



November 24, 2010

Dear Private School Administrator:

The Office of Superintendent of Public Instruction (OSPI) and Data Recognition Corporation (DRC) are working together to implement the 2011 Measurements of Student Progress (MSP) and High School Proficiency Exam (HSPE). The MSP and HSPE, established in 2010, comprise a standards-based student assessment system for the State of Washington. For the 2010-2011 school year, this state-level assessment includes tests matching Washington's Essential Academic Learning Requirements (EALRs) in reading and mathematics at grades 3–8 and High School (HS), writing at grades 4, 7 and HS, and science at grades 5, 8, and HS. Private schools can choose to participate in all assessments based on the packaging plans implemented by Washington and reflected in the pricing schedule below.

Important information you should know:

Testing Schedules:

High school mandatory testing schedule:	
High School Writing—Day One	March 15, 2011
High School Writing—Day Two	March 16, 2011
High School Reading	March 17, 2011
High School Science	April 12, 2011
High School Mathematics (if available)	TBD; may be March 22, 2011
Grades 3-8 mandatory testing windows:	
Paper/Pencil Reading, Writing, Mathematics and Science	May 2-19, 2011
Online Reading and Mathematics (grades 6-8)	May 2-June 3, 2011

New this year: Private schools will have the option to test students online for grades 6-8 reading and mathematics.

- If your school chooses to test online in one or more grade/subject combinations, all students must take the online version of the test(s). It is an option for you to choose to administer one grade and content online and the other grade and content on paper. For example, your school may decide to administer all grades 6 and 7 mathematics online, but reading for those grades would take the paper version of the test.
- DRC will be facilitating Webinar training sessions for public and private schools that will be participating in online testing. The dates of these training sessions are tentatively set for January 24th & 25th and April 11th & 12th. DRC will contact each school enrolled in online testing regarding training in January.

2011 MSP Online Administration	Per student pricing		
	Grade 6	Grade 7	Grade 8
Assessments	Grade 6	Grade 7	Grade 8
Science	NA	NA	NA
Mathematics	\$6.50	\$6.50	\$6.50
Reading	\$6.50	\$6.50	\$6.50
Writing	NA	NA	NA

- High School Mathematics: Currently a high school mathematics exam will **not** be available for private school students to take in 2011. OSPI is in the process of transitioning HSPE mathematics to end-of-course exams and these exams will not be available to private school students until Spring 2012. It is possible that OSPI will allow some public and all private school students to take HSPE mathematics, but that decision will not be made until January. Please register now for the HSPE mathematics exam and we will contact each school in January to let you know if the test will be available for private school students in 2011.

- Unlike public schools, private school students are not required to take the MSP and HSPE and the decision of which assessments and grade levels private schools administer is yours. The fee for private school students to participate is a per student cost and varies based on content included in each packaged booklet.
- Private schools will receive a 10% overage of test booklets for students who are late enrollees.
- Private schools will receive the following reports: individual student reports (ISRs), school roster report, school summary profile (SSP), school summary of achievement profile (SAP) and frequency distribution report (FD).
- All of your MSP and HSPE score reports will be sent directly and confidentially to your school; your results will not be reported to OSPI.
- Many test accommodations can be made for students with special needs, so they can and should participate. Carefully review the *Washington State's Accommodations Guidelines for Students with Disabilities* at <http://www.k12.wa.us/assessment/altassess.aspx>. These guidelines mainly focus on testing accommodations that allow students to take the state-level assessments and earn valid scores.

2011 MSP and HSPE Administration	Per student pricing						
	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	HS
Assessments	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	HS
Science	NA	NA	\$13	NA	NA	\$13	\$13
Mathematics	\$16	\$26	\$16	\$8	\$8	\$8	\$10*
Reading				\$8	\$8	\$8	\$9
Writing	NA		NA	NA	\$10	NA	\$14

*The decision on whether the HSPE mathematics assessment will be available will be made by the end of January 2011.

If you wish to participate in the assessments, it is important that you return the enclosed enrollment form to DRC by **December 15th, 2010**. The enrollment form can be faxed to (763) 268-3005, DRC, Attn: Washington Customer Service.

Along with the public schools, you also have the option of pre-identifying your test booklets with student demographic information rather than gridding the test booklets by hand at the time of test administration. If the pre-identifying service is desired, private schools must use DRC's online service that allows for upload of a data file directly to DRC. Once enrolled in the MSP and/or HSPE you will receive an e-mail containing all of the information necessary to pre-identify students. You will receive this e-mail during the month of January. Please read it carefully it will contain important information such as the cut-off date, data file formats and requirements for pre-identifying your students. Please note: the pre-identification option reduces gridding errors and therefore all subsequent reporting inaccuracies.

NOTE: All MSP and HSPE test booklets are secure materials. When your school makes the decision to participate in this administration, you agree to maintain the security of all documents. You agree to take responsibility for returning all testing materials, used and unused, intact and on time.

If you have any questions about shipping and receiving, please contact DRC at (888) 476-0264 or Email washingtoncustomerservice@datarecognitioncorp.com.

If you have questions about proper administration techniques, matters of security protocols established by the state or training materials, please contact Kimberly DeRousie, State Test Coordinator, at (360) 725-6353 or e-mail kimberly.derousie@k12.wa.us.

Warm Regards,

Data Recognition Team

Measurements of Student Progress (MSP) and High School Proficiency Exam (HSPE) Private School Enrollment Form

CONTACT NAME: _____ DATE: _____

5 DIGIT CODE: _____ PHONE NO: _____

SCHOOL NAME: _____ FAX NO: _____

SHIPPING ADDRESS: _____

EMAIL ADDRESS: _____

ENROLLMENT	ONLINE READING	ONLINE MATH	GRADE/CONTENT AREA
_____			Grade 3 (Reading and Mathematics)
_____			Grade 4 (Reading, Mathematics and Writing)
_____			Grade 5 (Reading, Mathematics and Science)
_____	_____	_____	Grade 6 (Reading and Mathematics)
_____	_____	_____	Grade 7 (Reading, Mathematics and Writing)
_____	_____	_____	Grade 8 (Reading, Mathematics and Science)
_____			High School Reading
_____			High School Math (if available)
_____			High School Science
_____			High School Writing
_____			Assessment Coordinators Manual
_____			High School Directions for Administration
_____			Grades 3-5 Directions for Administration
_____			Grades 6-8 Directions for Administration

NOTE: Please place an X in the appropriate column for each grade/subject combination you would like to test online.

**Fax or E-mail no later than Wednesday, December 15, 2010, to:
Washington Customer Service Representative
Data Recognition Corporation**

Fax: 763-268-3005

E-mail: washingtoncustomerservice@datarecognitioncorp.com