

501 Listening and Reading
Network Structure Procedures
Folder List Procedures
Folder Development Procedures

Background: This document outlines the procedures for taking content from item writers and placing it in the required format for continued development.

1. Network Structure Procedures

- a. For each folder that you worked on with an item writer, create a network folder in the appropriate location.
 - i. Given the nature of the folder titles the item writers provided, you may need to change the folder title in the theme ID before you create the network folders.
- b. Create the following network structure. A shell of the structure can be found here: P:\Projects\ACCESS_ASSETS 2012-2015\Test_Dev_Sum_Scr\TD Procedures\Theme Refinement and Fact Checking\501 ThemeID_Listening_Reading

ThemeID

01_TD_SB

01-Theme Refinement

02-Standards Experts

03-Folder Refinement

04-Layout Review

05-BSC Review

06-Post-BSC Revisions

07-Field Test

11_QTI_HTML

Resources

Sources

- c. Move all of the storyboards from the temporary network location to the relevant 01-Theme Refinement network locations.
- d. Place all resources from IWs in ThemeID\Sources
- e. Re-name the most recent version of the storyboard with the new ThemeID; maintain the existing datestamp.

2. Folder List Procedures

Once step 1 has been completed, do the following in the folder list for each folder.

- a. Create a new entry in the Folder List.
- b. Enter the relevant information in the following fields.
 - i. Under Folder Details
 1. Theme ID
 2. Folder Title
 3. Specification
 4. Test Developer

5. Item Writer
 6. Batch dropdown- LEAVE BLANK FOR NOW
 7. Status dropdown- In development
 8. Domain
 9. Grade Cluster
 10. Folder Tier
 11. Standard
 12. KUALA (from spec)
 13. Cognitive Function (from Spec)
- ii. Under Initial Development
- Fill in dates based on this spreadsheet: P:\Projects\ACCESS_ASSETS 2012-2015\Test_Dev_Sum_Scr\TD Procedures\Item Writing\501 Item Writing\Listening and Reading\IW_Assignments.xlsx
1. Batch Meeting Completed: Put NA in the Initials field
 2. Theme Ref. Checklist completed: Include the TD review date (Column I)
 3. Submitted to Manager: Include either the 2nd delivery date (Column K; if you required revisions) or the 1st delivery date (Column H)
 4. Theme Ref. signoff: Include the signoff date (Column L)

3. Folder Development Procedures

Once step 2 has been completed:

- a. Create a QC spreadsheet and save it “loose” under the ThemeID network folder.
 - i. Use the QC templates for 501 here: P:\Projects\ACCESS_ASSETS 2012-2015\Test_Dev_Sum_Scr\TD Procedures\Theme Refinement and Fact Checking\QC Sheets
 - ii. Use the following naming convention: QC_ThemeID (no datestamp)
 - iii. Fill out the TD column of the Theme Refinement tab
 1. Use the date under 2.b.ii.2 above; Column I from the IW_Assignment spreadsheet linked above
 - iv. Pass to the manager for them to complete the Manager column.
 1. Use the date under 2.b.ii.4 above; Column L from the IW_Assignment spreadsheet linked above
- b. **Standards Expert Review**
 - i. TD sends out materials to their designated Standards Expert(s):
 1. TD PDFs the most recent PPT storyboard and saves in *03-Standards Experts > ToSE*.
 - a. Do not include any comments or markings from TD/managers in the PDF version of the PPT storyboard that goes to SE.
 - b. TD creates a SE questionnaire using the relevant template P:\Projects\ACCESS_ASSETS 2012-2015\Test_Dev_Sum_Scr\TD Procedures\Standards Experts
 - i. Save in *03-Standards Experts > ToSE*.
 - c. TD updates relevant fields in the Folder List.
 2. TD receives materials back:

- a. TD saves the returned materials (questionnaire and any annotated PDFs) in *03-Standards Experts > FromSE*. Files are named using *ThemeID_SEInitials*
- b. TD checks files received from SE to be sure all necessary information is present.
- c. TD updates relevant fields in the Folder List and Consultant Database.
- d. TD emails the SE (Cc TD Manager) to confirm that all materials were received (or to request any missing materials or information).

c. Folder Refinement

- i. TD reviews Standards Experts' feedback and Theme Refinement feedback to determine what needs to be refined or revised in the Folder Refinement process.
- ii. In *04-Folder Refinement*, TD saves a copy of the most recent version of the PPT.
- iii. TD revises folder content according to the Listening Item Review Checklist, saving with a new date stamp and archiving previous versions.
 1. TD uses the *Folder Refinement Checklist* in the QC spreadsheet to ensure that folders meet the required specifications, completing the TD columns in the spreadsheet (Date/Initials, Issues).
 2. TD ensures audio script in storyboard follows conventions, including PAUSE times. See P:\Projects\ACCESS_ASSETS 2012-2015\Test Dev Sum Scr\Audio Production\Series 403\Script Templates and Samples
 3. Develop final graphic descriptions and place reference graphics in the PPT and a *TD Sources* folder under *Resources*.
- iv. TD updates relevant fields in the Folder List.
- v. TD sends email to TD Manager (Cc alternate TD Manager) notifying that folders are ready for review/signoff in Folder List and QC spreadsheet.

d. Folder Refinement Signoff

- i. TD Manager reviews folders, savings comments in the storyboard PPT and documenting the review in the *Folder Refinement Checklist* in the QC spreadsheet.
- ii. If applicable, TD Manager will send back comments and revisions to make or meet with TD lead to work through issues.
- iii. If the folder requires additional revisions, TD Manager e-mails TD (Cc alternate TD Manager) requesting revisions.
 1. TD makes revisions and emails TD Manager (Cc alternate TD Manager) for approval.
- iv. TD Manager updates Folder List & QC Sheet and e-mails TD indicating signoff for graphics ordering has occurred (Cc alternate TD Manager).
- v. TD enters or updates all folder content in the OIW: \\SVHQFS\DATA\Projects\ACCESS_ASSETS 2012-2015\Test Dev Sum Scr\TD Procedures\Online Item Writer\Training\TD\EnteringFolders.docx

e. Graphics Ordering Process

- i. TD Manager will send meeting invitation to Production manager, Tech manager, alternate TD Manager, Test Development Assistant to go over the graphics order for that batch. Production manager will invite the assigned artist.
- ii. TD adds or updates graphics filenames and graphic descriptions in the storyboard.
- iii. TD enters graphics requests into the graphics database and submits them:
\\SVHQFS\DATA\Projects\ACCESS_ASSETS 2012-2015\Test Dev Sum Scr\TD Procedures\Media & Tech Assembly and Handoff\403 Procedures\GraphicsDatabasePrimer.docx
- iv. TD records placeholder internal audio and saves the files in *11_QTI_HTML > media*
- v. TD updates relevant fields in the Folder List.
- vi. TD copies content from the storyboard to populate the Item Level content in the OIW.
- vii. TD emails Tech Manager and TD Manager that OIW is updated.

f. Graphics Development, Rough QTI Development, and Fact Checking

g. Layout Review and Resolution of Fact Checking Issues

- i. When notified by Production Manager that all graphics for a folder are completed (or notified by TDA that fact checking is completed...whichever comes first), TD saves a copy of the signed-off PPT in *05-Layout Review*.
- ii. TD places graphics in PPT Storyboard under *05-Layout Review*, saving with a new timestamp. Move previous version to *Archive* folder within *05-Layout Review*. In the storyboard, add text boxes overlaid on any stimulus graphic that requires text. Response graphics should already contain text.
- iii. TD reviews fact checking documentation and proposes edits in the Fact Checking Sheet of the QC sheet for that thematic folder.
- iv. TD Manager reviews proposed edits resulting from fact checking and approves the plan in the QC sheet.
- v. TD makes text edits to PPT in *05-Layout Review* and saves with a new timestamp.
- vi. TD reviews the graphics in layout using the Layout Review Checklist:
 1. Review the graphics against the text/script.
 2. Review the graphics against the original graphic description.
 3. Review the graphics against graphic issues noted in the fact checking sheet.
- vii. TD requests revisions/corrections to graphics in the graphics database and e-mails Production Manager/TD Manager.
- viii. Production revises graphics and Production Manager e-mails TD (Cc TD Manager) when all requested revisions for a folder have been completed and approved by the Production Manager.
- ix. TD places revised graphics in PPT storyboard and updates date stamp.
- x. TD reviews the folder a second time against the Layout Review Checklist.

- xi. Once everything is finalized, schedule a mock administration (approx. 1 hour for 4 folders).
 - 1. TD reads the script aloud for each folder as a mock student takes the test and records keys.
 - 2. TD Manager and TD discuss and resolve issues and save with a new datestamp.
- xii. After TD Manager approves the folder to go to BSC Review:
 - 1. TD updates relevant fields in the Folder List.
 - 2. TD Manager updates Folder List with signoff.
 - 3. TD prepares the PDF of the PPT storyboard that will go to BSC Review. Save in *06_BSC Review*. (Notes to reviewers go in the Recommendation Log, not on the PDF.)
- xiii. TD prepares BSC Recommendation Logs. Save under P:\Projects\ACCESS_ASSETS 2012-2015\Test_Dev_Sum_Scr\TD Procedures\Bias and Content Review\Series 501\Recommendation Logs

h. Internal Audio Recording

- i. TD lead schedules recording time with CAL staff cast to read male or female roles. TD lead will participate as one of the speakers.
- ii. TD lead prints a copy of the script (the PPT storyboard) for the speaker or links the person to the folder on the network.
- iii. At the time of audio recording, TD leads set up audio recording equipment and software.
 - 1. Refer to these instructions on how to record internal audio using Audacity: P:\Projects\ACCESS_ASSETS 2012-2015\Test_Dev_Sum_Scr\Audio Production\Recording Internal Audio with Audacity.docx
- iv. Assigned speakers record the assigned lines at a pace appropriate for the grade cluster and tier.
- v. TD lead saves audio file per file name listed in the story board (1 file per screen). Files are saved here: *11_QTI_HTML > media*
- vi. TD lead replays audio files for each folder to check for quality and accuracy. Rerecord or edit if a flaw is found that would impeded WIDA or BSC Reviewers. Repeat steps 51–52, as necessary.

i. Confirmatory Mock Administration

- i. TD lead schedules time with a TD Team Member who is considered to have fresh eyes; that is, a person who has not seen or heard the set of thematic folders to any great extent during item development.
- ii. TD “mock student” opens the PDF storyboard in *06-BSC Review*.
- iii. TD mock student plays the audio files saved in *11_QTI_HTML > media*, going through each item as if he were taking the test.
- iv. TD mock student records his answer in the QC sheet.
 - 1. If there are any errors in the storyboard or internal audio recordings, TD Mock student records the file name, screen number, and details of error (e.g., timepoint in audio file where error occurred) in the QC sheet.

- v. TD mock student returns the list of his answers and the error log to TD lead.
- vi. TD lead reviews error log in QC sheet and reviews mock student's answer key against the master answer key.
 - 1. TD lead corrects errors in files (if any).
 - a. TD mock student checks corrections.
 - 2. If there are any discrepancies between mock student key and master key, TD Lead reviews the issue with TD Manager and mock student.
 - a. TD lead will resolve issues, if applicable.
 - b. TD Manager will approve changes, if applicable.
 - c. TD lead will re-PDF storyboard for BSC Review.

j. Bias, Sensitivity, and Content Review

k. Post Bias, Sensitivity, and Content Review Revisions

- i. Audio recording script for studio will be produced after Post-BSC edits are made and approved.

1. How to format scripts for Edge

Listening Script Guidelines (conventions, pause times, etc.)	P:\Projects\ACCESS_ASSETS 2012-2015\Test Dev Sum Scr\Audio Production\Series 403\Script Templates and Samples\Listening Scripting Guidelines 170216.docx
Listening Script Template	P:\Projects\ACCESS_ASSETS 2012-2015\Test Dev Sum Scr\Audio Production\Series 403\Script Templates and Samples\403_Listening_Script_Template.docx
Listening Script SAMPLE	P:\Projects\ACCESS_ASSETS 2012-2015\Test Dev Sum Scr\Audio Production\Series 403\Script Templates and Samples\403_Listening_Script_SAMPLE.docx

2. Save Word audio recording script for Edge as "ThemeID_SCRIPT_datestamp"

(e.g., L01C_MA_FestivalFun_403_SCRIPT_170315)

- a. **Save in 08-Field Test subfolder**, for example:
 \\Svhqfs\data\Projects\ACCESS_ASSETS 2012-2015\Test_Dev_Sum_Scr\Test Series\ACCESS 403\01\Listening\L01C_MA_FestivalFun_403\01_TD_SB\08-Field Test