



Mississippi Department of Education

Hank M. Bounds, State Superintendent of Education

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Office of Vocational Education and Workforce Development

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MEMORANDUM #09-046RCU

TO: Phase I District Superintendents

FROM: Mike Mulvihill, Interim Associate Superintendent of Education *Mike Mulvihill*
Mississippi Department of Education

DATE: February 17, 2009

SUBJECT: Mississippi Online Test of Information and Communication Technology

Starting spring 2009, students in grades 7 and 8 will be administered the **Mississippi Online Test of Information and Communication Technology (MOTICT)** in order to demonstrate computer skills proficiency.

The MOTICT assessment will be administered to ICT I and ICT II students from Phase I districts of the Redesigning Education for the 21st Century Workforce (*Redesign*) initiative. The purposes of this Technology Literacy Curriculum Evaluation Project is to evaluate the middle school technology literacy curriculum design and implementation in an effort to improve the program for all students.

In order to protect the security and integrity of all tests administered through the Mississippi Assessment Center (MAC), as well as to ensure reporting of accurate assessment results, the following procedures will be used.

Requirements and Timeline

- 1: The test coordinator or a designated representative of the school district must schedule a testing time with the MAC by completing an MOTICT district information survey by **February 25, 2009**. This survey will request districts to select testing dates and input generic classroom information. The district test coordinator should work with the teacher to complete this survey. The survey can be found at <http://redesign.rcu.msstate.edu/MOTICT>. The MAC will analyze the data and confirm the testing dates with the district by the March 9, 2009 test coordinator meeting. Districts may schedule testing during April 10–20, 2009.

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- a. Districts should allow for a minimum of 50 minutes for the ICT I exam. This exam will be offered to seventh-grade students who have completed the ICT I curriculum during the 2008–09 school year and eighth-grade students who have completed the ICT I curriculum during the 2007–08 school year.
 - b. Districts should allow for a minimum of 50 minutes for the ICT II exam. This exam will be offered to eighth-grade students who have completed the ICT II curriculum during the 2008–09 school year.
 - c. Students who miss the scheduled testing date will make up the exam on **April 21, 2009**.
2. The district test coordinator or a designated representative of the school district and technology coordinator must attend applicable training sessions sponsored by the MAC on **March 9, 2009**, at the MDE Auditorium in Jackson, MS. If you are unable to attend, the meeting will also be broadcasted via a web cast and posted at <http://redesign.rcu.msstate.edu/MOTICT>.
3. It will be the responsibility of the district test coordinator or a designated representative of the school district to train proctors and administrators to implement the test.
4. Districts must implement the District Security Plan that meets all components as required by the Office of Student Assessment (Appendix F: Requirements of the Mississippi Statewide Assessment System from the Mississippi Public School Accountability Standards).
5. The MOTICT will be administered via an online environment. The test coordinator or a designated representative of the school district must create all student user names and passwords in an Excel worksheet. This should be the same Excel worksheet that was used to submit Blackboard user names and passwords to the RCU for the classroom Blackboard web site. The student user name should be the student's MSIS number. Teachers should submit the user name and password list to Laura Kerr at laura.kerr@rcu.msstate.edu by **March 20, 2009**.
6. The test coordinator or a designated representative of the school district must schedule a testing time with the MAC by completing an MOTICT district information survey by **February 25, 2009**. This survey will request districts to select testing dates and input generic classroom information. The district test coordinator should work with the teacher to complete this survey. The survey can be found at <http://redesign.rcu.msstate.edu/MOTICT>. The MAC will analyze the data and confirm the testing dates with the district by the March 9, 2009 test coordinator meeting. Districts may schedule testing during April 10–20, 2009.
 - a. Districts should allow for a minimum of 50 minutes for the ICT I exam. This exam will be offered to seventh-grade students who have completed the ICT I curriculum during the 2008–09 school year and eighth-grade students who have completed the ICT I curriculum during the 2007–08 school year.

- b. Districts should allow for a minimum of 50 minutes for the ICT II exam. This exam will be offered to eighth-grade students who have completed the ICT II curriculum during the 2008–09 school year.
 - c. Students who miss the scheduled testing date will make up the exam on **April 21, 2009**.
7. Both the test administrator and a proctor must be present and actively monitoring students during the entire test administration.
8. ICT I and ICT II teachers will complete a testing irregularities survey immediately after students finish testing.
9. Students are not allowed to access the test prior to testing and are not allowed to access answers at any time.
10. Reproducing, printing, or disclosing secure test material (including pilot material) and student responses before, during or after test administration is prohibited. Reproduction or disclosure of secure test materials includes but is not limited to the following: reviewing, reading, or looking at secure test material in a manner that is inconsistent with test security regulations and/or procedures.
11. Coaching students, altering responses, or interfering with responses in any way during or after the scheduled test administration is prohibited. Coaching students is defined as providing answers by staff or other students to students in any manner during the test, including cues, clues, hints, and/or actual answers in any form—written, printed, verbal or nonverbal (including but not limited to chalkboards, charts, bulletin boards, posters, computers, and hand signals) or allowing students to alter responses after the scheduled test administration.
12. All eligible students are tested. (See also Testing Students with Disabilities Regulations April 2007 and *Guidelines for English Language Learners: Policies, Procedures, and Assessments 2005* concerning student eligibility.) (SB Policies 3600, 3800, and 7601) {MS Code 37-16-3(2)}
13. Only appropriate allowable testing accommodations are provided for students as specified in *Testing Students with Disabilities Regulations, April 2007* and *Guidelines for English Language Learners: Policies, Procedures, and Assessments 2005*. (SB Policies 3600, 3800, and 7601)
14. Makeup testing is provided for students who are absent during the regularly scheduled test administration.
15. Tests are administered according to the standard procedures defined in the test administrator’s manual and related documents according to the schedule published by the Office of Student Assessment. All security procedures found in **Appendix F: Requirements of the Mississippi State Wide Assessment System** should be followed.
16. Anyone with knowledge of or information regarding a possible testing irregularity or alleged security violation reports the alleged irregularity/violation to an appropriate authority. {MS Code 37-16—4(1)(f)}

17. Tests are to be administered in an environment that provides adequate testing for students. Such an environment should provide adequate lighting, reduced noise level, and spacing to ensure that students cannot see the answers being selected by other students.
18. The school prohibits the possession and/or use of any electronic communication device including but not limited to an iPod, MP3 players, Bluetooth devices, cell phones, and/or other personal digital assistance devices during the administration of scheduled statewide tests.

Technology Requirements

Technology Specifications

- **Microsoft Windows** operating system - Windows ME, 2000, 2003 Server, XP, or Vista Vista requires Questionmark Secure version 4.2.2.0 or above (English version). Earlier or non-English versions of Questionmark Secure cannot be installed on Microsoft Vista. The English version of Questionmark Secure will work with non-English versions of Perception. 2003 Server requires Questionmark Secure version 4.2.2.3 or above (English version).
- **Microsoft Internet Explorer 5 or later** - although this does not need to be the default browser. Provided you have Internet Explorer 5 or later installed, you can open a secure assessment with other browsers such as Mozilla Firefox or Netscape Navigator.
- At least **5Mb of free disk space**, though only around 1Mb or less is needed permanently

Computer Lab Specifications

- Comfortable seating
- Appropriate accommodations for students who have a disability
- Internet access
- Good lighting
- A quiet environment

Definitions

Test Administrator: The ICT II teacher needs to administer the ICT I exam and the ICT I teacher needs to administer the ICT II exam.

Proctor: A person appointed by the testing coordinator to keep watch over students during the examination. During the administration of the MOTICT test, both the proctor and the test administrator need to be present.

Use of Test Data, Reporting, and Dissemination

The primary purpose of the administration of this exam is to evaluate the Redesign initiative. Exam results will be reported at the state, district, classroom, and student levels and provided to the districts.

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Registration for March 9, 2009 Meeting

The Phase I Testing and Technology Coordinators are to attend this meeting at the MDE Auditorium from 10:00 a.m.–12:00 noon. The meeting will be Web casted at <http://redesign.rcu.msstate.edu> for all interested parties to view.

Please visit <https://cia.rcu.msstate.edu/myppdc/login.aspx> to register for the meeting. Key your user name and password into the registration system. If you do not have a user name or password, select **Request a Guest ID**. Complete the form and a guest ID will e-mailed to you within 24 hours of the request. When in the system, register for the **MOTICT** Test Coordinator Meeting. Please complete the registration process by March 5, 2009. If you have questions concerning registration, please contact:

Diane Dorroh, Workforce Education Assistant
E-mail: Diane.Dorroh@rcu.msstate.edu
Phone: 662-325-2510

The RCU will reimburse each individual participant for necessary meals, lodging, and mileage in personal vehicles. Reimbursement for mileage is reimbursed from the school to the meeting location and return at \$0.55 per mile. Due to a change in MSU Business Office procedures, direct billing and reimbursement of participant's travel expenses to a school district is no longer feasible. This change includes billing for lodging and use of a school vehicle.

Important Dates

February 25, 2009	Completion of District Information Survey Web site address: http://redesign.rcu.msstate.edu/MOTICT
March 9, 2009	District Test and Technology Coordinator Meeting MS Department of Education Auditorium 10:00 p.m.–12:00 noon Web cast address: http://redesign.rcu.msstate.edu/MOTICT
March 20, 2009	Teachers to submit user name and password list to Laura Kerr at Laura.Kerr@rcu.msstate.edu via an Excel worksheet
April 10–20, 2009	Available testing dates
April 21, 2009	Schedule statewide makeup date

If you have any questions regarding this memo, please contact me at mmulvihill@mde.k12.ms.us. I look forward to seeing you on March 9, 2009.

c: Dr. Hank Bounds Dr. Patti Abraham Dr. Dwight Hare
 Dr. Kris Kaase Ms. Denise Sibley Phase I ICT I and ICT II Teachers
 Ms. Cindy Simmons Dr. Robin Parker Phase I Test and Technology Coordinators