



Public Charter School Test Security Training

Office of the State Superintendent of Education

February 16 & 21, 2017 | **Danielle Branson**, Director of Assessments

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Development and Administration



Agenda

- Test Security
- PARCC & DC Science Reminders & Updates



Test Security



Test Security Agenda

- Overview of Test Security and Integrity in the District
- Roles and Responsibilities
- Before Testing
- During Testing
 - Test Environment and Prohibited Actions
- After Testing
- School Test Security Plan



Materials for this Training

- All test security forms and guidelines are posted at:
 - <https://osse.dc.gov/service/test-security-and-incident-forms>
- Additional training materials and resources are posted at:
 - <https://osse.dc.gov/page/test-coordinators-training>



Check-in Question

**What are two to three words
that come to mind when you
think of test security?**



Overview of Test Security and Integrity in the District



Vision for Test Security

OSSE's goal is for schools and local education agencies (LEAs) to deliver a uniform and equitable statewide assessment program. For assessments to yield fair and accurate results the assessments must be administered in consistent and standardized conditions; the best way to ensure that occurs is to ensure educators understand and recognize acceptable and unacceptable assessment practice.



Test Security 2017: Important Dates

Task	Date(s)
OSSE Test Integrity Coordinator/Test Monitor Training	<ul style="list-style-type: none">• <u>DCPS</u>: February 13-14, 2017• <u>Charter</u>: February 16, 21, 2017• <u>Non-Public</u>: February 21, 2017
School Test Plans Due to OSSE	<ul style="list-style-type: none">• 15 school days prior to the first day of the testing window
Statewide Testing Windows	<ul style="list-style-type: none">• <u>MSAA</u>: March 27-May 12, 2017• <u>PARCC</u>: April 10 – May 26, 2017• <u>PARCC</u>: April 24 – June 5, 2017• <u>DC Science</u>: April 24 – June 9, 2017
Monitoring During Testing	<ul style="list-style-type: none">• Ongoing throughout the assessment window
Affidavit Submission Due Date	<ul style="list-style-type: none">• 15 days after the last day of test administration



Statewide Assessments for 2017

- **Partnership for Assessment of Readiness for College & Careers (PARCC)**
 - Subject(s): English language arts/literacy and mathematics
 - Grades/Courses: Yearly in grades 3-8 and one assessment in high school
- **DC Science**
 - Subject(s): Science
 - Grades/Courses: Grades 5, 8, and Biology
- **Multi-State Alternate Assessment (MSAA)**
 - Subject(s): English language arts/literacy and mathematics
 - Grades/Courses: Yearly in grades 3-8 and in grade 11
- **DC Science Alternate (Portfolio)**
 - Subject(s): Science
 - Grades/Courses: Grades 5, 8, and Biology



Key Test Integrity Documents

Laws, Regulations, and Compliance Documents:

- Testing Integrity Act of 2013
- Testing Integrity Act Amendments in 2015
- District of Columbia Test Security Guidelines for 2016-17
- Assessment Test Coordinator and Administrator Manuals

All reference documents are posted on OSSE's Test Security Website:

- <http://osse.dc.gov/service/test-security-and-incident-forms>



Testing Integrity Act of 2013

Key components of the Test Integrity Act of 2013 include:

- Definition of key terms and roles
- LEA and school requirements
- OSSE requirements
- Prohibitions, sanctions, and appeals



Testing Integrity Act Amendments 2015

Key changes in the Test Integrity Act Amendments in 2015:

- Further defines Districtwide assessments as those used for accountability
- Shifts test plan creation and submission from LEA to school level responsibility
- Shifts test plan submission from 90 days to 15 days prior to assessment
- Requires OSSE to approve test plan 5 days prior to assessment
- Allows use of approved electronics for testing
- Requires OSSE to provide training and guidance 45 days prior to testing
- Shifts NDA from signed agreement to distributed notification statement



Test Security Guidelines

Key components of the Test Security Guidelines:

- Minimum requirements for maintaining strict test security procedures
- Explanation and additional details stipulated in the Test Integrity Act and Amendments
 - OSSE role and responsibilities
 - LEA role and responsibilities
 - School responsibilities
 - Testing environment and exceptional circumstances
 - Monitoring and auditing test security
- **Note:** The content in the 2016-16 Test Security Guidelines matches the content in the 2015-16 Test Security Guidelines. The structure has been updated for clearer organization.



Test Coordinator and Administrator Manuals

Test Coordinator/Administrator Manuals are available for:

- PARCC
- DC Science
- MSAA
- DC Science Alternate

Assessment manuals provide:

- Critical instructions for Test Coordinators, Technology Coordinators, and Test Administrators Procedures and protocols to complete before, during, or after administration



Roles and Responsibilities



High-Level Test Security Responsibilities

OSSE, LEAs, and Schools each have unique roles and responsibilities to ensure there is consistent and secure Statewide test administration.

OSSE Responsibilities

- Establish policy, regulations, and guidelines
- Train/support LEAs & schools
- Review and approve School Test Plans
- Monitor Statewide testing
- Conduct test integrity review

LEA Responsibilities

- File School Test Plans w/OSSE
- Identify authorized personnel
- Train authorized personnel are trained
- Distribute test integrity notification statement
- Monitor Statewide testing
- Report/investigate breaches
- Collect and submit affidavits

School Responsibilities

- Create/submit School Test Plans to LEA
- Protect security of secure materials
- Administer Statewide assessments
- Maintain a test security file
- Ensure integrity of testing environment
- Report breaches of test security
- Sign/submit test security affidavits



Key Assessment Roles

- Authorized Personnel
 - Test Integrity Coordinator
 - Test Monitor
 - Test Administrator
 - Other roles:
 - Test Proctor
 - Special Education Coordinator/Alternate Assessment Coordinator
 - Technology Coordinator
-



Authorized Personnel

Any individual who has access to statewide assessment materials or are directly involved in the administration of a statewide assessment.

Requirements:

- Complete testing integrity training developed by OSSE
 - Receive test integrity and security notification statement
 - Report breaches of test security
 - Cooperate in testing integrity and security investigations
 - Refrain from prohibited activities
 - Read all applicable directions and guidance
-



Test Integrity Coordinator

The individual designated by the LEA to be responsible for testing integrity and security for the LEA and all of the schools/campuses under its purview during the statewide assessment.

Requirements:

- Designate and support test monitors
 - Attend testing security and integrity training
 - Submit school test plans for each school/campus under the LEA's purview
 - Support test monitors
 - Monitor test administration at schools
 - Report any breach of testing security or deviation from test plan
 - Investigate, document and report to OSSE any breach or deviation
 - Sign, collect (10 days post) and submit (15 days post) testing integrity affidavit
-



Test Monitor

Individual designated by test integrity coordinator to be responsible for testing integrity and security for school/campus site.

Requirements:

- Create and submit school test plan to test integrity coordinator
 - Conduct test administration training for all authorized personnel at school site
 - Create and disseminate school test plan
 - Oversee security of all secured materials while in school
 - Support authorized personnel administering the test
 - Sign and submit affidavits to test integrity coordinator post-testing
-



Test Administrator

Individuals identified by the test monitor to be responsible for administering the assessment to students.

Requirements:

- Conduct the testing sessions as outlined in the appropriate test administrator manuals
 - Establish the testing climate within the test location
 - Coordinate the distribution and return of testing materials to and from students
 - Ensure that students who require accommodations receive the appropriate accommodations in TA's testing group
 - Account for and maintain the security of all test materials under TA's purview
-



Other Roles

Test Proctor

- Assist test administrator with test administration and classroom management, work under their supervision
- May administer accommodations
- May be a volunteer

Special Education Coordinator and/or Alternate Assessment Coordinator

- Assists the Test Monitor in identifying and documenting all testing accommodations needed for students
- Trains test administrators to administer accommodations
- Monitors testing for the correct and secure implementation of accommodations
- Coordinates alternate assessments (if applicable to school)

Technology Coordinator

- Assists the Test Monitor in preparing administrator and student devices for secure testing according to vendor directions
 - Troubleshoots any technology problems that may arise
-



Before Testing



Key Before Testing Tasks

OSSE	LEA	School
<ul style="list-style-type: none">• Issue testing security standards• Train on testing security standards• Issue testing security and integrity notification statement to LEAs• Review and approve school test plans• Establish standards for test monitoring	<ul style="list-style-type: none">• Identify authorized personnel• Collect and submit school test plans to OSSE• Distribute testing security and integrity notification	<ul style="list-style-type: none">• Establish and submit to LEA the school test plan• Receive test materials• Inventory test materials• Distribute test materials• Review all test manuals
	LEA and/or School <ul style="list-style-type: none">• Attend training• Conduct test administration training• Develop and maintain Test Security Files• Prepare technology to create secure environment• Notify students and families of testing	



Test Security and Integrity Notification Statement

- Notification must be distributed to all authorized personnel involved in Statewide testing prior to access of secure test materials or administration.
- Notification statement includes a list of requirements and responsibilities for all authorized personnel.
- Signatures and submission to OSSE are not required.
- Notification statement has been posted to OSSE's website here: <http://osse.dc.gov/service/test-security-and-incident-forms>



Test Security Training

OSSE is responsible for developing training for test integrity and security. Attendance at OSSE Test Security Training is required for all school test coordinators.

- **Local test administrator training responsibilities include:**
 - Train all authorized personnel at LEA/school in State, LEA, and school policy and procedures
 - Training must include:
 - Distribution of Testing Integrity and Security Notification Statement to all authorized personnel
 - Review of School Test Plan
 - Review of Test Security Guidelines
 - Review of Test Administration Procedures
 - Review of vendor-supplied testing manual(s)



Test Security Training (continued)

- **Who requires training?**
 - Test Administrators
 - Test Proctors
 - Authorized Personnel
- **How should training be documented?**
 - The following may be placed in the school's Test Security File:
 - Training Materials
 - Sign-In Sheets
 - Statewide Testing Integrity and Security Notification Statement Distribution Roster (signatures not required)



Reviewing Guidelines and Resources

All Test Coordinators and Test Administrators are responsible for reviewing and implementing the guidance in the vendor-supplied assessment administration manuals

- [PARCC Test Coordinator and Administrator Manuals](#)
- DC Science Assessment Manuals & Scripts*
- [MSAA Test Administration Manual](#)
- [DC Science Alternate Procedures Handbook](#)

**Will be posted on OSSE's website soon.*



School Test Plan

OSSE requires each school to provide the following information in a school test plan:

- Names and contact information for test coordinators and key personnel
- The assessments the school will be administering
- School policies & procedures
- Assurances
- PearsonAccessNext Test Sessions and Test Administrators
- A list of authorized personnel
- A detailed testing schedule



School Test Plan: OSSE Approvals/Feedback

The school plan serves as your official communication with OSSE on your plan for administering districtwide assessments and, OSSE monitors will visit schools during testing and assess the accuracy of your plan.

School plans will be submitted to your LEA test coordinator at DCPS, who will share it with OSSE for final approval at least **15 days prior to the first day of testing.**

OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing.



OSSE Support Tool

<https://octo.quickbase.com>



OSSE School Test
Security Plans



OSSE Support Tool

Request Options

Add School Test Security Plan

Add Request for Support

Click on this button to submit and status.

Request Transfer of Student Records

Click on this button to request the transfer of student records.

Review Outstanding Transfer Requests

Click on this button to review and approve pending transfer requests.

Status Search

Click on this button to search for an status.

Review of Transfer Requests

Click on this button to review the status of transfer requests.



OSSE School Test Security Plans

octo

+ New ★ Favorites 🔍 Search ? Help ! Alerts 👤 Cassie (OSSE) Lynott

My Apps OSSE Sch... OSSE Dat... OSSE Hel... DPR Servi... OSSE Co... DCPS Tes... DCPS Cen... OCA Hirin... OSSE Sup... New App

Home Users Test Plans LEA Schools LEA TC TC Admin Documents New Table

OSSE School Test Security Plans Default Dashboard

SETTINGS Import/Export Print this page Customize this Page

Schools without Test Plan

	▼ School Name	School Code	Add Test Plan
	Sample School 1	###	Add Test Plan
	Sample School 2	###	Add Test Plan
	Sample School 3	###	Add Test Plan
	Sample School 4	###	Add Test Plan



Support Documents

[2017 School Test Security Plan Instructions](#)

[2017 Test Security File Documents](#)

[2017 TS Training Attendance \(Optional\)](#)

General Information

School Name

School Code

LEA Name

LEA code

LEA Test Coordinator

LEA Test Coordinator Email

LEA Test Coordinator Phone

 ext.

School Test Coordinator

School TC Email

School TC Phone

 ext.

Special Education Coordinator

Technology Coordinator

- 2017 School Test Security Plan Instructions
- 2017 Test Security File Documents
- 2017 TS Training Attendance (Optional)



General Information

General Information

School Name

School Code

LEA Name

LEA code

LEA Test Coordinator

LEA Test Coordinator Email

LEA Test Coordinator Phone

 ext.

School Test Coordinator

School TC Email

School TC Phone

 ext.

Special Education Coordinator

Technology Coordinator



Assessments

Assessments

☐ PARCC ☐ DC Science ☐ MSAA ☐ DC Science Alt

School test security plans include PARCC, DC Science, MSAA and DC Science Alt. Schools should select all of the tests they will administer and consider each of these tests as they draft policies and procedures, schedules, etc.

If separate policies and procedures are needed for different assessment, include both in the text boxes with indicators that designate which test they are for.



Policies and Procedures

▼ Policies and Procedures

Security Procedures: Procedures for the secure maintenance, dissemination, collection, and storage of districtwide assessment materials before, during, and after administering a test, including: keeping an inventory of all materials and identifying individuals with access to the materials; accounting for and reporting to OSSE any materials that are lost or otherwise unaccounted; and accounting for and securing old or damaged materials

Reporting irregularities and test security incidents: Procedures for students, authorized personnel, and any other individuals to report irregularities in testing administration or testing security:



Policies and Procedures

Irregularity investigation: Procedures for investigating and remediating any complaint, allegation, or concern about a potential failure of testing integrity and security:

Prohibited actions: Actions prohibited by authorized personnel:

Accommodations: Procedures for the provision of appropriate and necessary accommodations on statewide testing for students with disabilities and English language learners, per their IEP, 504 plans, and/or ELL plans:



Assurances

Assurances

- ☐ All authorized personnel at the school have been trained on OSSE's Test Integrity standards
- ☐ All authorized personnel at the school have received the Test Integrity and Security Notification Statement
- ☐ The school has established processes and procedures to monitor test security and administration procedures
- ☐ The school has established processes and procedures to ensure students with disabilities and English learners receive appropriate accommodations on the assessment
- ☐ The school has uploaded all student accommodations into the SR/PNP file in PAN for all students requiring testing accommodations on the assessment
- ☐ The school has established processes and procedures to implement makeup testing and remediate student absences and tardiness as needed
- ☐ The school has established a Test Security file containing the school's test security plan, test security affidavits, test security incident forms, and other documentation pertaining to the security and integrity of the test, which must be available for four years
- ☐ The school has established processes and procedures in place to remediate any technical or logistical difficulties during testing

Assurances should only be checked off after they are complete. Schedule test security training prior to the deadline for your test security plan, and ensure all assurances are complete before submitting a test security plan.



PearsonAccessNext Test Session

[Click Here to Launch PAN](#)

☐ Test administrators and test session names have been entered into the PAN system

Before submitting a test security plan, test sessions and test administrators must be added to the PearsonAccessNext system. Only check this box if all student tests have been assigned to a test session and a test administrator.



Authorized Personnel and Test Schedule

Authorized Personnel and Test Schedule

Authorized Personnel List

Include role, first name, last name, and email address

[2017 Test Security Authorized Personnel \(Template\)](#)

AP Attachment

 Browse...

AP Attachment 2

 Browse...

AP Attachment 3

 Browse...

AP Attachment 4

 Browse...

AP Attachment 5

 Browse...

AP Attachment 6

 Browse...

Test Schedule

Include date, time assessment, subject grade/course, test administrator, proctor, PAN session, and location

[2017 Test Security Testing Schedule \(Template\)](#)

TS Attachment

 Browse...

TS Attachment 2

 Browse...

TS Attachment 3

 Browse...

TS Attachment 4

 Browse...

TS Attachment 5

 Browse...

TS Attachment 6

 Browse...



After School Plan Submission

After School Plan Submission

Status

Submitted



OSSE Feedback and Approvals

Minor Deviations from School Test Plan (Not Incidents)

[Plan to Improve School Test Security Plans & Procedures](#)

Plan Attachment

Plan Attachment 2

Once a school test security plan is approved, portions of the plan will be locked.

The “After School Plan Submission” and “authorized Personnel and Test Schedule” sections will remain active and allow test coordinators to communicate with OSSE about minor deviations in their plan.

Incident reports will NOT be posted to the school plan, they will be posted to the OSSE Support Tool (OST).



Notify Students and Families

Students

- Prepare students to participate in the PARCC/DC Science or MSAA/DC Science Alternate
- Provide opportunities for practice
- Explain purpose and dates of testing
- Encourage positive attitudes about testing
- Ensure accommodations are identified

Families

- School/LEA must provide families with a letter regarding the dates and purpose of the statewide 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 will be available on the OSSE website for school use



During Testing



Key During Testing Tasks

OSSE	LEA	School
<ul style="list-style-type: none">• Support test integrity coordinators and test monitors• Monitor assessment administration at school sites	<ul style="list-style-type: none">• Support test monitors• Monitor assessment administration at school sites	<ul style="list-style-type: none">• Maintain school security file• Follow school test plan• Administer assessment• Document handling of secure materials on chain of custody form• Follow the test directions
	LEA and/or School <ul style="list-style-type: none">• Actively monitor and manage test environment• Report irregularities, incidents and/or breaches of security	



Maintaining a Test Security File

- School test security files must contain:
 - School test plan(s)
 - Documentation of any changes to or deviations from school test plan(s), including records of make-up test groups
 - Training attendance sheet
 - Copies of all incident forms
 - Documentation of all irregularities
 - Documentation of recommendations for invalidated student scores
 - Chain-of-custody documentation: receipt and return of secure test materials
 - Test administration concerns/notes
 - Signed test security affidavits
 - Parent notification letter and accommodations notification letter
- School test security files must be kept on file for **four years**



Reporting Test Irregularities/Incidents

- Document minor deviations from the testing plan in the School Security File
- Submit incident reports via:
 - OSSE Support Tool (as attachment)
 - LEA Test Coordinators
 - [OSSE website](#) or phone at (202) 304-3269
 - Any authorized personnel, all others
- All forms are posted online here: <http://osse.dc.gov/service/test-security-and-incident-forms>



When to Submit an Incident Report

The following **should be documented** with an incident report:

- Student becomes ill or injured and cannot complete a testing session they have already started
- Student or staff member is in possession of a cell phone/unauthorized device or uses said device in an active testing environment
- Students and/or staff take actions that could constitute as cheating/coaching
- Students and/or staff are in possession of materials that could constitute as cheating
- Secure testing materials are lost or left unsupervised
- Student does not receive the appropriate accommodations
- All students must leave the testing environment due to an emergency or drill
- A technical issue causes students to not complete an active testing session before the close of a school day

The following **do not need to be documented** with an incident report:

- Technical issues that cause minor delays in test timing for a student or group of students
- Assigning a student a different device during testing
- Student behavior that does not disrupt a test session or interfere with that student, or other students, completing the test session (e.g., one student is relocated but able to complete testing)
- Substituting test administrators and/or proctors



Test Administration Monitoring

- OSSE and LEAs are responsible for monitoring test administration
- Statewide Assessment Auditor General Observation Checklist
 - Provides guidelines for setting up a positive and uniform testing environment
 - Is used by OSSE monitors to evaluate adherence to Statewide assessment administration guidelines
- The Statewide Assessment Auditor General Observation Checklist will be posted on OSSE's website here:
<http://osse.dc.gov/service/test-security-and-incident-forms>



LEA Test Security Reporting

- During testing, LEAs are responsible for:
 - Investigating, documenting, and reporting to OSSE any findings and recommendations for remediation of a failure of the test security plan or other test integrity/security protocol

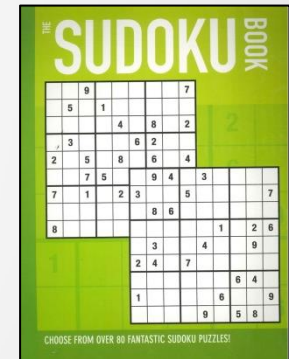


Test Environment and Prohibited Actions



Testing Environment & Materials

- Wall displays with tested content or test taking strategies must be removed/covered in testing room, hallways, stairwells, bathrooms, etc. throughout testing.
- Students may have activities unrelated to tested content after testing materials have been collected.
- Students may not have non-vendor provided support materials (dictionaries, thesauruses, unauthorized reference guides, formulas and conversion tables) unless specified in student's IEP, 504 or EL plan.





Electronics

- Cell phones may not be used in the testing environment by students or test administrators.
- During the administration of paper based tests, no cell phones may be in the testing environment at any point during testing.
- During the administration of computer-based tests, school test monitors and school technology coordinators may use cell phones for technical support.
- Grade-level appropriate calculators will be available on the test platform on calculator sections of mathematics units for computer based tests.
- Students may use hand-held, grade appropriate calculators on calculator sections of assessments.
- No calculators are allowed on non-calculator sections, except when specified by a student's IEP.
- Test administrators must confirm that calculator memories have been cleared.



Accommodations and Accessibility Features

- Accommodations and accessibility features used on assessments should be consistent with those used during instruction.
- Students need to be familiar and comfortable with all necessary accommodation(s) BEFORE the assessment – practice tests and tutorials are a resource.
- Any unique/non-standard accommodations not included in the manuals for an assessment must be approved by OSSE prior to their use on statewide tests.
- An emergency accommodations form will be available online for temporary accommodations in the event of student injury (e.g. a scribe for a student with a broken wrist).
- Refer to [posted guidelines](#) for selecting, implementing, and evaluating the use of accommodations.



Students Who Finish Early

- Once a student has finished testing, the test administrator or proctor must collect and secure all assessment materials.
- Test administrators may dismiss students or students may sit quietly or read books/complete activities not related to the assessed subject.
 - **Examples:** Crossword puzzle after math; Sudoku puzzle after ELA
- Test materials must be collected by the test administrator or proctor prior to the student receiving any other materials.



Exceptional Circumstances

- **Absences/Makeups**
 - Makeup testing should be included in the calendar in the School Test Plan.
 - Schools may schedule makeup tests across grades/subjects in the same room, but timing should be the same.
 - Students are not allowed to return to a testing session which they have exited after starting (except if approved by OSSE).
- **Homebound students**
 - Homebound students must participate in testing.
 - Test monitor works with test integrity coordinator and notify OSSE in the School Test Plan.
- **Testing at alternative sites**
 - All eligible public school students must participate in testing.
 - Test monitor works with test integrity coordinator and OSSE.



Exceptional Circumstances

- **Homeschool students**
 - Homeschool students in public education must participate in testing.
 - Test monitor works with LEA on participation and notifies OSSE in School Test Plan.
- **Significant medical emergencies**
 - May apply for Medical Exemption with support from physician.
 - School may apply to OSSE for an exemption using the Medical Exemption Form.
- **Other Emergencies**
 - Student safety first, then document and submit an incident report to OSSE.



Non-Public Placements

LEAs must ensure that all eligible students enrolled at their LEA, including students in non-public settings participate in statewide assessments. Non-publics are considered a school/campus under the purview of the LEA.

Non-public requirements:

- Compliance with Testing Integrity Act of 2013, Amendment of 2015, Test Security Guidelines and vendor manuals
- Creation and submission to LEA of enrollment School Test Plan for students at that site



Authorized Personnel and Prohibited Actions

Under the Testing Integrity Act of 2013, all authorized personnel are prohibited from:

- Test Fraud: Academic Coaching
- Cheating
- Test Tampering

Failure to comply with the prohibitions are considered violations of test security.



TI Act Violations: Test Fraud/Coaching

- Reviewing, reading, or looking at test items or student responses before, during, or after administering the Statewide assessment, unless specifically permitted in the test administrator's manual
 - There should be no interaction with the content on any secure assessment by an authorized personnel.
 - Authorized personnel should not look at or review any test content or student responses (including on scratch paper).
- Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessments
 - Examples may include:
 - Answering test or content-specific questions from students
 - Interacting in any way with student responses, including on scratch paper
 - Providing verbal or nonverbal cues to indicate performance (e.g., “good job,” “check your work,” shaking head)



TI Act Violations: Cheating

- Allowing any form of cheating
- Failing to actively supervise students at all times during test sessions
- Allowing students to view or practice secure test items before or after the scheduled testing time
- Using or allowing students use of unapproved electronics or cell phone during the administration of a Statewide assessment
- Allowing students to use notes, references, or other aids, unless the test administrator's manual or an approved accommodation specifically allows



TI Act Violations: Test Tampering

- Altering student responses in any manner
- Photocopying, or in any way reproducing , or disclosing secure test items or other materials related to Statewide assessments
- Altering the test procedures stated in the formal instructions accompanying the Statewide assessments
- Having in one's personal possession secure test materials except during the scheduled testing dates and times
- Making or having in one's possession answer keys before the administration of the Statewide assessment; except that it shall not be prohibited to have an answer key for a Statewide assessment that has already been administered and released by OSSE



TI Act Violations: Test Tampering (cont.)

- Leaving secure test materials in a non-secure location or unattended by authorized personnel
- Making a false certification on any Statewide assessment forms established and required by OSSE
- Being present in the test environment or handling the test materials for one's own child or family member
- Failing to count all test booklets and answer documents before allowing any pupil to leave the testing room and/or to ensure that all pupils have properly logged off the computer system
- Failing to observe the test material chain of custody procedures as outlined in the school test security plan.



Exceptions to Violations in TI Act

Failure to comply with the prohibitions will not be considered a violation if an action is:

- Necessary to provide for an accommodations explicitly identified in an IEP, 504 Plan, or EL Plan; or
- Limited to supporting students to stay on task and focused.

Supporting students to stay on task and focused includes:

- Announcements to entire testing group of time remaining on test
- Announcements to entire testing group reminding students to stay on task
- Announcements to entire testing group reminding students to abide by school and/or LEA rules and/or processes
- Verbally, but with minimal disruption to other students, waking up a student who has fallen asleep while testing
- Verbally, but with minimal disruption to other students, addressing an individual student's disruptive behavior



Additional Test Administrator Guidance

In addition to the guidance in the Testing Integrity Act, the assessment administration manuals clearly specify what can and cannot be said during secure testing.

Test administrators are expected to follow the scripts provided in the assessment administration manuals.

Test administrators and proctors may provide support to students with logging in. Technology coordinators may address technology issues such as computers freezing, batteries dying, student getting kicked off the platform.

- Note: This does not include guidance on how to use the accessibility features on the platform. Practice with the platform functionalities must be completed prior to testing.



Small Group Discussion

At your table, **discuss 3-5 areas** you want to focus on in your training of authorized personnel regarding the requirements, roles, and responsibilities **during testing. (10 min)**

- What are some potential sticking points?
- What type of guidance will your staff need to be successful?
- How will you check for understanding?
- Are there lessons learned from last year you can apply to this year's training?

Share out **(10 min)**



After Testing



Key After Testing Tasks

OSSE	LEA	School
<ul style="list-style-type: none">• Collect affidavits• Verify data	<ul style="list-style-type: none">• Sign affidavits• Collect and submit affidavits (from test monitors and test integrity coordinators) to OSSE within 15 days of the end of testing• File and execute LEA plan of action in response to any significant incidents deemed by OSSE as needing follow up response	<ul style="list-style-type: none">• Package and return or dispose of secure test materials as per vendor instructions• Document any missing materials and remaining incidents• Sign and submit affidavits (from test monitors only) to test integrity coordinator within 10 days of end of testing
	LEA and/or School	
	<ul style="list-style-type: none">• Document any remaining incidents	



Affidavits

- Within **10 days** after the conclusion of testing, LEAs must:
 - Obtain signed affidavits from the LEA's test integrity coordinator and test administrators
- Within **15 days** after the conclusion of testing, LEAs must:
 - File with OSSE the signed affidavits



LEA Test Security Reporting

- During testing, LEAs are responsible for:
 - Investigating, documenting, and reporting to OSSE any findings and recommendations for remediation of a failure of the test security plan or other test integrity/security protocol



Sanctions for Violations

If an LEA, school, and/or individual knowingly and willingly violates the Testing Integrity Act, they may incur the following sanctions:

LEA/School:

- Payment of expenses incurred as a result of the violation;
- Administrative fine; and/or
- 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; and/or
- Administrative fine



Test Integrity Investigations

- OSSE reviews every allegation of test security violation to determine the appropriate course of action.
- OSSE reviews test security protocols and data to ensure the tests were administered with fidelity.
- OSSE establishes standards for the investigation of any alleged violation of a law, regulation, or policy relating to testing security.
- LEAs are also required to investigate allegations of test security violations and/or provide additional information to OSSE regarding allegations.
- This spring, OSSE will be engaging LEAs in a revision of the test integrity investigations protocol and process.



PARCC/DC Science

Reminders & Updates 2017 Spring Testing



PARCC/DC Science Agenda

- Test Administration Roles
- Student Transfers
- Personal Needs Profile
- Test Sessions
- Testing Times
- Not Tested Codes
- Assessment Timelines
- Resources and Support



Test Administration Roles



Test Administration Roles

State Education Agency (OSSE)

LEA Test Coordinator

School Test Coordinator(s)

**Technology
Coordinator**

**SPED
Coordinator**

**Test Administrators,
Proctors,
and Authorized Personnel**



Student Transfers



Transferring Students in PAN

PAN now allows for LEAs to request and approve the transfer of students to and from other LEAs prior to and during testing.

This process is documented in the “Transfer Student Guidance” document found on the [Avocet webpage](#).



Transferring Students in PAN

Training PearsonAccess^{next} PARCC > 2016 - 2017 > 2017 Spring

Home Setup Testing Reports Support

- Import / Export Data
- Students
- Classes
- Organizations
- Users
- Work Requests**
- Orders & Shipment Tracking
- TestNav Configurations
- Precache By Test

TESTING


Select an action ▼






★ Helpful Information

Welcome to PearsonAccess^{next}. To access training modules on how to use PearsonAccess^{next}, please visit <http://parcc.pearson.com>







Transferring Students in PAN

Training PearsonAccess^{next} 

 Home  Setup  Testing  Reports  Support

Work Requests

 **Tasks** 1 Selected

Select Tasks   Start 

- ☒ Request / Edit Enrollment Transfer
- ☐ Approve / Reject Enrollment Transfer



Transferring Students in PAN

ENROLLMENT TRANSFERS (0)

[+ Create Enrollment Transfer](#)

DETAILS

New Enrollment Transfer

State Student Identifier* ⓘ

See Tool tip for length

Last or Surname* ⓘ

First Name* ⓘ

Middle Name ⓘ

Birthdate* ⓘ

CCYY-MM-DD



* Required

[Search](#)

[Reset](#)



Transferring Students in PAN

+ Create Enrollment Transfer

New Enrollment Transfer

State Student Identifier*

EFGHIJKLMN

Last or Surname*

Child

First Name*

sample

Middle Name

Birthdate*

2017-01-01

Student found. Enter the new organization below.

Change Enrollment From

ELEMENTARY SCHOOL (DC-5555-5555)

Change Enrollment To*

Select Organization

* Required

Send Request

Reset



Transferring Students in PAN

Success

Changes saved

ENROLLMENT TRANSFERS (1)

+ Create Enrollment Transfer

CHILD, SAMPLE (EFGHIJKLMN)

DETAILS

CHILD, SAMPLE (EFGHIJKLMN)

Reset

State Student Identifier*

EFGHIJKLMN

Last or Surname*

CHILD

First Name*

SAMPLE

Middle Name

Birthdate

2017-01-01

Change Enrollment From

ELEMENTARY SCHOOL (DC-5555-5555)

Change Enrollment To

MIDDLE SCHOOL (DC-5555-6666)

Reset

Work Request Status

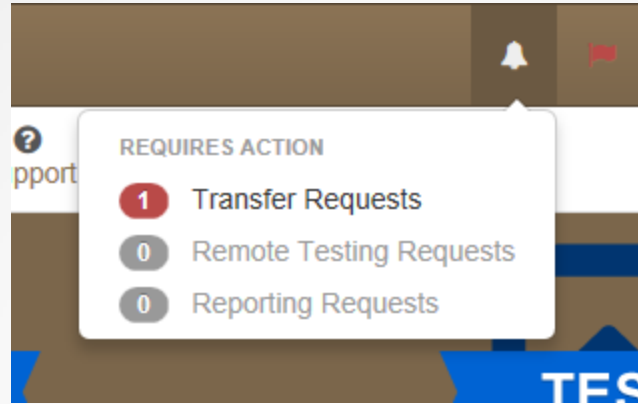
Waiting for Approval

Request Sent

2017-02-13



Transferring Students in PAN



Work Requests

Tasks 1 Selected

Select Tasks

Start

- ☐ Request / Edit Enrollment Transfer
- ☒ Approve / Reject Enrollment Transfer

Filters
Status

Clear Hide

Waiting for Approval

Work Type

Enrollment Transfer

Work Requests 1 Selected Clear

Manage

1 Results

Displaying

25

Manage Columns

<input type="checkbox"/>	Status	Work Type	Created by	Requesting Organization	Assigned Organization	Request Date	Approve/Reject Date
<input checked="" type="checkbox"/>	Waiting for Approval	Enrollment Transfer	Lynott	MIDDLE SCHOOL (DC-5555-6666)	ELEMENTARY SCHOOL (DC-5555-5555)	2017-02-13 03:22 PM	



Transferring Students in PAN

Tasks for Work Requests

[+ Add Task](#)[< Previous Task](#)[Next Task >](#)[Exit Tasks ✕](#)

Approve / Reject Enrollment Transfer

ENROLLMENT TRANSFERS (1)

CHILD, SAMPLE (EFGHIJKLMN)

DETAILS

CHILD, SAMPLE (EFGHIJKLMN)

Approve

Reject

State Student Identifier*

EFGHIJKLMN

Last or Surname*

CHILD

First Name*

SAMPLE

Middle Name

Birthdate*

2017-01-01

Change Enrollment From

ELEMENTARY SCHOOL (DC-5555-5555)

Change Enrollment To

MIDDLE SCHOOL (DC-5555-6666)

Reject Enrollment Transfer Reason

Approve

Reject

Work Request Status

⚠ Waiting for Approval

Request Received

2017-02-13

Tasks for Work Requests

Approve / Reject Enrollment Transfer

Success

Changes saved

⚠ There are no Enrollment Transfers selected that are waiting for approval.



Personal Needs Profile




Personal Needs Profile (PNP)

Documenting student needs in the PNP provides students with the appropriate test form and technological supports and communicates to the test administrator what supports to provide for the student.



A&AF Reminders

PAN now includes accommodation and accessibility feature reminders that will show up next to a student's name in the "Students in Session" section of PAN.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session
<input type="checkbox"/>	ABCDEFGHIJ  TTS	STUDENT	SAMPLE		2226846540	<input type="radio"/> MATH.04.DB.R (Grade 04 Mathematics)



A&AF Reminders

Train your TAs on the codes for accommodations and accessibility features, so they are familiar with them and can recognize if students have been assigned the appropriate features, or if students are missing any features prior to beginning their test.

This chart is located on the back of the PARCC TC Manual.

Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology—Screen Reader
Non-SR	Assistive Technology—Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

Note: Students utilizing a Human Reader must be placed in a Human Reader session.

If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.



Personal Needs Profile (PNP)

Documenting accommodations and accessibility features in PAN is required for all students who receive them.

The PNP holds information that allows PAN to assign accurate testing forms, accessibility features, and accommodations to each student.

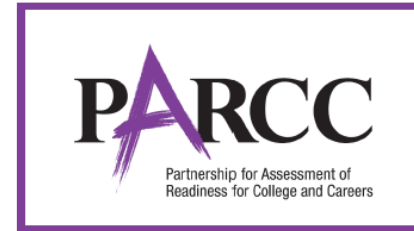
PNP information must be accurately entered for students prior to a step called “preparing test sessions” so students receive the appropriate test forms.



Importing and Exporting SR/PNP File

The Student Registration/Personal Needs Profile Field Definitions document provided by PARCC offers detailed instructions on how to import an SR/PNP file and what information belongs in each column of the file.

**Student Registration/
Personal Needs Profile
Field Definitions**



Version 1.3

**Spring 2017 Administration
Student Registration/
Personal Needs Profile**

Expected Values



Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference
Core Student Data							
A	State Abbreviation	Y	2	State's 2 character abbreviation		BI = Bureau of Indian Education CO = Colorado DC = District of Columbia IL = Illinois MD = Maryland NJ = New Jersey NM = New Mexico RI = Rhode Island	
B	Testing District Code	Y	*15 <small>*See Field Notes and Validations</small>	The Testing District responsible for administering the test for a student.	*Max field length varies by State. Error and reject record if organization does not exist and set to participate in administration within PearsonAccess ^{next} .	A-Z 0-9 Identifier Length: Bureau of Indian Education = 11 Colorado = 4 DC = 4 Illinois = 15 Maryland = 2 New Jersey = 6 New Mexico = 3 Rhode Island = 2	
C	Testing School Code	Y	*15 <small>*See Field Notes and Validations</small>	The Testing School responsible for administering the test for a student.	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess ^{next} .	A-Z 0-9 Identifier Length: Bureau of Indian Education = 11 Colorado = 4 DC = 4 Illinois = 15 Maryland = 4 New Jersey = 3 New Mexico = 3 Rhode Island = 5	



Personal Needs Profile (PNP)

PARCC student **accommodations** should be uploaded into Pearson by **Feb. 24**. This will ensure schools receive accurate materials prior to the PARCC testing window.

Accessibility features, test sessions, and test administrators must be uploaded into Pearson **when test security plans are submitted**.



Test Sessions



Naming Conventions

SR/PNP Field	Naming Convention	Sample Code
Test Administrator	Lastname.Firstname	Doe.Jane
Session Name	SUBJECT.grade.TAinitials. regular(R)/makeup(M)	ELA.03.JD.R

Test administrators (column AR) and **session names** (column AP) are required fields that must be complete for OSSE to approve your test security plan.



Preparing Sessions

Preparing sessions is a new step for spring 2017 testing. This step assigns forms to each student, based on their SR/PNP information.

Accommodations and accessibility features must be accurate and up to date prior to preparing sessions.



Preparing Sessions

The screenshot displays the PearsonAccessnext user interface. At the top, a navigation bar includes links for Home, Setup, Testing, Reports, and Support. The 'Testing' link is selected, and a dropdown menu is visible, listing 'Student Tests', 'Rejected Student Tests', 'Sessions', and 'Students in Sessions'. The 'Students in Sessions' option is highlighted with a red rectangular border. Below the navigation bar, a large blue gear icon is partially visible, with a blue banner containing the letter 'P' overlaid on it. A button labeled 'Select an action' with a downward arrow is positioned below the gear. At the bottom of the interface, a section titled '★ Helpful Information' provides a welcome message and instructions on how to use the system, followed by a list of tasks to go to the 'Setup' section.

Home Setup **Testing** Reports Support

- Student Tests
- Rejected Student Tests
- Sessions
- Students in Sessions**

Select an action ▼

★ Helpful Information

Welcome to PearsonAccess^{next}. To access training modules on how to use PearsonAccess^{next},
Hover over specific tasks in the action drop down menus to learn more about their function.

Go to **Setup** tasks to:

- Import or export data files
- Manage organizations, participation, and enrollment
- Manage user accounts (excluding your own)
- Manage students including demographic data and test registrations
- Manage material orders including tracking shipments and placing an additional order
- Manage Proctor Caching and backup file save locations



Preparing Sessions

Training PearsonAccessnext

PARCC > 2016 - 2017 > 2017 Spring PARCC > PRACTICE SCHOOL (DC-5555)

Home Setup Testing Reports Support

Students in Sessions

Go to Sessions >

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected Clear

Manage

Session List

Add a Session

- Combined View
- ELA.06.CLR
- MATH.06.CLR

2 Sessions | Clear

ELA.06.CLR

☐ Not Prepared

☐ Ignore Schedule Resources Details Edit

Prepare Session Refresh

Find Students In the selected session(s) above

Search

Filters

Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

2 Results

Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr6ELA - Unit 1	Gr6ELA - Unit 2	Gr6ELA - Unit 3	Form Group Type
<input type="checkbox"/>	EFGHIJKLMN	CHILD	SAMPLE		3487576128	<input type="radio"/> ELA.06.CLR (Grade 06 ELA/Literacy)	<input type="button" value="Ready"/>	<input type="button" value="Ready"/>	<input type="button" value="Ready"/>	Main
<input type="checkbox"/>	DEFGHIJKLM	PUPIL	SAMPLE		2888887256	<input type="radio"/> ELA.06.CLR (Grade 06 ELA/Literacy)	<input type="button" value="Ready"/>	<input type="button" value="Ready"/>	<input type="button" value="Ready"/>	Main



Starting Sessions

Training PearsonAccess^{next} PARCC > 2016 - 2017 > 2017 Spring PARCC PRACTICE SCHOOL (DC-5555)

Home Setup Testing Reports Support

Students in Sessions

Go to Sessions »

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected Clear

Manage

Session List

Add a Session

☒ Combined View

☐ ELA.06.CL.R ×

☒ MATH.06.CL.R ×

2 Sessions | Clear

MATH.06.CL.R

☐ Ready

Start Session Refresh

☐ Ignore Schedule Resources Details Edit

Find Students In the selected session(s) above

Search

Filters

Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

2 Results

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr6Math - Unit 1	Gr6Math - Unit 2	Gr6Math - Unit 3	Form Group Type
<input type="checkbox"/>	EFGHIJKLMN ⓘ	CHILD	SAMPLE		3487576128	<input checked="" type="radio"/> MATH.06.CL.R (Grade 06 Mathematics)	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready	Main
<input type="checkbox"/>	DEFGHIJKLM ⓘ	PUPIL	SAMPLE		2888887256	<input checked="" type="radio"/> MATH.06.CL.R (Grade 06 Mathematics)	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready	Main


☐ Ignore Schedule Resources Details Edit

Start Session Refresh



A&AF Reminders

PAN now includes accommodation and accessibility feature reminders that will show up next to a student's name in the "Students in Session" section of PAN.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session
<input type="checkbox"/>	ABCDEFGHIJ  TTS	STUDENT	SAMPLE		2226846540	<input type="radio"/> MATH.04.DB.R (Grade 04 Mathematics)



Batch Prepare Sessions

Sessions

[Go to Students in Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

Sessions 3 Selected [Clear](#)

Manage

Find Sessions

Name starts with

Search

Filters

[Clear](#) [Hide](#)

Session Status

Select one or more

Organization

Select one or more

Test

Select one or more

Form Group Type

Select one or more

Scheduled Start Date Range

Select one



6 Results

[Refresh](#) Displaying 25

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Stud
<input checked="" type="checkbox"/>	ELA.06.CL.R i	Ready	2017-02-01	Grade 06 ELA/Literacy	1
<input checked="" type="checkbox"/>	MATH.04.DB.R i	Not Prepared	2017-02-11	Grade 04 Mathematics	1
<input checked="" type="checkbox"/>	MATH.06.CL.R i	In Progress	2017-05-09	Grade 06 Mathematics	1
<input type="checkbox"/>	MS. LYNOTT i	In Progress	2017-02-10	Grade 04 Mathematics	7
<input type="checkbox"/>	TRANSFER - Grade 06 ELA/Literacy i	Not Prepared	2017-02-13	Grade 06 ELA/Literacy	1
<input type="checkbox"/>	TRANSFER - Grade 06 Mathematics i	Not Prepared	2017-02-13	Grade 06 Mathematics	1



Batch Prepare Sessions

Students in Sessions

[Go to Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

Students in Sessions 0 Selected [Clear](#)

Manage

Session List

Add a Session

☒ Combined View

☐ ELA.06.CL.R

☐ MATH.04.DB.R

☒ MATH.06.CL.R

3 Sessions | [Clear](#)

MATH.04.DB.R

☐ Ignore Schedule [Resources](#) [Details](#) [Edit](#)

☐ Not Prepared

Prepare Session

Refresh



Preparing Sessions – Accommodations

If an accommodation change occurs after a session has been prepared:

- Remove the student from the session
- Update the accommodation(s)
- Place the student back in the session

(If the session has already been prepared, the student will automatically be assigned a new form when placing them in the session)



Testing Times



Testing Times

Table 2.1 Unit Testing Times for Grades 3–5

Subject(s)	Unit	Section	Unit Testing Time (Minutes)
Mathematics Grade 3 Mathematics Grade 4 Mathematics Grade 5	Unit 1	Non-calculator	60
	Unit 2	Non-calculator	60
	Unit 3	Non-calculator	60
	Unit 4	Non-calculator	60
ELA/Literacy Grade 3*	Unit 1		90
	Unit 2		75
	Unit 3		90
ELA/Literacy Grade 4* ELA/Literacy Grade 5*	Unit 1		90
	Unit 2		90
	Unit 3		90

*Some schools will be selected for field testing in English language arts/literacy for the spring administration. If a school is selected, some students will take an additional unit: a field test task (unit time = 90 minutes). Additional information will be provided to selected schools. Refer to Appendix G for more information.

Testing Times

Table 2.2 Unit Testing Times for Grades 6–8

Subject(s)	Unit	Section	Unit Testing Time (Minutes)
Mathematics Grade 6 Mathematics Grade 8	Unit 1	Non-calculator	80
	Unit 2	Calculator	80
	Unit 3	Calculator	80
Mathematics Grade 7	Unit 1	Non-calculator	80
	Unit 2	Calculator	80
	Unit 3	Calculator	80
ELA/Literacy Grade 6*	Unit 1		110
ELA/Literacy Grade 7*	Unit 2		110
ELA/Literacy Grade 8*	Unit 3		90

*Some schools will be selected for field testing in English language arts/literacy for the spring administration. If a school is selected, some students will take an additional unit: a field test task (unit time = 110 minutes). Additional information will be provided to selected schools. Refer to Appendix G for more information.



Testing Times

Table 2.3 Unit Testing Times for High School

Subject(s)/Course(s)	Unit	Section	Unit Testing Time (Minutes)
Algebra I, Geometry, Algebra II, Integrated Mathematics I, II, III	Unit 1	Non-calculator	90
		Calculator	
	Unit 2	Calculator	90
	Unit 3	Calculator	90
ELA/Literacy Grade 9* ELA/Literacy Grade 10* ELA/Literacy Grade 11*	Unit 1		110
	Unit 2		110
	Unit 3		90

*Some schools will be selected for field testing in English language arts/literacy for the spring administration. If a school is selected, some students will take an additional unit: a field test task (unit time = 110 minutes). Additional information will be provided to selected schools. Refer to Appendix G for more information.



PARCC Field Test

Students in **grades 3 and 6** will take the PARCC ELA field test in spring 2017. The ELA field test will have four units.

Table G.1. Unit Testing Times for Grade 3

Units	Unit Testing Time (Minutes)
Unit 1	90
Unit 2	75
Unit 3	90
Unit 4	90

Table G.3. Unit Testing Times for Grades 6–High School

Units	Unit Testing Time (Minutes)
Unit 1	110
Unit 2	110
Unit 3	90
Unit 4	110



Not Tested Codes



Not Tested Designation

Enrolled students may be non-participants in the PARCC or DC Science assessments under the following unique circumstances:

- First year ELs not taking the ELA assessment
- Student does not attend school for the entire testing window due to a medical issue
- Student is absent from school for the entire testing window

These students should be marked as “Not Tested” in the “Manage Student Tests” section of PAN.



Not Tested Designation

Tasks for Students

[Add Task](#)[Previous Task](#)[Next Task](#)[Exit Tasks](#)

[Create / Edit Students](#)[Enroll Students](#)[Register Students](#)[Manage Student Tests](#)[Manage Classes](#)

Test Filter

Add

Filter by Test Status

☐ Complete☐ Assigned

Apply

STUDENT TESTS (5)

[Create Student Tests](#)

STUDENT, NEW (5832163226)

[Grade 04 Mathematics](#)[In Progress](#)

TEST DETAILS

New Student Test

CreateReset

Student*

Test*

Select

Organization*

Select

Class Name ⓘ

Select

Student Test UUID ⓘ

Test Administrator ⓘ

Test Format*

Add

Staff Member Identifier ⓘ

Retest* ⓘ

☐ Not Tested Code

Not Tested Reason ⓘ

☐ Unsubmitted



Not Tested Reason

When marking a student as “Not Tested” you will need to enter a “Not Tested Reason.” Use the following reason codes:

Absent	Student was absent the entire testing window
Not Tested Reason 1	Student has EL designation and has recently arrived to the US (<12 months)
Not Tested Reason 2	Extended medical absence for entire testing window



Assessment Timelines



PARCC Timeline

Test Coordinator Manual Available Online	Available Online
Test Administrator Manual (Scripts) Available Online	Available Online
Registration – Grades 3-8	Completed Jan. 31
Registration – High School	Due Feb. 24
Accommodations Entered into SR/PNP in PAN	Feb. 24
Final SR/PNP File Uploaded into PAN	15 days prior to testing
PARCC Testing – Window One	April 10 – May 26*
PARCC Testing – Window Two	April 24 – June 5

**Includes five days of school vacation for a spring break*



PARCC Materials Timeline

Accommodations Entered into SR/PNP in PAN	Feb. 24
Manuals and Testing Materials Shipped to Schools	Late March
PARCC Testing – Window One	April 10 – May 26*
PARCC Testing – Window Two	April 24 – June 5
Last Day of Paper-Based Testing	May 12
Ship Paper-Based Testing Booklets to Pearson	May 19



DC Science Timeline

Manual Released Online	Early March
Scripts Released Online	Late March
Registration – Grades 3-8	Early April
Registration – High School	Early April – Mid-April
General Online Form Available for Proctor Caching	Early April
Paper Forms Arriving at Schools	Mid April
Audio Online Form Available for Proctor Caching	Late April
Materials for Large Print, Spanish, and Braille	Early May
DC Science Testing	April 24 – June 9



Assessment Schedule

Test	2017 Dates
NAEP	Jan 30 – March 10
WIDA ACCESS	Feb 27 – April 25
MSAA	March 27 – May 12
DC Health and Physical Education	April 3 – June 16
PARCC Window 1	April 10 – May 26*
PARCC Window 2	April 24 – June 5
DC Science	April 24 – June 9

** Includes five days of school vacation for a spring break*



[https://goo.gl/forms/
Wu7137L1dk98OGUF3](https://goo.gl/forms/Wu7137L1dk98OGUF3)



Resources and Support



PARCC Resources

- [Pearson Access Next](#): Testing platform
- [Avocet](#): A database of PARCC/Pearson administrative documents and manuals
- [PARCC Assessment Manuals](#)
- [Practice Tests](#) – View assessment tools and features, no password needed
- [PARCC/Pearson Training Modules](#): Watch “how to” presentations
- [PAN User Guide](#): Directions and screenshots for actions in PAN
- [PARCC/Pearson Bulletins](#): Administrative and technology bulletins
- [PARCC Online](#): Assessment design resources
- [Partnership Resource Center](#): Released items and educator resources
- [OSSE Training Resources](#): Slides from OSSE’s training events
- [OSSE Test Security Documents](#)
- PARCC/Pearson Customer Support: 1-888-493-9888
- OSSE Support hotline: 1-202-304-3269
- OSSE Support Tool (OST): <https://octo.quickbase.com/>



DC Science Resources

- [Pearson Access Next](#): Testing platform
- [DC Science Assessment Manuals](#) (coming soon)
- [Assessment Blueprints](#) (coming soon)
- [Assessment Scripts](#) (coming soon)
- [PAN User Guide](#): Directions and screenshots for actions in PAN
- [Sample Question Booklet](#)
- [OSSE Training Resources](#): Slides from OSSE's training events
- [OSSE Test Security Documents](#)
- DC Science/Pearson Customer Support: 1-866-688-9555
- OSSE Support hotline: 1-202-304-3269
- OSSE Support Tool (OST): <https://octo.quickbase.com/>



| Thank you!