

Districtwide Assessments: Test Integrity Training 2015



February 2 & 3, 2015

Session Outcomes

By the end of the session, participants will:

Know what to do during SY14-15 testing and who to call when questions arise to have a calm and successful test administration.

This will happen through training on state testing guidelines, procedures and security protocols so that each LEA will be able to implement the state assessment program as outlined by the Office of the State Superintendent of Education (OSSE).

Agenda

- Key Dates
- Roles and Responsibilities
- School Test Plan – Before, During, and After administration
- Violations/Sanctions
- Resources and Who to Call

Important Dates

Task	Date
Test Integrity Coordinator / Test Monitor Training	2/2 & 2/3
School Test Plan due date	<i>10 School Days Prior to Administration</i>
Delivery of Test Materials	2 Weeks Prior to Testing Window
Return of Test Materials	Within 1 Week of Test Completion
PARCC PBA Test Window	3/2-5/8
PARCC EOY Test Window	4/13-6/5
NGSS Science Test Window	5/18-6/19
Affidavit Submission due date	15 Days After Administration

Test Integrity Act of 2013

- Defines Roles
 - Test Integrity Coordinator (LEA level assessment leader)
 - Test Monitor (School level assessment leader)
 - Authorized Personnel (anyone with access to testing materials)
- Affidavits 15 days after testing attesting that all applicable laws, regulations and policies have been complied with
- Anti-retaliation language
- Random sampling

Test Integrity Coordinator

(LEA Assessment Lead)

- The authorized person responsible for ensuring that the LEA Test Security plan is implemented with fidelity during testing. Coordinates security across all schools/campuses within an LEA.
 - Attend applicable trainings
 - Read all applicable directions and guidance
 - Develop, submit and distribute LEA Test Plan
 - Support Test Monitors
 - Monitor test administration at schools
 - Review/submit reports of missing materials
 - Track and collect non-disclosure agreements
 - Sign Affidavits post-testing
 - Confirm all materials sent or disposed of as appropriate

Test Monitor

(School Assessment Lead)

- Authorized person responsible for organizing and facilitating the school's testing program.
 - Attend OSSE Test Coordinator training
 - Read all applicable directions and guidance
 - Conduct test administration training for all authorized personnel at school site
 - Create and disseminate school test plan
 - Notifications
 - Oversee security of all secured materials while in school
 - Support authorized personnel administering the test
 - Sign Affidavits post-testing

Authorized Personnel

- Any individuals who have access to Districtwide assessment materials or are directly involved in the administration of a Districtwide assessment.
 - Attend applicable trainings
 - Sign DC Test Integrity and Security Agreement
 - Report breaches of test security
 - Read all applicable directions and guidance
 - Cooperate in investigations
 - Refrain from prohibited activities

School Test Plan

- Every school must submit a school test plan for OSSE approval
- There is no specific format or template required by OSSE, but plans must contain the following information:
 - Test Schedule
 - Affirmation of training
 - Contact information
 - Testing group information
 - Authorized personnel involved in testing
 - Policies and procedures for:
 - Security of materials
 - Equitable and consistent administration of the assessment
 - Reporting irregularities/complaints/allegations
 - Investigating complaints/irregularities/allegations
 - Monitoring during testing
 - Disasters and emergencies
 - Student disruptions, transitions, extra time and finishing early
 - Tardy students and makeup sessions
 - Accommodations
 - Security and confidentiality of student data
 - Dissemination of student score reports
 - Affirmation that LEA/school adopts written school test plan

Before Testing

- Establish School Testing Plan
- Notify Students & Parents of Testing
- Conduct Training Sessions for Test Administrators (and Proctors)
- Receive test materials
- Inventory test materials
- Prepare technology to create secure environment if applicable (infrastructure trial)
- Distribute test materials

Notify Students

- Prepare students to participate in the PARCC, NCSC, and NGSS Science
- Explain purpose and dates of testing
- Encourage positive attitudes about testing
- If needed, ensure accommodations are addressed

Notify Parents

- School/Principal must send parents a letter regarding the dates and purpose of the Districtwide assessments
- Copies of letters sent home must be kept on file for the test monitor's review
- A template with English and other translated versions of the letter are available on the OSSE website (<http://osse.dc.gov/publication/guide-new-parcc-assessment-parents>) for school use

Local School Test Administration Training

Plan Authorized Personnel Training

- Refer to the vendor-supplied Test Administrators manuals and to the State Test Administration training documents to identify materials for test administration training:
- Include the following:
 - Review of School Test Plan
 - Review of Test Security Guidelines
 - Review of Test Site Observation Report
 - Review of Test Administration Procedures
 - Provide Test Security Agreement for teacher signatures

Local School Test Administration Training

- The Test Monitor must review school testing responsibilities with the school staff
- The Test Administrator must:
 - Conduct the testing sessions as outlined in the appropriate test administrator manuals
 - Establish the testing climate within the test site
 - Coordinate the distribution and return of test books and answer booklets to students
 - Ensure that students who require accommodations receive the appropriate accommodations
 - Account for and maintain the security of all test materials
 - Check and complete all required documentation
 - Adhere to test directions and administration guidelines

Maintaining a Security File

- Should contain:
 - School test plans and any changes
 - Copies of all incident forms, signed security agreements, any other documentation
 - Irregularities in materials received
 - Invalidated student scores
 - Chain-of-custody documentation: receipt and return of secure test materials
 - Test administration concerns/notes
 - Missing secure materials (i.e., test materials initially received by the Test Administrator but not returned)

Test Site Observation Report

The Test Site Observation Report

- Provides guidelines for setting up a positive and uniform testing environment
- Used by monitors to evaluate adherence to Districtwide assessment administration guidelines

Test Administrator Responsibilities During Testing

- Check out all test materials for that day and document on chain of custody form
- Provide each student with appropriate test book, or testing login information
- Follow the test directions, actively monitor and manage test environment
- Provide directions to students for ending testing sessions
- Collect and account for test materials from each student
- Follow school plan for returning materials to secure location

Post-Test Activities

- Package and return or dispose of secure test materials as per vendor instructions
- Document any missing materials and remaining incidents
- Sign affidavits

Other Issues

NGSS Science Assessment

- 5th grade, 8th grade, and high school Biology
- Same platform, approach, and procedures as the PARCC Assessment

Non-public placement responsibilities

- It is the responsibility of the LEA to ensure that all applicable DC students in nonpublic settings take Districtwide Assessments
- All nonpublic entities must comply with testing laws, regulations and policies

Accommodations

- It is important that accommodations and accessibility features used on assessments are also used in instruction
- Some accommodations used for instruction, are not allowed for assessment as they impact the construct validity
- Students need to be familiar and comfortable with all necessary accommodation(s) BEFORE the assessment – practice tests and tutorials are a resource.
- An emergency accommodations form will be available online (PARCC and OSSE website) for temporary accommodations in the event of student injury
- Guidelines to selecting, implementing and evaluating the use of accommodations for students with disabilities and English language learners

<http://osse.dc.gov/service/accommodations>

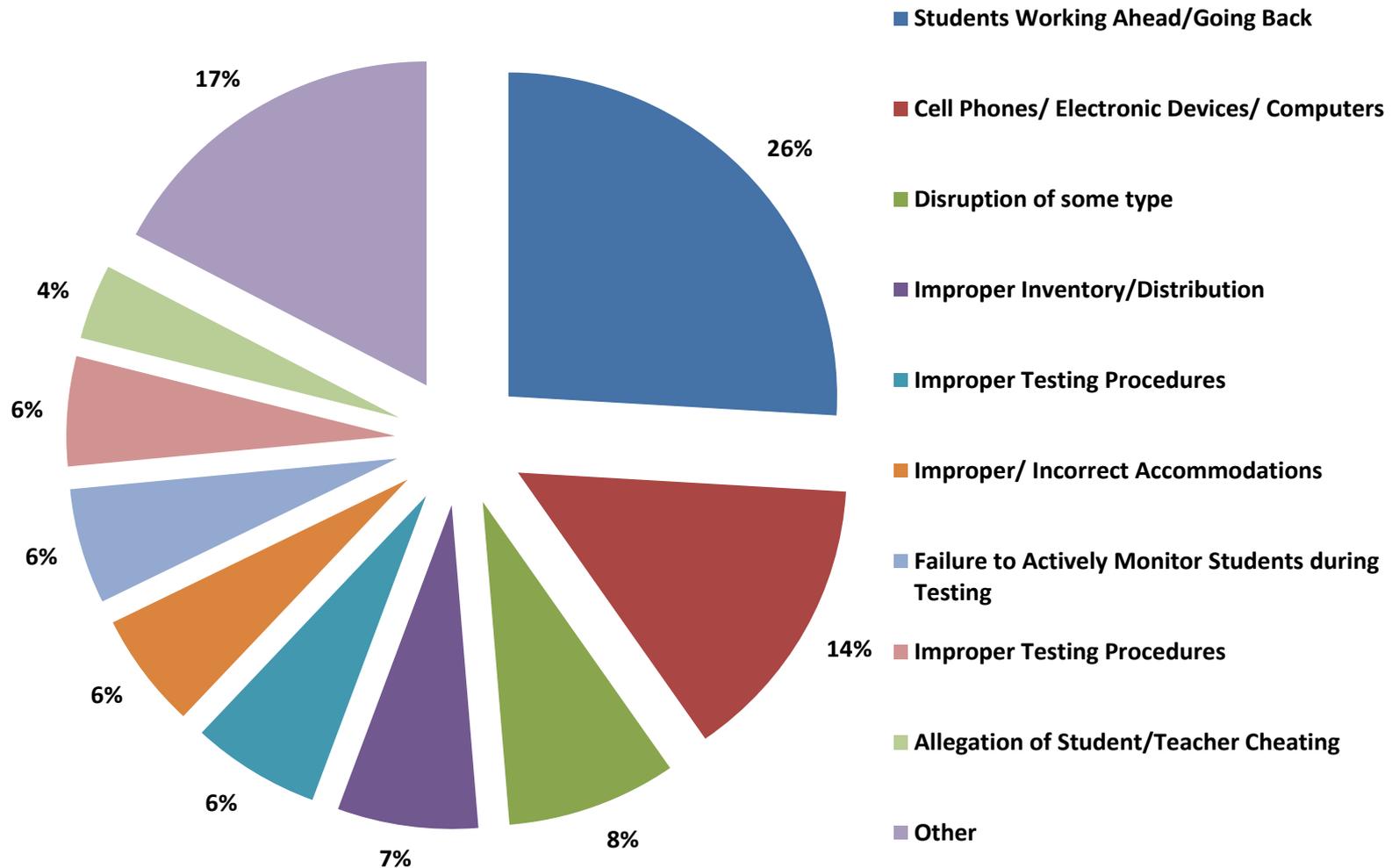
TI Act Violations

- Photocopying, reproducing, disclosing secure test items or materials
- Reviewing, reading, looking at test items or student responses unless specifically permitted
- Assisting students with answers to test questions (verbal/nonverbal cues)
- Altering student responses
- Altering test procedures in formal instructions
- Allowing students to use notes, references or other aids unless specifically allowed

TI Act Violations

- Having in one's personal possession secure test materials except during scheduled testing time
- Allowing students to view or practice secure test items before or after scheduled testing time
- Making or having answer keys before the test is administered
- Leaving secure test materials in a non-secure location or unattended by authorized personnel
- Using cell phones, unapproved electronics, or computer devices during the assessment

Watch List – Common Issues



Test Integrity Act of 2013

- LEA, School and Individual Sanctions
 - LEA/School:
 - Payment of expenses incurred as a result of the violation
 - Administrative fine
 - Invalidation of test scores
 - Individual:
 - Denial, suspension, revocation or cancellation of, or restrictions on issuance or renewal of OSSE-issued license for a minimum of one year
 - Payment of expenses incurred as a result of the violation
 - Administrative fine

Who to call at OSSE

- LEA Ambassador is primary point of contact between now and testing day 1, introduced themselves to LEA POC last week via email, are dedicated to meeting your LEAs needs
 - Maximum 48 hour response
 - Osse.assessment@dc.gov and osse.tta@dc.gov checked by program staff daily
- They are supported by a team of tier 2 support with expertise in a specific areas of assessment
- A “who to call” sheet will be distributed prior to testing, to help identify when to call Pearson, when to call OSSE, and who to call at OSSE.
- Escalation Path will be distributed, but key folks include:
 - Jessica Enos jessica.enos@dc.gov
 - Jeffrey Noel jeffrey.noel@dc.gov
 - Amy Maisterra amy.maisterra@dc.gov

Resources

- *OSSE Assessments:* <http://osse.dc.gov/service/dc-state-assessments-new>
- *PARCC Information:* www.parcc.pearson.com
- *Testing Accommodations Manual:*
<http://osse.dc.gov/service/testing-accommodations>
- *Test Security Information:* <http://osse.dc.gov/service/test-integrity-and-investigations>

Questions