

ALVAREZ & MARSAL
2014 District of Columbia Comprehensive Assessment System (DC CAS)
Test Security Investigation
School Summary Report

CONTAINS CONFIDENTIAL INFORMATION

PAUL PCS

I. IDENTIFYING INFORMATION

School Name	Paul PCS
School Address	5800 8 th St. NW
Field Team	[REDACTED]
Date Interviews Conducted	5/19/2014, 5/20/2014 and 5/21/2014

II. BACKGROUND

With the introduction of the Test Integrity Act of 2013, OSSE is charged with monitoring assessment and assessment procedures in randomly selected schools and LEAs. In efforts to comply with this law, OSSE has identified schools and LEAs for a post-assessment procedural review while testing is still fresh in staff and student minds. Paul PCS has been selected to participate in this review.

III. INTERVIEWS SCHEDULED AND CONDUCTED

Name of Interviewee	Name Reference	Current Position	2014 Testing Role/Position	Interview Location	Date Interview Conducted
[REDACTED]	Admin 1	[REDACTED]	[REDACTED]	School	5/20/2014
[REDACTED]	Admin 2	[REDACTED]	[REDACTED]	School	5/19/2014
[REDACTED]	Admin 3	[REDACTED]	[REDACTED]	School	5/20/2014
[REDACTED]	Admin 4	[REDACTED]	[REDACTED]	School	5/19/2014 & 5/20/2014
[REDACTED]	Admin 5	[REDACTED]	[REDACTED]	Phone	5/21/2014

Name of Interviewee	Name Reference	Current Position	2014 Testing Role/Position	Interview Location	Date Interview Conducted
[REDACTED]	Test Administrator 1	[REDACTED]	[REDACTED]	School	5/19/2014
[REDACTED]	Test Administrator 2	[REDACTED]	[REDACTED]	School	5/19/2014
[REDACTED]	Test Administrator 3	[REDACTED]	[REDACTED]	School	5/19/2014
[REDACTED]	Test Administrator 4	[REDACTED]	[REDACTED]	School	5/19/2014
[REDACTED]	Proctor 1	[REDACTED]	[REDACTED]	School	5/19/2014
[REDACTED]	Proctor 2	[REDACTED]	[REDACTED]	School	5/19/2014
[REDACTED]	Student 1	[REDACTED]	[REDACTED]	School	5/19/2014
[REDACTED]	Student 2	[REDACTED]	[REDACTED]	School	5/20/2014

IV. SUMMARY OF INVESTIGATION

Our investigation of Paul was general in nature and focused on the possibility that the Administrators at Paul PCS along with Test Administrators and Proctors engaged in behavior during or after test administration that violated the security of the test.

We interviewed 13 individuals: 11 current staff and 2 students. We also reviewed on-site testing related materials, such as the Middle and High School Test Security Files.

Our investigation revealed two testing violations.

The two testing violations include:

1. Admin 4, Test Administrator 2 and certain Proctors erased stray marks and modified answer booklets,
2. The LEA failed to maintain required documentation.

The two testing violations are described in detail below.

V. DETAILED DESCRIPTION OF TESTING VIOLATIONS

A. Admin 4, Test Administrator 2 and certain Proctors erased stray marks and modified answers in answer booklets.

Admin 4, Test Administrator 2 and Proctor 1 all admitted that they were involved in erasing stray marks, and clearing overly filled or completing partially filled answer bubbles.

Admin 4 stated that after test materials were collected at the end of each testing day, [REDACTED] along with two tutors (Proctor 1 and Proctor 2) would review the answer booklets and erase any stray marks. During this process, if they noticed any answer bubbles that were partially filled by students, Admin 4 along with the two tutors would completely fill in the bubbles.

When asked about erasing stray marks, Test Administrator 2 readily informed us that [REDACTED] erased stray marks on answer booklets. [REDACTED] further stated that, if a student's filled answer bubble was either bigger or smaller than the circle provided, [REDACTED] cleared or filled it to make it consistent with the size of the circle. [REDACTED] insisted that, during this process, [REDACTED] never changed an incorrect answer to a correct answer. Test Administrator 2 noted that [REDACTED] task was performed every day in Room 105, after the end of testing.

Proctor 1 also readily admitted that [REDACTED] erased stray marks on answer booklets and that, if a bubble had been partially filled by a student, [REDACTED] would fill the bubble completely without changing answers.

The *Testing Integrity Act of 2013*, Section 103 (a)(4) indicates, in relevant part, that authorized personnel shall...be prohibited from:

- (B) Reviewing, reading, or looking at test items or student responses before, during, or after administering the Districtwide assessment, unless specifically permitted in the test administrator's manual;
- (E) Altering the test procedures stated in the formal instructions accompanying the Districtwide assessments;

The *2014 District of Columbia State Test Security Guidelines* (Page 13) indicate, in relevant part, that:

Any violation of the guidelines listed above by school personnel shall constitute a test security violation and must be reported;¹ such violations include but are not limited to the following:

- 5.c. Engaging in discussions, instruction, reviews, or looking at any portion of a state test or student responses before, during, or after the Districtwide assessment administration, unless specifically permitted in the test administrator's manual, and
- 5.g. Altering examinee responses in any manner, including but not limited to editing an examinee's response to a constructed response item or written prompt when transcribing the student's response.

Erasing stray marks and clearing overly filled or completing partially filled answer bubbles violate the Test Integrity Act of 2013 and the 2014 DC CAS Test Security Guidelines.

B. The LEA failed to maintain required documentation.

Based on our review of the 2014 DC CAS Test Security Files, the LEA did not maintain the State Test Security and Non-Disclosure Agreements for several individuals nor maintain completed 2014 DC CAS Test Security Affidavits. In addition, administrators failed to maintain incident reports of possible test security violations, as required by the Test Integrity Act of 2013 and the 2014 DC CAS Test Security Guidelines.

In our review of the Middle School and High School 2014 DC CAS Test Security Files, a signed *State Test Security and Non-Disclosure Agreement* (NDA) was not observed for the following individuals involved in 2014 DC CAS testing:

1. Admin 5
2. Admin 2
3. Admin 4

¹ Per Sections 102 and 103 of the Test Integrity Act, the LEA administration of Districtwide assessments and authorized personnel must immediately report any breaches of test security.

4. Admin 3

5. Test Administrator 3

The *Testing Integrity Act of 2013*, Section 103(a)(1)(B), indicates, in relevant part, that before the administration of a Districtwide assessment, Authorized personnel must:

(B) Sign a testing integrity and security agreement, as developed and distributed by OSSE

The *2014 DC State Test Security Guidelines* (page 8) provide that, before testing, the [REDACTED] must:

3. Ensure that all individuals involved in the state testing system in any way; read, sign, and return to the LEA Assessment Coordinator/Test Integrity Coordinator the State Test Security and Non-Disclosure Agreement

At page 9, the *2014 DC State Test Security Guidelines* provide that, before testing, the [REDACTED] must:

2. Read, sign, and return to the principal the State Test Security and Non-Disclosure Agreement

The signed NDAs should be maintained by the school in its Test Security File as they are necessary to validate the school's compliance with the *Testing Integrity Act of 2013* and the *2014 DC CAS Test Security Guidelines*. The School's failure to obtain NDAs for the listed personnel violates the test security guidelines.

In our review of the *2014 DC CAS Test Security Affidavits* signed by personnel at Paul PCS we noted that:

1. Admin 2 signed the *2014 DC CAS Test Security Affidavit* but did not affirmatively check any of the boxes listed in the affidavit nor did [REDACTED] provide an explanation for not checking the boxes. The affidavit explicitly states:

(please affirmatively check all boxes; if you cannot check a box please describe in the space provided)

Not checking boxes and not providing additional information implies that either Admin 2 did not fully read or comprehend the affidavit or that the [REDACTED] intentionally

refrained from checking the boxes because [REDACTED] could not attest to the statements listed on the affidavit form.

2. The signed *2014 DC CAS Test Security Affidavit* for Admin 5 was not observed.

The Testing Integrity Act of 2013, Section 102(b)(5)-(6) indicates, in relevant part, that in addition to the requirements of subsection (a) of this section, a LEA shall:

- (5) Within 10 days after the conclusion of a Districtwide assessment, obtain signed, under penalty of law, affidavits from the [REDACTED] and each of the [REDACTED] attesting that, to the best of his or her knowledge or belief, the LEA complied with all applicable laws, regulations, and policies, including the test security plan; and
- (6) Within 15 days after the conclusion of a Districtwide assessment, file with OSSE:
 - (A) The affidavits required by paragraph (5) of this subsection; and
 - (B) Copies of all testing integrity and security agreements required by Section 103(a).

The *2014 District of Columbia State Test Security Guidelines* (Page 4) indicate, in relevant part, that:

Within 10 days after the conclusion of a Districtwide assessment, obtain signed, under penalty of law, affidavits from the [REDACTED] and each of the [REDACTED] attesting that, to the best of his or her knowledge or belief, the LEA complied with all applicable laws, regulations, and policies, including the test security plan;

The School's failure to obtain complete and signed *2014 DC CAS Test Security Affidavits* violates the Test Integrity Act of 2013 and the *2014 DC CAS Test Security Guidelines*.

During our interviews, Admin 1, Admin 3, and Admin 4 disclosed two separate possible testing violation incidents that occurred during testing. However, we were unable to locate evidence that the incidents were reported to OSSE.

Both Admin 3 and Admin 4 stated that a Test Administrator appeared [REDACTED], [REDACTED], a different Test Administrator administered the test [REDACTED]. It was also noted

that the original Test Administrator returned to work only after spring break at which time the school decided not to continue ■■■ employment.

In another incident, a High School student was mistakenly provided an answer booklet with another student's label during 2014 DC CAS testing. Admin 2 informed Admin1 of this incident, and Admin 1 believes that Admin 2 informed OSSE.

We did not locate incident reports for either of the aforementioned incidents in the school's Test Security File. Further, OSSE has no record indicating that either of these incidents was reported.

The *Testing Integrity Act of 2013*, Section 102 (b) indicates, in relevant part, that the LEA shall:

- (3) Immediately report any breach of security, loss of materials, failure to account for materials, or any other deviation from the test security plan to OSSE.
- (4) Investigate, document, and report to OSSE any findings and recommendations for the remediation of an allegation of the failure of the test security plan or other testing integrity and security protocol

The *2014 District of Columbia State Test Security Guidelines* (Page 15) indicate, in relevant part, that:

Any person who witnesses or believes a test security violation occurred, either by school personnel or students, must report it as soon as possible but no later than 24 hours after the alleged violation occurred...

1. Report directly to the principal or head of the school, using the enclosed State Test Security Incident form (see Appendix C). In such cases, the principal is responsible for immediately reporting the alleged violation to the LEA Assessment Coordinator/Test Integrity Coordinator, who in turn shall, within one business day, report it to the OSSE Division of Elementary and Secondary Education.
2. Report directly to the OSSE Office of Data Management and Assessment, using the enclosed State Test Security Incident form (see Appendix C), if the witness believes reporting such information directly to an administrator may place an informant in jeopardy.

We reviewed numerous Incident Reports that the Middle School submitted to OSSE indicating that students had telephones in the classrooms during testing. However, there was no evidence

that incident reports were filed for the two instances noted above. The School's failure to maintain reports for these incidents violates the Test Integrity Act of 2013 and the 2014 DC CAS Test Security Guidelines.

VI. DOCUMENTS REVIEWED

Middle School - 2014 DC CAS Document	Notes
Middle School Test Plan	Yes; no issues noted
LEA (Middle & High School) Test Plan	Yes; no issues noted
Incident Reports	Yes; no issues noted
Training Sign-In Sheet	Test Chairperson conducted the training and did not sign the training sign-in sheet.
Regular Testing Sign-In and Sign-Out Sheet	Yes; no issues noted
Extended Testing Sign-In and Sign-Out Sheet	Yes; no issues noted
Makeup Testing Sign-In and Sign-Out Sheet	We noted that at least one student who was present on the assigned testing day was also signed in for makeup testing.
Testing Roster	Yes; no issues noted
Non-Disclosure Agreements	Signed NDA Agreements are not available for <ul style="list-style-type: none"> - Admin 5 - Admin 4 - Admin - Test Administrator 3
2014 DC CAS Test Security Affidavits	Signed <i>2014 DC CAS Test Security Affidavit</i> is not available for Admin 5 (Middle and High School)

High School - 2014 DC CAS Document	Notes
High School Test Plan	Yes; no issues noted
Training Sign-In Sheet	Admin 2 conducted the training and did not sign the training sign-in sheet.
Testing Sign-In and Sign-Out Sheet	Yes; no issues noted

High School - 2014 DC CAS Document	Notes
Test Coordinator's Daily Log (includes list of absentees)	Yes; no issues noted
Non-Disclosure Agreements	Signed NDA Agreements are not available for - Admin 2
2014 DC CAS Test Security Affidavits	<i>2014 DC CAS Test Security Affidavit</i> was signed by Admin 2 but ■ did not affirmatively check any of the boxes nor provide explanation for not checking the boxes.