



District of Columbia
Office of the State Superintendent of Education

DISTRICTWIDE ASSESSMENT: Test Integrity Training Materials

February 2 & 3, 2015

osse.dc.gov



facebook.com/ossedc



[@OSSEDC](https://twitter.com/OSSEDC)



202.727.6436



2015 School Test Plan Checklist

Each school/campus site must submit a detailed test plan that includes the following for each school/campus. Schools may submit plan in any legible format, as long as the elements below are fully addressed.

- Testing Schedule, including subjects, grades, sessions and dates for test administration;
- Statement affirming that all authorized school personnel involved with testing have been trained
- Contact information for the LEA Assessment Coordinator/Test Integrity Coordinator and the Test Chairperson/Test Monitors
- Student testing groups (rosters with test administrators, testing rooms, proctors)
- Identification of all authorized staff involved in testing and their role in testing (including volunteers)

- Evidence of well-defined processes and procedures for:
 - Security (including maintenance, dissemination, collection and storage) of Districtwide assessment materials before, during, and after administration
 - Equitable and consistent administration of the assessment
 - Reporting irregularities, complaints, or concerns in testing administration or testing security;
 - Investigating and remediating any complaint, allegation, or concern about a potential failure of testing integrity and security;
 - Monitoring school(s) during the administration of the state assessments;
 - Response to disasters and emergencies;
 - Response to student disruptions, transitions, and students needing extra time or finishing early during the testing window;
 - Response to tardy students and makeup sessions;
 - Provision of accommodations for students that require testing accommodations (IEP, 504, ELL);
 - Security and confidentiality of individual student test data; and
 - Delivery of students' test reports to schools, and to parents or legal guardians.

- Statement affirming that the LEA/school adopts the school test plan as written

OSSE Feedback

OSSE Monitor: _____ Title: _____
Date of Review: _____ Date Feedback Provided: _____
Comments: _____

DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION



2015 State Test Integrity and Security Agreement

Before the administration of a Districtwide assessment, I, as **authorized personnel, understand that I must:**

1. Complete testing integrity training, as developed by OSSE; and
2. Sign a State Test Integrity and Security Agreement (this form), as developed and distributed by OSSE;
3. Immediately report any breach of testing security to the school's test monitor, the LEA Test Integrity Coordinator, or the State Test Integrity Coordinator, OSSE, and
4. Cooperate with OSSE in any investigation concerning the administration of a Districtwide assessment.

I, as authorized personnel, understand that I am prohibited from:

1. Photocopying or in any way reproducing, or disclosing secure or other materials related to Districtwide tests;
2. Engaging in discussions, instruction, reviews, 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;
3. Allowing anyone to review the secure state test;
4. Making a false certification on the test security form established by the OSSE;
5. Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment;
6. Altering student responses in any manner and altering test procedures (unless explicitly authorized in writing by the OSSE) stated in the formal instructions accompanying the Districtwide assessments;
7. Allowing student examinees to use notes, references, or other aids, unless the test administrator's manual specifically allows;
8. Allowing any form of cheating;
9. Failing to actively supervise students at all times during testing sessions, examples include:
10. Having in one's personal possession secure test materials except during the scheduled testing date;
11. Allowing students to view or practice secure test items before or after the scheduled testing time;
12. Making or having in one's possession answer keys before the administration of that Districtwide assessment; except, when it is authorized to have an answer key that has already been administered;
13. Leaving secure test materials in a non-secure location or unattended by authorized personnel;
14. Providing unapproved test accommodations to a student;
15. Allowing students in grades 3-5 the use of calculators in the mathematics test;
16. Scoring student responses;
17. Making statements regarding the accuracy of the student's responses on the state test;
18. Failing to return and account for all testing materials as soon as the testing session has terminated;
19. Failing to keep all assigned, generated, or created usernames, passwords and logins secure;
20. Allowing anyone other than the assigned pupils to log into their assigned test;
21. Using a pupil's information to log in as a student or allow a student to log in using another pupil's information;
22. Displaying a student's name and unique student identifier together in any written or electronic format;
23. Allowing students to access electronic devices that allow them to access outside information, communicate with other students, or photograph or copy test content.
24. Permitting students to remove any test materials by any means from the room(s) where testing takes place;
25. Failing to collect and count all test materials before allowing any pupil to leave the testing room and/or to ensure that all pupils have properly logged off the computer system.
28. Violating the OSSE cell phone policy and the use of unapproved electronics, unapproved computer devices during the administration of a Districtwide assessment; and
29. Retaliating against any other employee, parent, or student solely because that individual reports or participates in an investigation of a potential failure of the test security plan or other testing integrity, security policy or protocol.

The failure to comply with the prohibitions set forth above shall not be considered a violation if the action is necessary to provide for an accommodation that is explicitly identified in a student's IEP or an approved accommodation plan for a special needs student.

I agree to abide by all state test security guidelines and I acknowledge that knowingly and willingly violating a District law, regulation or a test security plan could result in civil liability and fines to include the loss of an OSSE granted certification or license.

Print Name _____ Signature: _____ Date: _____

LEA: _____ School: _____ Position: _____



2015 State Test Security Incident Reporting Form

1. Describe test security incident, the date and specific testing room in which the incident occurred.
2. Indicate all persons involved, assessment type, tested grade, subject and number of students in room.
3. Deliver form to the State Test Integrity Coordinator, Office of Data Management and Assessment **within 24 hours** of the incident at:

DC Office of the State Superintendent of Education
Email: OSSE.assessment@dc.gov
Division of Data Management, Assessment and Research
810 First St, NE, 9th floor, Washington, DC 20002

Date of Incident: _____ LEA: _____ School: _____

Test Monitor: _____ Phone: _____ Name of Assessment: _____

Test Subject: _____ Room #: _____ No. of students in room: _____ Grade: _____

Test Administrator's Name: _____ Test Proctor's Name: _____

Indicate Modality: Pencil/Paper Computer

Student's Name (First Initial, Last Name Only **or** First Name, Last Initial) _____

Student's USI _____

Test Bar Code (paper-based) or Authorization Code (computer-based) _____

Describe incident in relation to the Test Security Guidelines and persons involved (please print).

Person Completing this Form: _____
(Print full name)

Position: _____

Signature: _____ Date: _____

DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION



2015 Districtwide Assessment General Observation Check List

School: _____ School Code: Principal Name: _____

Principal Name: _____ Test Monitor Name: _____ Chairperson Name: _____

Special Education Coordinator: _____ Technology Coordinator: _____

Secured Materials Location: _____ Grade(s) Tested: _____

Observer: _____ Date: _____ LEA Code:

Observer Checklist

- Introduce yourself to the test monitor/principal and test chairperson, then request to see the school's test plan
- Ask to see the security file. Ask specifically if the test monitor is the person listed on the plan
- Ask to see the letters sent to parents of students, particularly those who require testing accommodations
- Ask the test monitor/technology coordinator if the cached test content has been downloaded to test administrator computers
- Ask the special education coordinator if the accommodation/accessibility features have been selected/loaded
- Monitor school test security procedures at the beginning of day and record observations below
- Observe and record what you see in 2-3 sample test locations in the school. You will observe all tested location but details for the sample locations provide a snapshot of test administration throughout the school
- Ask the test monitor where students with disabilities are testing and observe. Using the Accommodations Forms, collect information for a sample of 3-5 students and document what accommodations are being administered
- Move about the school numerous testing locations, observing until the testing period for school has ended
- Observe test return and/or computer session log out procedures at the end of the administration
- Provide overall feedback on the school's test administration

Beginning of Test Administration

	Yes	No	Not Observed*
Copies of letters to parents of students, particularly those who are in special populations, are on file			
Secure items, tests and student access codes, among others, were stored in a secure area			
There was an observable plan for the distribution of test materials (access codes, laptops, computers, test booklets, answer sheets) to test administrators and proctors requiring them to sign materials out			
Adequate provisions were made for students who arrived late to school			
Adequate provisions were made for students in grades that were not tested			
All unauthorized electronic devices were removed prior to the start of testing			
There was a process in place for determining student time on test			
Computers, laptops, answer sheets and test booklets were set up/distributed and ready for student use at the assessment start time			
Computer batteries and lap tops were fully charged and/or connected to an external energy source			

* If not observed, please provide a comment in the notes section below

Administrative Procedures

	Yes	No	Not Observed*
Test administration process started on time as scheduled			
Classroom attendance was taken, absent students documented			
No students admitted after the start of testing			
Examiner's Manual available and used by test administrator and/or console fully functioning			
Sufficient supply of test materials, laptops, and/or computers were available for administration			

Administrative Procedures (continued)

	Yes	No	Not Observed*
Extra pencils, erasers, scratch paper supplied and available to students			
Test materials to include authorization tickets, seal codes, test booklets and answer sheets were handed to each examinee individually by a member of the test administration team			
Test materials checked to ensure that answer booklets correspond to the correct test book forms and grades and/or Authorization Tickets and seal codes correspond to the correct student examinee			
Adherence to test directions as stated in the manual; Instructions read clearly and verbatim from manual			
Calculator policy was administered correctly			
Students were monitored to ensure correct use of answer booklet, computer and/or lap top			
Students were periodically informed as to the amount of time remaining for testing			
Test Administrators and Proctors were actively engaged in the administration of the assessment			
Students in compliance with directions given by test administrator, proctor or technology coordinator			
Test materials, tickets, seal codes and booklets collected promptly, systematically, completely from each student			
Test material checked and counted and/or students logged off the computer before dismissal of examinees			

* If not observed, please provide a comment in the notes section below

Comments/Notes

Please answer *only* Item 1 or Item 2 depending upon the mode of assessment

1. Delivery of Test Directions (Paper based)

	Yes	No	Not Observed*
Instructions read clearly and verbatim from manual			
Clear, loud voice heard all over room			

* If not observed, please provide a comment in the notes section below

Or
below

2. Accessibility of Computer (Computer based)

	Yes	No	Not Observed*
Authorization, seal codes, and passwords were issued in accordance with vendor directions			
Students were logged into/out of test in a timely manner			
Non assessment related applications (cameras, email, instant messaging, iTunes, etc) have been closed and/or disabled on laptops/computers used by students to take the assessment			
Accessibility and accommodations features (when applicable) were accessible			

* If not observed, please provide a comment in the notes section below

Comments/Notes

The Testing Environment

	Yes	No	Not Observed*
Adequate spacing was provided between seats, rows and computers for student self-reliance			
Bulletin boards and walls free of improper information for test security			
Computer screens were free from glare or appropriately lit to accommodate low light			
Desks/tabletops clear of extraneous materials			
All examinees facing forward and in the same direction (unless tables were used)			
Good atmosphere for quiet work			
Unnecessary interruptions limited (e.g., phone/bell ringing, announcements, background noise)			

* If not observed, please provide a comment in the notes section below

Comments/Notes

End of Test Administration

	Yes	No	Not Observed*
Adequate provisions were made for students who needed accommodations to complete the test without disrupting testing for other students			
Students needed extended time were given additional time (only the amount specified by the test vendor) to complete the session during the period scheduled for the same day			
School adhered to required testing schedule (please note all deviations)			
Make-up sessions and handling of disruptive students was consistent with other test administration			
Secure materials were returned promptly upon the completion of the testing session each day			
Student sessions were appropriately closed at the conclusion of the test			
There was an observable plan for the receipt of test materials (answer sheets, booklets, lap tops, computers, access codes) from test administrators and proctors requiring them to sign materials in			
Secure materials (access codes, passwords, test booklets and answer sheets, among others) were stored in a secure area in process for shipment to the test vendor, destruction or secure recycling (as applicable)			

* If not observed, please provide a comment in the notes section below

Observations/Notes

Summary of Findings

	Very Poor	Poor	Fair	Good	Excellent
Test security at beginning	1	2	3	4	5
Administrative procedures	1	2	3	4	5
Test environment	1	2	3	4	5
1. Delivery of test directions	1	2	3	4	5
or					
2. Computer accessibility	1	2	3	4	5
Accommodations for special populations	1	2	3	4	5
Test security at end	1	2	3	4	5
Overall rating of program	1	2	3	4	5

Overall Comments



2015 DC PARCC Performance Based Assessment (PBA) School Test Coordinator Checklist:

Computer-Based Tests

One month before testing (or earlier) ...

- Attend Test Coordinator and Test Security Training
- Read the PARCC Test Coordinator Manual
 - Available online: <http://avocet.pearson.com/PARCC/Home#6417>
- Meet with your LEA Test Coordinator to get a Pearson Access Next Username and go over your LEA's Test Security Plans and any additional Test Security procedures in your LEA. Begin planning your school's Test Security Plan and test administration logistics.
- In Pearson Access Next, make sure student test registrations are current and aligned to the students in your school. Your LEA may centralize this process.
- Review the list of PARCC accommodations and accessibility features, develop a plan to complete students' Personal Needs Profiles (PNPs), with help from your school's Special Education Coordinator and/or English Learner Team, if applicable.
 - Flag any students who will need a paper version of the test as an accommodation. Place an order for those tests via Pearson Access Next
- Meet with your school's Technology Coordinator:
 - Discuss test security and test administration protocols and plans
 - Plan technology setup, including device and network preparation, precaching, and testing environments.
 - Schedule and conduct an infrastructure trial (optional, but highly recommended)
 - Ensure all technology coordinators sign DC's State Test Integrity and Security Agreement. Retain these records electronically or physically in a security file.
- Train all test administrators and proctors on PARCC test administration and DC test security procedures.
 - After training, you and all authorized personnel at your school must sign DC's State Test Integrity and Security Agreement. Retain these records electronically or physically in a security file
- With educators at your school, administer tutorials and practice tests to students.
 - Ensure students taking the test with accommodations have an opportunity to practice using those accommodations.

Two weeks before testing...

- Finalize and submit School Test Security Plan no later than 10 days prior to testing.
 - Finalize testing schedule and testing groups.

- Finalize any additional training needed for Test Administrators, especially those who will be administering accommodations.
- Meet with students to tell them about the upcoming PARCC and inform them of any information they will need to know around testing.
- Make any necessary updates to student test registration in Pearson Access Next
- Upload and double check students' PNP's, make sure any student needing an accommodation or accessibility feature has that information on his or her PNP.
- Receive, inventory, and securely store any secure paper materials your school has ordered for students taking paper tests. Submit any additional orders, as needed.
 - These are secure materials and must be securely stored, and tracked using the paper-based materials chain-of-custody form.

One week before testing...

- Meet with all authorized personnel involved with testing at your school to review test security procedures and plan, review day of test activities, and answer any additional questions.
 - Especially make sure all Test Administrators are comfortable using Pearson Access Next to administer student tests.
- Set up test sessions in PearsonAccessNext.
 - Print student testing tickets and seal codes. These are secure materials and must be securely stored, and tracked using the computer-based materials chain-of-custody form.
- Using your School Test Security Plan and students' PNP's, create student rosters and accommodations information for each test session to be used by test administrators.
- With the help of your technology coordinator:
 - Precache tests.
 - Confirm any issues uncovered in the infrastructure trial have been resolved, then freeze device environments for testing.
- Visit <http://parcc.pearson.com/bulletins> to see any important recent Test Administration and Technology announcements.

Day of testing...

- Start the day's sessions on Pearson Access Next
- Confirm precaching is enabled
- Sign out secure test materials to Test Administrators
 - Ensure any additional materials are with the correct test administrators. Examples: blank paper, headphones, pencils, highlighters, calculators and mathematics tools (if applicable).

During testing...

- Monitor each testing room, be available along with the Technology Coordinator to answer questions and address any technology problems.

- Immediately document and report any testing irregularities and security breaches using the State Test Security Incident Form: <http://osse.dc.gov/publication/appendix-c-state-test-security-incident-reporting-form>
- Note absences, schedule make-up sessions, create make-up sessions in Pearson Access Next.
- Collect materials from Test Administrators at the end of each test day. Verify and log on the tracking form that all secure materials, including used scrap paper, have been returned.
 - Immediately report any missing or damaged materials.

After the final test unit is complete...

- Verify and log on the tracking form that all secure materials, including used scrap paper have been returned.
- Ensure that all student tests have been submitted or marked complete, and all test sessions have been closed in Pearson Access Next.
- Purge cached test content.

Within one week of final test unit...

- Securely destroy (preferably via shredding and recycling), all used scrap paper, student testing tickets, and printed seal codes.
- Package and ship all used and unused paper test materials according to vendor instructions.
- Keep all records related to test administration and test security in your school's security file.
- Sign and submit DC Test integrity Affidavits

More resources...

- Consult the PARCC Manuals and find more detailed checklists for Test Coordinators and Test Administrators: <http://avocet.pearson.com/PARCC/>
- Watch PARCC Training Modules at <http://parcc.pearson.com/manuals-training/>
- Find materials and guidance on test security at the OSSE Test Security Website: <http://osse.dc.gov/service/test-security-and-incident-forms>
- Find PARCC Technical Specifications: <http://parcc.pearson.com/technology-setup/>

Questions? We are here to help!

- Contact your LEA's Next Generation Assessment Ambassador
- For live technical support, call PARCC Customer Support at 1-888-493-9888, or email PARCC@support.pearson.com.
- Email osse.assessment@dc.gov



2015 DC PARCC Performance Based Assessment (PBA) School Test Coordinator Checklist:

Paper-Based Tests

One month before testing (or earlier) ...

- Attend Test Coordinator and Test Security Training
- Read the PARCC Test Coordinator Manual
 - Available online: <http://avocet.pearson.com/PARCC/Home#6417>
- Meet with your LEA Test Coordinator to get a Pearson Access Next Username and go over your LEA's Test Security Plans and any additional Test Security procedures in your LEA. Begin planning your school's Test Security Plan and test administration logistics.
- In Pearson Access Next, make sure student test registrations are current and aligned to the students in your school. Your LEA may centralize this process.
- Review the list of PARCC accommodations and accessibility features, develop a plan to complete students' Personal Needs Profiles (PNPs), with help from your school's Special Education Coordinator and/or English Learner Team, if applicable.
 - Flag any students who will need a special paper version of the test as an accommodation, such as braille tests or read-aloud kits. Place an order for those tests via Pearson Access Next
- Train all test administrators and proctors on PARCC test administration and DC test security procedures.
 - After training, you and all authorized personnel at your school must sign DC's State Test Integrity and Security Agreement. Retain these records electronically or physically in a security file
- With educators at your school, administer paper-based tutorials and practice tests to students (recommended).
 - Ensure students taking the test with accommodations have an opportunity to practice using those accommodations.

Two weeks before testing...

- Finalize and submit School Test Security Plan no later than 10 days prior to testing.
 - Finalize testing schedule and testing groups.
- Finalize any additional training needed for Test Administrators, especially those who will be administering accommodations.
- Meet with students to tell them about the upcoming PARCC and inform them of any information they will need to know around testing.
- Make any necessary updates to student test registration in Pearson Access Next

- Upload and double check students' PNP's, make sure any student needing an accommodation or accessibility feature has that information on his or her PNP.
- Receive, inventory, and securely store any secure paper materials your school has ordered. Submit any additional orders, as needed, via Pearson Access Next.
 - These are secure materials and must be securely stored, and tracked using the paper-based materials chain-of-custody form.
 - Do not open shrink-wrapped packages of test booklets until 2 days prior to testing.
 - Report any missing or damaged material.
 - Save boxes for shipping materials back to vendor.

One week before testing...

- Meet with all authorized personnel involved with testing at your school to review test security procedures and plan, review day of test activities, and answer any additional questions.
- Using your School Test Security Plan and students' PNP's, create student rosters and accommodations information for each test session to be used by test administrators.
- Visit <http://parcc.pearson.com/bulletins> to see any important recent Test Administration announcements.
- Two days before testing, open shrink wrapped test booklets and apply student labels. Record association of student names with barcodes on paper-based chain-of-custody form. Note any students without labels whose tests were ordered additionally will need to have identifying information written on test booklets manually.

Day of testing...

- Sign out secure test materials to Test Administrators
 - Ensure any additional materials are with the correct test administrators. Examples: blank paper, headphones as noise buffers, pencils, highlighters, calculators and mathematics tools (if applicable).

During testing...

- Monitor each testing room, be available to answer questions and address any problems.
- Immediately document and report any testing irregularities and security breaches using the State Test Security Incident Form: <http://osse.dc.gov/publication/appendix-c-state-test-security-incident-reporting-form>
- Note absences, schedule make-up sessions, record in school test plan.
- Collect materials from Test Administrators at the end of each test day. Verify and log on the tracking form that all secure materials, including used scrap paper, have been returned.
 - Immediately report any missing or damaged materials.

After the final test unit is complete...

- Verify and log on the chain-of-custody form that all secure materials, including used scrap paper have been returned.

Within one week of final test unit...

- Package and ship all used and unused paper test materials according to vendor instructions.
 - Mark unused test booklets “Do Not Score.”
 - Ensure every test booklet has a student ID label or full student information written on it.
 - Box scorable and non-scorable materials separately, be sure to package and address according to vendor instructions.
 - Contact UPS to schedule pickup.
- Securely destroy (preferably via shredding and recycling), all used scrap paper.
- Keep all records related to test administration and test security in your school’s security file.
- Sign and submit DC Test integrity Affidavits

More resources...

- Consult the PARCC Manuals and find more detailed checklists for Test Coordinators and Test Administrators: <http://avocet.pearson.com/PARCC/>
- Watch PARCC Training Modules at <http://parcc.pearson.com/manuals-training/>
- Find materials and guidance on test security at the OSSE Test Security Website: <http://osse.dc.gov/service/test-security-and-incident-forms>

Questions? We are here to help!

- Contact your LEA’s Next Generation Assessment Ambassador
- For live technical support, call PARCC Customer Support at 1-888-493-9888, or email PARCC@support.pearson.com.
- Email osse.assessment@dc.gov