

APPENDIX B

PHASE 2.4 FIELD TEST RECRUITING MATERIALS

- **Field Test Teacher Application Flyer**
- **Field Test Teacher Consent Letter**
- **Field Test Memorandum of Understanding with Schools**
- **Field Test Parent/Guardian “Opt Out” letter**

Phase 2.4: Field Test Recruiting Flyer

Project Description

Assessment and Teaching of 21st Century Skills is an international project that has developed new assessments to measure 21st century skills such as learning in digital networks and collaborative problem solving in middle and high school grades. The project now seeks 6th, 8th and 10th grade teachers to administer the assessments to their classes in a Field Test. The Field Test's objectives are to calibrate the scales used to measure the skills and further test the capacity of the web delivery system of the assessments.

Scope of Work

- Attend web-delivered training on how to administer the assessments
- Sign and submit the Teacher Consent form;
- Arrange the set up of class computers that meet the required technical specifications for the assessment administration;
- Distribute information to parents/guardians and collect Opt-Out slips from those who do not wish their child's data included in the study;
- Conduct the Field tests over 3 class periods (of at least 45 minutes each) insuring that recording of student responses transpires;
- Receive \$200 as a token of appreciation;

School Expectations

- Support teachers' participation in meeting training and scheduling project requirements
- Authorize computer, networking access and technical support to teachers and students

To apply to participate, please complete and return the information requested below by May 31, 2011.

Teacher Name	School/District
Home Address	School Address
Home City, State, Zip	School City, State, Zip
Home Phone	Work Phone
Home E-mail	Work E-mail
I have read the project description and would like to participate in the Field Test. Teacher: _____ Date: _____	I support the participation of the teacher/applicant in this project. (Signature required). Principal: _____ Date: _____

Please return form to WestEd, c/o Anna Araneta, 300 Lakeside Dr. 25th Flr, Oakland, CA 94612 or fax to (510) 302-4242. If you have any questions, please contact Anna Araneta at aaaranet@wested.org

Appendix B: Phase 2.4 Field Test Teacher Selection Letter

Dear <Teacher's Name>,

Congratulations, you were selected to participate in the Field Test for an international project called *"Assessment and Teaching of 21st Century Skills"*. The project is sponsored in the United States by the National Center for Educational Statistics (NCES) of the U.S. Department of Education and implemented by WestEd under contract with the NCES.

The assessments, which are designed to measure learning in digital networks and collaborative problem solving, have undergone substantial review by teachers and testing with individual students and are now ready to be administered via the Internet in a Field Test. The objective of the Field Test is to gather data to establish empirically based scales that can indicate students' place and progress on developmental continua associated with each of the 21st century skill sets assessed.

Participation in the Field Test is voluntary, and data collected will be used only for statistical purposes and will not be disclosed, or used in identifiable form for any other purpose except as required by law (20 U.S. Code, Section 9573).

Please indicate your willingness to participate by completing and returning the attached consent form to WestEd. Listed on the consent form are the activities you agree to implement as a participant of the Field Test.

If you have any questions, please contact Mike Timms at mtimms@wested.org, or Anna Araneta at aaaranet@wested.org.

Sincerely,

Mike Timms, Ph.D.
Associate Program Director
Science, Technology, Engineering & Mathematics
WestEd

Encl: Field Test Teacher consent form.

Appendix B: Phase 2.4 Field Test Consent Form

By signing this consent form you agree to the following:

- I completed and signed an application to participate in the ATC21S Field Test and secured the signature of my school principal;
- I will participate in a training to help me administer the assessment items;
- I will distribute an information letter to parents/guardians and collect back the “Opt-out” forms from those who do not want their child’s data used in the project, and submit them to WestEd;
- I will schedule 3 class periods of at least 45 minutes each and submit my Field Test dates to WestEd;
- I will insure that each student has a computer that can access the assessments via the Internet during the scheduled Field Tests;
- I understand that all information I or my students provide will only be used for statistical purposes and will not be disclosed or used in identifiable form for any other purpose except as required by laws (20 U.S. Code, Section 9573);
- I understand what is asked of me and I volunteer willingly to participate in conducting the Field Test in my classroom;
- For completing all activities in the Field Tests I will receive \$200.

Teacher signature

Date

Grade level taught

Primary Subject

Please return signed consent form to: WestEd, 300 Lakeside Drive, 25th Floor, Oakland, CA 94612, ATTN: Anna Araneta.

MEMORANDUM OF UNDERSTANDING
_____ **School and WestEd**
for the
Assessment and Teaching of 21st Century Skills Field Test

1. Purpose

This Memorandum of Understanding (MOU) outlines the agreement between WestEd and _____ School (hereinafter “the school”) to field test the assessment system designed for the Assessment and Teaching of 21st Century Skills or ATC21S (hereinafter “the project”).

The project is sponsored by the National Center for Educational Statistics (NCES) of the U.S. Department of Education. The purpose of the project is to field test web-based assessments during the 2011-2012 school year. The project will involve training for participating teachers in each school and data collection of student responses to the assessment tasks.

This MOU sets forth the agreement between the school and WestEd regarding the school's role in the project. This is a non-financial agreement.

2. Terms of the MOU

1. This MOU is effective on the day of execution by the Principal. This MOU expires December 30, 2011.
2. Any of the parties to this MOU may terminate this MOU without cause provided that written notice is given at least 30 days in advance.
3. This MOU may be amended by the mutual written consent of all parties.

3. Confidentiality

1. WestEd will protect all data collected as part of this project. All information gathered will only be used for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S. Code, Section 9573).

4. WestEd responsibilities:

WestEd shall:

1. Designate a contact person for this research project. WestEd’s contact person is:
Michael Timms, Ph.D. WestEd
Associate Program Director 300 Lakeside Dr., 25th Floor
Science, Technology, Engineering & Math Oakland, CA 94612
Telephone: (510) 302-4214
Email: mtimms@wested.org
2. Keep the school apprised in advance of all project activities, specifically trainings and observations that may affect the school’s planned activities;
3. Provide training to participating teachers on how to administer the assessments;
4. Provide participating teachers with informative materials to be sent out to parents;

5. Provide participating teachers with a \$200 token of appreciation for conducting the field test in their classes.

5. School responsibilities:

The school shall:

1. Facilitate the recruitment of teachers for the purposes of the project;
2. Allow participating teachers to accommodate the administration of assessments in their class calendars;
3. Provide necessary facilities for the completion of the assessments, including computers, network connectivity, and technical support.

In witness hereof, the parties hereby execute this Memorandum of Understanding.

WestEd

_____ **School**

Signature:

Signature:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Appendix B: Phase 2.5 Field Test: Parent “Opt-Out” Letter

Dear Parent/Legal Guardian,

<Teacher’s Name> who teaches your child’s <fill in grade> class is participating in a Field Test that involves administering new computer-based assessments to your child’s class during three class periods. The field test is part of an international project called “Assessment and Teaching of 21st Century Skills” or ATC21S, sponsored in the United States by the National Center for Education Statistics (NCES) of the U.S. Department of Education. WestEd, a research and service non-profit organization is implementing the project in schools for the NCES.

Purpose. During three class periods scheduled by the teacher, your child’s class will take final versions of assessments that measure learning in digital environments, and collaborative problem solving. These critical 21st century skills are considered important to student’s success in their education and in future careers. The field test is designed to calibrate the scales used to measure the skills.

Confidentiality. Your student’s name will not be associated with the assessments’ results. No identifying information will be recorded, and information will be stored securely. All information may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S. Code, Section 9573). WestEd researchers will collect data to inform the development of the assessment; they are not evaluating any student’s performance.

Participation is voluntary. Participation in the field test is voluntary. If you do not wish your child to participate, their data will not be included in the data sent to the assessment developers. They will still participate in the activity as part of their regular classroom instruction.

Please check the NO box if you do NOT want your child’s data included in the field test, sign, and return this form to your child’s teacher no later than <deadline set by teacher>.

☐ NO, I do not want my child’s data included in the ATC21S Field Test

Child’s Name

Parent/Guardian’s Name

Parent Signature

ATC21S