



David P. Driscoll
 Commissioner of Education

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Commissioner's Update

May 2, 2006

Dear Superintendents, and Leaders of Charter Schools and Collaboratives:

In this Update I have one announcement and three items recently posted at www.doe.mass.edu for your review.

Update

Licensure Call Center Extends Hours of Service

The Department of Education's Educator Licensure Call Center is adding additional evening hours to its schedule to better meet the needs of the state's teachers. The Call Center will now take calls from 9 a.m. to 7 p.m. every Wednesday. The Call Center is also open from 9 a.m. to 4:45 p.m. on Mondays, Tuesdays, Thursdays and Fridays.

The Call Center is a resource for all educators to assist with their licensure questions, and representatives receive more than 900 calls each week. The expanded service is expected to greatly reduce wait times, and provide greater access to educators unable to resolve their licensure issues during traditional business hours. There are more than 80,000 licensed educators in the Commonwealth.

The Call Center's phone number is 781-338-6600. The expanded hours will commence on April 26th and will remain in effect throughout the school year.

Postings at www.doe.mass.edu:

1. Summer 2006 MCAS Retest Opportunity



a. Summer 2006 MCAS Retest Administration Test Administrator Application



b. Advisory on Test Accommodations for the Summer 2006 MCAS Retest



c. Question and Answer Flyer *Summer 2006 MCAS Retest Opportunity*



2. Invitation to Serve on MCAS Standard-Setting Panels in July and August

Deadline to Respond: Friday, May 19, 2006



a. 2006 Standard-Setting Panel Application for Educators



b. 2006 Standard-Setting Panel Application for Higher Education Personnel, Member of the Business Community, Members of Community Organizations, and the General Public

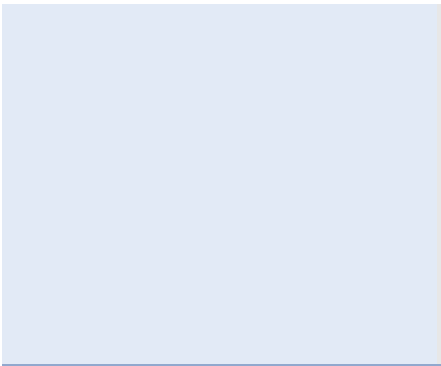


3. History & Social Science Forums at the Department of Education



Thank you again for the great work that you do each day for the children of the Commonwealth.

Sincerely,



David P. Driscoll
Commissioner of Education

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Massachusetts Department of Education

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Summer 2006 MCAS Retest Opportunity

To: High School Principals and Directors of Alternative Adult/External Diploma Programs, Evening High Schools, Charter Schools, Approved Private Special Education Schools, Institutional Schools, and Collaboratives

Copy: Superintendents

From: David P. Driscoll, Commissioner of Education

Date: May 1, 2006

I am pleased to announce the opportunity for eligible students to participate in the summer 2006 MCAS retest administration.

1. Eligibility

Students from the classes of 2003-2006 who have not yet attained a Competency Determination are eligible to participate. You can support this effort by reaching out to students from previous classes who have already left your school to provide them with information about this opportunity and the name of a contact person at your high school who can register them for the summer retest and answer their questions.

Since students who participate in the summer retest are not permitted to participate in the November 2006 retest, I encourage you to offer guidance to students about which retest opportunity is more suitable for them.

2. Summer Retest Sites

The retest will be administered at the following locations:

Boston	Fall River	Springfield	Worcester
Boston Latin Academy 205 Townsend Street Dorchester	B. M. C. Durfee High School 360 Elsbree Street Fall River	Van Sickle Middle School 1170 Carew Street Springfield	Forest Grove Middle School 495 Grove Street Worcester

3. Test Administration and Reporting Schedule

The retest will be held according to the schedule below:

- o Tuesday, Aug. 1: Mathematics (sessions 1 and 2)
- o Wednesday, Aug. 2: ELA day 1 (Composition and Language and Literature session 1)
- o Thursday, Aug. 3: ELA day 2 (Language and Literature sessions 2 and 3)

A detailed test administration schedule will be provided prior to test administration.

Student-level results will be reported in mid-September to districts that registered students.

4. Student Registration Procedures

High school principals (or designees) must pre-register students between **9:00 a.m., Monday, May 1 and 3:00 p.m., Friday, June 9**, by using the online registration form posted at www.mcasservicecenter.com.



On the online form, principals will select "MCAS" from the menu, and then select "Registration for Summer Retest" from the list of options on the next screen. The password provided in the Commissioner's January 10, 2006 memo, must be entered to complete the student registration process. Please contact the MCAS Service Center at (800) 737-5103 with any problems accessing the Web site.

June 9 is also the deadline for principals to submit materials for students using accommodations 20, 25, and 32 to the Department for approval. Please refer to the attached "Advisory on Test Accommodations for the Summer 2006 MCAS Retest" for more information. Students will be required to bring a copy of their IEP or 504 plan with them each day of testing.

Registration confirmations and logistical information will be provided to students prior to administration. I encourage principals to follow up with pre-registered students over the next few months to support their participation this summer.

Walk-ins are discouraged. The Department will handle walk-ins on a case-by-case basis and maintains the right to refuse admission to students who have not pre-registered.

5. Information for Students

Attached is a **sample flyer**   you may wish to post in your school and community to encourage students to register.

Please advise students that they will need to arrange their own transportation to and from testing sites. Driving directions will be provided with registration confirmation.



Students should also be advised that they must bring the following items to their testing site each day:

- o Picture identification (valid driver's license, school ID card, passport)
- o Calculator
- o Bilingual word-to-word dictionary (if needed, for current and former LEP students only)
- o Copy of IEP or 504 plan with test accommodations identified

Upon request during the summer administration, the Department will provide students with a letter explaining their absence on testing days to their employers.

To help us in planning, students who are pre-registered but who later choose not to participate should call the MCAS Service Center at (800) 737-5103 anytime prior to administration to cancel their registration.

6. Test Administrator Application Procedures

Experienced MCAS test administrators are encouraged to apply to serve as test administrators for the summer retest by submitting applications **by 5:00 p.m., Friday, June 9**, according to the **attached**  . Application forms must include a certification from the local hiring authority that applicants meet local and state hiring requirements. All sections of the form must be completed and the application must be accompanied by a current résumé. Applicants will be notified of their hiring status on or around June 23.

Please contact the MCAS Service Center at (800) 737-5103 with any questions.

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Summer 2006 MCAS Retest Administration Test Administrator Application

- You must submit a completed application, including the certification and signature of the local hiring authority, **no later than 5:00 p.m., Friday, June 9**. You will be notified of the status of your application on or around June 23. Please complete and send this form with a copy of your résumé to:
 Jodie Zalk, Coordinator for Test Administration
 Massachusetts Department of Education
 via fax: (781) 338-3630
 via mail: 350 Main Street, Malden, MA 02148
- Test administrators will be reimbursed at a rate of \$35 per hour worked.
- Please contact Jodie Zalk at (781) 338-3676 or via e-mail at jzalk@doe.mass.edu with any questions about the summer retest.

Work Schedule for Test Administrators

Review <i>Test Administrator's Manual</i>	Prior to July 31	2 hours
Test Administrators' Meeting (Mandatory)	Monday, July 31	9:00 a.m.-11:00 a.m.
Mathematics Sessions 1 and 2	Tuesday, August 1	7:30 a.m.-3:30 p.m.
ELA Composition and ELA Language and Literature Session 1	Wednesday, August 2	7:30 a.m.-4:15 p.m.
ELA Language and Literature Sessions 2 and 3	Thursday, August 3	7:30 a.m.-3:30 p.m.

1. Background Information

Name:

Social Security Number:

District: (*Current Employer*)

School:

Current Position:

Summer Mailing Address:

Summer E-mail Address:

Summer Telephone:

2. Site Selection

Indicate your preference by marking "1" and "2" for your first and second choices in the table below.

Boston Boston Latin Academy 205 Townsend St. Dorchester	Fall River B. M. C. Durfee High School 360 Elsbree Street Fall River	Springfield Van Sickle Middle School 1170 Carew Street Springfield	Worcester Forest Grove Middle School 495 Grove Street Worcester

3. Test Administrator Position Selection

Indicate your selection(s) in the table below.

Test Administrator for Only ELA	
Test Administrator for Only Mathematics	
Test Administrator for Both ELA and Mathematics	
Test Administrator for Students with Disabilities Using Test Accommodations	
Test Administrator for LEP Students (English/Spanish version of the Mathematics Retest)	

4. Professional Qualifications

Grade(s) of MCAS tests administered:

Name of district(s)/ school(s):

Number of school years administering MCAS tests:

(Specify number of years administering the retest and the grade 10 tests.)

If applying for position administering the MCAS retests with test accommodations:

Experience in administering MCAS tests with accommodations:

(Using the accommodation numbers listed in the MCAS Principal's Administration Manual, Spring 2006, provide a brief description of administration experience using test accommodations.)

If applying for position administering the English/Spanish version of the MCAS Mathematics Retest:

Experience in administering English/Spanish version of the MCAS tests:

(Provide brief description of fluency in Spanish and English, and experience in administering English/Spanish version of the MCAS Mathematics test.)

5. Principal's Recommendation

I support the application of _____ to serve as a test administrator for the summer 2006 MCAS retest administration.

Principal's Name:

Principal's Signature: _____

6. Hiring Authority Certification and Applicant's Acknowledgement

I certify that the hiring authority has met all local and state hiring requirements in employing _____, including obtaining the individual's criminal offender record information as required under M.G.L. c. 71, § 38R.

Hiring Authority's Name:

Position:

Hiring Authority's Signature: _____

Applicant's Initials: _____

7. Résumé

Please submit a current résumé as part of your application.



- > MCAS Home
- > School Notices
- > About The MCAS
 - Test Schedule
 - Test Items
 - Scoring Guides/Student Work
 - MCAS Results
- > MCAS Alternate Assessment
- > MEPA
- > Publications
- > MCAS Performance Appeals
 - Parent Information Hotline
 - 1-866-MCAS220



Assessment/Accountability > MCAS >

Massachusetts Comprehensive Assessment System

Tuesday, May 02, 2006



Advisory on Test Accommodations for the Summer 2006 MCAS Retest

This attachment provides information on

- accommodations that are not available for the summer retest
- modifications to specific accommodations that must be made for the summer retest
- specific accommodations that require students to bring their own equipment to their testing site

Requests for approval of individualized math reference sheets (accommodation 20) and requests for other standard or non-standard test accommodations (accommodations 25 and 32) must be submitted to the Department for approval **no later than 5:00 p.m., Friday, June 9.**

Students who require **accommodations 2, 7, 18, and 28** should be advised to participate in the November 2006 retest administration, since these accommodations will **not** be provided for the summer retest.

The following test accommodations will be modified as described below for the summer 2006 MCAS retest administration. All other test accommodations will be administered according to the *MCAS Principal's Administration Manual, Spring 2006*  .

Accommodation 2. Time of Day:

This test accommodation will **not** be provided for the summer retest administration.

Accommodation 7. Familiar Test Administrator:

This test accommodation will **not** be provided for the summer retest administration.

Accommodation 8. Noise Buffers:

Students must bring their own equipment for the summer retest administration.

Accommodation 9. Magnification or Overlays:

Students must bring their own equipment for the summer retest administration.

Accommodation 15. Amplification:

Students must bring their own equipment for the summer retest administration.

Accommodation 17. Test Administrator Signs Test:

The American Sign Language video/DVD version of the Mathematics retest will not be provided for the summer retest administration.

Accommodations 18 and 28. Electronic Text Reader:

This test accommodation will not be provided for the summer retest administration.

Accommodation 20. Graphic Organizer, Checklist, Reference Sheet, or Abacus:

Students requiring this test accommodation must bring their graphic organizer, checklist, or

pre-approved individualized mathematics reference sheet for the summer retest administration. These materials must be submitted for approval to the Department by fax (781-338-3630) or e-mail (mcas@doe.mass.edu) 5:00 p.m., Friday, June 9.

Accommodation 21. Student Reads Test Aloud (to himself or herself):

Students using a tape recorder for this test accommodation must bring their own equipment for the summer retest administration.

Accommodation 23. Word Processor:

Students using this test accommodation must be advised that the computers at the summer testing sites may differ slightly from those used at their own school.

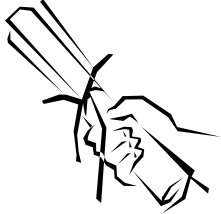
Accommodations 25 and 32. Other Accommodations:

Prior approval of other test accommodations **not** listed in Appendix B of the MCAS Principal's Administration Manual, Spring 2006 must be requested by the Department 5:00 p.m., Friday, June 9 by contacting the Student Assessment Services Unit at (781) 338-3625.

Accommodation 31. Spell- or Grammar- Checking Device or Word Prediction Software for the ELA Composition:

Students using this test accommodation must be advised that these features and software at the summer testing sites may differ slightly from the features and software on computers at their own school.

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Summer 2006 MCAS Retest Opportunity

WHO is eligible to take the retest?

- ✓ Students from the classes of 2003-2006 who haven't yet passed either the MCAS Grade 10 English Language Arts or the Mathematics test may participate in the summer retest.

WHEN will the retest be offered?

- ✓ **Tuesday, August 1:** **Math**
- ✓ **Wednesday, August 2:** **ELA day 1**
- ✓ **Thursday, August 3:** **ELA day 2**

WHERE will the retests be administered?

- ✓ At the following four locations:

Boston Boston Latin Academy 205 Townsend Street Dorchester	Fall River B. M. C. Durfee High School 360 Elsbree Street Fall River	Springfield Van Sickle Middle School 1170 Carew Street Springfield	Worcester Forest Grove Middle School 495 Grove Street Worcester
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- ✓ There is no fee to participate in the retests.
- ✓ Lunch will be provided free of charge.

HOW do I register?

- ✓ Call your high school principal or guidance counselor.
- ✓ Contact the Department of Education:
 - Phone: (781) 338-3625
 - E-mail: mcas@doe.mass.edu
- ✓ Students who participate in the summer 2006 retest cannot take the November 2006 retest.

CALL NOW! Registrations must be submitted by June 9!

WHEN will I receive my test results?

- ✓ Test results will be sent to school districts in mid-September.



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 - 1-866-MCAS220



Assessment/Accountability > MCAS >

Massachusetts Comprehensive Assessment System

Invitation to Serve on MCAS Standard-Setting Panels in July and August

To: Superintendents, Principals and Directors of Charter Schools, Approved Private Special Education Schools, Institutional Schools, Educational Collaboratives, Higher Education Personnel, Members of the Business Community, Community Organizations, and the General Public

From: David P. Driscoll, Commissioner of Education

Date: May 1, 2006

Deadline to Respond: Friday, May 19, 2006

This spring the Department of Education is administering MCAS tests in the following subjects:

- Reading in grade 3
- ELA Language and Literature in grades 5, 6, and 8
- Mathematics in grades 3, 5, and 7

In order to establish cut scores for each of the MCAS performance levels (*Warning*, *Needs Improvement*, *Proficient* and *Advanced*¹) for these tests, the Department plans to conduct standard-setting sessions this summer. Please share this important information with members of your staff.

To assist with these tasks, the Department of Education invites classroom teachers, administrators, higher education personnel, and members of the community to apply to serve on standard-setting panels. The Reading/Language and Literature and Mathematics panels will convene according to the following schedule:

Reading/Language and Literature		Mathematics	
Tues., July 11	8:30 a.m. - 4:30 p.m.	Tues., August 22	8:30 a.m. - 4:30 p.m.
Wed., July 12	8:30 a.m. - 4:30 p.m.	Wed., August 23	8:30 a.m. - 4:30 p.m.

Approximately 20 individuals will be selected for each standard-setting panel, and they will receive training in the standard-setting process. The Department of Education will provide a \$300 honorarium to participants and provide meals and reimbursement for mileage. Overnight accommodations will be provided to panelists who live more than 50 miles from the meeting site, which will be in the greater Boston area. Professional Development Points (PDPs) will be available to educators.

This activity provides an opportunity to learn more about the MCAS program and standards-based assessment. It is also an opportunity to assist in the development of the Commonwealth's expanded system of testing in mathematics and reading for grades 3-8.

To apply, complete the enclosed application and return it to the Department of Education by **Friday, May 19, 2006**. The Department will inform you of the status of your application by mid-June.

  **2006 Standard-Setting Application for Higher Education Personnel and Members of the Community**

  **2006 Standard-Setting Panel Application for Educators**

1 Above Proficient for Grade 3 Reading and Grade 3 Mathematics.

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2006 Standard-Setting Panel Application for Educators

1. Background Information (Please Print)

If currently a teacher, please indicate years of teaching experience: _____

Do you have experience teaching special education students? (*check one*)

Yes _____ No _____

If yes, please explain: _____

Do you have experience teaching limited English proficient students? (*check one*)

Yes _____ No _____

If yes, please explain: _____

2. Subject/Grade Selection

I am applying to serve on the following standard-setting panel
(please indicate 1st and 2nd choice):

Grade 3 Reading _____ Grade 3 Mathematics _____
Grade 5 Lang. and Literature _____ Grade 5 Mathematics _____
Grade 6 Lang. and Literature _____ Grade 7 Mathematics _____
Grade 8 Lang. and Literature _____

<p>Principal or Superintendent Recommendation</p> <p>I support the application of _____ to serve on the _____ (subject <i>and</i> grade) standard-setting panel.</p> <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____</p>
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3. Required Attachments

Please include the following as part of your application:

Your current résumé

A brief statement of interest

Your completed application must be received by 5:00 p.m., **Friday, May 19**, at the following address:

MCAS Standard-Setting Panel Applications
Student Assessment
Massachusetts Department of Education
350 Main Street
Malden, MA 02148
Fax: 781/338-3630



**2006 Standard-Setting Panel Application
for Higher Education Personnel, Members of the Business Community,
Members of Community Organizations, and the General Public**

1. Background Information (Please Print)

Name: (First) _____ (Last) _____	
Home Address: (Street) _____	
(City/Town) _____	(State) _____ (Zip) _____
Home Phone: _____	Business Phone: _____
Cell Phone: _____	
Occupation: _____	Employer (if applicable): _____
Business Address: (Street) _____	
(City/Town) _____	(State) _____ (Zip) _____
Race (optional): _____	

Please indicate the constituent group you will be representing (check one):

Higher Education: _____

Business: _____

Community Organization: _____

General Public: _____

2. Subject/Grade Selection

I am applying to serve on the following standard-setting panel
(please indicate 1st and 2nd choice):

- Grade 3 Reading _____
- Grade 5 Lang. and Literature _____
- Grade 6 Lang. and Literature _____
- Grade 8 Lang. and Literature _____

- Grade 3 Mathematics _____
- Grade 5 Mathematics _____
- Grade 7 Mathematics _____

3. Required Attachments

Please include the following as part of your application:

Your current résumé

A brief statement of interest

Your completed application must be received by 5:00 p.m., **Friday, May 19**, at the following address:

MCAS Standard-Setting Applications
Student Assessment
Massachusetts Department of Education
350 Main Street
Malden, MA 02148
Fax: (781) 338-3630



EVENTS CALENDAR

May 2006						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

NEWS SEARCH

Keyword:

Dates:

Past 30 days

Past 90 days

Date Range

Start:

End:



Educator Services

History & Social Science Forums at the Department of Education

To: Superintendents, Charter School Leaders, Principals, Curriculum Coordinators, History & Social Science Department Heads, and Teachers

From: David P. Driscoll, Commissioner of Education

Date: May 1, 2006

The Department of Education's Office of Humanities will conduct four forums this spring to discuss current developments in the field of History and Social Sciences. These forums will provide an opportunity for educators at all levels to discuss curriculum and assessment issues with Department staff. The first forum is for elementary school educators, the second is for middle school educators and the third is for high school level teachers. The final forum will be for educators from all grade levels who are unable to attend any of the other sessions.

Registration is required and is limited to room size capacity (40) for each session. Please contact jkeh@doe.mass.edu and provide your name, email address and the school district you represent. Directions to the Department of Education in Malden, MA may be found at: <http://www.doe.mass.edu/contact/doedirections.asp>.

Date	Room	Time	Grade Level
Thursday, May 11	3C	3:00-5:00PM	Elementary School
Monday, May 15	3A	3:00-5:00PM	Middle School
Tuesday May 16	3A	3:00-5:00PM	High School
Wednesday May 17	3C	3:00-5:00PM	All grade levels

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