

2016 Statewide Assessment Auditor Training



Office of the State Superintendent of
Education

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Agenda

- Overview of Test Integrity in the District of Columbia
- The Role of an OSSE Test Auditor
- What Data to Collect and How to Report Back
- Q&A



OVERVIEW OF TEST INTEGRITY

Important Dates

Task	Date
Test Integrity Coordinator / Test Monitor Training	2/11, 2/16, 2/17, 3/3
School Test Plan due date	<i>15 school days prior to first day of window</i>
PARCC Test Windows	Paper Based: 3/28-4/29 Computer Based 1: 3/28-5/6 Computer Based 2: 4/4-5/13 Computer Based 3: 4/11-5/20
NGSS Science Test Window	5/2-6/3
Affidavit submission due date	15 Days After Administration

Testing Integrity

OSSE's goal is for schools and 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.

Statewide Assessments 2016

- PARCC
- DC Science
- DC Science Alt
- NCSC/MSAA Alt

OSSE uses the term “statewide.” DC Official Code and the Testing Integrity Act and Amendment use the term “Districtwide.” These two terms are equivalent.

OSSE Testing Responsibilities

- Establish policy, regulations, and guidelines to ensure statewide assessments are administered with fidelity
- Train and support LEAs and schools in administering the statewide assessment
- Review and approve School Test Plans
- **Monitor statewide assessments**
- Conduct test integrity review

LEA Testing Responsibilities

For all schools/campuses under the LEA's purview:

- Filing school test plans with OSSE
- Designate authorized personnel
- Ensure authorized personnel are trained
- Distribute testing integrity and security notification statement
- Monitor statewide assessments
- Report and investigate any breaches of test security
- Collect and submit to OSSE testing integrity affidavits

School Testing Responsibilities

- Create and submit school test security plan to LEA
- Protect security of secure materials
- Administer statewide assessment
- Maintain test security file
- Ensure integrity of testing environment
- Report any breaches of test security
- Sign and submit test security affidavits to LEA

Testing Integrity Documents

Laws, Requirements and Compliance:

- Testing Integrity Act of 2013
- Testing Integrity Act Amendment (2015)
- OSSE Test Integrity Guidelines
- Vendor Test Directions

[Resources & Forms](#)

Testing Integrity Act of 2013

- Defines terms & roles
 - Test integrity coordinator; test monitor; authorized personnel
- LEA & school requirements & OSSE requirements
 - Test security plans; reporting and investigations; affidavits; anti-retaliation
- OSSE requirements
 - Training and standards; test plan review; **monitoring** and investigations
- Prohibitions, sanctions & appeals
 - Actions that provide students inappropriate advantage on assessment; sanctions at LEA, school, and individual levels; LEAs, schools, and individuals may appeal sanctions to DME

Testing Integrity Act Amendment

- 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

- Explanation and additional details of Act and Amendment
 - OSSE role and responsibilities
 - LEA roles and responsibilities
 - School roles and responsibilities
 - Test environment
 - Roles, materials, exceptions
 - Monitoring and investigations

Test Vendor Instructions

- PARCC test manuals
- NCSC/MSAA test manuals
- DC Science test manual
- DC Science Alt test manual

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 test) and submit (15 days post test) 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

Test security and integrity notification statement

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

School Test Plan

- Every school must submit a school test plan to LEA
- Every LEA must submit school test plans for all schools/campuses under the LEA's purview to OSSE at least 15 days prior to first day of assessment window
- There is no specific format or template required by OSSE for most elements, but plans must contain the following information:
 - School information
 - Staff roster
 - Test dates
 - Test calendar
 - School policies and procedures for:
 - Material security
 - Reporting irregularities and incidents
 - Investigating irregularities
 - Prohibited actions
 - Provision of accommodations
 - Assurances that DC and OSSE requirements will be met
- OSSE is providing a template in Excel
- **This year, schools are required to follow OSSE instructions for documenting/naming test sessions and test administrators in Pearson Access Next. [See instructions here.](#)**
- LEAs may require additional elements
- Test plans must be submitted via the OSSE Support Tool

Notify Students and Families

Students

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

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 are available on the OSSE website (<http://osse.dc.gov/page/test-coordinators-training>) for school use

Reporting

- Document minor deviations from testing plan in School Security File
- Submit incident reports via:
 - OSSE website
 - OSSE Support Tool (OST)
 - Hand-deliver paper report to OSSE
 - Call assessment hotline at 202-304-3269
- [Forms here](#)

Maintaining a Security File

School security file 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
- 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
- Missing secure materials (i.e., test materials initially received by the Test Administrator but not returned)

Be kept on file for four years

Administration Monitoring

The Test Site Observation Report

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

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

Hot Topics

- Test environment and materials
- Electronics
- Accommodations
- Violations & sanctions

Testing Environment & Materials

- Wall displays with tested content or test taking strategies must be removed/covered
- 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, 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 through 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.

Accommodations

- It is important that accommodations and accessibility features used on assessments are also used in instruction
- 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
- 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 (e.g. a scribe for a student with a broken wrist)
- 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 to unreleased test items or forms
- Leaving secure test materials in a non-secure location or unattended by authorized personnel
- Using unapproved electronics during the assessment

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
- Invalidated 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



THE ROLE OF AN OSSE AUDITOR

Role of OSSE Auditor

- Receive school assignments and keep those assignments secure
- Review School Test Security Plans of your assigned schools
- E-mail [Cassie Lynott](#) the date you plan to attend each school, and update her by e-mail if that date changes
- Visit each assigned school, unannounced, at a time that the school's plan indicates testing will be in session
- Complete a paper-based 2016 Statewide Assessment Auditor General Observation Checklist while onsite
- Complete the online version of the Observation Checklist and submit to the assessment team within 48 hours of your school visit
- Alert [Cassie Lynott](#) if you observe security concerns that need immediate attention by assessment staff

Best Practices in Auditing

- Arrive 30 minutes prior to the start of material distribution
- Wear your OSSE ID Card
- Identify yourself as a State Test Integrity Auditor
- Meet the Principal, Test Monitor or Test Chairperson
- Request to see the School Security File
 - ✓ School Test Plan and Schedule
 - ✓ Accommodations Plan
 - ✓ Parent Letters, including Letters for Students with Accommodations

Best Practices in Auditing

- Request to be taken to the area where materials will be distributed
- Monitor Security of Test Storage Area, including storage of testing devices
- Monitor Security of the Test Materials
- Monitor the distribution of Test Materials to Test Administrators
 - All test materials must be kept in a **secure location** (locked storage area with limited access) when not in use
 - All test materials and student computer authorization codes must be **checked in and out** systematically by the test monitor each day
 - Only school personnel with legitimate needs should have access to test materials

Best Practices in Auditing

- Circulate to several classrooms (1 class ~ every 30 minutes) and note the following:
 - ✓ Are test administrators reading test directions verbatim?
 - ✓ Are seating arrangements appropriate (e.g., are students facing same direction)?
 - ✓ Did students log on to computers/laptops and were they ready to start testing at test time indicated in the school plan?
 - ✓ Is there unauthorized use of cellphones, computers or other electronic devices?
 - ✓ Are test administrators and proctors actively circulating around the testing room?

What NOT To Do as Auditor

- Disclose the selected LEA or school/campus to be monitored
- Discuss or share information about the school or its students
- **Participate in, assist, or perform any test administration tasks**
- **Provide advice or technical assistance at any time**
- Discuss previous monitoring experience in other schools with school leadership
- **Interfere or interrupt school personnel or students during the administration of the test**
- Respond to media inquiries or requests for information from anyone outside of OSSE's assessment team
- **Transport school documents or school security files to OSSE**

Auditor Presence During Testing

- Things to keep in mind...
 - Testing can be stressful for students and adults
 - Some students are very sensitive to movement and sound
 - Small group testing can be easily disrupted by the presence of multiple adults
- Reminders...
 - Be as “invisible” as possible (e.g., quiet shoes, neutral colored clothing)
 - Move quietly through all spaces, speak minimally and softly
 - Don’t stay too long in any one location

Transportation Support for Auditors


- Can travel to sites multiple ways:
 - Metrobus or Metrorail
 - Fleetshare
 - Drive own vehicle
 - Taxi/Uber
- If using Metro, use your OSSE-issued SmartTrip card
- If you pay for transportation by SmartTrip or Taxi/Uber, you can be reimbursed
 - Save receipts
 - Send reimbursement requests [Cassie Lynott](#)



WHAT DATA TO COLLECT AND HOW TO REPORT BACK

2016 Auditor Checklist

- Submit auditor checklist using the online form within 48 hours of a school visit
- Include in the “Overall Comments” section any security concerns that need immediate attention by assessment staff
- Also e-mail [Cassie Lynott](#) immediately if you observe security concerns that need immediate attention by assessment staff



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

2016 Statewide Assessment Auditor General Observation Checklist

State Auditor/Observer's Name: _____ School: _____ School Code:

Principal Name: _____ School Test Monitor/Coordinator Name: _____

Special Education Coordinator: _____ Technology Coordinator: _____

Secured Materials Location: _____ Grade(s) Tested: _____ 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 laptops were fully charged and/or connected to an external energy source			

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

Comments/Notes

810 First St. NE, Ninth Floor, Washington, DC 20002 • Phone: (202) 727-6436 TTY: 711 • osse.dc.gov

Questions

OSSE Assessment Contacts

- Direct questions on auditing assignments to Cassie.Lynott@dc.gov
- Direct other questions to OSSE.Assessment@dc.gov or to the assessment team:
 - All assessments: Nikki.Stewart@dc.gov
 - Test security: Nikki.Stewart@dc.gov
 - Accommodations and special populations: LaNysha.Adams@dc.gov
 - PARCC: Bonnie.OKeefe@dc.gov
 - DC Science: Swea.Hart@dc.gov
 - MSAA/SC Science Alt, and WIDA ACCESS: LaNysha.Adams@dc.gov