



NCEA ACRE ADMINISTRATION CHECK LIST ARCHDIOCESE OF CINCINNATI MAY 2009

ORDER MATERIALS (Question Booklets, Answer Sheets, Header Sheets & Cover Sheets)

- ___ 1. **Order** materials from CAL (Computerized Assessments and Learning, LLC) at www.caltesting.org or call toll free 1-866-406-3850. Brochures which include an order form are available on-line at www.ncea.org. Click on NCEA ACRE/IFG. The brochures are also available from your regional Office of Evangelization and Catechesis. Cincinnati: 513-421-3131 or 800-686-2724, Dayton: 937-223-4075, North: 937-498-1192. Your reports will arrive by email unless you “opt out” by marking the appropriate box on the order form or by asking for a printed report when you order by phone. A small additional cost will be assessed for the printed report.

NOTE: If **fewer than six (6) students** are assessed at a grade, you will not receive reporting information on the affective items in Part II.

PRE ADMINISTRATION

- ___ 2. **Schedule a time to administer the NCEA ACRE Assessment.** Answer Sheets for Grade 12 in Catholic High Schools are due Nov. 13, 2009. Answer Sheets for Grades 5 & 8 in Catholic Elementary Schools and all Parish Grades are due by Feb. 19, 2010. Allow 60 – 80 minutes to administer. You may schedule a time for Part I and another time for Part II. See the Administration Manual for suggestions on administration.
- ___ 3. Prepare yourself, your Catechists, Teachers and Education Commission Members, Parents, etc.
Resources:
- Read the **Administration and Interpretation Manuals** received with your NCEA ACRE materials.
 - The "**NCEA ACRE Mini Presentation**" (35 – 40 minutes) includes Power Point (MP 0001) or Overhead (MP 0002) materials and script for the catechetical leader to use with catechists, teachers, Education Commission Members, Pastoral Council, parents, etc. Topics include: what NCEA ACRE is, what it measures, administration information and results received. An opening prayer is also included. There is no charge to borrow these presentations from the media centers.
 - VC 2146, "NCEA ACRE Assessment Workshop,"** includes the purpose and administration of NCEA ACRE and the reading and interpretation of the reports.

Contact your regional media center to reserve a time to borrow these materials.

- Northern Region 937-498-1192 or sidneymediacycenter@catholiccincinnati.org
- Dayton Region 513-223-4075 or 800-330-3201 or daytonmediacycenter@catholiccincinnati.org
- Cincinnati Region 513-421-3131 or 800-686-2724 or cincinnatiacycenter@catholiccincinnati.org

- ___ 4. **Complete the Alignment Review Worksheet found in Appendix C of the Interpretation Manual for each level.** This process is an examination of the NCEA ACRE questions in order to form expectations for student learning. The Review Sheets will assist you when studying your results and planning for the future, making it an important part of the process.
- ___ 5. **Inform the parents of your students.**
[Click here](#) for a sample letter you may adapt to fit your circumstances.

- ___ 6. **Complete all the information on both sides of the Header Sheet for each level administered.** Instructions can be found in Appendix A of the *NCEA ACRE Assessment Instructions* which were sent with your order.

Special Notes:

- a. If you have **more than one class per level** and would like a report for each class please complete a header sheet for each class. You will then receive a report for each class plus a summary of the level. Be sure to order enough Header Sheets if you plan to use this option.
- b. Record the **Diocesan Code** on the back of the header sheet. Cincinnati's code is **030**.
- ___ 7. Complete all the information on the **yellow Cover Sheet** that was sent with your order to insure that the current ACRE contact receives your reports. [Click here](#) for the cover sheet.
- ___ 8. **Prepare envelope(s)** for shipping of test answer sheets. These answer sheets are to be collected at the completion of Part II and placed in the envelope in front of the students to insure their confidentiality.

- ___ 9. **Access additional help if needed.**

National Help: Check the NCEA web page at www.ncea.org . You will find Frequently Asked Questions, Assessment Vocabulary, Articles to Download and directions on how to contact the Director of NCEA ACRE.

Local Help:

Carolyn Stucke 937-498-1192 or cstucke@catholiccincinnati.org
Kris Krimm 513-421-3131 or 800-686-2724 or kkrimm@catholiccincinnati.org.

ADMINISTRATION

- ___ 10. Follow the directions to administer NCEA ACRE in the NCEA ACRE Administration Manual for all levels
- ___ 11. **Special Codes for the Archdiocese of Cincinnati Grade 8 Students Only.**
Please ask all of your grade 8 students (parish and school) to indicate which high school they will be attending. [Click here](#) for the list of codes. Please have the students insert the number for the high school they will be attending on Side One of the Answer Sheet under **Special Codes** using the ABC columns. At the end of the year CAL will pull out grade 8 student scores for the school they will be attending and give the school a summary report. The schools will then have an idea of the strong areas and areas of concern for their incoming freshmen.
- ___ 12. **Administer the assessment:**
- Parish Summer Religious Education Programs - anytime in the summer. Send the answer sheets to CAL **after August 1, 2009**.
 - Grade 12 Catholic High Schools - Fall 2009
 - Completed score sheets are due to CAL Nov. 13, 2009
 - Grades 5 & 8 Catholic Elementary Schools and all Parish Grades - January 2010
 - Completed score sheets are due to CAL Feb. 19, 2010.
- ___ 13. Accommodations for students with special needs may be made as long as honest, independent responses are maintained. Follow the same procedures for accommodating the administration of other evaluations. If needed, read the assessment to a student, provide extra time, or provide a special non-distracting environment in a separate room with an adult monitor.

POST ADMINISTRATION

- ____ 14. Send your completed **Answer Sheets, Header Sheets, and Cover Sheet to CAL by way of a traceable shipping system** (e.g. UPS, FED EX, USPS, or RPS) by the appropriate date. They should be shipped to:
- Computerized Assessments and Learning, LLC
1202 East 23rd Street, Suite B
Lawrence, KS 66046
- ____ 15. You will receive **your reports** by email about three weeks after your answer sheets are received at CAL.
- ____ 16. The **Archdiocesan and National Summary Reports** for the level(s) in which your parish or school participated will be sent to you within a couple of weeks after all the schools and parishes have submitted their answer sheets.
- ____ 17. Study your summary reports to discover areas of strength and concern. Make plans to address the areas of concern. [Click here](#) for "Reading and Interpreting Your NCEA ACRE Results." [Click here](#) for "Questions to Guide the Interpretative Process for NCEA ACRE."
- ____ 18. Contact Carolyn Stucke at 937-498-1192 or cstucke@catholiccincinnati.org for assistance in interpreting your reports and planning for the future.