

Lyonel B. Tracy
Commissioner of Education
Tel. 603-271-3144



Mary S. Heath
Deputy Commissioner
Tel. 603-271-7301

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900**

Bureau of Special Education FY'09 Memo #17

Date: November 5, 2008

To: Superintendents
Directors of Special Education

From: Office of the Commissioner

Division of Instruction
Bureau of Special Education
Bureau of Accountability

RE: State Assessment Participation Decisions
(with attachment: *Transitioning Students between NH-Alt & NECAP*)

**Guidance for Transitioning Students Between
The NH-Alternate Assessment (NH-Alt) and the New England Common Assessment Program
(NECAP)**

Each year, district IEP teams review and make decisions about how students receiving special education services will participate in the statewide assessments that are required under NH State Statutes (RSA 193), the No Child Left Behind Act (NCLB) and IDEA (2004). In recent years, as our statewide assessment system has evolved, we've received a number of questions from the field about how to transition a student from one form of assessment to the other. This year, the department has created some new documents to help teams map assessment participation and transition decisions for individual students. Attached to this memo, you will find a chart showing how to transition any qualifying student to or from the NECAP general assessment at grade level. To use this chart, find the test the student has last taken in the left column. Then, to the immediate right you will find the next test this student must take if he or she appropriately transitions into the other assessment. By following these guidelines for transitioning students between assessments, you will help to ensure that your school and district are meeting the participation accountability requirements for this student.

Q: May students attempt the NECAP general assessment on a *trial* basis at grade-level before officially transitioning to this assessment?

A: The answer is Yes. This question arises when teams attempt to move a student out of NH-Alternate portfolio assessment into NECAP grade-level testing. This trial assessment

experience often helps teams identify, observe, and adjust the accommodations that will be most effective for the student during large scale assessment. In any year that a student has already completed and submitted a portfolio in May, they may attempt the NECAP assessment that occurs in October of the same calendar year without impacting the school or district accountability in any way.

To administer this trial assessment, the test administrator would complete all the identifying student information required on the cover of the grade-level NECAP Student Answer Booklet by bubbling in student name, SASID (very carefully), and grade. No other special information needs to be bubbled. However, it is very important that the SASID be entered correctly.

In this situation, the NH-Alt score will become the 'official score of record' for the student, and will count in the normal way. Feedback on the student's performance in the trial NECAP test will be provided in a NECAP parent letter, in the Item Analysis Report, and in the district .csv data file.

Q: Where can I find other statewide assessment participation guidance documents?

A: To find additional information on making assessment participation decisions:

Go online to: www.ed.state.nh.us/assessment,
Then Choose: NECAP,
Then Choose: NECAP Test Administration Materials, Information and Forms,
Then Choose: Fall 2008 Materials and Information,
Then Choose: Principals and Coordinators

Below is a sample of some of the documents available on this site:

NECAP Principal/Coordinator

- * [NECAP Principal/Coordinator Manual: Grades 3-8 and 11 pdf](#)
- * [High School Participation Guidelines for State Assessment pdf](#)
- * [Elementary/Middle School Participation Guidelines for State Assessment pdf](#)
- * [2008-2009 AYP Rules for Out-Of-District Placement pdf](#)
- * [Transitioning Students between NH-Alt and NECAP pdf](#)
- * [NECAP Stop Sign Policy pdf](#)
- * [NECAP Stuck Pages Policy \(coming soon\) pdf](#)
- * [NECAP Accommodations for LEP Students pdf](#)

NECAP Test Administration Workshop pdf icon

- * [Test Administration Workshop \(updated 9/02/2008\) \(Power Point\)](#)

NECAP Additional Test Administration Resources

- * [Request Form for Use of "E-Other" Accommodations pdf](#)
- * [Accommodations: Guidelines and Procedures pdf](#)
- * [Request for Medical Exemptions 2008-2009 \(new posting 9/02/2008\) pdf](#)
- * [Sample Parent Letter](#)

Q: Where can I find additional information on NH-Alternate Assessment?

A: To find additional information on NH-Alt:

Go online to: www.ed.state.nh.us/assessment

Then Choose: NH Alternate Assessment

Then Choose: 2008-2009 NH-Alt Assessment Materials and Information

Please refer to the **NH Alternate Assessment Educator's Manual (2008-2009)** regarding the procedure to identify students who are appropriately qualified for participation in alternate assessment based on alternate achievement standards.

NHDOE Assessment Office Contacts:

Gaye Fedorchak at: (603) 271-7383 or email: gfedorchak@ed.state.nh.us;

Tim Kurtz at (603) 271-3846 or email: tkurtz@ed.state.nh.us;

Susan Morgan (603) 271-3719 or email: smorgan@ed.state.nh.us.