science Field Test	A select sample at grades 5 and 8 whose Individualized Education Programs (IEPs) designate participation in the NCEXTEND1 Alternate Assessment <sup>1</sup>	Multiple-choice	Online	April 8–May 3, 2019
NCEXTEND1 Grades 3–8 ELA/Reading Field Test	All students at grades 3, 4, 6 and 7, and a select sample at grades 5 and 8 whose Individualized Education Programs (IEPs) designate participation in the NCEXTEND1 Alternate Assessment <sup>1</sup>	Multiple-choice	Online	April 8–May 3, 2019
NCEXTEND1 English II Field Test	A select sample at grade 10 whose Individualized Education Programs (IEPs) designate participation in the NCEXTEND1 Alternate Assessment <sup>2</sup>	Multiple-choice	Online	April 8–May 3, 2019
NCEXTEND1 Biology Field Test	A select sample at grade 10 whose Individualized Education Programs (IEPs) designate participation in the NCEXTEND1 Alternate Assessment <sup>2</sup>	Multiple-choice	Online	April 8–May 3, 2019

<sup>1</sup> All students at grades 5 and 8 whose IEP designates participation in the NCEXTEND1 Alternate Assessment will participate in either the ELA/Reading Field Test or the Science Field Test. Students at grades 5 and 8 participate in only one field test.

<sup>2</sup> All students at grade 10 whose IEP designates participation in the NCEXTEND1 Alternate Assessment will participate in either the English II Field Test or the Biology Field Test. Students at grade 10 participate in only one field test.

### 2018–19 Field Tests and Special Studies Calendar—North Carolina Testing Program

The following field tests/special studies will be administered in North Carolina during the 2018–19 school year.

Subject(s)	Participation	Item Type(s)	Mode	Testing Window
NAEP Math, Reading, and Vocabulary	Select students enrolled in grades 4 and 8 at sampled schools	Multiple-choice Technology-enhanced Performance tasks	Online	January 28–March 8, 2019
NAEP National Indian Education Study (NIES)	Select students enrolled in grades 4 and 8 at sampled schools	Student Questionnaire	Online	January 28–March 8, 2019
NAEP Computer Accessibility and Familiarity Study (CAFS)	Select students enrolled in grades 4, 8, and 12 at sampled schools	Student Questionnaire	Online and Paper-and Pencil	January 28–March 8, 2019

**North Carolina Testing Program  
Request to Appeal Field Test/Special Study Participation  
Accountability Year: 2018–19**

**LEA Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**LEA/School Code:**

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\_\_\_\_ Check here if this appeal is being submitted because of more than two field tests/special studies at one grade level in a school.

\_\_\_\_ Check here if this appeal is being submitted due to a technology hardship.

**Please list the name of the field test/special study that is being appealed.**

\_\_\_\_\_

Note: If a sampled school closes or a sampled grade level moves to another school, the school with the intended population participates in the field test or special study.

To appeal a school's selection to participate in field testing or special studies for the 2018–19 academic year, (a) please complete and submit this form with the appropriate signatures using a receipted mail method, and (b) send a written letter of request from the local education agency (LEA) Superintendent/Charter School Director to:

Dr. Tammy Howard, Director  
Division of Accountability Services  
Department of Public Instruction  
6307 Mail Service Center  
Raleigh, NC 27699-6307

This form and letter of request for removal from the field test/special study sample must be received (using receipted mail method) by 5:00 PM, August 16, 2018. Appeals that cannot be handled administratively will be submitted to the Compliance Commission for Accountability on August 23, 2018. The Compliance Commission will review each appeal and make recommendations to the State Board of Education (SBE) at its September meeting.

The response to the appeal will be based solely on the written justification.

School or district personnel will **not** have the opportunity to address the Compliance Commission or the SBE. LEAs/charter schools will receive notification of the acceptance or denial of the appeal by September 13, 2018.

**Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LEA/Charter School  
Test Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LEA Superintendent/  
Charter School Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**North Carolina Testing Program  
Notification of School Closings or Changes in Grade Configuration**

Complete the following information for a school that has closed or has changed in grade configuration.

**Accountability Year: 2018–19**

**LEA Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**LEA/School Code:**

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**List the name of the field test or special study for which this school was selected to participate:**

\_\_\_\_\_

If a sampled school closed or changed in grade configuration, list the name(s) of the receiving school(s). The school(s) that received the student population must participate in the field test or special study.

**List the name of the receiving school(s):**

\_\_\_\_\_

All requested information must be completed. Please fax this form with the appropriate signatures to Dr. Tammy Howard, Director of Accountability Services, by 5:00 PM, August 16, 2018.

\_\_\_\_\_  
LEA Superintendent/Charter School Director

\_\_\_\_\_  
Date

**Please fax this form to:  
Dr. Tammy Howard, Director  
Division of Accountability Services  
Fax Number: 919-807-3772**

Dear Parent or Guardian:

(Insert school name) will be participating in the following field test/special study administration: (insert name of field test/special study). This means your child will assist educators in collecting data needed to develop high quality, technically sound assessments. There is no need for your child to study in preparation for the field test/special study. Your child's grades or progress in school will not be affected in any way by participating. Results about individual students or schools will not be reported.

The field test/special study will take a minimal amount of time, and is scheduled to take place on (insert test date[s]). The test will take approximately (insert time) minutes to complete.

For more information about the North Carolina Testing Program, please visit <http://www.ncpublicschools.org/accountability/testing>. If you have any questions or concerns, please contact (insert name of contact and email/phone).

Sincerely,

(Insert name and title of local official.)