Monte Vista School District's
On-Line Academy
A Tradition of Excellence in a Nontraditional Setting

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Dirk Oden
Director

February 21, 2017

Dear Parents/Guardians,

At the beginning and end of each school year we ask all students to complete assessments in Reading/Language Arts, Math, and Science. The beginning of the year score is compared to the end of the year score to provide teachers with academic growth measurements for each student. **The end of the year Galileo Assessment window will be open from March 6 to March 16.**

Galileo K-12 Online helps teachers quickly score, analyze, aggregate, and report assessment results in ways that align directly with local and state standards. These assessments provide us with useful information for program evaluation and improvement. *Galileo K-12 Online* is a computerized, standardized, web-based test allowing students to test online from home. We can get a lot of useful information from the test, but *only if it is administered properly*. We are asking you to serve as a proctor for the exam.

When the testing window opens on March 6 you can begin testing. If it is your first time proctoring the Galileo Assessment for your child please read the enclosed "Proctor Training" before administering the test. After completing the "Proctor Training" please complete and sign the "Proctor Training" form. You can return this form either via mail or email (scanned copy) to shaunami@monte.k12.co.us or fax to 719-852-2432.

Each student will take one benchmark assessment in each of the three subjects: Reading/Language Arts, Math, and Science. The tests are not timed. Students can work at his/her own pace. A typical test takes approximately 50 minutes to complete; some students will take more time, some less. Tests may be accessed any time of day during the testing window. **Please note**: **Each subject area test only needs to be completed one time. All three tests must be completed by Thursday, March 16.**

As an added incentive for students to give the test their best effort, any student demonstrating a year's growth or more on any content area assessed will earn extra credit to bump their final grade for that class to the next higher letter grade!

We greatly appreciate your help in completing this testing with your child. Let us know if you have any questions or encounter any difficulties with the testing.
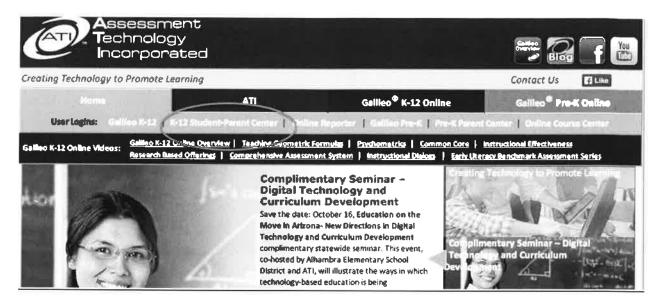
Sincerely,

Shauna Ianson
School Counselor & Assessment Coordinator
shaunami@monte.k12.co.us

Instructions for Galileo K-12 Student Testing for Parents

1. Read the "Galileo K-12 Online Proctor Training" sheet. Sign the "Proctor Training Certification" on the sheet enclosed.

2. On your computer, go to www.ati-online.com

3. Students log in through **"K-12 Student-Parent Center"** in the top orange strip under the HOME tab.

4. Student's username is their full school email. The password is "MVOLA".

5. Once your child has logged in, on the top left side of the screen, underneath the school name, he or she can choose from the classes for each subject area from the drop down menu. For example, ELA, Math, or Science.

6. Have your child choose his or her first subject to take the test for that subject area. In the area below, click on the test for the current day's date.

7. Each test will have the appropriate name after 2016-17 ATI CO CAS.... Either reading, math or science. Each test only needs to be completed one time. This means that even though the tests are available every day during the testing window, students take no more than three total tests, one in each subject area.

8. When your child has completed the test for each class, please complete and send back the test form certifying you have completed each of these steps. Please also check off the tests completed.

For questions please contact our school counselor, Shauna Ianson, via email or phone: shaunami@monte.k12.co.us or (719)852-2212 ext. 6204.

Galileo K-12 Online Proctor Training

Purpose – The purpose of this assessment is to get an accurate, reliable measure of a student's skills and knowledge at a particular point in time. To do that requires a valid, reliable assessment (*Galileo K-12 Online*) *and* a valid, proper test administration. A valid, proper test administration can occur *only* if the proctor follows these guidelines.

Proctor's Role – The responsibility of the proctor is to administer the test without influencing the student's performance. The proctor *must* set aside other roles more often taken on – parent, teacher, coach, encourager, etc. The proctor's responsibilities are to:

1) **Provide a quiet, uninterrupted testing environment** – Make sure other family members know when the testing will occur and that the expectation is for a quiet environment (no TV, music, loud conversations, etc.). Treat the setting as though you are in a room in a school – no phone calls or visitors for the student during testing, etc.

2) **Set up the test on the computer.** Follow the enclosed directions.

3) **Make sure all other programs are closed** – particularly email and instant messaging programs. Instant messages popping up would create nonstandard conditions resulting in an invalid test.

4) **Do not provide any assistance during the test.** In order to get an accurate assessment of where the student is at for the pre-test and post-test, it is important for the student to do the best he or she can on their own. *Every student will encounter material they do not know during this process.* Do not assist the student if he or she seems "stumped". You can encourage him or her to do their best.

5) **Monitor the student during the testing time.** The student may not leave the testing screen to access anything else on the computer. A calculator can be used on some math problems. One will appear automatically in the testing program when it is OK to use one. Students may (and should) use scratch paper during the testing. Do not hover – it can make students nervous.

Thank you for your willingness to serve as a proctor in this important process!

Note to Parents/Guardians as Proctors:

1) **Before the testing, confirm that you have read the enclosed training document by signing the "Proctor Training Certification" below.**
2) **After testing, confirm your student completed each of the three tests by completing the "Proctor's Test Certification" below.**
3) **When the testing is complete, please return this completed form to MVOLA by mail, or email to shaunami@monte.k12.co.us.**

Thank you!

Step 1: Proctor Training Certification
(Must be completed **BEFORE** testing)

I certify that I have read and understand the Proctor Training document. I agree to proctor the test as described to the best of my ability.

_____   _____   _____
    Printed Name   Signature   Date

Step 2: Proctor's Test Certification Form
(Must be completed **AFTER** testing)

I certify that I proctored the student following the proctor's guidelines provided to ensure a valid assessment.

_____   _____   _____
    Printed Name   Signature   Date

OLA student (name) _____ completed
the following Galileo K-12 online tests:

_____ Reading   _____ Math   _____ Science