

# Best Practices Working Group



Perspective for States



# Why would states participate?

- An opportunity to sit at the table not across
- Build a better mousetrap
- Assist other states
  - 20 of 36 State Assessment Directors have 2 years or less on the job
- Help the industry
- Leave a legacy
- Improve your own system

# What do states want?

- Ability to focus on the goals of their assessments without fear that a tiny detail will be forgotten
- Some level of protection from our own ignorance
- Tool to help explain all of the pieces

# What do states get out of this?

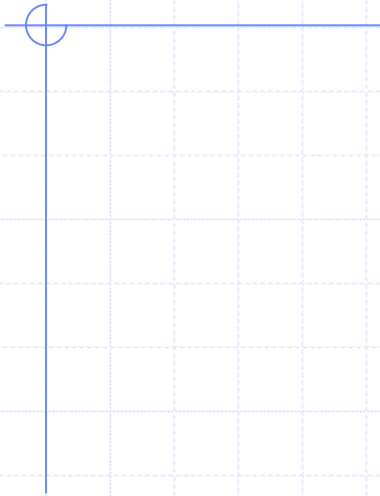
- Mutual accountability/responsibility

# How would the Best Practices be used?

- Incorporate by reference in an RFP
  - Like the Joint Technical Standards
- Require proposals to address certain practices
  - 6.2, 6.3, 12.1
- Incorporate language directly into RFP, SOW, contracts

# How can other states help?

- As a part of the first draft review, need states to “adopt” Best Practice areas for detailed review
  - We need your time and expertise
  - What is missing, unneeded, incorrect, unclear
- Suggest groups, organizations, venues for the “60 day comment” period

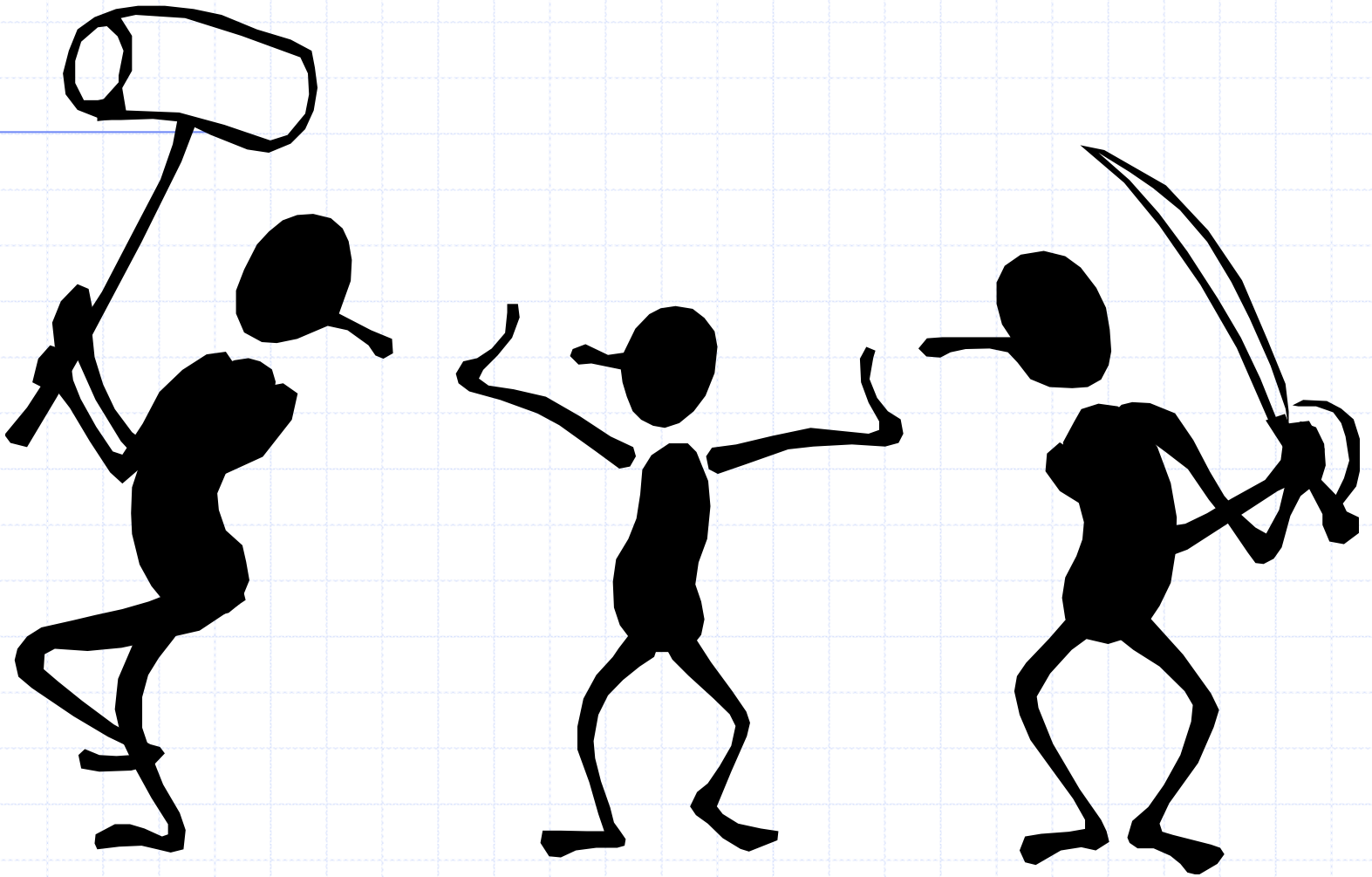


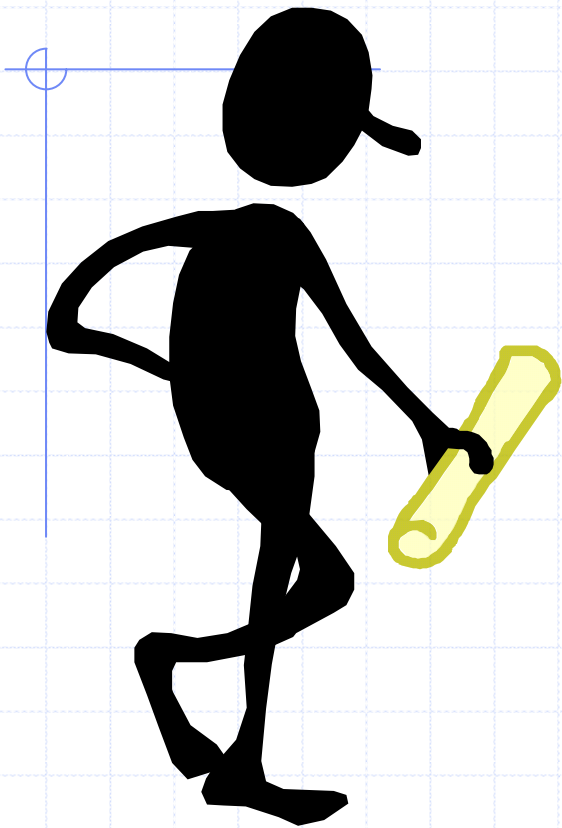
# Transition from One Service Provider to Another Service Provider

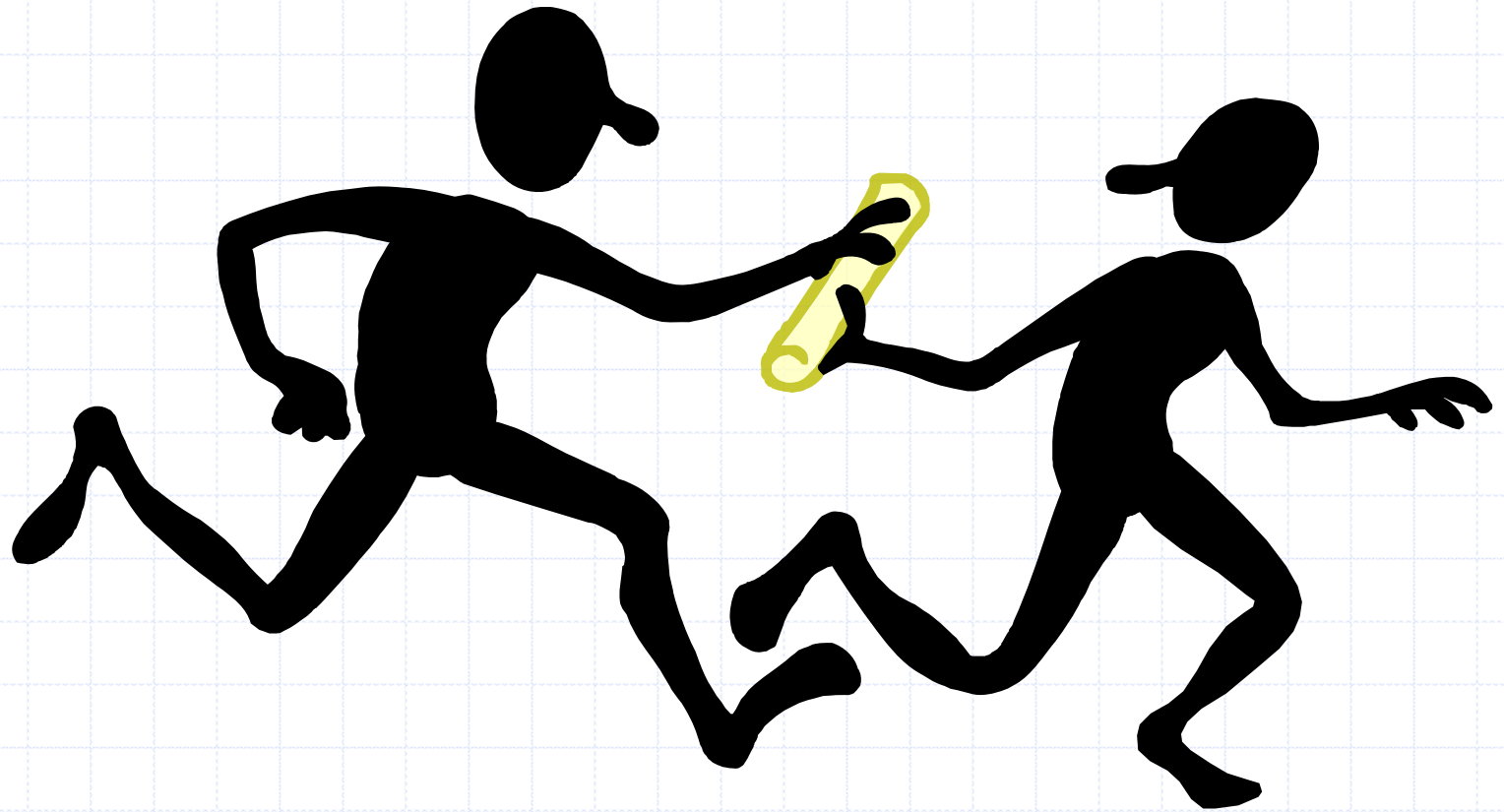




## **State Person in Charge of Transition**







# Management

**Joint responsibility of  
the client,  
the prior service provider, and  
the new service provider**

**Clear Communication**

**Positive cooperative working relationship**

# Client's Responsibility

**Delineate expectations**

**Establish procedures and protocols**

**Maintain timeline**

**Monitor exchanges**

**Periodically update records and timelines**

# Schedule Meetings

**Initial meeting**

**Periodic face-to-face meetings**

**Periodic conference calls between face-to-face meeting**

**The client may ask the new provider to attend any client-sponsored committee meetings including TAC**

**Copyrights and Permissions**

**Item and Test Form  
Information**

**Client's Item Banks**



# Special Versions

# Alternate Assessments

# Scoring Information

## Possible Replication of Scoring

# Score Reporting

## Data Files

# Process History and Technical Adequacy

## Specifications for the Technical Documents

# Supplemental Materials

## Existing Form or Letter Text

### Inventory of Test Materials



# Web Site

**The change from the prior service provider to the new service provider may occur during a test administration**



# Thank You

## Are There any Questions?