



**STUDENT ASSESSMENTS FOR
TEACHER AND PRINCIPAL EVALUATION**

FORM C

PUBLICLY AVAILABLE SERVICES SUMMARY

This form will be posted on the New York State Education Department's Web site and distributed through other means for all applications that are approved in conjunction with this RFQ to allow LEAs to understand proposed offerings in advance of directly contacting Assessment Providers regarding potential further procurements.

Assessment Provider Information	
Name of Assessment Provider:	Certiport
Assessment Provider Contact Information:	Lance Wall, Tel: 801-847-3166, Email: lwall@certiport.com
Name of Assessment:	Microsoft Office Specialist Excel 2007
Can this assessment be used as a growth measure?	Yes
Does this assessment provide normative inferences about student growth? If so, how?	No. But it is a valid measure of student growth in a non-normati
What are the grade(s) the assessment covers?	9th-12th
What are the subject area(s) the assessment covers?	Creating and Manipulating Data, Formatting Data and Content , Creating and Modifying Formulas, Presenting Data Visually , Collaborating and Securing Data with Excel
What are the technology requirements associated with the	Requires a complete installation of the desired Office Suite ver Suite may be installed per machine. Requires that "IQ System" on all computers to be used for testing. Additional information http://www.certiport.com/Portal/desktopdefault.aspx?page=common/

assessment?	
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Please provide an overview of the application for LEAs. Please include:

- **A description of the assessment;**
- **A description of how the assessment is used;**
- **A description of how scores are reported (include links to sample reports as appropriate);**
- **A description of how the Assessment Provider supports implementation of the assessment, including any technical assistance. (3 pages max)**

Microsoft Office Specialist (MOS) for Word 2007 is the credential required by academia and business, recognized globally as the premier credential chosen by individuals seeking to validate their knowledge, skills and abilities relating to this Microsoft Office application.

MOS exams are performance based, live-in-the-application exams that measure a student's ability to accomplish in-demand tasks that drive productivity in the workplace and the classroom.

Each school can be registered as a Certiport Authorized Testing Center and can easily administer the exams to their student body. The exam can be used as an end of course assesment or can be inserted to any applicable summative assessment milestone within a course plan. As a proctored exam, the instructor has total control of when and where a student takes this secure exam.

When a Test Candidate completes an exam, a score report is generated. As an Organization Administrator, you can reprint this report. You also have access to run reports for your school. Reporting tools in the Certiport Portal (www.certiport.com) will allow you to measure exam results within your Certiport Center.

All schools have a Certiport employee assigned to provide them with continued one on one help and direction. Certiport has a full support staff including customer service, onboarding, and technical support. Each school has access to a large library of online tutorials that can be accessed at any time. They can also attend weekly webinars to train them on how to use both the test software and our portal. One on one training is provided for all new test centers over the telephone and continued support is always available. For access to these resources please refer to www.certiport.com/go Our technical support department can be reached by phone, email, or via live chat. More details can be found at www.certiport.com/support

Estimated Service Costs (non-binding)
Please include information about costs associated with the use of the assessment, including costs associated with technical assistance, training, professional development, scoring, etc. Please clearly identify whether these services, for cost, are required in order for an LEA to use the assessment.

<p>Fixed costs over a given academic year.</p>	<p>Certiport offers a variety of purchase and license models. For most schools the most cost-effective model for exam delivery is our site license model. Within this model, a school has access to up to 500 exams to use with its students, staff, and faculty throughout the 12-month term of the license. The cost of an MOS Site License is \$3,175.00. For smaller schools that have tighter budget constraints, teachers can purchase individual exams for \$67.50 per exam or \$81.00 per exam with a retake.</p>
<p>Per-student costs over a given academic year that are above the estimated fixed costs.</p>	<p>N/A</p>
<p>Time-and-materials costs that are limited to special services that are NOT required for standard administration during a given year (e.g., special professional development services at the start of a contract, standard setting if required, test augmentation if required, language translation fees for tests and supporting materials) and that are delineated on either a time-and-materials or a cost-per-service basis for each special service).</p>	<p>Curriculum and Practice Tests can be purchased in addition to the exams. Textbooks range from \$39-\$62. eLearning and eBook options are also available. Practice Tests range from \$66 for a single user up to a site license option for up to 500 users at \$2,150.</p>

<p>If approved as a student assessment for teacher and/or principal evaluations, we are prepared to provide services to (Please indicate by clicking on the appropriate boxes below):</p>	
<input checked="" type="checkbox"/>	<p>All Districts/LEAs in the State of New York, or</p>
<input type="checkbox"/>	<p>Only to those eligible Districts/LEAs indicated below:</p>
<p> </p>	

For Assessments That Cover ELA and Math Only:

Please mark with an “X” the elements below that apply to the assessment. If you project the assessment will change to include elements over the next three years, please mark

the applicable year. Shaded cells represent NYSED’s suggested guidance to the field as New York State transitions to the Common Core.

ELA: Non-Binding Guidelines for Phase-In of Common Core Assessment-Related Elements

Elements	Applicable Year		
	12-13	13-14	14-15
Includes texts			
Include texts – fiction and non-fiction			
Include writing			
Includes writing from texts – fiction and non-fiction (from Social Studies / History, Science, and Technical Subjects)			
Assesses listening			
Assesses speaking			
Assess all four domains of CCSS (Reading, Writing, Speaking, Listening) with fidelity			

MATH: Non-Binding Guidelines for Phase-In of Common Core Assessment-Related Elements

Elements	Applicable Year		
	12-13	13-14	14-15
Has appropriate level of focus			
Has appropriate level of focus per PARCC frameworks			
Includes open-ended items			
Includes open-ended items that measure application			
Appropriate measurement of mathematical practices			
Has various assessment modes to demonstrate mathematical skills and concepts			
Assesses modeling			
Assesses fluency			