

Phase 1:

Refreshment Plan Development

Series Refreshment

- TD Manager, LTD Director, and QRT Coordinator review test item refreshment plan to determine which specifications to develop

Field Test Plans

Phase 2:

Review & Revise Specifications

TD team edits and updates specs according to item refreshment plan

Specs are uploaded to Online Item Writing Course

Phase 3:

Item Writing

Selection of participants for Item Writing Course

Online Item Writing Course updated

- TD team edit documents
- TD team and Computer Services address technical issues

Online Item Writing Course

- Participants create items based on revised specs
- Participants submit raw items via Online Item Writer
- CAL staff and TAs facilitate course

Phase 4:

Item Triage

Review and rating of raw items

- Two raters from TD team assign a rating to each folder based on triage rubric
- Third rater from TD team adjudicates discrepancies

Phase 5: *Item Review*

Standards experts review

Theme passage/prompt
refinement

- TD team revises theme-level content

Item refinement

- TD team revises item-level content, including item passage/prompt
- Task statements/Questions are revised
- Response options are revised (MC items only)

Initial graphics requested

- TD team works with Graphics Coordinator to get graphics from contracted artists

Layout

- Production team puts all folders into initial layout

(Phase 5 cont.)

Overall review

- TD team reviews all components of items in layout

Request graphics revisions

- TD team works with Graphics Coordinator to request specific revisions from artists

“Fresh Eyes” review

- LTD staff reviews forms for overall content & formatting

Team review

- TD team convenes group meetings to review and refine all parts of folders

Initial proofing

- TD team proofs folders in preparation for Bias & Content review

Phase 6: *Training Materials Development*

Consultation with TD
team

- Review changes that may need to be incorporated into training materials

Revision of training
materials

- CAL coordinates with WIDA to update test administration training materials

Phases 7 & 8: *Bias & Content Review and Item Refinement*

Bias & Content review

- TD team collaborates with teachers to review all potential items

Item Refinement

- TD team implements revisions proposed during B&C review

Phases 9 & 10: *Field Testing Preparation and Administration*

FT proofing

- TD team proofs all folders for content and layout
- WIDA proofs all folders for content & layout



FT key check

- TD team and CAL consultants verify keys for MC items



FT forms transfer

- TD manager transfers forms to MetriTech for review and printing



FT administration

- Field test folders administered during testing windows

Phase 11: *FT Data Analysis & Item Selection*

QRT compiles data from Field Test

- WIDA teacher committee selects good candidate folders for operational test

Phases 12 & 13: *Operational Test Assembly and Administration*

Operational Test layout

- Folders selected for test
- Production team puts folders into final layout



Final Forms review

- WIDA teachers convene and review test forms holistically for overall flow and cohesiveness



Operational Test proofing

- TD team collaborates on proofing forms for content & layout
- WIDA proofs forms for content & layout



Operational Test key check

- TD team and CAL consultants verify keys for MC items



Operational Test transfer

- TD manager transfers final test forms to MetriTech



Operational Test administration

Phase 14: *QRT Analysis*

Equating

- QRT reports results on current item difficulty as compared with previous test forms



Preparation of annual technical report

- QRT details how each item performed



Feedback to TD team

- TD team uses feedback to inform next round of spec review & revision



Back to Phase 1

