TEST ADMINISTRATION MANUAL

FOR THE

SOUTH CAROLINA ARTS ASSESSMENT PROGRAM

2006

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Office of Program Evaluation, College of Education
University of South Carolina
Columbia, SC 29208
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SCAAP 2006: OVERVIEW

The objective of the South Carolina Arts Assessment Program (SCAAP) is to allow educators and school districts to assess students’ arts achievement based on the South Carolina Visual and Performing Arts Curriculum Standards 2003. Each test includes multiple-choice items and performance tasks. Those items and tasks were developed by arts educators across the state and were field-tested in fourth-grade classrooms in 2002 and 2003. The music and visual arts assessments were administered to schools and districts that received Distinguished Arts Program (DAP) grants in 2004 and 2005.

Participants: All 4th grade students in schools that receive a Distinguished Arts Program (DAP) grant should participate in the music and visual arts multiple-choice assessments. In addition, 50 students from each school should complete the music and visual arts performance tasks.

All districts that receive a Distinguished Arts Program (DAP) grant will select three schools to participate in the assessments. All 4th grade students from those three schools should participate in the music and visual arts multiple-choice assessments. Additionally, 150 selected students should complete the music and visual arts performance tasks. The school or district personnel are responsible for selecting the students.

Time Frame: The South Carolina Music and Visual Arts Assessments should be administered between March 1, 2006 and April 1, 2006.

Return of Materials: All testing materials should be returned to the following address no later than April 21, 2006. (A packaging checklist will be provided.)

Office of Program Evaluation, College of Education,
University of South Carolina,
023 Wardlaw Building
Columbia, SC 29208

Contact: If you have any questions, please contact Dr. Ching Ching Yap, Ms. Pu Peng, or Ms. Tara Pearsall at (803) 777-3459 or email to scaap@gwm.sc.edu.
The South Carolina Music and Visual Arts Assessments should be administered between March 1 and April 1. Each school must design a testing schedule that meets its needs with regard to its class schedule, the number of students who can be tested at one time, and so forth.

**Visual Arts Assessment:** The visual arts assessment contains two sections: a multiple-choice section and a performance task section. The multiple-choice section includes 45 items requiring approximately 1 hour to complete. The performance tasks section requires approximately 30 minutes to complete each task (60 minutes total). Additional time needed for getting students logged into the website is not reflected in the task time. Please plan accordingly.

<table>
<thead>
<tr>
<th>Visual Arts</th>
<th>Number of Items</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-choice</td>
<td>45</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Performance tasks</td>
<td>2</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

**Music Assessment:** The music assessment contains two sections: a multiple-choice section and a performance task section. The multiple-choice section includes 45 items requiring approximately 1 hour to complete. The performance tasks section includes 2 performance tasks. Each student will need about 10 minutes to complete both performance tasks. Music performance tasks are administered to one student at a time.

<table>
<thead>
<tr>
<th>Music</th>
<th>Number of Items</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-Choice</td>
<td>45</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Performance tasks</td>
<td>2</td>
<td>10 minutes per student</td>
</tr>
</tbody>
</table>

**Performance Tasks Selection:** For schools that received a school-level DAP grant, 50 students will be selected by the test administrator to complete both the music and visual arts performance tasks. For school districts which received a district-level DAP grant, a total of 150 students will be selected by the test administrators from the 3 schools that participate in the multiple-choice assessments to complete both the music and visual arts performance tasks.
ADMINISTRATION PROTOCOL

Test Security

All parts of the SC Arts Assessment Program tests are secure test items and should be treated in the same manner as other secure tests.

- Test administrators are responsible for monitoring students during the test to insure that students are working independently.
- You may not print or otherwise copy test items from the website.
- You may not copy or retain original copies of the visual arts performance tasks.

Any breach of proper testing protocol may impair the status of your DAP grant.

Accommodating Special Needs Students

The online version of the test presents test items to students one at a time; therefore, students who are normally tested by having items presented one at a time will not require any further accommodation. If a student has an IEP requiring that tests be read to him or her, then the school is responsible for complying with that accommodation at the principal’s and teacher’s discretion. At this stage of SCAAP testing, no assistance in special accommodations is available.
NECESSARY EQUIPMENT

Computer System Requirements

Your computers should be running Internet Explorer 6.0 or higher. If you have Internet Explorer but don’t know which version you are running, you can find out by following these steps:

1. Open Internet Explorer;
2. Click on “Help” – it is on the same line as “File” and “Edit;”
3. Select “About Internet Explorer;”
4. A small window should pop up with the information you need.

If you do not have Internet Explorer or you need a more current version, you can download it for free by going to http://www.microsoft.com/windows/ie/default.asp and following these steps:

1. Click the “Download now” link.
2. On the right side of the page that comes up, find the word DOWNLOAD; beneath it, select “English” and click “Go.”
3. On the next page that comes up, click on the link below the word DOWNLOAD. You will see a dialogue box to save a small file that will enable you to download the browser.
4. If you need assistance, your school media specialist will be able to assist you.

Headphones & Headset

For the multiple-choice part of the music assessment, you must have a set of headphones for each student who is testing. For the performance part of the music assessment, you will need a headset (a headphone with microphone). The SCAAP office will provide one headset for each school. For additional headphones, contact the SCAAP office for assistance at scaap@gwm.sc.edu as early as possible. Late request for headsets may not be processed.

CD Player

For the music performance task, a CD player will be needed to play the prompts. Since you will be using the computer to record sound, the CD player should be a separate unit and not the one on the computer.

Scanner

A flatbed scanner will be needed for digitizing and uploading the visual art performance tasks. One scanner is available for each new grant recipient (one per school grant and one per district grant). To obtain a scanner, contact Mr. Scot Hockman (shockman@sde.state.sc.us) at the State Department of Education or the SCAAP office ( scaap@gwm.sc.edu).
SCAAP WEBSITE FUNCTIONS FOR THE TEST ADMINISTRATORS

Registering Test Administrators

You must be registered as a test administrator to access the SCAAP website functions. Follow these steps to create a test administrator account.

1. Go to: http://scaap.ed.sc.edu
2. Under “User Options,” select “User Registration.”
3. On the page that comes up next, complete the registration form. The registration code is ______.

The official registration for the test administrators will be completed at the “Test Administrators Training Sessions.” The test administrator’s registration code provided during the training sessions will be changed as soon as the session is completed. Contact the SCAAP office if you need to register additional test administrators.

Registering Students

Mass Registration

SCAAP administrators will assist in registering all students in each school taking the music and visual arts tests. To enable the mass registration, each school taking the music and visual arts tests is responsible for sending the SCAAP administrators a current list of all 4th grade students generated from the SASI system. In order to generate the list, you will need the help of your school’s data management/technology specialist.

Following are the instructions below to create the SASI list.

1. Open the SASI system and run query by double clicking on the QUERY button.
2. A query box, like the one on the right, will pop up.
3. Include the following six items in your query: School Number, Permanent Number, Last Name, First Name, Gender, and Ethnic Code. Double click on those to include them in your query.
4. You can check that all necessary items are included in the query by checking the white box at the top of the query box.
5. To create a list with only 4th grade students, click on “IF” under conditions on the right, then “GRADE” on the left, then “=” on the right. As you select each command statement will appear in the white box at the top of the query box.
6. After the command “Grade =” type “04” to include the student list with only fourth grade students.
7. To finalize the list click “DO” on the bottom of the query box.
8. To export the list, go to the “Data” drop down box on the toolbar at the top of the page. Click on “Export List”.

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9. After clicking on “Export List” a dialogue box will pop up asking you to which place on your computer you want to export the list. Choose the “Desktop” Icon as shown in the picture.

10. Be sure to name your file according to the following naming convention: “SCAAP06_YourSchool’sName” (e.g. “SCAAP06_OurTownSchool”).

11. Finally, click “Save” to finalize the export.

12. Once the file has been exported to your desktop, please send it as an attachment by email to the following address: scaap@gwm.sc.edu no later than January 6, 2006.

After the test administrator training sessions, each test administrators should verify that each student scheduled to take the music and visual art tests are on their school’s list of students of the SCAAP website. If discrepancies exist, you may contact the SCAAP office to make appropriate changes or follow the instructions below to manually register individual student prior to your school’s testing day.

**Individual Registration**

Following are the instructions for registering individual students.

1. Go to: http://scaap.ed.sc.edu

2. Under “User Options,” select “Administrator Login.”

3. On the page that comes up next, enter your SCAAP test administrator’s username and password and click the “Log-in” button. Under “Student Options,” click on “Register a Student.”

4. Complete the registration form using each student’s last name as the Username and the last four digits of his/her SASI ID number as the password. Be sure to click “Submit Form” to complete the registration process.

That student should now be able to login using his/her Username and password for participating in the assessments.
View Student Results

The link “View Student Results” will allow test administers to (a) view the list of registered students, (b) manage student completion of test forms, and (c) upload student performance tasks files.

Registered Students list

Click on “View Student Results” and the list of registered students will appear as in the following picture.

Manage Student Test forms

Click the drop down menu circled in the picture. A list of tests for your students will appear. Go to a test form (Example: 2004 Music Form 2). The page will be refreshed and the list of students will appear again.

Each student is required to complete only one test form for each arts area. The SCAAP team will randomly assign classes to a test form. The list of the assignment will be sent to you in February, 2006.

For those students who have taken that specific music multiple-choice test, an “Upload Rhythm File” link will appear under Task 1 and “Upload Singing File” will appear under Task 2, as seen in the picture.

For the students who have not taken that music multiple-choice test, no links will appear.

A test administrator can delete a student’s multiple-choice test results when necessary. To delete a student’s results, click on the “trash can” icon in the same row as a student’s name.
Upload Student Performance Files

Click on the red link “Upload Rhythm File” or “Upload Singing File” shown in the picture above. After clicking on the link, a dialog box will appear as shown in the picture. Click on the “Browse” button to navigate within your computer to find your file.

IMPORTANT: If you are uploading a singing file, select the option “Singing”; if you are uploading a rhythm file, select the option “Rhythm Improvisation.”

After you have found your file, click “Save” and the file will be uploaded to the SCAAP server. The time required to upload a file depends on the size of the file and the speed of your internet connection. When the file upload is completed, click “Close” and the page will be refreshed and the student result page will show the name of your file that you uploaded next to that student’s name.

To check if you have uploaded the correct file for that student, go back to the student results page and check that the name in the file matches the name of the student on that line. If the names do not match, you may delete the file by clicking on the trash can icon next to the sound file name.

Continue uploading performance task files by repeating the upload process as describe above for each student.

The box at the bottom of the page will show the number of tasks uploaded and the number of students that have taken the test.
Use the same procedure to upload visual arts performance tasks files by selecting the appropriate visual arts test forms (Example: 2004 Visual Arts Form 2).
Assigning Student Ratings

After registering students but prior to administering the tests, test administrators should assign each student a Music rating and a Visual Arts rating based on the provided “Teacher Rating Rubric.” The music rating should be assigned by the students’ music teacher and the visual arts rating should be assigned by the visual arts teacher. Those ratings should reflect student classroom achievement in music or visual arts and NOT a prediction of their scores on the SCAAP assessment. The ratings will have absolutely no bearing on the students’ test scores; the ratings are intended only to provide test validation information necessary for the ongoing development of the SCAAP assessments.

Under “Student Options” click on “Assign Student Music Ratings” or “Assign Student Visual Art Ratings.”

The rubric can be found by clicking on “Teacher’s Rating of Student Achievement Rubrics” found under “Documents.”

The students’ last names are listed in alphabetical order. Select a rating from the drop-down menu next to each student’s name.

Continue until every student has been rated. When finished, click “Update Ratings.”

Edit/Delete a Student

Click on the “Edit/Delete a Student” to edit student information. A list of student names with the teacher’s name, username, and password will appear. Click on the pencil icon to edit the student information or the trash can icon to delete that student from your student list.
### Edit/Delete a Student

**Ourtown School**

<table>
<thead>
<tr>
<th>Name</th>
<th>Teacher</th>
<th>Username/Password</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Pat</td>
<td>mozart</td>
<td>BROWN/0000</td>
<td>![Edit Icon] ![Delete Icon]</td>
</tr>
<tr>
<td>Green, Dana</td>
<td>mozart</td>
<td>GREEN/0000</td>
<td>![Edit Icon] ![Delete Icon]</td>
</tr>
<tr>
<td>Meyer, Christina</td>
<td>Test</td>
<td>MEYER/0794</td>
<td>![Edit Icon] ![Delete Icon]</td>
</tr>
<tr>
<td>Moore, Michael</td>
<td>mozart</td>
<td>MOORE/2514</td>
<td>![Edit Icon] ![Delete Icon]</td>
</tr>
</tbody>
</table>

[Back to the Test Administrator Page]
ADMINISTERING THE MULTIPLE-CHOICE SECTIONS

The script on the following pages will lead you and your students through the testing process for the two multiple-choice tests – Visual Arts and Music. The text that the test administrator is supposed to read is marked “READ ALOUD:” and is typed in boldface print. Notes to the test administrator that are not to be read aloud are printed in regular typeface. The word PAUSE indicates a point where the test administrator may need to pause.

Preparations

Before assembling a group of students to test, go through the following checklist to be sure that you are ready.

[ ] [1] All checklists (See page 27) in the Test Administrators Manual have been completed.
[ ] [2] All students have already been registered. (If they haven’t been registered, they can’t log in.)
[ ] [3] A list of students’ names and the last four digits of their social security numbers is ready.
   (Without this information, students cannot log in to be tested.)
[ ] [4] Make sure you have the 4-digit test codes for each assessment. (Note: Test codes will be provided to each school when testing materials are sent out in February, 2006.)
[ ] [5] All computers being used for testing have Internet access and are running Internet Explorer 6.0 or higher.
[ ] [6] Internet Explorer has been opened on all computers to be used for testing and the SCAAP web page (http://scaap.ed.sc.edu/StudentLogin.asp) is on the screen.
[ ] [7] For the music test, there is a set of headphones for each testing student. Headphones are plugged in and ready to use.
[ ] [8] There is a plan to seat students so that they cannot see each other’s work.
[ ] [9] The test administrator has looked over the test-day scripts to know what is involved.
Visual Arts Assessment – Student Directions

Test Administrator’s Script: Read these test directions to your student exactly as written.

READ ALOUD: Our school is participating in the South Carolina Arts Assessment Program that will show how much our students have learned in art and music. Today, you will take the multiple-choice section of the art test. In this part of the test you will answer 45 questions about the visual arts like drawing and sculpture. This test will be taken completely on the computer.

DO NOT READ ALOUD: Move around the room to make sure all students are still on the correct page: http://scaap.ed.sc.edu/StudentLogin.asp

READ ALOUD: To begin, type your last name into the “User Name” field. (PAUSE) Now type in the 4 numbers that I gave you into the “Password” field.

DO NOT READ ALOUD: Move around the room to make sure all students have typed in the correct password. After making sure that everyone is ready to proceed, continue reading the directions.

READ ALOUD: We will first start by taking a short practice test. The test code for the practice test is 777. Enter 777 in the test code field and click on “Login.”

DO NOT READ ALOUD: Confirm that all students have logged in to the Visual Arts Practice Test (test code: 777). They should have a screen that looks like the one at the right. Make sure each student has logged in correctly by checking that the student’s name shows up on the screen.
READ ALOUD: Now let’s take the practice test. Click on the button that says, “Take the Test.” Please read the question silently as I read it aloud.

This drawing is an example of a _______.
   A. landscape  
   B. nonobjective  
   C. portrait  
   D. still life

DO NOT READ ALOUD: Be sure to circulate around the room and make sure everyone is in the right place.

READ ALOUD: The correct answer is “still life,” so we are going to click on letter D and then click on “Submit Question 1.” (PAUSE) Now let’s look at question 2. Please read the question silently as I read it aloud.

The kite in this picture is from ____________.
   A. Algeria  
   B. China  
   C. Germany  
   D. United States

DO NOT READ ALOUD: Continue to monitor to make sure students are keeping up.

READ ALOUD: The correct answer is “China,” so we are going to click on letter B and then click on “Submit Question 2.” (PAUSE) Now let’s look at question 3. Please read the question silently as I read it aloud.

Which of the following is a design element?
   A. balance  
   B. color  
   C. perspective  
   D. space

DO NOT READ ALOUD: Continue to monitor to make sure students are keeping up.
READ ALOUD: The correct answer is “color,” so we are going to click on letter B and then click on “Submit Question 3.” (PAUSE)

You should now have a screen that says, “Congratulations, you finished the test!” If you want to go back and check over or change any of your answers, you could click on the number of the question in the gray box. If you had skipped over a question while taking the test, the number of that question will be in red. You may go back and answer that question.

When you are satisfied with your answers, click on the button that says, “Turn in My Test.”

DO NOT READ ALOUD: Circulate around the room to make sure everyone has completed the practice test. Get everyone settled down to start the real test.

READ ALOUD: Now that we’ve taken the practice test, we’re ready to take the real one. The real test works just like the practice test, except that there are 45 questions. You must do your own work. You cannot talk to me or to other students about the questions on the real test.

Please try to answer all questions. You may not know the answer to every question. If you are not sure of an answer, choose the one that you think is the best. Do not spend too much time on one question. Also, do not help anyone or show anyone your answers.

We are going to log in to take this test the same way we did in the practice test.

Start by finding the green box that says “user options.” Click on this box and select “Student Login.” (PAUSE)

Type your last name into the “User Name” field. (PAUSE) Now type in the password I gave you in the “Password” field. (PAUSE)
DO NOT READ ALOUD: Move around the room to make sure all students have typed the correct password. After making sure that everyone is ready to proceed, continue reading the directions. You may want to give directions about what you want them to do when they finish the test.

**READ ALOUD:** The test code for the visual arts test is ____. Enter ____ in the test code field and click on “Enter.” You may begin the test.

DO NOT READ ALOUD: Move around the room to make sure all students has started the test. Continue to monitor student behavior throughout the test.
Music Assessments – Student Directions

Test Administrator’s Script: Read these test directions to your student exactly as written

**READ ALOUD:** Our school is participating in the *South Carolina Arts Assessment Program* that will show how much our students have learned in art and music. Today, you will take the multiple-choice section of the music test. In this part of the test you will answer 45 questions about music. This test will be taken completely on the computer.

**DO NOT READ ALOUD:** Move around the room to make sure all students are still on the correct page: http://scaap.ed.sc.edu/StudentLogin.asp

**READ ALOUD:** To begin, type your last name into the “User Name” field. (PAUSE) Now, type in the four numbers I gave you in the “Password” field.

**DO NOT READ ALOUD:** Move around the room to make sure all students have typed in the correct password. After making sure that everyone is ready to proceed, continue reading the directions.

**READ ALOUD:** We will first start by taking a short practice test. The test code for the practice test is 888. Enter 888 in the test code field and click on “Login.”

**DO NOT READ ALOUD:** Confirm that all students have logged in to the Music Practice Test (test code: 888). They should have a screen that looks like the one at the right. Make sure each student has logged in correctly by checking that the student’s name shows up on the screen.
**READ ALOUD:** Now let’s take the practice test together. You will need to put on your headphones to do some of these questions. Put on your headphones now. (PAUSE) Click on the button that says, “Take the Test.” (PAUSE) You read the question silently as I read it aloud.

When singing a melody together with a friend, what dynamic level should you sing?

- A. Louder than your friend
- B. Medium loud – mf
- C. Softer than your friend
- D. The same as your friend

DO NOT READ ALOUD: Be sure to circulate around the room and make sure everyone is in the right place.

**READ ALOUD:** The correct answer is “The same as your friend,” so we are going to click on letter D and then click on “Submit Question 1.” (PAUSE)

Now let’s look at question 2. You read the question silently as I read it aloud.

Look at the melodies above. Which of the 4 melodies you hear matches the one you see?

To hear the music, click the play button in each control box.

DO NOT READ ALOUD: The Play button is the top left button in the control box. Circulate around the room and make sure everyone knows what to do and is able to hear the selections. After making sure that everyone is ready, make sure you have students’ attention and proceed.

**READ ALOUD:** The correct melody is the one you heard in choice A, so we are going to click on letter A and then click on “Submit Question 2.” (PAUSE)
Now let’s look at question 3. Please read the question silently as I read it aloud.

Look at the rhythm patterns below. Which of the 4 rhythm patterns matches the one you hear?

DO NOT READ ALOUD:
Circulate around the room and make sure everyone knows what to do and is able to hear the rhythm pattern. After making sure that everyone is ready, make sure you have students’ attention and proceed.

READ ALOUD: The correct rhythm pattern is the one you heard in choice C, so we are going to click on letter C and then click on “Submit Question 3.” (PAUSE)

You should now have a screen that says, “Congratulations, you finished the test!” If you want to go back and check over or change any of our answers, you could click on the number of the question in the gray box. If you had skipped over a question while taking the test, the number of that question will be in red. You may go back and answer that question.

When you are satisfied with your answers, click on the button that says, “Turn in My Test.”

DO NOT READ ALOUD: Circulate around the room to make sure everyone has completed the practice test. Get everyone settled down to start the real test.
**READ ALOUD:** Now that we’ve taken the practice test, we’re ready to take the real one. The real test works just like the practice one, except that there are 45 questions. You must do your own work. You cannot talk to me or to other students about the questions on the real test.

Please try to answer all questions. You may not know the answer to every question. If you are not sure of an answer, choose the one that you think is best. Do not spend too much time on one question. Also, do not help anyone or show anyone your answers.

We are going to log in to take this test the same way we logged in to take the practice test.

Start by finding the green box that says “user options.” Click on this box and select “Student Login.”

Type your last name into the “User Name” field. Now type your 4-digit password in the “Password” field.

DO NOT READ ALOUD: Move around the room to make sure all students have typed in the correct password. After making sure that everyone is ready to proceed, continue reading the directions. You may want to give directions about what you want them to do when they finish the test.

**READ ALOUD:** The test code for the music test is _____ Enter _____ in the test code field and click on “Enter.” You may begin the test.

DO NOT READ ALOUD: Move around the room to make sure students has started the test. Continue to monitor student behavior throughout the test.
ISSUES RELATED TO THE PERFORMANCE TASKS

Test materials for the music and visual arts performance tasks are secure and will not be distributed until the end of February, 2006.

Preparation for Administering the Visual Arts Performance Tasks

Before assembling a group of students to do the Visual Arts Performance Tasks, go through the following checklist to be sure that you are ready.

_____ [1] If your school has more than 50 fourth-grade students, decide which students are going to do the Visual Arts Performance Tasks. If you have fewer than 50 fourth-grade students, then all of them have to do the performance tasks.

_____ [2] Schedule a time for students to do the performance tasks. You will not need a room with computers for the visual arts performance tasks. You will need one hour of time for students to complete the tasks.

_____ [3] Fill in the students’ usernames and passwords in all three places in each test booklet before testing in order to assure accuracy and legibility. (Many teachers print labels with each students username and password and affix those to each performance task sheet.)

Student Materials

1. Visual Arts Performance Tasks Booklet
2. Number 2 lead pencil (DO NOT USE COLORED PENCIL)

Preparation for Administering the Music Performance Tasks

To administer the music performance task portion of SCAAP, you will need the following items:

1. List of students’ last names and four-digit student passwords (student identification numbers).
2. Music Prompt CD (labeled Music Performance Tasks)
3. CD player (Do not use the CD player on your computer.)
4. Computer (with Sound Recorder control panel and Internet access in a quiet room)
5. Recording headset (plugged into the computer)

IMPORTANT: Be sure to test the Sound Recorder control panel and all equipment before attempting to record student performances. Practice the test administration procedure to ensure efficient testing sessions for each student.
General Instructions for Scanning Visual Arts Performance Tasks

Setup Scanner and Folder

Create a Folder on the desktop, name it “Scanned Images” or another relevant name. Open Photoshop. To define the folder you want to save your files into, go to <File - Import - WIA Support>.

A dialog box will appear.

Click <Browse> and navigate to find the folder that you have created to store your students’ performance tasks files. Click on the folder (Example: Scanned Images) to select it. It is now your destination folder. Click <OK>. Click <Start>.

After you clicked start, a dialog box will appear to ask you which device you want to use to scan your images. Find the scanner Hewlett Packard hp scanjet 8200 Series. Then click OK.
Set the Quality and Scan Images

To ensure that all pictures are of the same sizes for the raters to score the students’ visual arts performance tasks files, the test administrators have to scan the pictures according to the following specification. **Resolution (DPI) = 72, Width = 612 pixels, Height = 1008 pixels.**

To scan the pictures with the specific resolution, you will have to (a) set up the scanner, (b) scan the image, (c) check or set the resolution of the images, and (d) save the files.

(a) Set up the scanner

To specify the quality of the scanned images.

Go to `<File - Import - WIA hp scanjet 8200 Series>`. Select “Adjust the quality of the scanned picture”: Set the Resolution (DPI) to “72.” Set the Picture type to “Grayscale picture.” Set Contrast to approximately 100. Click <OK>.

(b) Scan the image

Set your image to be scanned at the top of the scanner bed, in the top right corner marked with arrows and the document icon.

From the `<Scan Using hp 8200 series>` dialog box, click <Scan> You will see the scanned image appear as an untitled file.
(c) Check or set the resolution of the image

In Photoshop, go to <Image - Image Size>

In the dialog box that appears, make sure that the Pixel Dimensions Width is set to “612 pixels,” and that the Pixel Dimensions Height is set to “1008 pixels.” Then click OK.

(d) Save the files

To save your image, go to <File> and click <Save>. This will bring up the <Save As> dialog box. Your destination folder (“Scanned Images”) should be selected in the <Save In> box (if not, you can select it from the drop down menu).

Name your file in the <File Name> box using the File Naming Convention. (See page 26.) Select <JPEG> from the <Format> drop down menu. Then click <Save>.

The <JPEG Options> dialog box will appear. <Image Options> should be set to <Quality -> “5, Medium”>. Format Options should be set to “Baseline (Standard).” Size should be set to “56.6kps.”

IMPORTANT: Be sure to save image in the JPEG format. DO NOT SAVE AN IMAGE AS AN “ADOBE PHOTOSHOP IMAGE.”
General Instructions for Recording Sound

You will need to record the student’s music performance tasks as sound files on the computer. Practice this beforehand using the microphone headset to be sure that there are no problems. Before you record student performances, create a new folder to save student sound files.

Open the Sound Recorder

[1] Click on the following:
-Start - (All) Programs –Accessories –Entertainment -Sound Recorder

This should bring up the Sound Recorder control panel, as shown here.

**Before attempting to record:** you should check some of your computer’s settings.

[2] In this control box, click on “Edit” and select “Audio Properties.”
This brings up a large control panel.

[3] You need to check that your computer is set to record sound from the microphone (instead of another device such as the CD player). To do this, click on “Volume” under “Sound recording.”

[4] Make sure that the “Select” box is checked under “Microphone.”
When you have checked this, you can close both the “Recording Control” panel and the “Audio Control” panel.
Record Sounds

[1] Plug the headphones into the computer. Match the headphone plug that has a microphone symbol on it to the slot on the computer with the same symbol:

[2] Open the sound recorder.

[2] Click on “File” and select “New.”

[4] Put the headset on. Click the red button and say something into the microphone on the headset. If you hear feedback through the headset, there are tips on avoiding sound feedback at the end of the instructions for recording sound.

[5] Click on the button with the rectangle to stop recording.

Save Sound Files


[7] Navigate the dialog box to select the folder you created and save that student’s sound file using the File Naming Convention. (See page 26.)

NOTE: Remember to create a new file for each student performance. Otherwise, multiple student performances will be recorded as one file.

Avoiding Feedback During Recording

If you hear feedback during recording, try making the following adjustment.

First, repeat steps 1 and 2 on page 24 to bring up the control panel shown here.

Click on the playback volume.

This should bring up the Volume Control panel.
Click on “Mute all.” Then close the Volume Control and the Audio Properties control panels. You will want to return to the Volume control panel later to undo the “mute all,” otherwise you will not be able to hear sound on your computer.

File Naming Convention

Students’ performance tasks files must be saved according to the File Naming Convention to avoid duplication of files in the system.

The examples below are based on the student with the last name Brown and 4-digit password 1234.

<table>
<thead>
<tr>
<th>Music</th>
<th>Task 1: Singing</th>
<th>Task 2: Rhythm Improvisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rule</td>
<td>S&lt;LastName&gt;&lt;Password&gt;</td>
<td>R&lt;LastName&gt;&lt;Password&gt;</td>
</tr>
<tr>
<td>Example</td>
<td>SBrown1234</td>
<td>RBrown1234</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visual Arts</th>
<th>Task 1: Drawing</th>
<th>Task 2a: Drawing</th>
<th>Task 2b: Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rule</td>
<td>T1&lt;LastName&gt;&lt;Password&gt;</td>
<td>T2D&lt;LastName&gt;&lt;Password&gt;</td>
<td>T2W&lt;LastName&gt;&lt;Password&gt;</td>
</tr>
<tr>
<td>Example</td>
<td>T1Brown1234</td>
<td>T2DBrown1234</td>
<td>T2WBrown1234</td>
</tr>
</tbody>
</table>
TIMELINE & CHECKLISTS

Complete this Checklist by February 17

[1] Identify the computers that will be used for testing

Determine how many can be used at once. When planning on the number of students that can test at one time, keep in mind that students may not be seated next to each other during the test. Students must be seated far enough from each other that they cannot see each other’s computer screens.

[2] Check for Internet Explorer

Make sure that all computers to be used for testing have Internet Explorer 6.0 or higher. If not, it can be downloaded for free from the Internet. Instructions are included in this manual.

[3] Take the Practice Test

Login to the SCAAP website and take the practice test on computers that will be used for testing to make sure that everything is working correctly – the sound files, in particular. Instructions to take the Practice Tests are provided in this manual.

[4] Check Headphones

Listening headphones are required for the music test, so be sure to check that headphones are operational and that there are enough for as many students as you will be testing at one time.

[5] Count Headphones

SCAAP will provide each school with one headset (headphone with a microphone) which students will need for completing the music performance task. If you need headphones, you may contact the OPE by e-mail (scaap@gwm.sc.edu) for assistance.

[6] Check Registered Students

Login to the SCAAP website and check that the list of students registered to take the SCAAP test is accurate. If there are inaccuracies with the registered students, please contact the SCAAP office.

[7] List student names & 4-digit Passwords

Save a list of students with their names and passwords to use during the testing. Students will need their 4-digit passwords in order to login and take the tests.

[8] Assign ratings to music or visual arts students

Use the provided Teacher Rating Rubrics to rate each student.

[9] Check on Playing CDs

During the music performance tasks, students will receive their prompts from a CD. Instead of using the computer to play the CD with the prompts, a regular CD player should be set up alongside the computer.
Complete this Checklist by February 24 □

[1] Receive Recording Headphones ................................................................. □
You should have received your recording headphones by this time. If you do not have these by February 24, immediately contact the Office of Program Evaluation (scaap@gwm.sc.edu).

You should have received the visual arts performance task test forms (booklets) -- this is the only paper-and-pencil part of the test. If you do not have these by February 24, immediately contact the Office of Program Evaluation (scaap@gwm.sc.edu).

Your schedule should conform to the criteria on the following checklist:

(3a) Tests are given during the correct time frame ........................................................ □
All testing must take place between Wednesday, March 6 and Friday, April 7. This is five school weeks.

(3b) All 4th-graders are scheduled for Music & Visual Arts Tests .................................... □
All fourth-grade students take two multiple-choice tests – music and visual arts – and they should be allotted about 1 hour for each test. You may test only as many students at one time as you can seat far enough apart so that they cannot see each other’s computer screens. Also, for the music multiple-choice test, you can only test as many students as you have headphones. One homeroom of students may have to have more than one session to test all students.

(3c) Inform Homeroom Teachers ............................................................................. □
If there are not enough computers for all students in a homeroom teacher’s class to test at one time, the homeroom teacher should be informed in advance that he or she will have to keep students who are not being tested. Other arrangements may be possible in this situation.

(3d) Schedule Music Performance Tasks .................................................................. □
Some (or all) fourth grade students in your school will be doing two music performance tasks. By this time, you will have selected the students who are going to do the performance tasks. Performance tasks must be administered one at a time because they involve recording brief performances by each student. You will need to spend about 10 minutes administering the music performance tasks to each student. In order not to tie up a whole computer lab for individual student performances, you may want to identify a single computer in a separate location, for example the music room, where this part of the test can be administered. This location should be quiet and suitable for making recordings of students’ performances.

(3e) Schedule Visual Arts Performance Tasks ......................................................... □
Some (or all) fourth grade students in your school will be doing the visual arts performance tasks. By this time, you will have selected the students who are going to take the performance tasks. The visual arts performance tasks do not require the student to be at a computer and may be administered to as many students at one time as you can accommodate. About 60 minutes should be allotted for this part of the test. Students will be asked to draw in pencil for these tasks.
Complete this Checklist by March 3

[1] Check Sound-Recording Procedure .................................................................
Find the directions in the test administrator’s manual for recording sound in this manual and do a trial run with the recording headphones to make sure this process is working smoothly.

Complete this Checklist by April 14

[1] All 4th-graders take the Music Test Online ...................................................
Review the section in the Test Administrator’s Manual for directions on administering the Music test.

[2] All 4th-graders take the Visual Arts Test Online ...........................................
Review in the section in the Test Administrator’s Manual for directions on administering the Visual Arts test.

[3] Assigned Students for completing the Music Performance Tasks ............... Some (or all) fourth graders record the music performance tasks individually. Review the section in the Test Administrator’s Manual for preparation for administering the music performance tasks. The directions to administer the music performance tasks will be sent to you in February, 2005.

[4] Upload the student sound files ........................................................................ Upload the student sound files from the music performance tasks to the SCAAP website, associating each student’s work to his or her file on the website. Review the section in the Test Administrator’s Manual for directions.

[5] Assigned Students for completing the Visual Arts Performance Tasks ......... Some (or all) fourth graders do the visual arts performance tasks. Review the section in the Test Administrator’s Manual for directions on the preparation for administering the visual arts performance tasks.

[6] Scan and Upload the Visual Arts Performance Tasks .................................... Scan and upload the student visual arts performance task files to the SCAAP website, associating each student’s work to his or her file on the website. Review the section in the Test Administrator’s Manual for directions.

Complete this Checklist by April 28

[1] Complete all teacher feedback forms ............................................................. Teacher feedback forms are available online. Instructions to complete the feedback form will be provided.

[2] Pack & Ship Materials .................................................................................... Pack all testing materials for shipment to the Office of Program Evaluation. A list of materials to pack will be mailed to you with the performance task materials.