

## Sample Instruments

### STUDENTS WITH IMPROVED ACADEMIC PERFORMANCE: TEACHER CORPS (ED15)

#### Education Focus Area

#### Teacher Corps Measures

**Outcome:** Number of unduplicated students in AmeriCorps teacher classrooms with improved academic performance (ED15)

Teacher Corps programs will select a standardized test appropriate for their program. Below are three types of tests and a description of conditions and administration. Teacher Corps programs must state the minimum level of progress required for students to be counted as showing “improved academic performance.”

Type of Test	CNCS Approval	Administration
<b>State standardized pre-post test (administered by school)</b>	No prior CNCS approval required.	Must be administered twice: at the end of the prior year and then again at the end of the current year.
<b>Standardized pre-post test (can be administered by the school or program)</b>	Must have CNCS approval prior to use.	Must be administered twice: at the beginning of the school year and again at the end of the school year.
<b>Post-only standardized test (can be administered by the school or program)</b>	Must have CNCS approval prior to use.	Administered once at the end of the school year.

## **Sample Instruments in this Packet**

Teacher Corps programs need to use the school district's state standardized pre-post test, identify a standardized pre-post test or standardized post-test to measure students' improved academic performance. In addition to this instrument or instruments, programs will need tracking logs to document student test results. Attached are sample instruments to track students' pre-post test results.

### ***Program-Administered Pre-Post Test Tracking Log***

This instrument can be used to track all students who participated in classes taught by Teacher Corps members, to document **their pre-test and post-test scores**, and to compare these scores to determine whether each student improved their academic performance in reading and/or math.

### ***Program-Administered Post Test Tracking Log***

This instrument can be used to track all students who participated in classes taught by Teacher Corps members, **their post-only-test score results**, and whether each student improved their academic performance in reading and/or math as measured by scoring at grade level by the end of the program year in reading and/or math.

### ***Student Pre-Post Test Data Request Form and Student Pre-Post Tracking Log***

The "Student Pre-Post Test Data Request Form" can be used by Teacher Corps programs that partner with school districts that already have a system for testing students and adhere to the FERPA. School districts that do not provide individual student test results to the Teacher Corps program can provide information on how many students who participate in the classes of Teacher Corps members improved their academic performance. To use this form, Teacher Corps programs need to list the students that participated in their classes and give the list to the school district. The school district would need to compare the pre-post test results for each student listed, and provide the total number of students that improved their academic performance to the program.

The "Student Pre-Post Test Tracking Log" can be used to track the number of students who participated in classes taught by Teacher Corps members, total number of students who completed a **pre-post** test by grade level, and the number of students who improved their academic performance in reading and/or math. This log summarizes groups of students who improve their academic performance; it does not list individual students pre-post test score results. Groups of students are based on the students listed on the "Student Pre-Post Test Data Request Form".

## Program-Administered Pre-Post Test Tracking Log

### Instructions

What is the purpose?	To determine how many students taught by Teacher Corps members improved their academic achievement as defined by the standardized pre-post test administered by your program.
Who should complete this instrument?	Project director, designee, or other trained staff should complete the "Program-Administered Pre-Post Tracking Log".
When should we complete this instrument?	Enter data as students complete the education program and as pre-test and post-test scores become available.
What should we do to prepare?	Complete the program information at the top of the form, including the name of the test you are using, pre-test and post-test administration dates, and the amount of progress required for students to meet the target using this test.
What should we do afterwards?	Keep a copy of the "Program-Administered Pre-Post Tracking Logs" in a safe place with your completed student tests; <b>these are your data.</b> The log helps you to aggregate test data to determine if you met your outcome target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated students and their test results. You may want to develop this log in an Excel spreadsheet and add columns to track additional student information, such as additional academic support needed. This information can help you determine where to make program improvements. However, whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the outcome.

## Program-Administered Pre-Post Test Tracking Log

Teacher Corps Program Name: \_\_\_\_\_ Program Year: \_\_\_\_\_

Person completing this Log: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Standardized Test: \_\_\_\_\_ Date of pretest: \_\_\_\_\_ Date of post test: \_\_\_\_\_

Target Statement (amount of progress required): \_\_\_\_\_

**Instructions:** For each student in the class of a Teacher Corps member, enter his/her name and/or identification number, and grade. After the pre and post tests have been administered, note the student’s test scores, and difference in test score from pre- to post. If the student met the target statement criteria, enter a “1” in the last column.

STUDENT <sup>1</sup>				TEST SCORE			Enter “1” if student met target <sup>2</sup>
ID Number	Last Name	First Name	Grade	Pre Test Score	Post Test Score	Difference <sup>3</sup>	
1.							
2.							
3.							
4.							
5. <i>add rows</i>							
<b>TOTAL:</b>							

<sup>1</sup> Enter student’s name and/or student identification (ID) number.

<sup>2</sup> See target statement on this form (e.g. student “met target” if he/she improved from pre- to post test score by at least \_\_\_ #points/ \_\_\_percent/\_\_\_ level(s)).

<sup>3</sup> Enter amount of increase or decrease in number of points, levels, or percent amount (depending on test’s scoring system).

## Program-Administered Post Test Tracking Log

### Instructions

What is the purpose?	<p>To determine how many students taught by Teacher Corps members improved academic achievement, as defined by the standardized post test administered by your program.</p> <p><i>Note: programs may request a post-only assessment option if they demonstrate they are serving below grade level students and demonstrate a sufficient reason for not conducting a pre-test/post-test.</i></p>
Who should complete this instrument?	Project director, designee, or other trained staff should complete the instrument.
When should we complete this instrument?	Enter data as students complete the school year, and as post test scores become available.
What should we do to prepare?	Complete the program information at the top of the form, including the name of the test you are using and test administration date.
What should we do afterwards?	Keep a copy of the "Program-Administered Post Tracking Logs" in a safe place with your completed student tests; <b>these are your data.</b> The log helps you to aggregate test data to determine if you met your outcome target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated students and their test results. You may want to develop this log in an Excel spreadsheet and add columns to track additional information, such as additional academic support needed. This information can help you determine where to make program improvements. However, whether your instrument is in paper format or electronic format, remember to save this "raw" data as proof that a systematic process was used to document the outcome.

## Program-Administered Post Test Tracking Log

Teacher Corps Program Name: \_\_\_\_\_ Program Year: \_\_\_\_\_

Person completing this Log: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Test: \_\_\_\_\_ Date post test was administered: \_\_\_\_\_

*(Use a separate Tracking Log for different tests, if applicable)*

**Target Statement (amount of progress required):** Student scores at or above grade level on the standardized post test.

**Instructions:** For each student in the class of a Teacher Corps member, enter his/her name and/or identification number, and grade. After the post test has been administered, note the student’s test score, and if the student scored below, at, or above grade level. If the student scored at or above his/her grade level, enter a “1” in the last column.

STUDENT <sup>4</sup>				TEST SCORE		Enter “1” if student met target <sup>5</sup>
ID Number	Last Name	First Name	Grade	Test Score	Student scored <i>Below, At or Above</i> Grade Level	
1.						
2.						
3.						
4.						
5. <i>add rows</i>						
<b>Total:</b>						

<sup>4</sup> Enter student’s name and/or student identification (ID) number.

<sup>5</sup> Student “met target” if he/she scored **at** or **above** his/her grade level on the test.

**Student Test Data Request Form**  
**Student Pre-Post Test Tracking Log**

**Instructions**

What is the purpose?	To determine how many students taught by a Teacher Corps member improved academic achievement, as defined by the standardized pre-post test administered by the schools.
Who should complete this instrument?	<p>Project director, designee, or other trained staff should complete the <b>“Student Test Data Request Form”</b> (except the bottom section that asks for the “totals”); school staff should complete the “totals” in the bottom section.</p> <p>Project director or designee should complete the <b>“Student Pre-Post Tracking Log.”</b> When school staff returns the “Student Test Data Request Form,” the project director or designee should complete Section II of the “Student Pre-Post Tracking Log.”</p>
When should we complete this instrument?	Assume delays and plan accordingly; give yourself and the schools enough time! You will need to prepare the <b>“Student Test Data Request Forms”</b> and submit them to school staff; staff will then need to review the test data, enter the information, and return the data request forms to you. When you submit the forms to the schools depends on the schools’ test schedules, how long it will take the schools to pull the data together for you, and when your reporting due dates occur.
What should we do to prepare?	<p>Prepare a separate <b>“Student Test Data Request Form”</b> for each group of students for whom you want data. Group them by school, grade level, subject for which they received assistance, and test, if different tests are used. Fill out entire “Student Test Data Request Form” except the totals at the bottom, which the school will need to calculate. If students at the school tend to have the same names, enter an additional student identifier, such as a unique student ID number, if available. Remember, schools will be sorting through data on all students in that grade to find data for your students. Schools are responsible for returning the data request forms to you. Keep a copy of the “Student Test Data Request Forms” before submitting them to the schools for your records.</p> <p>Prepare a separate <b>“Student Pre-Post Tracking Log”</b> for each school for which you will be requesting data.</p> <p>Identify a code or unique group number and enter that on both the “Student Test Data Request Form” (upper right corner) and the “Student Pre-Post Tracking Log” (first column). This number will help you track the data you need from the schools after you have submitted requests, and after aggregated results have been returned, it will help you narrow down students, to some degree, that did not meet the target and need more assistance.</p>

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What should we do afterwards?	Keep a copy of the “Student Test Data Request Forms” and “Student Pre-Post Tracking Logs” in a safe place; <b>these are your data</b> . You will sum data from all logs returned to you from the schools to determine if you met your program’s outcome target.
Can I use an alternative instrument?	Different forms can be developed/used to document groups of students’ results. You may want to develop the “Student Pre-Post Tracking Logs” in an Excel spreadsheet and combine logs so you can sort them by groups of students, school, grade, etc, and determine where the program did especially well, and where to make program improvements. However, whether your instrument is in paper format or electronic format, remember to save this “raw” data as proof that a systematic process was used to document the outcome.

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## Student Test Data Request Form

Group Number: \_\_\_\_\_

**Instructions:** Below is a list of students that have participated in the \_\_\_\_ education program. Please review each student’s pre-post test scores for the test indicated, and note the total number of students from the list that, 1) completed both a pre- and post test; and, 2) met the level of improvement for the test indicated. Note these numbers on the bottom of this form and return this data request form to the designated AmeriCorps Program staff person.

Requested By (name and contact information): \_\_\_\_\_

Education Program Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Return Form by (date): \_\_\_\_\_

Name of Test: \_\_\_\_\_

Date of pretest: \_\_\_\_\_ Date of post test: \_\_\_\_\_

Amount of progress required: \_\_\_\_\_

School: \_\_\_\_\_ Students’ Grade: \_\_\_\_\_

Last Name	First Name	Other Information, if needed (optional)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10. <i>Add rows as needed</i>		

**To be completed by the School/School District**

**From the list of students above:**

**Total number of students that completed both a pre and post test:** \_\_\_\_\_

**Total number of students that met the expected level of improvement:** \_\_\_\_\_

## Student Pre-Post Test Tracking Log

**Teacher Corps Program Name:** \_\_\_\_\_ **Program Year:** \_\_\_\_\_

**School:** \_\_\_\_\_ **School staff person completing this Log:** \_\_\_\_\_

**Instructions:** Section I should be completed by the education program staff when schools are given the “Student Test Data Request Form.” When the schools return the “Student Test Data Request Form,” enter the number of students stated on the form that completed both pre and post tests, and the number that improved to the expected level for that test. Note that the “Group #” in the first column of Section I should match the Group # on the “Student Test Data Request Form.”

SECTION I (to be completed by education program staff person)						SECTION II (to be completed by school staff person)	
Student Test Data Request Form “Group Number” <sup>6</sup>	Students’ Grade	other information	Test Name	Expected level of improvement for this test	Number of students in group	Number of students who completed pre and post test	Number of students who improved <sup>7</sup>
<i>Ex: AB123</i>	<i>6</i>		<i>XYZ Reading Test</i>	<i>At least 20 points higher on post test</i>	<i>12</i>		
<b>TOTALS</b> (to be completed by program):							

**Notes**

- (1) Unique identifying number or code from the “Student Test Data Request Form”.
- (2) Number of students that improved to the expected level, as identified by program.

<sup>6</sup> Unique identifying number or code from the “Student Test Data Request Form”.

<sup>7</sup> Number of students that improved to the expected level, as identified by program.