

# NCSC Test Administration Support Webinar for Test Coordinators



March 25, 2015

# Agenda

- NCSC Overview
- Testing Window
- Test Integrity
- NCSC Test Coordinator Check-List
- NCSC Test Administrator Check-List
- NCSC Resources
- FAQs

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# NCSC OVERVIEW

# NCSC Overview

**Table 2. Overview of NCSC AA-AAS**

<b>Tested Content Areas</b>	English Language Arts <ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> </ul> Mathematics
<b>Test Content Alignment</b>	Aligned to Common Core State Standards and NCSC Core Content Connectors
<b>Test Delivery Method</b>	Trained test administrator provides a one-to-one test administration using the online test platform and Directions for Test Administration for grade specific item presentation and response collection. All passages, items, and response options are designed to be read to the student by the screen reader or the test administrator.
<b>Security</b>	All items, passages, response options, Directions for Test Administration, Procedures for Assessing Students Who Are Blind, Deaf or Deaf-Blind: Additional Directions for Test Administration, and all associated test administration materials are secure.
<b>Test Window</b>	March 30–May 15, 2015
<b>Training</b>	Test administrators and test coordinators take online training modules available starting March 9, 2015.
<b>Testing Time per Student</b>	Testing time will vary for each student. Testing may be paused and resumed, based on student needs.
<b>Assessment Features</b>	Answer Masking Audio Player Alternate Color Themes Increase/Decrease Size of Text/Graphics Increase Volume Line Reader Tool Read Aloud/Reread item directions, response options, passages
<b>Accommodations</b>	Assistive Technology (AT) for viewing, responding, or interacting with test items Paper version of item/s – The use of a paper-based presentation of test item/s is a state-specific policy. Scribe Sign Language

The NCSC AA-AAS is developed to ensure that all students with significant cognitive disabilities are able to participate in an assessment that is a measure of what they know and can do in relation to the grade-level Common Core State Standards (CCSS). (8)

The NCSC AA-AAS is designed to meet the requirements of the Elementary and Secondary Education Act (ESEA) and Individuals with Disabilities Education Act (IDEA). (8)

The Test provides eligible students in grades 3–8 and 11 the opportunity to demonstrate what they know in English language arts (ELA) - reading and writing, and mathematics. (8)

# NCSC Overview

## Six NCSC Test Sessions: Four ELA & Two Math

### Description of NCSC AA-AAS Test Sessions

Table 3. NCSC ELA Sessions

NCSC ELA Test			
Session 1: Reading	Session 2: Reading	Session 3: Writing	Session 4: Writing
Literary and informational reading passages and associated <b>Selected-Response Reading</b> items	Literary and informational reading passages and associated <b>Selected-Response Reading</b> items	<b>Selected-Response Writing</b> items	One <b>Constructed-Response Writing</b> item
<b>Open-Response Foundational Reading</b> items (Grades 3 and 4 only)	<b>Open-Response Foundational Reading</b> items (Grades 3 and 4 only)		

Table 4. NCSC Mathematics Sessions

NCSC Mathematics Test	
Mathematics Session 1	Mathematics Session 2
<b>Selected-Response Mathematics</b> items	<b>Selected-Response Mathematics</b> items
<b>Constructed-Response Mathematics Completion</b> items in selected grades	<b>Constructed-Response Mathematics Completion</b> items in selected grades

## Pausing and Resuming Administration of the Test

- Note: The TA MAY NOT close a test because the student shows frustration, behavior concerns, or is not engaged in the test.
- Refer to the NCSC Assessment System User Guide for Test Administrators for directions to pause and resume a test. The User Guide is available at: <https://teacher-ncscpartners.ctb.com/>

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# TESTING WINDOW

# Testing Window

**State Window:** March 30 – May 15

**School Window:** ? - ?

<b>Date</b>	<b>Milestone and/or Activity</b>
<b>Monday, March 9</b>	Test Training and Certification for TAs opens
<b>Friday, March 13</b>	Special Forms Requests are due to OSSE
<b>Wednesday, March 18</b>	Deadline for Student Test Registration
<b>Thursday, March 19 to Friday, March 20</b>	Test forms are assigned to enrolled students
<b>Friday, March 27</b>	Deadline for TCs/TAs to review student test form assignment; Begin entering Student LCI responses
<b>Monday, March 30</b>	Spring Operational Test begins; <i>*TA training and the Student LCI responses must be completed before the TA may proctor the NCSC exam</i>
<b>Friday, May 15</b>	Spring Operational Test concludes

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# NCSC TEST INTEGRITY

# Test Integrity

## NCSC Test Integrity Guidance- [TAM](#), pg. 25 – 28

Test Administrators, District Test Coordinators, and School Test Coordinators comply with their state's test security protocols and procedures and sign and submit their state-specific required test security agreements as outlined in state law and policy.

- **TAs and TCs must ensure that all aspects of the Test are maintained in a secure manner. Items are for the exclusive use of testing and are not to be used for instruction, and are not to be shared, e-mailed, copied, or distributed in any manner. To do so is a test irregularity and a violation of test security.**

## DC State Test Security Protocols and Procedures

- **DC State Test Security Guidelines-** <http://osse.dc.gov/publication/dc-state-test-security-guideline>
- **2015 Test Coordinators Training-** <http://osse.dc.gov/page/2015-test-coordinators-training>
- **Test Integrity Training Materials-** <http://osse.dc.gov/publication/testing-integrity-training-materials>

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# **NCSC TEST COORDINATOR CHECK-LIST**

# NCSC Test Coordinator Check-List

## Before Test Administration

- Sign and submit state-specific test security and confidentiality forms.
- Complete NCSC Online Test Administration Training for TCs.
- (Not required to take End-of-Training final quiz)
- Ensure TAs and TCs have received the required training and can access the online NCSC Assessment System.
- Communicate all information to TAs about the test received from the State NCSC Coordinator.
- Ensure technology capacity is met. Work with district/school IT personnel to ensure that the online NCSC Assessment System is accessible and functioning on every computer that is used for testing.
- Support TAs to develop a testing schedule so that all tests will be submitted within the test window.

## During Test Administration

- Monitor to ensure implementation of appropriate test practices and appropriate student participation so that Test administration is completed by May 15, 2015.
- Ensure students and TAs have the materials and resources needed to administer the Test.
- Maintain test security by ensuring all test materials are in a secure and locked location when not testing.
- Report inappropriate test practices in accordance with State policy.
- DTCs report all inappropriate test practices to the State NCSC Coordinator immediately. Refer to Appendix A. State Specific Information.

## After Test Administration

- Investigate and report any inappropriate test practices and suspected irregularities to the State NCSC Coordinator. Refer to Appendix A for State Specific information.
- Securely shred all printed copies of the test, DTAs, scoring rubrics, and student work, e.g., writing materials, etc.

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# **NCSC TEST ADMINISTRATOR CHECK-LIST**

# NCSC Test Administrator Check-List

## Before Test Administration

- Sign and submit state-specific test security and confidentiality forms.
- Complete NCSC Online Test Administration Training and attain at least an 80% score on End-of-Training Final Quiz.
- Complete Student Demographics and Learner Characteristics Inventory.
- Complete Accommodations: Before Test, for each student being tested.
- Complete the Student Response Check, as needed for each student.
- Review the TAM section on Optimal Testing Conditions, Assessment Features, and Test Accommodations and make appropriate arrangements for students; provide a printed version of the test if a student needs this accommodation (refer to Appendix A. State Specific Information).
- Ensure the student is taking the appropriate grade level test.
- Download a hard copy of the Directions for Test Administration (DTA), or use a separate computer to access the DTA for the test.
- Read the DTA; prepare and organize materials and print the reference sheets as specified in the DTA.
- Review and complete the sample items with the student

## During Test Administration

- Implement the DTA as written and complete test administration by May 15, 2015.
- Provide accommodations (see Table 12).
- Report technology concerns to the TC or NCSC Help Desk.
- Maintain test security by ensuring all test materials are in a secure and locked location when not testing.
- Report inappropriate test practices to the STC or DTC.

## After Test Administration

- Report any inappropriate test practices and suspected irregularities to the TC, according to state policy.
- Give all printed copies of the test, DTAs, scoring rubrics, student login information, scratch paper, student work, etc., to the TC for secure shredding.
- Submit the Tests and complete the Accommodations: After Test and the End of Test Survey

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# NCSC RESOURCES

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## OSSE Website

<http://osse.dc.gov/service/national-center-state-collaborative-ncsc>

<http://osse.dc.gov/service/national-center-state-collaborative-ncsc-and-dc-cas-alt-science>

## NCSC Wiki

[https://wiki.ncscpartners.org/index.php/Main\\_Page](https://wiki.ncscpartners.org/index.php/Main_Page)

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# NCSC FAQs

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## **NCSC AA-AAS Technical Support**

The Help Desk for the NCSC AA-AAS is available 8 a.m.–8 p.m. ET Monday–Friday to TAs and TCs to answer questions about the (1) NCSC Assessment System and (2) test administration procedures.

Examples of question topics related to the NCSC Assessment System:

- User accounts
- Accessing tests assigned to a student
- Incorrect or missing student information
- Access to the NCSC Online Test Administration Training for Test Administrators and Test Coordinators

Examples of topics related to test administration:

- Scoring procedures for constructed-response items
- Recording student responses into the NCSC Assessment System
- Clarifying requirements of various item types
- Locating necessary documents
- Describing how to access assessment features or accommodations

## **NCSC Help Desk Contact Information**

- Phone: (866) 239-0708
- E-mail: [NCSCServiceDesk@measuredprogress.org](mailto:NCSCServiceDesk@measuredprogress.org)

# FAQs

## NCSC Test Administration Communication Pathway Reminder During Test Administration...

**School Level** NCSC Test Coordinators and Administrators **QUESTIONS** ↔ **LEA** NCSC Test Coordinators ↔ OSSE

- School Level NCSC Test Coordinators and Administrators should escalate their questions to their LEA Test Coordinators
- If the LEA NCSC Test Coordinators are unable to answer the questions may then elevate the questions to [osse.assessment@dc.gov](mailto:osse.assessment@dc.gov) or (240) 270-2598

OSSE will directly support LEA NCSC Test Coordinators with the expectation that the LEA NCSC Test Coordinators are directly supporting their School Test Administrators and Test Coordinators. LEA NCSC Test Coordinators will triage questions and raise them to OSSE if necessary. OSSE will provide supportive responses to the LEA and then the LEA should flow the response to the School NCSC Test Coordinator and/or Test Administrator.