

Best Practices for SLO Assessments

The following procedures are being implemented district-wide to assist in administering all Student Learning Objectives (SLOs) in order to protect the reliability and validity of the assessment(s) used for the SLO process.

SLOs materials and answer sheets in Unify (PM)

- If SLO assessments and other testing materials (if applicable) are found on the Unify Resource Page, they are located on the website by going to: [PGCPS Staff Portal > Applications > Unify Resource Page > Test Administration > SLO Pretests \(or SLO Posttests\)](#). SLO answer sheets are found in Unify, > Test > Test Center (log into performancematters.pgcps.org with your county username and password).

SLO assessments that cannot be found in Unify (PM)

- If SLO assessments are not located in Unify, *please reach out directly to your content office.*
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Verify all SLO test and answer sheet names

- Check to make sure the name of the assessment matches the name on the answer sheet that was printed. *It is critical that the correct answer sheets are used. Using the same sheet multiple times will override your scores in Unify.*

SLOs follow classroom accommodations

- The same accommodations used for classroom instruction should be used for SLO pre- and post-assessments.

SLO assessments are untimed

- SLO pre- and post-assessments do not have a formal time limit.

You must adhere to the District-Wide SLO Testing Window

- There is a timeline associated with SLOs. The SLO pre-assessment window is August 28-October 5. The SLO instructional window is Semester 1. The SLO post-assessment window is January 3 - February 24.
- *Official decisions regarding extensions to the SLO testing windows (due to inclement weather, etc.) will be made by OEPE, who will then inform DTRE and C&I to extend the window.*
- *All tests become inaccessible through the Unify Resource site when the window closes.*

SLO assessment materials are secure

- All SLO pre- and post-assessments, scoring guides, and answer sheets are to be treated as secure material and should only be used in a strictly controlled testing environment. In order to access SLOs in MyPPS, all teachers are required to read and “accept” the Non-Disclosure Form located in MyPPS indicating their understanding of test security protocols.
- Do not use the SLO pre- or post-assessment for instructional purposes.
- After giving the pre- and post-assessments, immediately store the assessments and scoring guide in a secure location as determined by your school leadership.
- *All answer sheets are to be filed by the teacher until the beginning of the following school year, and then they are to be destroyed. If you accidentally scan the wrong answer sheet, these originals can be re-scanned at any time to reinstate your original scores.*

All answer sheets are scanned at the school prior to the deadline

- Use one of the black Brother scanners in your school to scan all answer sheets.
- If you are unsure how to operate the scanner, ask your School Test Coordinator (STC) for a demonstration..
- *After scanning all answer sheets, pull the data the next day to make sure your results have been successfully uploaded to Unify.*

All answer sheets found on Unify have data in reports

- *All scores appear within an hour of scanning in the Student Item Analysis Report. All scores in Baseball Card will appear after the overnight load.*
- If you have difficulty accessing your scores, always check with staff at your school, including the instructional lead teacher (ILT), your department chair/coordinator (DC/TC), the school testing coordinator (STC), or your direct supervisor (AP).

Visit the [Unify Resource page](#) for documents and videos on how to access your scores in Unify.