

**English Language Development Assessment (ELDA) Task
Through September 2005**

Draft for Comment

January 17, 2005

Task	When	Responsibility
Operational Form 1		
Confirm item selection	ASAP	State Collaborative on Assessment and Student Standards (SCASS) / Council of Chief State School Officers (CCSSO), based on information supplied by American Institute for Research (AIR)
Approve form (item order, etc.)	by 2/8/05	SCASS/CCSSO
Develop administration manuals		Measurement Incorporated (MI), based on SCASS input
Review and approve administration manuals	by 2/8/05	SCASS/CCSSO
Develop/finalize speaking scoring training materials		AIR
Develop sampling plan		AIR
Administer tests	3/28/05-4/29/05	SCASS states
Score m-c items		MI
Score constructed-response items		MI
Calibrate and scale Operational Form 1		AIR
Conduct standard setting		MI
Develop score reporting formats		MI
Review/approve score reporting formats		SCASS
Develop score interpretive guide		AIR?
Review/approve score interpretive guidelines		SCASS
Report scores to states (need detailed schedule for QC by states before final reports go out)		MI
Field Test, Spring 2005		
Confirm changes to speaking items	by 1/14/05	SCASS/CCSSO
Propose linking design for S	1/14/05	AIR
Approve linking design for S	by 1/21/05	SCASS Technical Assistance Committee (TAC) / SCASS
Review R, W, L items	1/19 - 1/21/05	SCASS
Develop Linking design for R, W, L	before 1/31/05	AIR

Task	When	Responsibility
Approve linking design for R, W, L	before 1/31/05	SCASS TAC
Develop final blueprints		AIR
Review/approve final blueprints	before 2/8/05	SCASS TAC/SCASS
Confirm changes to R, W, L items	1/31/ - 2/8/05	CCSSO
Approve field test forms (item order, etc.)	1/31 – 2/8/05	SCASS members (subgroup)
Finalize questionnaire		SCASS
Develop Administration manuals		MI, based on SCASS input
Review and approve administration manuals	by 3/18/05	SCASS/CCSSO
Administer test	3/28/05 – 4/29/05	SCASS states
Score m-c items		MI
Score constructed-response items		MI
Calibrate items		AIR?
Review field-test item statistics, select items to keep		SCASS
Operational Forms 2 and 3		
Develop linking design for all forms		AIR
Approve linking design for all forms		SCASS TAC
Develop Forms 2 and 3		AIR
Review Forms 2 and 3		SCASS
Scale Forms 2 and 3 (including cut scores)		AIR
Review/approve scaling		SCASS TAC
Design checks to scaling to be implemented in 2006 and 2007		AIR
Other		
Develop technical manual		AIR
Review/approve technical manual		SCASS TAC
Document item pool (items used in Operational Forms 1, 2, and 3 plus leftovers)		AIR
Deliver item pool (need subtask detail)	by 9/30/05	AIR