

**NEBRASKA ALTERNATE ASSESSMENT  
STATEMENT OF WORK  
RFP NDE.GA.ASMT.2016  
JULY 1, 2017-JUNE 30, 2018**

The Nebraska Department of Education (NDE) is contracting with Data Recognition Corporation (DRC) to develop and administer the Nebraska Alternate Assessment.

The Nebraska Alternate Assessment is a standards-based, criterion-referenced assessment for students with the most significant cognitive disabilities. The alternate assessment is aligned to the Nebraska Extended Standards and consists of multiple-choice items measuring English language arts and mathematics skills for students in grades 3-8 and 11 and science for students in grades 5, 8, and 11. Approximately 2000 students are tested yearly. Tests will be administered online beginning in 2017-2018.

DRC's responsibilities for the Nebraska Alternate Assessment include project management and planning, assessment development, assessment delivery, test administration, scoring, analysis, reporting, and standard setting/alignment services.

Also included in this contract is support for NDE's submission of USDE peer review documentation for the Nebraska State Accountability Tests (NeSA) and the NeSA Alternate Assessments in ELA that took place in spring 2016.

This document contains a summary of details associated with DRC's scope for this contract in each of the following areas:

**Project Management and Planning**

- Project planning and general oversight of all project activities
- Project schedule development and maintenance
- Scope, risk, and change management
- Communication plan development
- Recurring internal and NDE project meetings
- Vendor management
- Customer service support, including providing and supporting a dedicated toll-free customer service support line and email address
- Travel for DRC team members to Nebraska for planning meetings, state advisory meetings, and technical committee meetings
- Development and delivery of training webinars (e.g., test administration for coordinators and proctors, reporting)

### Development of Science Extended Indicators

- Support to NDE in the development of the extended indicators (standards) for the Nebraska Alternate Assessment – Science, including:
  - Development of draft extended indicators
  - Collaboration with NDE to review, edit, refine, and finalize the indicators
  - Update of the standards in IDEAS, DRC's item banking system
  - Development of a cross-walk between the old science alternate standards and the new standards
  - Update of the Table of Specifications (test blueprint)
  - Alignment of current science alternate items in IDEAS to the new standards

### Assessment Development

- Maintenance of the Nebraska Alternate Assessment item bank, including receiving items from NDE and importing them into the DRC item banking system
- Item editing
- Support for art/graphic development
- Construction of two test forms per grade, with embedded field test items
- Development and construction of test administration manuals
- Development of practice tests
- Use of new, NDE-approved branding on Nebraska Alternate Assessment materials and systems
- Travel costs to Nebraska for DRC support at annual item writing and form building meetings
- Travel costs for a style guide meeting (2017-2018 only)
- Development of print-on-demand PDF versions of the tests available for secure download in eDIRECT
  - Both forms for the alternate assessment for each grade will be produced
  - eDIRECT will limit accessibility of the forms to personnel authorized by the district
  - Test administrator manuals will also be provided in PDF format for download from eDIRECT (accessibility will be limited as discussed above)

### Delivery of Assessments

- Receipt and delivery of data that meets the Ed-Fi Data Standard according to NDE's requirements, including
  - Student information NDE supplied to DRC for precoding
  - Information collected in the DRC INSIGHT Portal
  - Information DRC reports back to NDE
- Develop, test, and maintain an online system to house district contact/address information
- Development and maintenance of DRC's secure online portal (eDIRECT) through which authorized users can access all assessment-related systems and materials
- Production of a stand-alone Test Coordinator's Manual (PDF posted on eDIRECT)

### Test Administration

- Release of print-on-demand PDFs of student and administrator secure test materials
- Development and release of one Online Tools Training (OTT) per subject
- Development, testing, release and maintenance of online testing through the DRC INSIGHT platform
  - Includes the ability for the tests to be administered with touch devices so students can interact with the test, if possible

### Scanning/Imaging

There are no scanning/imaging costs since the Nebraska Alternate Assessment will be administered online.

### Scoring

- Development, testing, execution, and maintenance of scoring programs and processes to accurately score online student responses

### Analysis

- Development, testing, execution, and maintenance of psychometric-related activities, including:
  - Calibration
  - Scaling
  - Equating
  - Item analysis

### Reporting

- Implementation of a data correction window/system (for NDE use only)
- Development and production of reports for the Nebraska Alternate Assessment, including development of systems required to provide reports in an expedited fashion to districts and NDE.
- Delivery of both electronic reports through DRC's report delivery system (eDIRECT), as well as paper student reports shipped to districts:
  - Individual Student Reports – 2 paper copies per student plus electronic (slip sheeted by school, shipped to district) – contract includes packaging and shipping costs
  - District Report Package – electronic
  - State Report Package – electronic
  - District confidential student-level data file -- electronic
- Development of report interpretive guide and delivery on eDIRECT
- Development of the technical report for the Nebraska Alternate Assessment

### **Development of Mathematics Achievement Level Descriptors**

- Support to NDE in the development of the Mathematics Achievement Level Descriptors (ALDs) for the Nebraska Alternate Assessment – Mathematics, including:
  - Development of guiding documentation to help educators draft the descriptors
  - Preparation for and facilitation of a meeting with Nebraska educators in Lincoln who are tasked to write the descriptors (includes travel for DRC facilitators, but not Nebraska educators)
  - Final editing, review and collaboration with NDE for approval for use during the Spring 2018 standards setting process for Mathematics

### **Standard Setting and Alignment**

- Support for NDE’s alignment study, to be conducted by an NDE contractor, including assistance with gathering test materials for the meeting
- Planning and implementation of standard setting for the Nebraska Alternate Assessment – Math, including:
  - Materials preparation
  - DRC travel costs
  - Travel costs, reimbursements, and stipends for participating Nebraska educators
  - Written report upon conclusion of the standard setting meeting

### **NeSA ELA Peer Review**

- Support for NDE’s ELA peer review submission for both the NeSA and the NeSA Alternate, including:
  - Delivery of existing DRC-produced/authored documentation for the ELA programs (e.g., test design documentation, final ELA alignment study report, training PowerPoints, sample reports)
  - Creation and/or editing of documentation to support the processes DRC uses for Nebraska (e.g., test development processes, security processes, methodology for producing accommodated assessment materials)
  - Delivery of up to five (5) hardcopies of each material, along with electronic copy

### **Branding Process**

- Cooperate with NDE in the branding process for statewide assessment.