

Sample Instrument

STUDENTS WITH IMPROVED ACADEMIC PERFORMANCE

Education Focus Area

Outcome: Number of students with improved academic performance in literacy and/or math (ED5).

Education programs should select a standardized test/instrument¹ that measures student skill/knowledge the program is trying to effect, is the appropriate grade level, has demonstrated validity or reliability for the population served and is compatible with, and acceptable to, the school site of the program. Below are three types of tests and when they should be administered. The amount of progress required to count as “improved academic performance” must be specified in the approved grant application.

Type of Test	Administration
standardized pre-post test (administered by program)	Must be administered at least twice: before beginning the service and again at the end of the service delivery period.
post-only standardized test (administered by program)	Administered once at the end of school year. Must request option and be serving below grade level students.
state standardized pre-post test (administered by school)*	Must be administered twice: at the end of the prior year and then again at the end of the current year.

*Should not be used unless an exception has been granted.

Sample Instruments (Tracking logs)

For Programs Using Standardized Instruments

National Service programs that identify standardized pre-post tests or standardized post-tests to measure students' improved academic performance may want to review the following logs and forms that can be used to document student test results.

Program-Administered Pre-Post Test Tracking Log

This instrument can be used to document all students who participated and completed the education program, ED2 or ED4A, to document **their pre-post test scores**, and to compare the pre-test scores with the post-test 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 document all students who participated and completed the education program, **their post-only-test score results**, and whether each student improved

¹ Standardized test/instrument: has been validated externally on a randomly –selected population of students (2012 National Performance measures Instructions)

their academic performance 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

This form can be used by programs who partner with school districts that already have a system for testing students and adhere to the Family Educational Rights and Privacy Act (FERPA). School districts that do not provide individual student test results to the National Service program can provide information on how many students who participate in the National Service program improved their academic performance. This form is designed for National Service programs to list the students that participated in their education program. Give the list to the school district, ask the school district to compare the pre-post test result for each student, and provide the total number of students to the program that improved their academic performance.

Student Pre-Post Test Summary Tracking Log

This instrument can be used to document the number of students who participated and completed the education program, 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 for Standardized Instrument

Instructions

What is the purpose?	To determine how many students that completed the education program (national performance measures ED2 or ED4A), and received the minimum level of assistance in reading and/or math, improved their academic achievement as defined by the standardized pre-post test administered by your program. Use separate forms to track students helped with reading or math, but count each student only once, even if they received assistance with both reading and math.
Who should complete this instrument?	Project director, designee, or other trained staff should complete the Tracking Log.
When should we complete this instrument?	Enter data as students complete the education program (see ED2 and ED4A), and as pre- 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- and post administration dates, and the amount of progress required for students to meet the target using this test. Also enter the minimum number of hours of assistance all students should have received in reading or math. Recommended: If you are tracking students for both ED2 (students that completed a tutoring/academic support program) and ED4A (students that completed a mentoring program), use separate Tracking Logs. This allows you to compare results for each program more easily and make decisions about where improvement could occur.
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; these are your data. 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 the number of hours of service each student received, and the type of service (e.g. one-on-one tutoring vs. small group tutoring; intensive tutoring vs. drop-in over an extended period of time). 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 these "raw" as proof that a systematic process was used to document the outcomes.

Standardized Instruments

Program-Administered Pre-Post Test Tracking Log

Education Program Name: _____ Program Year: _____

Person completing this Log: _____ Position: _____

Students received this service (check one): Academic Support (ED2) Mentoring Support (ED4A)

Subject in which students received at least ____ hours assistance (check one): Reading Math

Name of Standardized Test: _____ Date of pre-test: _____ Date of post-test: _____

Target Statement (amount of progress required): _____

Instructions: For each student that received the required number of hours of assistance in the subject listed, 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 (1)				TEST SCORE			Enter “1” if student met target (3)
ID Number	Last Name	First Name	Grade	Pre Test Score	Post Test Score	Difference (2)	
1.							
2.							
3.							
4.							
5. <i>add rows</i>							
TOTAL:							

Notes

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

(2) Enter amount of increase or decrease in number of points, levels, or percent amount (depending on test’s scoring system).

(3) 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)).

Program-Administered Post Test Tracking Log for Standardized Instruments

Instructions

What is the purpose?	<p>To determine how many students that completed the education program (national performance measures ED2 or ED4A), and received the minimum level of assistance in reading and/or math, improved academic achievement, as defined by the standardized post test administered by your program. Use separate forms to track students helped with reading or math, but count each student only once, even if they received assistance with both reading and math.</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 education or mentoring program (ED2 and ED4A), and as post test scores become available.
What should we do to prepare?	<p>Complete the program information at the top of the form, including the name of the test you are using and test administration date. Also enter the minimum number of hours of assistance all students should have received in reading and/or math.</p> <p>Recommended: If you are tracking students for both ED2 (students that completed a tutoring/academic support program) and ED4A (students that completed a mentoring program), use separate Tracking Logs. This allows you to compare results for each program more easily and make decisions about where improvement could occur.</p>
What should we do afterwards?	Keep a copy of the "Program-Administered Post Tracking Logs" in a safe place with your completed student tests; these are your data . The log helps you to aggregate test data to determine if you met your outcome target.
Can I use an alternative instrument?	<p>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 the number of hours of service each student received, and the type of service (e.g. one-on-one tutoring vs. small group tutoring; intensive tutoring vs. drop-in over an extended period of time). 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 outcomes.</p>

Standardized Instruments Program-Administered Post Test Tracking Log

Education Program Name: _____ Program Year: _____

Person completing this Log: _____ Position: _____

Students received this service (check one): Tutoring/Academic Support (ED2) Mentoring Support (ED4A)

Subject in which students received at least ____hours assistance (check one): Reading Math

Name of Test: _____ Date post test was administered: _____

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

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

Instructions: For each student that received the required number of hours of assistance in the subject listed, 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 (1)				TEST SCORE		Enter “1” if student met target (2)
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>						
Total:						

Notes

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

(2) Student “met target” if he/she scored **at** or **above** his/her grade level on the test.

Standardized Instruments
Student Test Data Request Form
Student Pre-Post Test Tracking Log

Instructions

What is the purpose?	To determine how many students that completed the education program (national performance measures ED2 or ED4A), and received the minimum level of assistance in reading and/or math, improved academic achievement, as defined by the standardized pre-post test administered by the schools. Use separate forms to track students helped with reading or math, but count each student only once, even if they received assistance with both reading and math.
Who should complete this instrument?	<p>Project director, designee, or other trained staff should complete the “Student Test Data Request Form” (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 “Student Pre-Post Summary Tracking Log.” 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?	Plan wisely to give yourself and the schools enough time! You will need to prepare the “Student Test Data Request Forms” 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 “Student Test Data Request Form” 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 “Student Pre-Post Summary Tracking Log” for each school from 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 Summary 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> <p>Recommended: If you are tracking students for both ED2 (students that completed a tutoring/academic support program) and ED4A (students that completed a mentoring program), use separate “Student Pre-Post Summary Tracking Logs.” This allows you to compare results for each program more easily and make decisions about where improvement could occur.</p>
What should we do afterwards?	<p>Keep a copy of the “Student Test Data Request Forms” and “Student Pre-Post Summary Tracking Logs” in a safe place; these are your data. You will sum data from all logs returned to you from the schools to determine if you met your program’s outcome target.</p>
Can I use an alternative instrument?	<p>Different forms can be developed/used to document groups of students’ results. You may want to develop the “Student Pre-Post Summary Tracking Logs” in an Excel spreadsheet and combine logs so you can sort them by ED2 or ED4A groups of student, school, subject, grade, etc, and determine where you find program gains, and where to make program improvements. However, whether your instrument is in paper format or electronic format, remember to save these “raw” data as proof that a systematic process was used to document the outcomes.</p>

Standardized Instruments 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 National Service Program staff person.

Requested By (name and contact information): _____
Education Program Name: _____
Date of Request: _____ Return Form by (date): _____
Name of Test: _____
Date of pre-test: _____ Date of post test: _____
Amount of progress required: _____
School: _____ Students’ Grade: _____
Students received assistance in (check one): <input type="checkbox"/> Reading <input type="checkbox"/> Math

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

<p>From the list of students above:</p> <p>Total number of students that completed both a pre and post test: _____</p> <p>Total number of students that met the expected level of improvement: _____</p>

Standardized Instruments
Student Pre-Post Test Summary Tracking Log

Education Program Name: _____ Program Year: _____

School: _____ Person completing this Log: _____

Students received this service (check one): Tutoring/Academic Support (ED2) Mentoring Support (ED4A)

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						SECTION II	
Student Test Data Request Form “Group Number” (1)	Students’ Grade	Subject	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 (2)
Ex: AB123	6	<input checked="" type="checkbox"/> Reading <input type="checkbox"/> Math	XYZ Reading Test	At least 20 points higher on post test	12	10	7
		<input type="checkbox"/> Reading <input type="checkbox"/> Math					
		<input type="checkbox"/> Reading <input type="checkbox"/> Math					
		<input type="checkbox"/> Reading <input type="checkbox"/> Math					
TOTALS:							

Notes

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