



**Memorandum of Understanding: 2013-2014  
For New & Returning Participants  
Nebraska State Accountability Check 4 Learning System**

The Nebraska Department of Education will continue to offer the interim assessment system and state item bank known as **Check 4 Learning (C4L)**. The C4L system will be offered via DRC’s INSIGHT software instead of CA&L’s software as in past years. The adjustment in software may cause changes to the system, which will be communicated to districts as soon as possible. C4L will allow districts to “check for learning” on student performance on Nebraska academic content standards in reading, mathematics, and science throughout the 2013-14 school year and to adjust instruction prior to district administration of the summative NeSA tests in the spring.

Participation by districts is strictly voluntary. C4L will be made available only to districts that choose to participate and sign a Memorandum of Understanding, agreeing to specific conditions. The C4L Memorandum of Understanding will commit the district to specific contributions to the system.

As superintendent of \_\_\_\_\_, I, \_\_\_\_\_  
District Name Superintendent Name

I am committing our district to participate in the Nebraska Department of Education’s Check 4 Learning (C4L) in 2013-2014. I understand that participation in this assessment system will not require any direct payment to the NDE, but our district will commit to one of the following resource options. New districts must commit to both options.

Returning C4L District

New C4L District

**Option 1 (Limited to the first 75% of responding districts).** Ten items in each subject area (reading, mathematics, and science) submitted to NDE on or before August 1, 2012. Districts will designate the number of items to be written at each grade level by subject but NDE will direct the alignment of the items that are to be written. The numbers of items at each grade level are to be identified on page 3 of the MOU. The items will be submitted based upon the specified requirements provided by the NDE. Once copies of the items are submitted to NDE, they shall remain the property of NDE for future use. Districts may also avail themselves of four item writing sessions to be held across the state in spring of 2013. Returning districts are not required to send item writers to these sessions but item writing training and support will be provided at these sessions. New districts are required to send a minimum of three item writers to one of these sessions. **Once the threshold for one of the options is met all additional districts must select the other option to participate.)**

**Option 2 (Limited to the first 25% of responding districts).** One certificated staff member in each subject area (reading, mathematics, and science) is to participate in a single NDE training and item review session in September of 2013 as outlined on page 4. The full day item review session will include training for item review and be held in four locations across the state for the convenience of districts. The staff members selected to attend the September item review are to be identified in August of 2013. **Once the threshold for one of the options is met all additional districts must select the other option to participate.**

**Terms of the Agreement**

To be effective, this MOU and accompanying contact sheet shall be signed, dated and submitted to the NDE Assessment Office no later than **April 17, 2013** and will remain in effect from June 1, 2013 to May 31, 2014.

NDE will not reimburse travel, lodging, meals, substitutes or pay stipends. Districts will be responsible for paying their own staff costs.

You may fax, scan or mail the forms to NDE by **April 17, 2013**. It is effective upon receipt by NDE.

Statewide Assessment  
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The school district agrees that NDE, and its officials, employees and agents will not be liable to the district or any of its officials in regard to the district's use of Check 4 Learning.

Either party may terminate the agreement without liability upon five days written notice to the other.

As Superintendent, I have read the above Memorandum of Understanding and agree to its terms on behalf of the school district below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District

**Forms are due to NDE by April 17, 2013.**

## Check 4 Learning – Training Information Sheet

DISTRICT:	Superintendent:
DISTRICT ASSESSMENT CONTACT:	DAC Email

\*Returning districts need to indicate participation in either Option 1 or Option 2. New districts need to complete both Option 1 and 2.

### Option 1. Item Writing

**Step 1. Designate Number of items at each grade level. Each subject must total 10 items.**

Districts will receive indicator and/or passages they are to align questions to on or before May 5, 2013.								Total
<b>Reading</b>	3 <sup>rd</sup> _____	4 <sup>th</sup> _____	5 <sup>th</sup> _____	6 <sup>th</sup> _____	7 <sup>th</sup> _____	8 <sup>th</sup> _____	11 <sup>th</sup> _____	<b>10</b>
<b>Math</b>	3 <sup>rd</sup> _____	4 <sup>th</sup> _____	5 <sup>th</sup> _____	6 <sup>th</sup> _____	7 <sup>th</sup> _____	8 <sup>th</sup> _____	11 <sup>th</sup> _____	<b>10</b>
<b>Science</b>	_____	_____	5 <sup>th</sup> _____	_____	_____	8 <sup>th</sup> _____	11 <sup>th</sup> _____	<b>10</b>

### Step 2. Item Writing Training.

\*Attendance at item writing training is **mandatory** for **new** districts. This training is **optional** for **returning** districts but all item writers should receive training before authoring items.

Please indicate below the location and number of persons from your district who plan to attend an Item Writing Training. (A training is mandatory for New C4L Districts for each subject area.)

	May 2 – Scottsbluff ESU #13 *LD available	May 3 – Kearney ESU #10 *LD not available	May 6 – Milford ESU #6 *LD available	May 10—Columbus ESU 7 *LD available
Number attending On- site				
Number attending via Long Distance Learning				

All item writers must have training or have had prior training to participate. New districts must send at least three item writers to one of the following item writing workshops. The workshops will consist of mandatory (for new districts) training in the morning and provide optional item writing opportunities in the afternoon. Returning districts are encouraged to send any untrained item writers to one of these

sessions. The workshops are available to all districts and may provide important opportunity for teachers to get started on item writing with support from NDE and ESU personnel.

If you have new item writers or you are a new DAC who has not been trained in item writing, we recommend any of the following:

- DACS can attend and go back to school and train and write items with teacher teams
- DACs can attend and bring a teacher writing teams
- Districts can send teacher teams
- Districts teams (with or without DACs) can attend remotely and write items in their own district (limited to number of remotes that can hook up to each site)
- ESU personnel can attend and run their training and item writing for interested schools in their regions

## **Option 2. Item Reviewers**

### **Step 1. Designate Review Session**

Scottsbluff, September 17, 2013

Norfolk, September 19, 2013

Kearney, September 18, 2013

Omaha, September 20, 2013

### **Step 2. Designate Certified Members to Attend Review Sessions**

On August 1, 2013 District assessment contacts will receive an email with a form for the district to designate staff members that will attend the review session. This form will need to be returned to NDE by August 15, 2013.