

Data Collection, Interpretation and Use

SAU #41 uses the following Data Matrix to follow a planned, organized, systematic approach to collecting, analyzing, and utilizing data and information about student academic achievement.

The Data Matrix identifies the following:

- school where assessment is used.
- type of assessment given; standardized/non-standardized.
- subject area and grade level of assessment.
- the collection process: who collects it, how often, when.
- analysis of the assessment; who analyzes, what is the process.
- how the information is being used and for what purposes.

DATA MATRIX – SAU #41
Local Assessments

	DATA SOURCES Assessments	SUBJECT AREA GRADE LEVEL	COLLECTION PROCESS Who collects it? How often? When?	ANALYSIS Who analyzes it? What is the process?	DECISION MAKING What is the information being used for? How are results reported and to whom?
RMMS CSDA	Local Grade Level Pre- Post Testing Local Grade Level Assessments <i>Rigby Running Records</i> Weekly tests/application Writing Prompts (Fall, Winter, Spring)	Math (1-6) Reading (K-6) * Comprehension * Fluency Spelling (1-6) Writing (K-6)	Administered by classroom teacher throughout the year.	Classroom Teachers and Curriculum Coordinators Coordinators analyze data.	All data used to: (1) drive instruction (2) place students in small, flexible instructional groups (3) track students' progress over time
HPS HUES	Local Grade Level Pre- Post Testing Math Prompts <i>PALS</i> <i>Phonemic Awareness</i> <i>Developmental Reading</i> <i>Assessment (DRA)</i> <i>Rigby Running Records</i> Achievement Frequency Word Tests Writing Prompts	Math (1-6) Math (1-6) Pre-K Reading (K-6) *Comprehension *Fluency Spelling (1-6) Writing (K-6)	Administered by classroom teacher throughout the year.	Classroom teachers and Curriculum Administrators analyze data.	All data used to: (1) drive instruction (2) place students in small, flexible instructional groups (3) track students' progress over time
HUES CSDA	<i>Math Placement Test</i> <i>for Entrance to Grade 7</i>	Math (6)	Administered by classroom teacher in spring.	Middle school staff and administration	Middle school staff and administration analyze data for 7 th grade placement.
HBHS	<i>STET Assessment</i>	Grades 9-12	Assistant Principals	STET Committee	Assesses intervention needs for students both academic and emotional.
HBHS	<i>Attendance</i>	Grades 9-12	Reported by Attendance Secretary	Classroom Teachers Assistant principals analyze data for patterns that warrant further investigation.	Students do not receive a grade if absent more than 8 times per quarter. Parents are notified if student is absent without a note.
HBHS	<i>Common Assessments</i>	All Subjects *Mid-term *Finals	Administered by classroom teacher	Analyzed by classroom teacher	Assesses semester learning objectives

**DATA MATRIX – SAU #41
Standard Assessments**

	DATA SOURCES Identify the types Standardized Assessments	SUBJECT AREA GRADE LEVEL	COLLECTION PROCESS Who collects it? How often? When?	ANALYSIS Who analyzes it? What is the process?	DECISION MAKING What is the information being used for? How are results reported and to whom?
SAU-wide	<i>New England Common Assessment Program (NECAP)</i>	Math (3 – 8, 11) Reading (3 – 8, 11) Writing (5, 8) Science (4,8,11)	Administered by grade level teachers/special educators in October. Administered by grade level teachers/special educators in May.	Grade level teachers, administration and curriculum administrators/coordinators analyze data and report to school board in February/March. (following fall for science).	Reported to staff, SAU, School Boards and parents. Used for curriculum and instructional improvement. Used to track student progress over time.
HPS HUES RMMS CSDA	<i>Northwest Evaluation Association (NWEA)</i>	Math (2 – 6) Reading (2 – 6)	Administered by proctors, assisted by classroom teachers in computer lab up to four times a year as determined by administration.	Immediate feedback of data as provided by NWEA software. Grade level teachers, administration and curriculum administrators/coordinators analyze data.	Data used by classroom and special education teachers to differentiate individual instruction and set goals. Reported to staff, SAU, School Boards and parents.
RMMS	<i>Brigance Diagnostic Inventory of Basic Skills; Gesell Developmental Assessment</i>	Pre reading skills (kindergarten)	Administered by first grade teachers in spring.	Kindergarten and first grade teachers analyze	Information used to determine entrance to readiness or first grade
RMMS	<i>Metropolitan</i>	Beginning reading and math skills (grade 1)	Administered by first grade teachers in September	First grade teachers use data.	Data used as a baseline for continued instruction
HUES CSDA	<i>Gates MacGinitie Reading Test</i>	Reading: vocabulary and comprehension (grade 6)	Administered by grade 6 teachers in spring.	Scored and analyzed by Middle School staff and administration.	Data used to determine entrance to 7 th grade reading (Developmental or Remedial level) or foreign language placement
HBMS	<i>Orleans-Hanna (Algebra Prognostic Test)</i>	Math Grade 7 students	Administered by classroom teachers in spring.	Analyzed by classroom teachers.	Assessment determines Algebra readiness.
HBMS	<i>Gates MacGinitie Reading Test</i>	Reading: Vocabulary Comprehension (7-8)	Administered by reading teachers in spring.	Analyzed by reading teachers.	
HBHS	<i>PSAT SAT</i>	Math (7-12) Critical Reasoning (7-12) Writing (7-12)	Administered by staff, including guidance counselors in the fall.	Guidance counselors	Individual scores are reported and discussed with students and parents. Statistical summary presented to community, school board and administration.
HBHS	<i>AP Exams</i>	US History, Psychology, English Lit., Calculus A/B, Statistics, Art Portfolio, Chemistry,	Administered by classroom teachers and/or guidance counselors	Guidance counselors and classroom teachers	Determination of college credit by independent colleges.
HBHS	<i>Armed Services Vocational Assessment Battery</i>	Vocational assessment optional for students. (11)	Administered by guidance counselors in the fall.	Guidance counselors	Individual scores are reported and discussed with students and parents.

DATA MATRIX – SAU #41
Assessment Reporting Tools

	DATA SOURCES Identify the types	SUBJECT AREA GRADE LEVEL	COLLECTION PROCESS Who collects it? How often? When?	ANALYSIS Who analyzes it? What is the process?	DECISION MAKING What is the information being used for? How are results reported and to whom?
SAU-wide	ICT Portfolio	All Content Areas Grades K – 12	Students maintain electronic portfolio on school servers.	Evaluated at end of grade 8 and grade 12. Guidance counselors monitor completion	Assessing proficiency in 21 st Century Skills. Graduation Requirement
RMMS CSDA	Report Cards Progress Reports Parent Conferences	Grades K-6	Teachers prepare quarterly report cards and issue a progress report mid-quarter.	K -6 parents and teachers meet once a year to review student progress; parents may request additional conference.	Reported to students, parents and administration. Used to monitor student progress over time.
HPS HUES	Report Cards Portfolios Parent Conferences	Grades K-6	Teachers prepare trimester report cards. Spring portfolio.	K -6 parents and teachers meet twice a year to review student progress. Student portfolio presented to parents in spring.	Reported to students, parents and administration. Used to monitor student progress over time.
HPS	Progress Reports	Pre-K	Teachers prepare bi-annual progress reports.	Pre-K parents and teachers meet twice a year to review student progress.	Reported to students, parents and administration. Used to monitor student progress overtime.
HBMS	Report Cards Progress Reports	Grades 7-8	Teachers prepare quarterly report cards and issue a progress report mid-quarter.	Team-based conference offered to parents on an as-needed basis.	Reported to students, parents and administration. Used to monitor student progress over time.
HBMS HBHS	Monitoring Reoports	Grades 7-12	Teachers prepare reports for identified students documenting progress (approximately) 2 weeks following report card or progress report.	Teachers meet with parents as needed.	Reports are used to monitor progress.