How to Make Required Screener Selections in PAST

Screener Selection

As part of the Chancellor’s priorities, all schools must make screener selections for the 2021-22 school year and must do so in the Periodic Assessment Selection Tool (PAST) by July 30, 2021. This quick-start guide provides instruction on how to make only screener selections in PAST. Detailed instructions on how to use PAST for all other periodic assessments can be found in Section IV: Ordering Assessments of the Periodic Assessment Selections Guide posted on the Periodic Assessment InfoHub. Educators may also register to attend PAST Office Hours for additional support or questions.

While schools can continue to select optional assessments from the periodic assessment portfolio, for this upcoming school year, every school must select from the following screener assessment options as listed in PAST. All selections will be made by the grade-bands defined in the chart below. Any screener assessment not listed in the chart below may be submitted through the Superintendent Exception Request process detailed in a later section of this document.

<table>
<thead>
<tr>
<th>Grade Band</th>
<th>Reading</th>
<th>Math</th>
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</table>
| K-2        | • Acadience | • Acadience  
• MAP Growth  
• i-Ready Diagnostic (available only to schools that used i-Ready in the 2020-21 school year) |
| 3-8        | • MAP Growth  
• i-Ready Diagnostic (available only to schools that used i-Ready in the 2020-21 school year) | • MAP Growth  
• i-Ready Diagnostic (available only to schools that used i-Ready in the 2020-21 school year) |
| 9-12       | • MAP Growth | • MAP Growth (includes assessments for Algebra I, Geometry, and Algebra II courses, as well as general math through grade 12) |

See the Superintendent Exception Request Process section for assessment information for students with disabilities, English Language/Multilingual Learners, and other special programs.

Multilingual Learners and English Language Learners who are scoring entering and emerging for the first time on the NYSITELL should not be administered a screener in English. The baseline administration should occur after six months of receiving language-rich core instruction. Initial results should not be used towards a referral process or as a single decision point for placement in an intervention.

Resources to Support Choosing a Screener

Schools may access introductory information on the screener options in the Screeners Information Folder on the Periodic Assessment Professional Learning Sharepoint site. Additional resources and information for these assessments will be posted in this folder throughout the summer. Administrators, teachers, and all educators can register for summer training opportunities for Acadience and MAP Growth using the Periodic Assessment Professional Learning Eventbrite link, which will be updated throughout the summer.

Full year-long professional learning schedules and resources will be posted on the Periodic Assessment InfoHub by September to support schools with administration, understanding reports, and data analysis for Acadience and MAP Growth throughout the year.
How to Make Required Screener Selections in PAST

Superintendent Exception Request Process

Schools that have been using a screener other than Acadience, MAP Growth, or i-Ready in either Reading or Math may submit an exception request during the selections window to use a different screener from one of the three listed options. Exception Requests will also be submitted through PAST (see the How to Make Screener Selections, Associated Costs, and Timeline sections of this document). Please note that not all exception requests will be approved by Superintendents. Before submitting an exception request, note the following:

Grade/Subject Combinations

Exception requests can be made for the same grade bands noted in the chart: K-2, 3-8, and 9-12; and for the same subjects: Reading and Math.

- Schools can submit an exception for individual grade-bands; it does not have to be for all grades in a school.
  - Ex. A K-12 school may choose from the listed options for grades K-8 and submit an exception request only for grades 9-12.
- Exception requests must include all grades within the grade-band for a particular subject.
  - Ex. In the K-2 grade band, it is not possible to submit an exception for grade K and choose a screener for grades 1 and 2.
- Exception requests can be made separately by subject: either one subject (Reading or Math) or both subjects for any grade-band.
  - Ex. A school may select screeners for all grade-bands in Reading and for all but one grade-band in Math—submitting an exception request for only one grade-band in Math.

What to Submit as Part of the Exception Request

- Schools should be prepared to submit the following in PAST:
  - The grade-band/subject combination for exception
  - Formal name of the assessment (including publisher/vendor if known)
  - A rationale for its use, including how it meets the criteria of a screener (500 character limit)
    - What skills the assessment measures
    - Evidence of its validity and reliability
    - What data is available and how it would be provided to DOE Central offices
- Assessments that must be submitted through the exception request process:
  - Schools that serve students with disabilities that participate in Alternate Assessment may submit an exception request to use either SANDI/FAST or WebABLLS as their screener (see the How to Make Screener Selections section of this document for additional support with noting the selection of these assessments in PAST).
  - Schools with Multilingual and English language learners (MLLs/ELLs) with Spanish bilingual programs (Dual Language or Transitional Bilingual Education programs) may submit an exception request to use STAR assessments.
  - Schools participating in the MSQI program that use Degrees of Reading Power (DRP) may submit an exception request to use this assessment for Reading for any grades the school serves from 3-12.
  - Schools that receive approvals for SANDI/FAST, WebABLLS, STAR, and DRP do not need to share data with central offices; DOE already receives data associated with these assessments.
- Please note that some assessments are not viable exception requests. These include but may not be limited to:
  - Running Records of Literacy (e.g. F&P, TCRWP, DRA)
  - School-created assessments
  - Mock state tests/mock Regents exams
  - Instructional support programs/practice programs (e.g. Achieve 3000, Core5, IXL, etc.)
Review of Exception Requests and Re-selection

All exception requests will be reviewed by Central and Superintendent teams.

- **Approvals:** Schools that receive approval for requested exceptions will receive funding to offset the purchase of those assessments on their own (see the Associated Costs section for assessment-specific information).
- **Rejections:** Schools that do not receive approval for requested exceptions will have a short window to return to PAST to make different screener selections (see the Timeline section).

Associated Costs

The cost for screener assessments and associated professional learning will be covered by central DOE offices in one of two ways: 1) directly by the central office (DOE Central); or 2) through a Screener School Allocation Memo (SAM or Screener SAM) to schools with an approved exception request.

The following assessments will be paid for directly by DOE Central as they have been historically: Acadience, MAP Growth, SANDI/FAST, WebABLLS, and DRP. The cost of the following assessments will be offset by the Screener SAM sent directly to schools: i-Ready, STAR, and approved Superintendent Exception Requests. Schools receiving the SAM are responsible for making their own purchases. Note the following assessment-specific information:

**Acadience - No cost to school**

This assessment has been added by DOE Central to the Periodic Assessment portfolio and is free for all schools. All assessment costs, including digital access to Reading assessment content, paper access to Math assessment booklets, and access to the Acadience Learning Online data capture tool for both reading and math will be paid for directly by DOE Central. In addition, all professional learning sessions and associated resources provided by Periodic Assessment will be free for schools. Support includes administration training by grade and subject during each administration window (BOY, MOY, EOY), as well as reports and data analysis sessions during each window. Schools may choose to purchase additional professional learning support through FAMIS but will not have to. Schools do not have to submit data to DOE Central; this process is already in place.

**MAP Growth - No cost to school**

This assessment has been and continues to be part of the Periodic Assessment portfolio and is free for all schools. All schools are rostered for access to all MAP Growth assessments, all educators have access to proctor assessments, and all core subject area teachers can view results for their students regardless of the subject they teach. All professional learning, professional learning resources, and access to the NYC-specific MAP Growth Connection site is free for all schools. Professional learning support includes administration training during each administration window (BOY, MOY, EOY), as well as reports and data analysis sessions for schools that will be new to MAP Growth. A catalog of more in-depth professional learning sessions is available for schools experienced in MAP Growth. Schools do not have to submit data to DOE Central; this process is already in place.

**i-Ready - School receives SAM**

Due to the term conditions associated with the purchase of licenses, schools that used the i-Ready Diagnostic assessment in SY 20-21 that select it again will receive funding through the Screener SAM to offset the purchase of renewal student licenses and will have access to the variety of training tutorials for administration and webinars for reports and data analysis that are provided for free with the purchase of those licenses. Schools are responsible for making their own purchases for the assessment; additional professional learning would also be purchased at the school-level. Schools do not have to submit data to DOE Central; this process is already in place.
How to Make Required Screener Selections in PAST

SANDI/FAST - No cost to school
This assessment has been and continues to be part of the Periodic Assessment portfolio and is free for all schools with NYSAA-eligible students. Schools have access to all assessment materials, both paper and digital, the online data capture tool, and a robust professional learning series held throughout the year. Schools should submit this assessment through the Superintendent Exception Request process and select the assessment under the Alternate Assessment tab in PAST. Schools do not have to submit data to DOE Central; this process is already in place.

WebABLLS - No cost to school
This assessment has been and continues to be part of the Periodic Assessment portfolio and is free for all schools with NYSAA-eligible students. Schools have access to all assessment materials, including manipulative kits, the online data capture tool, and professional learning webinars held throughout the year. Schools should submit this assessment through the Superintendent Exception Request process and select the assessment under the Alternate Assessment tab in PAST. Schools do not have to submit data to DOE Central; this process is already in place.

STAR - School receives SAM
Schools will receive funding through the Screener SAM to offset the purchase of licenses and professional learning through FAMIS. Schools are responsible for making their own purchases. Schools do not have to submit data to DOE Central; this process is already in place.

MSQI - No cost to school
For schools that are part of the MSQI program, the cost of the DRP assessment, along with the associated professional learning, will continue to be provided as it has historically been, through the MSQI office. There is no cost for this assessment for schools that are part of the MSQI program and/or the MSQI district partnerships. Schools do not have to submit data to DOE Central; this process is already in place.

Other assessments approved through the Superintendent Exception Request Process - School receives SAM
Schools with approved exception requests will receive funding through the Screener SAM to offset the purchase of licenses and professional learning through FAMIS. Schools are responsible for making their own purchases. Schools will have to coordinate the return of data to DOE Central after each administration.

Timeline
All schools will submit screener selections and/or Superintendent Exception Requests in PAST by July 30, 2021. Schools that select Acadience, MAP Growth, or i-Ready (for existing users) have no further action to take regarding selections. Schools that submit an exception request should note the timeline below as additional actions either to purchase screeners and professional learning for their school or to return to PAST to make different selections may be necessary.

Superintendent Exception Request Process Timeline
Schools interested in submitting an assessment should note the following dates:

- **July 30, 2021**: Deadline to submit Exception Requests in PAST.
- **August 9-13, 2021**: Superintendents notify schools whether their exceptions were or were not approved. Superintendents and Principals discuss next steps for assessments that were not approved.
- **August 20, 2021**: Deadline for schools that did not receive approvals to finalize different selections in PAST.
- **September 2021**: Schools with approved exception requests receive a stipend through a School Allocation Memo (SAM) to offset the cost of approved screeners (see the Associated Costs section of this document).
- **November, February, June**: Data from approved exception requests due to DOE Central (details sent directly to schools receiving approvals).
How to Make Required Screener Selections in PAST

Screener Administration Calendar

Screeners will be administered three times during the year according to the following calendar. Administration windows are approximately four weeks, with one additional week to check completion and/or to administer assessments to students who were absent during the initial administration, so all testing is complete prior to data analysis. Please note that dates are tentative and subject to minor shifts.

Schools with approved Superintendent Exception Requests will be required to submit data to DOE Central offices within two weeks of the close of each administration window. The process for data sharing will be sent directly to schools receiving approval.

<table>
<thead>
<tr>
<th>Beginning-of-Year (BOY)</th>
<th>Middle-of-Year (MOY)</th>
<th>End-of-Year (EOY)</th>
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<tbody>
<tr>
<td>September 27 – October 22</td>
<td>January 10 – February 11</td>
<td>May 9 – June 3</td>
</tr>
<tr>
<td>Make-ups by: October 29</td>
<td>Make-ups by: February 18</td>
<td>Make-ups by: June 10</td>
</tr>
</tbody>
</table>

How to Make Screener Selections in PAST

Principals, or their designee, can access PAST, by clicking on this link. NYCDOE credentials are used to login to PAST. These are the same credentials used to login to NYCDOE email and other systems.
You must enter a Test Coordinator name and email address using the dropdown fields in the Shipping & Contacts information page in order to save and submit selections. This person will receive email updates from Periodic Assessment throughout the year and should **not** be the principal.

**New** Navigate to the Assessment Selections page and to the new Reading Screeners and Math Screeners tabs.
How to Make Required Screener Selections in PAST

Choosing from the Listed Options

Click on the Reading Screeners tab. Your school’s grades will display, with screener options listed for the subject. Click on each grade in a grade-band to choose the desired screener from the list for that grade-band. Grades will turn from gray to green when selected. Once selections are made for every grade, click on the green Save button in the top or bottom right corner.

After clicking Save, a pop-up confirms selections have been saved. When you return to the Assessment Selection screen, the Reading Screeners tab will turn from red to green.
After saving selections for *Reading Screeners*, repeat the process for the *Math Screeners* tab. When Reading and Math Screener selections have been saved and a Test Coordinator Key Contact has been entered, the *Submit* button in the upper right corner will turn from gray to green. Click *Submit* to submit selections. If selections were successfully submitted, principals will receive a confirmation email. You may now log out of PAST.

**Requesting a Superintendent Exception**

If you are not choosing a listed screener for a grade-band for a subject, click the grades for the grade-band in the *Superintendent Exception* row at the bottom of the Screener tab screen, then click the green *Save* button.
After clicking *Save*, a pop up will inform you that you need to enter your exception request. To enter your exception request, click on the blue *Superintendent Exception* button in the upper right corner.

A screen will open to enter the name of the assessment and rationale for the exception.

**Reminder:** even though this screen will have a textbox for each grade in a grade-band, requests must include *all grades* within the *grade band* for a particular subject.

**In your request, be sure to include:**

- Name of the assessment and publisher/vendor if known
- Skills the assessment measures
- Evidence of its validity and reliability
- What data is available and how it would be provided to DOE Central offices.

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How to Make Required Screener Selections in PAST

If your rationale is over the 500-character limit for one textbox, continue your rationale in the next grade’s textbox. If your rationale does not go over the character limit, you may copy and paste the name of the assessment as well as the rationale into each grade in the grade-band. Or, you can enter the rationale in the first grade in the grade-band, and for all subsequent grades in that band, you can enter “see grade above.”

You will not be able to save your exception request until you enter text in every open response textbox for each grade in the list.

When you are done, save the assessment name and rationale by clicking on the green Save button in the bottom right corner. A pop-up will inform you that your exception request has been saved.

**Note for Alternate Assessment:** After clicking Save, schools that request to use SANDI/FAST or WebABLLS should then navigate to the Alternate Assessment tab on the Assessment Selection screen and choose the appropriate assessment and save selections again. The Alternate Assessment tab will turn green. Then continuing following these steps.
How to Make Required Screener Selections in PAST

Navigate back the Assessment Selections page, check that both tabs, Reading Screeners and Math Screeners, are green and click the Submit button in the upper right corner. The Submit button will turn from gray to green allowing you to click on it only if you have: entered a Test Coordinator Key Contact, selected either an assessment or exception request for every grade your school serves for both Reading and Math, and entered text in every textbox in the Superintendent Exception screen for applicable grades.

If the submit button is not green, check that you have met the aforementioned criteria.

If you’ve successfully submitted selections, principals will receive a confirmation email. You may now log out of PAST.

For questions with navigating PAST, contact PeriodicAssessment@schools.nyc.gov