



Dirk Oden
Director

September 9, 2016

Dear Parents/Guardians,

At the beginning and end of each school year we ask all students to complete assessments in Reading/Language Arts, Math, and Science. The beginning of the year score is compared to the end of the year score to provide teachers with academic growth measurements for each student. This year we are continuing to use *Galileo K-12 Online* for our benchmark testing. *Galileo K-12 Online* helps teachers quickly score, analyze, aggregate, and report assessment results in ways that align directly with local and state standards. These assessments provide us with useful information for program evaluation and improvement.

The *Galileo K-12 Online* is a computerized, web-based test. Students may test online from home. The *Galileo K-12 Online* test is standardized, which means that it is always given the same way, has been used with thousands of students, and the scores are statistically valid and reliable. We can get a lot of useful information from the test, but *only if it is administered properly*. **We are asking you to serve as a proctor for the exam.**

Please read the enclosed "Proctor Training" before administering the *Galileo K-12 Online* test to your child. Additionally, please complete both the Proctor Training Certification and Proctor's Test Certification on the page enclosed. You can return this form either via mail to the address on this letter, or by email (scanned copy) to shaunami@monte.k12.co.us. Thank you for helping us to complete these important assessments with your child.

Each student will take one benchmark assessment in each of the three subjects: Reading/Language Arts, Math, and Science. The tests are not timed. Students may work at their own pace. A typical test lasts 50 minutes; some students will take more time, some less. Tests may be accessed any time of day during the testing window. **Please note: Each subject area test only needs to be completed one time.**

For the beginning of the year test, there may be content that is unfamiliar to your child. This is expected. Please encourage your child to do their best and remember that at the end of the year they can show how much they have learned. The assessment window is open from Wednesday, September 14 to Sunday, September 25. **Please complete each of the three assessments before September 25.**

Once again we appreciate your time and effort in this process. Let us know if you have any questions or encounter any difficulties with the testing process. You may contact me via email at shaunami@monte.k12.co.us, or at (719) 852-2212 ext. 6204 if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Shauna Ianson".

Shauna Ianson
School Counselor & Assessment Coordinator

Instructions for Galileo K-12 Student Testing for Parents

1. Read the “Galileo K-12 Online Proctor Training” sheet. Sign the “Proctor Training Certification” on the sheet enclosed.
2. On your computer, go to www.ati-online.com
3. Students log in through “**K-12 Student-Parent Center**” in the top orange strip under the HOME tab.



4. Student’s username is their full school email. The password is “MVOLA”.
5. Each student will test one time for each class he or she is enrolled in for Language Arts/Reading, Math, and Science. Once your child has logged in, he or she can choose from his or her classes for each subject area from the drop down bar on the left side of the screen.
6. Have your child take the test listed on the right side of the screen for the class selected. To open the test, click on the test for the current day’s date. *Each test will have the appropriate name after 2016-17 ATI CO CAS.... Either reading, math or science. Each test only needs to be completed one time. This means students take no more than three total tests during the entire testing window.*
7. When your child has completed the test connected to each of their classes, complete and send back the test form certifying you have completed each of these steps. Please also check off the tests completed.

Understanding Test Scores: We will send out growth reports after the post testing is completed in the spring.

For questions please contact our school counselor, Shauna Ianson, via email or phone: shaunami@monte.k12.co.us or (719)852-2212 ext. 6204.

Galileo K-12 Online Proctor Training

Purpose – The purpose of this assessment is to get an accurate, reliable measure of a student’s skills and knowledge at a particular point in time. To do that requires a valid, reliable assessment (*Galileo K-12 Online*) and a valid, proper test administration. A valid, proper test administration can occur *only* if the proctor follows these guidelines.

Proctor’s Role – The responsibility of the proctor is to administer the test without influencing the student’s performance. The proctor *must* set aside other roles more often taken on – parent, teacher, coach, encourager, etc. The proctor’s responsibilities are to:

- 1) **Provide a quiet, uninterrupted testing environment** – Make sure other family members know when the testing will occur and that the expectation is for a quiet environment (no TV, music, loud conversations, etc.). Treat the setting as though you are in a room in a school – no phone calls or visitors for the student during testing, etc.
- 2) **Set up the test on the computer.** Follow the enclosed directions.
- 3) **Make sure all other programs are closed** – particularly email and instant messaging programs. Instant messages popping up would create nonstandard conditions resulting in an invalid test.
- 4) **Do not provide any assistance during the test.** In order to get an accurate assessment of where the student is at for the pre-test and post-test, it is important for the student to do the best he or she can on their own. *Every student will encounter material they do not know during this process.* Do not assist the student if he or she seems “stumped”. You can encourage him or her to do their best.
- 5) **Monitor the student during the testing time.** The student may not leave the testing screen to access anything else on the computer. A calculator can be used on some math problems. One will appear automatically in the testing program when it is OK to use one. Students may (and should) use scratch paper during the testing. Do not hover – it can make students nervous.

Thank you for your willingness to serve as a proctor in this important process!

Note to Parents/Guardians as Proctors:

- 1) Before the testing, confirm that you have read the enclosed training document by signing the “Proctor Training Certification” below.
- 2) After testing, confirm your student completed each of the three tests by completing the “Proctor’s Test Certification” below.
- 3) When the testing is complete and this form is filled in, please return this form to MVOLA by mail, or email to shaunami@monte.k12.co.us.

Thank you!

Proctor Training Certification
(Must be completed **BEFORE** testing)

I certify that I have read and understand the Proctor Training document. I agree to proctor the test as described to the best of my ability.

Printed Name

Signature

Date

Proctor’s Test Certification Form
(Must be completed **AFTER** testing)

I certify that I proctored the student following the proctor’s guidelines provided to ensure a valid assessment.

Printed Name

Signature

Date

OLA student (name) _____ completed
the following Galileo K-12 online tests:

_____ Reading

_____ Math

_____ Science