NEW YORK STATE EDUCATION DEPARTMENT TEST DEVELOPMENT PROCESS

1 Review/develop syllabi/standards

2 Design test specifications

3 Develop test items
- a. Solicit item writers
- b. Instruct item writers
- c. Write items
- d. Edit items
- e. Create art for test items

4 Review test items
- a. Review content
- b. Advise on special issues/populations

5 Assemble field test (FT) forms
- a. Assemble forms (Test owners/ content specialists)
- b. Determine representative sample
- c. Instruct committee on policy (Joint Standards)
- d. Review forms (Committee of content specialists)
- e. Print field tests
- f. Develop rubrics for field tests
- g. Pack and ship field tests to schools. Ensure security of field tests

6 Administer field tests (schools). Ship back to SED

7 Scan and score multiple choice FT items

8 Read and score performance items
- a. Select rangefinders
- b. Instruct rangefinders
- c. Conduct rangefinding
- d. Score field tests

9 Conduct test item analysis
- a. Calculate field test statistics
- b. Estimate reliability/ generalizability
- c. Describe performance

10 Develop test sampler (new test)
- a. Develop and publish test sampler for any new test

11 Select and prepare operational test
- a. Select test form based on field test statistics and test specifications
- b. Review and edit operational test
- c. Conduct Final Eyes Review of test (Committee of content experts)
- d. Determine cut scores and develop conversion chart for Senior Management approval
- e. Prepare and review scoring key and rating guide
- f. Develop large type, Braille, and translations
- g. Conduct final output

12 Printing, distribution, administration, and scoring of operational test
- a. Print test
- b. Pack and ship tests to schools. Tests administered to students
- c. Post scoring key, rating guide, and conversion chart online at the appropriate time
- d. Score test
- e. Answer questions from teachers during scoring process

13 Setting Standards (new test)
- a. Choose methodology
- b. Train a committee of statewide stakeholders
- c. Compile data from answer papers after test is administered
- d. Select and instruct committees of teachers for standard setting
- e. Conduct standard setting with committees of teachers. Cut score recommended
- f. Facilitate a committee of statewide stakeholders to recommend cut score
- g. Conduct statistical analysis on recommended cut scores
- h. Submit recommendations to the Commissioner
- i. Determine cut score (Commissioner)
- j. Develop conversion chart for online posting

14 Read and analyze teacher and administrator evaluations on test
- a. Determine any changes that should be made to the test based on evaluations

15 Develop new items (Continuous cycle starting with Step 3)