

DEPARTMENT OF RESEARCH, EVALUATION, AND ASSESSMENT


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**October 28, 2011**  
**Bulletin #EP-2013-PA/REA**

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**Action By**  
**November 9, 2011**  
**12:00 noon**

**TO:** All Elementary School Principals  
**FROM:** Judith Klinek, Chief Academic Officer 

**SUBJECT: PREGRIDDING FOR THE WINTER ELEMENTARY DIAGNOSTIC TESTS**

Elementary schools will administer the following paper and pencil based Winter Diagnostic Tests to all students in the grades listed in the table below from December 5 - 8, 2011.

| Test        | Grades |
|-------------|--------|
| Reading     | 2 - 5  |
| Mathematics | 2 - 6  |
| Science     | 3 - 6  |

The tests are designed to allow for scheduling flexibility. Scheduling options should reflect the school's state assessment administration strategies: a) test in large groups, b) test by selected groups, c) test during part of a class, d) administer sections of test in multiple sessions, or e) any other scenario that would be the most appropriate to the school. Scheduling options can differ for the Reading, Mathematics or Science administration.

Each elementary school may select how the pregridded answer documents will be sorted. When deciding on pregridding options, schools should consider scheduling options. Each test (Reading, Mathematics and Science) has a separate test booklet and uses a separate answer document, so different sorting options may be chosen for each subject.

The available sort options are:

- Alpha by grade
- Alpha by grade by current homeroom/base teacher (Only use this option when the "Current Homeroom" teacher field is populated on the A04 screen of Student TERMS, not when homeroom is a designated period of the day.)
- Alpha by grade by indicated period of the day
- Alpha by indicated subject-area course
- Alpha by prior FCAT reading level
- Alpha by prior FCAT mathematics level

Each elementary school will select its sort option by using the Assessment website, <http://www.palmbeachschools.org/assessment/>. A document designed to assist you with this process, "Using the Pregrid Website – In Four Easy Steps" is attached to this bulletin. **Each school must select their option(s) by 12:00 noon on Wednesday, November 9, 2011.**

WFM/JK/MB/MH/CB/vf

Attachment

Approved:

  
William F. Malone, Superintendent

## Using the Pregrid Website - In Four Easy Steps

### Step 1:

To select sort options, start Internet Explorer. Navigate to the Assessment Web page - <http://www.palmbeachschools.org/assessment/>. Click on Diagnostic Test Answer Sheet Pregrid Selection

Select your school from the pull down menu. The schools are in numerical order, and you can use the scroll bar on the right side to move through the list quickly.

Each testing program has a pregrid request window where you can select sort options for only that specific test.

When you have selected your school, click the "Continue to Step 2" button. If you wish to start over, click the "Clear Form" button.

### Step 2:

Your school and the test for this testing window will be listed in red. Ensure that the correct school and test are displayed. Indicate your pregrid choices on this screen.

There are two columns. The first column indicates the grade(s) and subject(s) at your school for which pregrid sheets can be requested. All grades for which the selected test is valid are listed. Select the way in which the grade/subject will be sorted in the second column. A third and fourth column may appear depending on your primary sort selection.

See the chart below for the options and their meanings.

| Option                                  | Meaning  | Verification page will display     |
|---|--|------------------------------------|
| Alpha                                   | Sort the answer sheets alphabetically for the whole grade & subject.   | NAME                               |
| Homeroom Teacher                        | Sort the answer sheets alphabetically by each homeroom teacher number. (Secondary schools should NOT choose this)  | BASE                               |
| Period                                  | Sort the answer sheets alphabetically by a selected class period for every teacher that has a class that period. If you choose this option you MUST also choose a single class period (1-8) in column three.   | PERD xx                            |
| Subject Area / Course                   | Sort the answer sheets alphabetically by selected course or courses. If you choose this option you MUST also choose at least one course number in column four. To choose more than one course number, click on the first number you want and control-click on the additional numbers you want. You may choose up to 28 different course numbers. The sheets come alpha by each class of the selected course code. Don't forget ESE and ESOL class codes. Only the first seven digits of the course code are displayed (i.e. 1234567 and 1234567E are the same class code). | CRSE<br>1234567,<br>222222,<br>etc |
| Prior FCAT Reading or Mathematics Level | Sort the answer sheets by prior FCAT Reading / Mathematics level. There will be six groups: level 1, level 2, level 3, level 4, level 5, and a sixth group of students without a prior FCAT score. The sheets will be sorted alphabetically within each level.   | FCRD or<br>FCMA                    |

When you have selected your choices for all grade(s)/subject(s) click the "Continue to Step 3" button. If you wish to start over, click the "Clear Form" button.

**Step 3:**

This page is for verification of the choices in Step 2. The choices you have made are listed in a table. Required information that is missing or invalid will generate an ERROR message in red.

**All errors must be corrected before continuing to Step 4.** To make corrections use the "Back" button on the browser to return to Step 2. If all information is correct, print the page for your records and click the "Update" button.

**Step 4:**

You're done! Your choices have been stored in a database and will be used when the pregrid is run.

If you have any questions regarding how to use the **Pregrid Website**, please call Glen Rovinelli at 434-8514 (PX48514).