School Test Coordinator Training for Nonpublic Schools

March 3, 2016

Office of the State Superintendent of Education

Assessment Team

Agenda

- Test Security Policies and Procedures
- Before Testing
- During Testing
- After Testing
- DC Science differences

Materials for this training

- All materials and resources for this training are posted at http://osse.dc.gov/page/test-coordinators-training
- All test security forms and guidelines are posted at http://osse.dc.gov/service/test-security-and-incident-forms

Districtwide Assessments: Test Integrity Training 2016

February 2016

Important Dates

Task	Date
Test Integrity Coordinator / Test Monitor Training	2/11, 2/16, 2/17, 3/3
School Test Plan due date	*15 school days prior to first day of window*
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 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.

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(s) to LEA(s)
- 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(s)

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

Key Before Testing Tasks

OSSE	LEA	School
• Issue and train testing security standards • Issue testing security and integrity notification statement to LEAs • Review school test plans	• Collect and submit school testing plans to OSSE • Distribute testing security and integrity notification	• Establish and submit to LEA the school testing plan • Receive test materials • Inventory test materials • Distribute test materials
	LEA and/or School	
	• Attend training • Conduct test administration training • Prepare technology to create secure environment • Notify students and families of testing	

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. **Nonpublic schools serving multiple LEAs (ie DCPS and charter LEAs) must submit separate plans to each 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

Local Test Administration Training

Train all authorized personnel at LEA/school in state, LEA and school policy and procedures

- Distribute Testing Integrity and Security Notification Statement to all authorized personnel
- Include the following topics:
  - Review of School Test Plan
  - Review of Test Security Guidelines
  - Review of Test Administration Procedures
  - Review of vendor-supplied testing manual(s)

Notify Students and Families

Students	Families
• 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	• 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/publication/guide-new-parcc-assessment-parents) for school use

Key During Testing Tasks

OSSE	LEA	School
• Support test integrity coordinators and test monitors • Monitor assessment administration at school sides	• Support test monitors • Monitor assessment administration at school sites	• 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	
	• Actively monitor and manage test environment • Report irregularities, incidents and/or breaches of security	

Reporting

- Document minor deviations from testing plan in School Security File
- Submit incident reports via:
  - OSSE website
  - OSSE Support Tool (as attachment)
- 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

To be posted here: http://osse.dc.gov/service/test-security-and-incident-forms

Key Post Testing Tasks

OSSE	LEA	School
• Collect affidavits • Verify data	• 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	• 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	
	• Document any remaining incidents	

Affidavits

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

Hot Topics

- Nonpublic placements
- Test environment and materials
- Exceptional circumstances
- Electronics
- Accommodations
- Violations & sanctions

Nonpublic placements

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

Nonpublic 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

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

Exceptional Circumstances

- Absences/Makeups
  - Include in calendar
- Homebound students
  - Test monitor work with test integrity coordinator; notify OSSE
- Testing at alternative sites
  - Test monitor work with test integrity coordinator and OSSE
- Homeschool students
  - Must notify school by 3/1
- Significant medical emergencies
  - May apply for Medical Exemption with support from physician
- Other Emergencies
  - Student safety first, then document and submit to OSSE

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
- 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

BEFORE TESTING

Before Testing Introduction

- We will not cover every task that needs to happen before testing, but we will cover the key points where we saw difficulties last year. Refer to the PARCC Test Coordinator manual for more detailed step-by-step checklists. LEAs may have additional requirements and may have a more specific checklist for their schools.
- This section of the training will cover:
  - Nonpublic organization setup
  - Student registration
  - Pearson Access Next user setup and permissions
  - Accommodations and the Personal Needs Profile (PNP)
  - Scheduling and timing
  - Training test administrators
  - Pearson Access Next creating test sessions
  - Infrastructure trials
  - Final preparation

For More Information

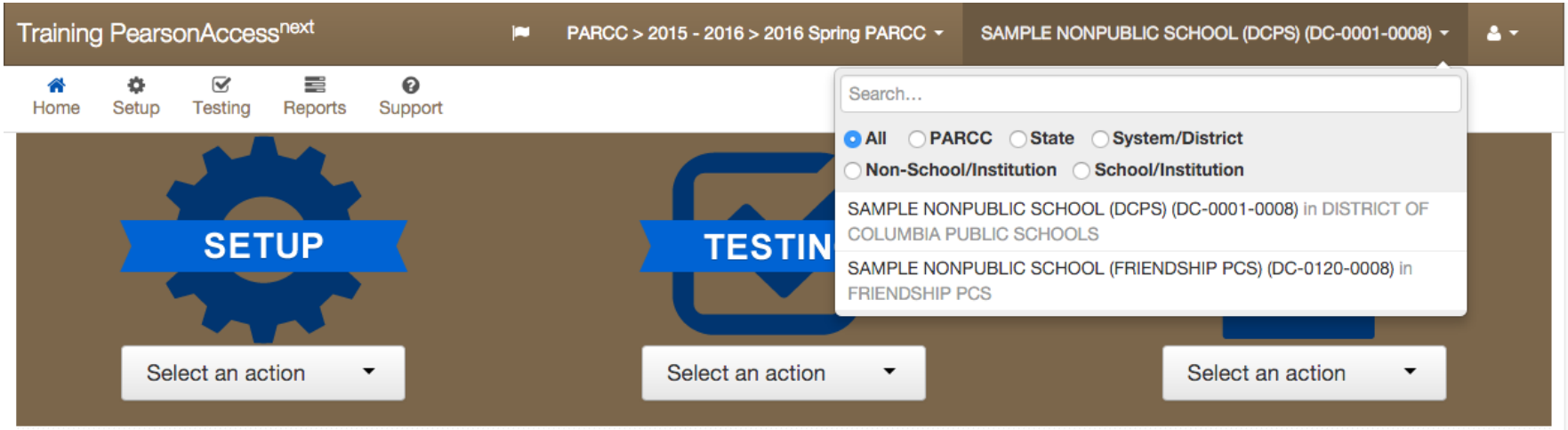
- Find all materials from today at http://osse.dc.gov/page/test-coordinators-training
- PARCC.Pearson.com is the central site for practice tests, manuals, links to guidance documents, technology information and more.
- Training modules are available at https://parcc.tms.pearson.com/ for all student registration tasks
- PARCC Support Center can help you via phone or live chat support if you encounter issues:
  - Monday-Friday, 6:30 a.m. – 7:30 p.m.
  - 1-888-493-9888
  - parcc@support.pearson.com

NONPUBLIC ORGANIZATION SETUP

Nonpublic organization setup

- Many nonpublics serve DC students from multiple LEAs (DCPS and charters)
- Students from different LEAs should be managed separately in the Pearson Access Next system, similarly to how SEDS is setup
  - This system keeps student data secure and allows LEA users to assist nonpublic schools
- When you login to Pearson Access Next, you should see school organizations in the dropdown at the upper right for each LEA you serve
- LEAs are differentiated by their LEA codes

Nonpublic organization setup



Nonpublic organization setup

- You should see a school organization for each LEA you serve, with the appropriate students under each
- If you are missing an organization, or missing students, contact the LEA(s) for assistance in granting access and/or adding students
- Keep students in their respective LEA organizations

STUDENT REGISTRATION

PARCC/DC Science Student Registration

- Initial registration for PARCC at dc.pearsonaccessnext.com should be complete for all DC students
- DC Science registration for students in grades 5, 8 and HS biology will occur later this spring
- It is the responsibility of schools and LEAs to make sure student registrations are complete and up to date before the time of the test including:
  - Adding students who enter your school
  - Making sure all students are registered for the correct tests
  - Double-checking student data for correctness

Add A New Student

- On dc.pearsonaccessnext.com (follow along in the training site, https://trng.pearsonaccessnext.com):
  - First, make sure you are in the correct organization for the student you need to create
  - From Setup > Students, open the task list and select Create / Edit Students, Registration, and Manage Student Tests and click Start.
  - Select Create Students.
  - Enter the organization where the student will be testing.
  - Enter the student's state student identifier (USI).
  - Enter the student's last name.
  - Enter the student's first name.
  - Enter the student's birthdate.
  - Enter the student's sex.
  - Click Create.

Create/Edit Students Screen

Tasks for Students

Create / Edit Students

STUDENTS (0)

Create Students

DETAILS

New Student

Organization*

Select

State Student Identifier*

SEE TOOL TIP FOR LENGTH

Local Student Identifier

Last or Surname*

First Name*

Birthdate*

CCYY-MM-DD

Middle Name

Sex*

State Field 1

PARCC Student Identifier

Note: Creating student does not register student.

* Required

Create Reset

Register a Student for a Test

After the student is created, you still must register a student for their tests, using the "Register Students" and "Manage Student Tests" tasks.

Under Register Students:

- Select the student(s) to be registered and mark Registered.
- Enter or update the students required demographic information.
- The fields that are not required may be entered now or at a later date. If these fields remain blank, some may cause a critical warning. These will not prevent students from testing. Ignore the gifted/talented field or mark "No."
- Click Save.

Under Manage Student Tests

- Find the test you wish to assign under Student Tests or click Create Student Tests .
- Select the student from the drop down menu.
- Select the test you are assigning to the student.
- Select the organization where the student will be testing.
- Select the Test Format.
- Select "No" from the drop down under retest (unless retesting).
- Enter in any Personal Needs Profile (PNP) Information (next topic).
- Click Create/Save.

Register Students Screen

Training PearsonAccess^next

Tasks for Students

Create / Edit Students | Enroll Students | Register Students | Manage Student Tests

Success
Changes saved

STUDENTS (1)

O'KEEFE, BONNIE (1208000000)

2016 SPRING PARCC

O'KEEFE, BONNIE (1208000000)

☑ Registered

Grade Level When Assessed* — Eighth Grade

Responsible School Code* — DC SAMPLE SCHOOL (...

Ship Report District Code

Ship Report School Code

Ethnicity

Hispanic or Latino Ethnicity — No

Race - At least one of the following fields must be selected:

Asian

American Indian or Alaska Native

Black or African American

Native Hawaiian or Other Pacific Islander

White — Yes

Two or More Races

Student Status

English Learner (EL) — No

Title III Limited English Proficient Participation Status — No

Gifted and Talented — No

Migrant Status — No

Manage Student Tests Screen

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Tasks for Students

Create / Edit Students | Enroll Students | Register Students | Manage Student Tests

Success
Changes saved

Test Filter
Add

Filter by Test Status
Complete Assigned Apply

STUDENT TESTS (4)

Create Student Tests

O'KEEFE, BONNIE (1208000000)

Grade 8 Mathematics Assigned

TEST DETAILS

New Student Test

Student*
O'KEEFE, BONNIE (1208000

Test*
Grade 8 ELA/Literacy

Organization*
DC SAMPLE SCHOOL (DC-9999-9999)

Class Name
Select

Student Test UUID

Test Administrator

Not Tested Code

Not Tested Reason

Test Format*
Online

Staff Member Identifier

Unsubmitted

Retest*
No

Administration Consideration

Frequent Breaks
Specialized Equipment or Furniture
Separate/Alternate Location
Specified Area or Setting
Small Testing Group
Time of Day

Accessibility Features Identified in Advance

Select a Student to Edit

- From **Setup > Students** search for a student using their name or USI. Make sure you are in the correct organization for the student
- Check the box next to the student(s) you want to edit
- Check the tasks you want to access for those students
- Click the blue Start button

Selecting a Student to Edit

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PARCC > 2015 - 2016 > 2016 Spring PARCC

Home Setup Testing Reports Support

Students

Tasks 4 Selected

Select Tasks

Start

Students 1 Selected Clear

Manage

- Create / Edit Students
- Registration
  - Enroll Students
  - Register Students
  - Manage Student Tests
- Students - Move Test
- Delete Students
- Generate Sample Students

016 Spring PARCC

Search

Clear Hide

Starts with (minimum 4 characte

Local Student Identifier

Starts with (minimum 4 characte

PARCC Student Identifier

Starts with (minimum 4 characters)

Toggle secondary filters

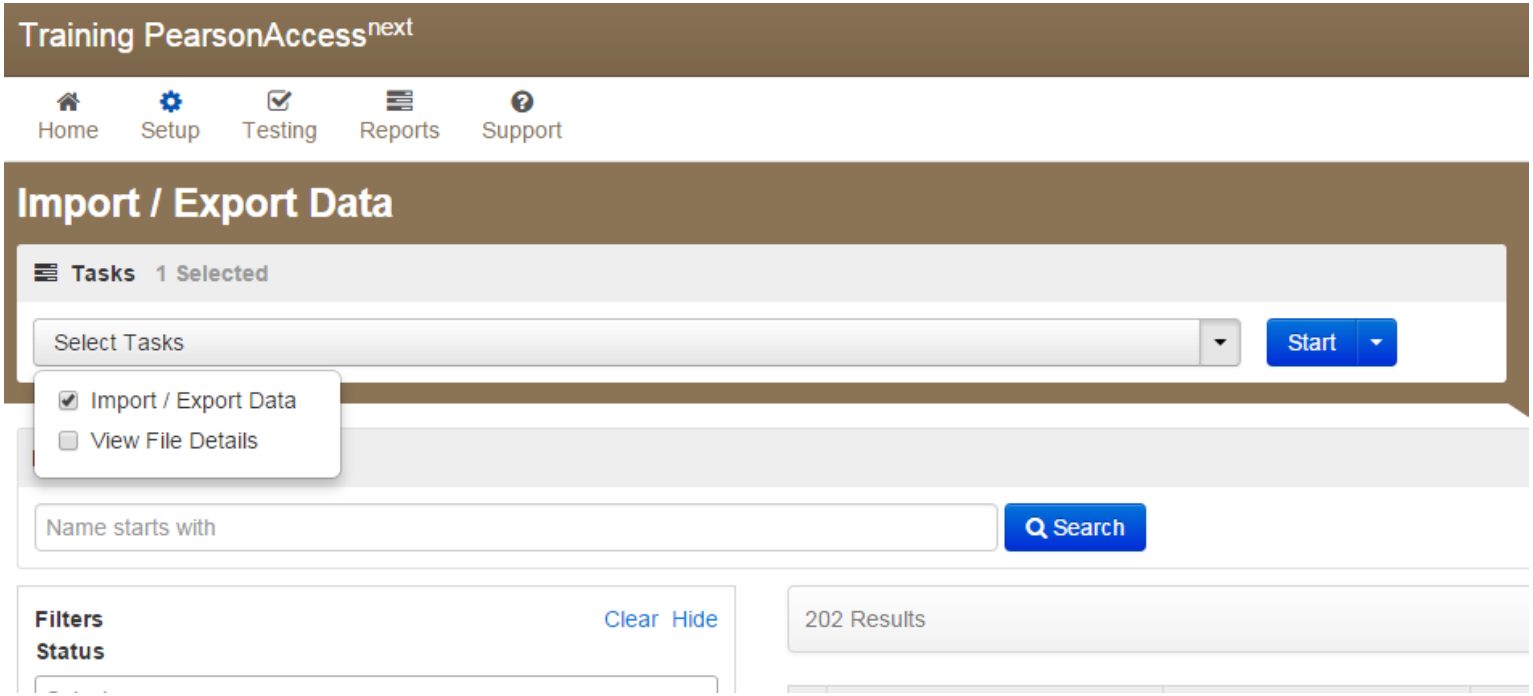
2 Results

State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*
0808080808		O'KEEFE	BONNIE
1208000000		O'KEEFE	BONNIE

« 1 »

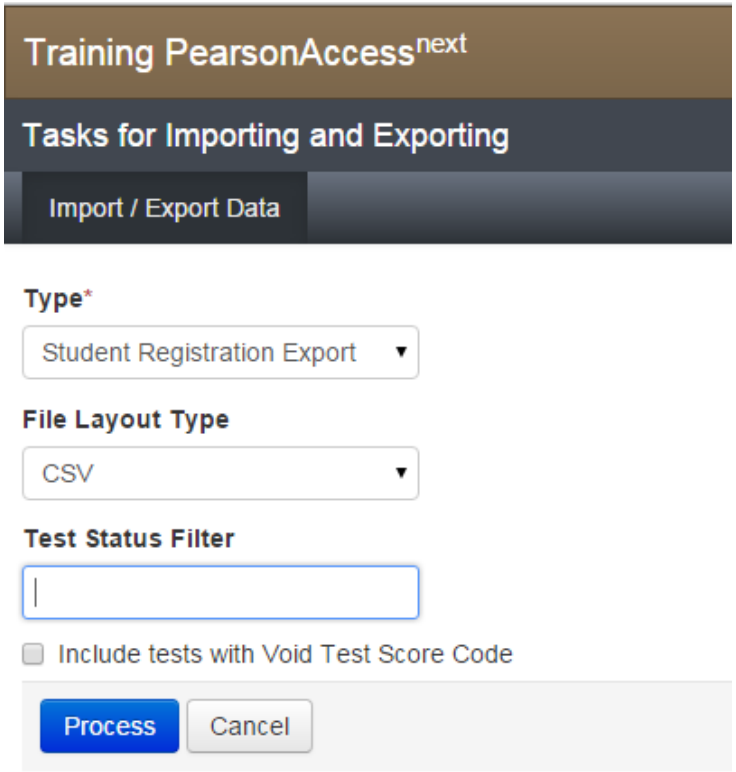
Import/Export to View/Edit Many Registrations

- From **Setup > Import/Export Data,** select Import/Export Data from the task list and hit start.



Import/Export to View/Edit Many Registrations

- Select student registration export, CSV file format, and no test status filters, click process



Import/Export to View/Edit Many Registrations

- Your file may take several minutes to process. Click the blue refresh symbol to test progress, and when the file is ready a blue download button will appear. You may use this same process to import an updated file using “student registration import”. A file format guide is available under the support tab.
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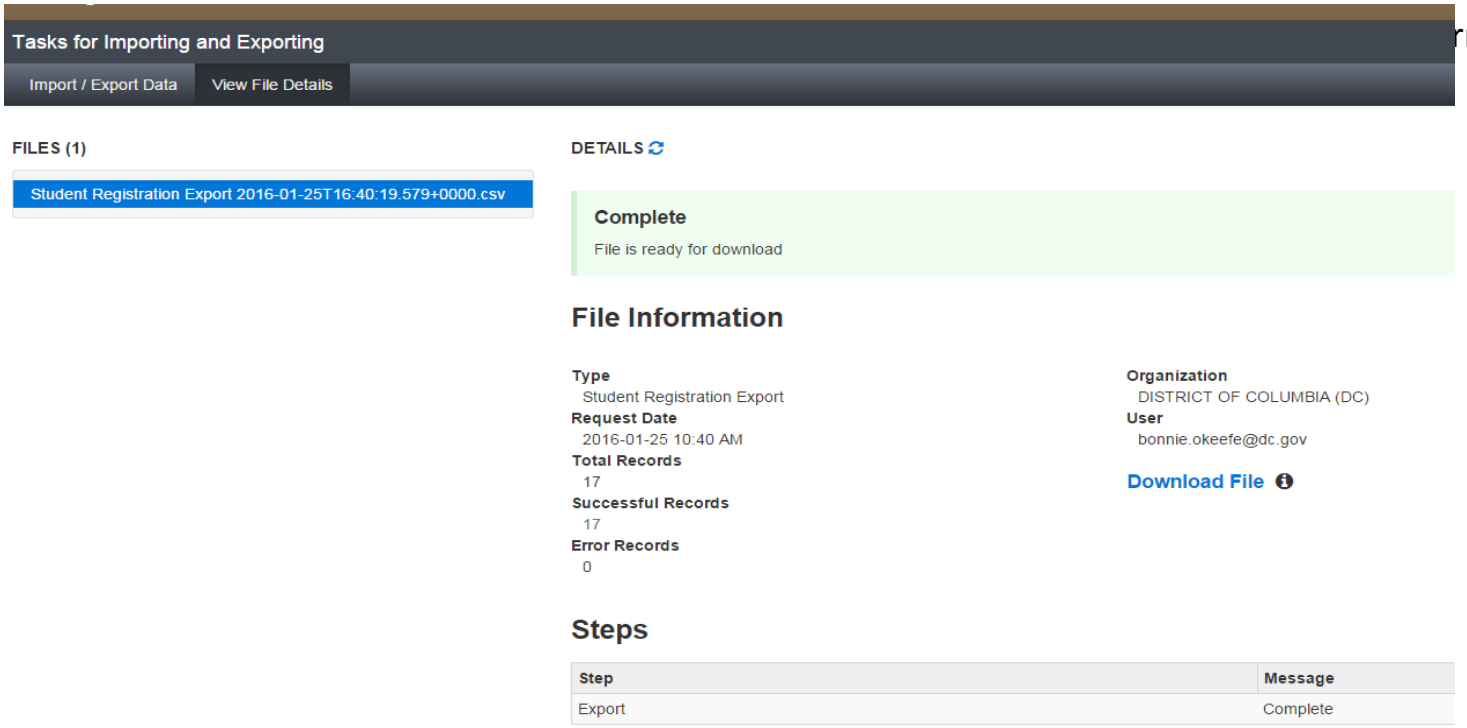


SR/PNP Requirements for Sessions, Test Administrator Fields

- This year, instead of a separate roster submission with the school plan, OSSE requires schools use the following naming conventions to identify test sessions and test administrators in the SR/PNP:

All test administrators will be entered in the Student Registration/Personal Needs Profile (SR/PNP) file in Pearson Access Next (PA Next). Please ensure that the following information is uploaded in PA Next for every student using naming conventions to code for each field:			
SR/PNP Field	**SR/PNP Column ID**	**Naming Convention**	**Sample Code**
Test Administrator	AR	Lastname.Firstname	Doe.Jane
Session Name	AP	SUBJECT.grade.TAinitials.regular(R)/makeup(M)	ELA.03.JD.R

- Uploading the session name in column AR using the SR/PNP will automatically create a populate a test session.
- LEAs may have additional requirements/guidance for their schools for using non-required fields in the SR/PNP.

Common Errors Importing Data Files

- When exporting a file from Pearson Access Next to edit and upload (e.g. student registration file), Excel commonly will mess up formatting in 4 key fields, which will cause errors when uploading:
  - LEA ID must be 4 digits long
  - School ID must be 4 digits long
  - Student birthdate must be in yyyy-mm-dd format
  - Grade must be 2 digits long
- Before you save your edits (as .csv) and upload, reformat these fields. Select the column in Excel, right click, choose “Format Cells…”, choose the custom category and enter the following text depending of the field you are reformatting:
  - LEA ID: 0000
  - School ID: 0000
  - Birthdate: yyyy-mm-dd
  - Grade: 00
- File templates and guidance can be found in the Pearson Access Next support tab, or Pearson customer support should be able to help you on the phone or chat functions if you have any difficulties

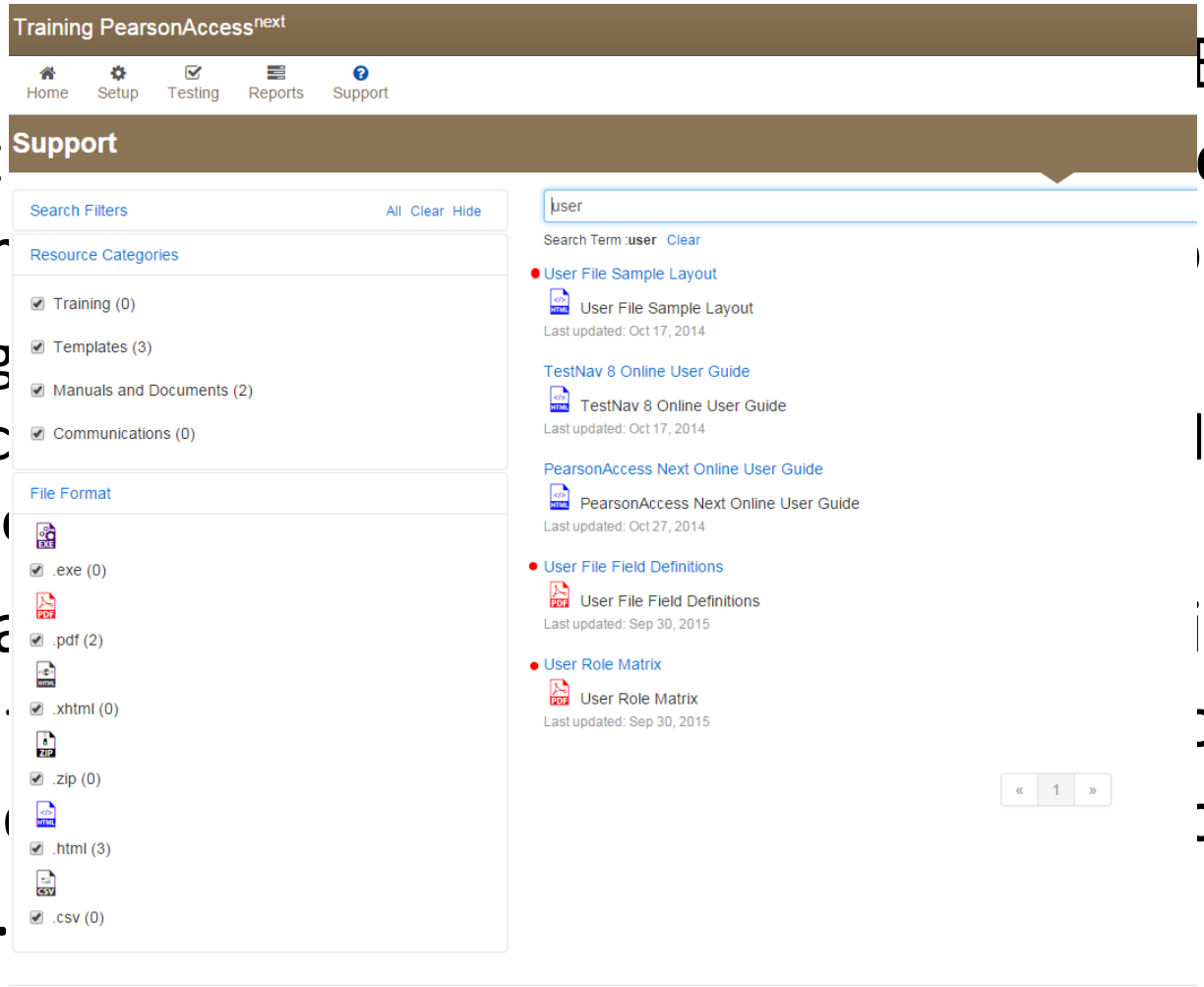
PEARSON ACCESS NEXT USER ACCOUNTS

Creating/Managing User Accounts

- Any authorized personnel in your school who need to use Pearson Access Next will need user accounts created for them
- Each user account may have different permissions assigned based on role and needs
- User accounts from last year are still in the system and may be reactivated as appropriate
- User accounts can be managed individually, or using the file import/export feature
- When reactivating users for nonpublics, make sure your staff have access to each separate school/LEA organization

User Account Permissions

- User EA, but must e minir le.
  - Hig only rec ld-on rol
- To lea ions, read ount file fi cess Next.



Create a New Account

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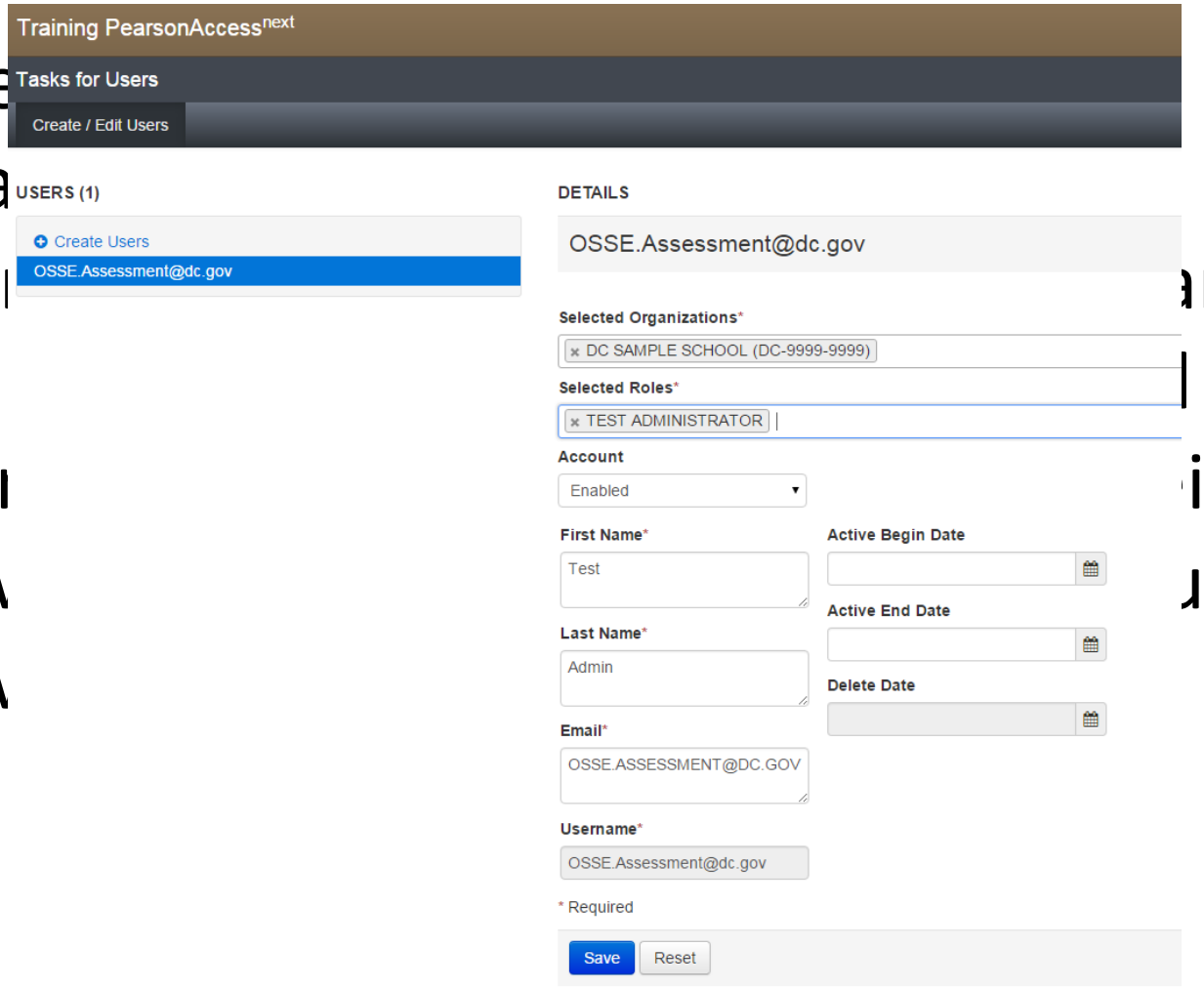
  click
  auto
  pass
  pass



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Reactivating an Old Account

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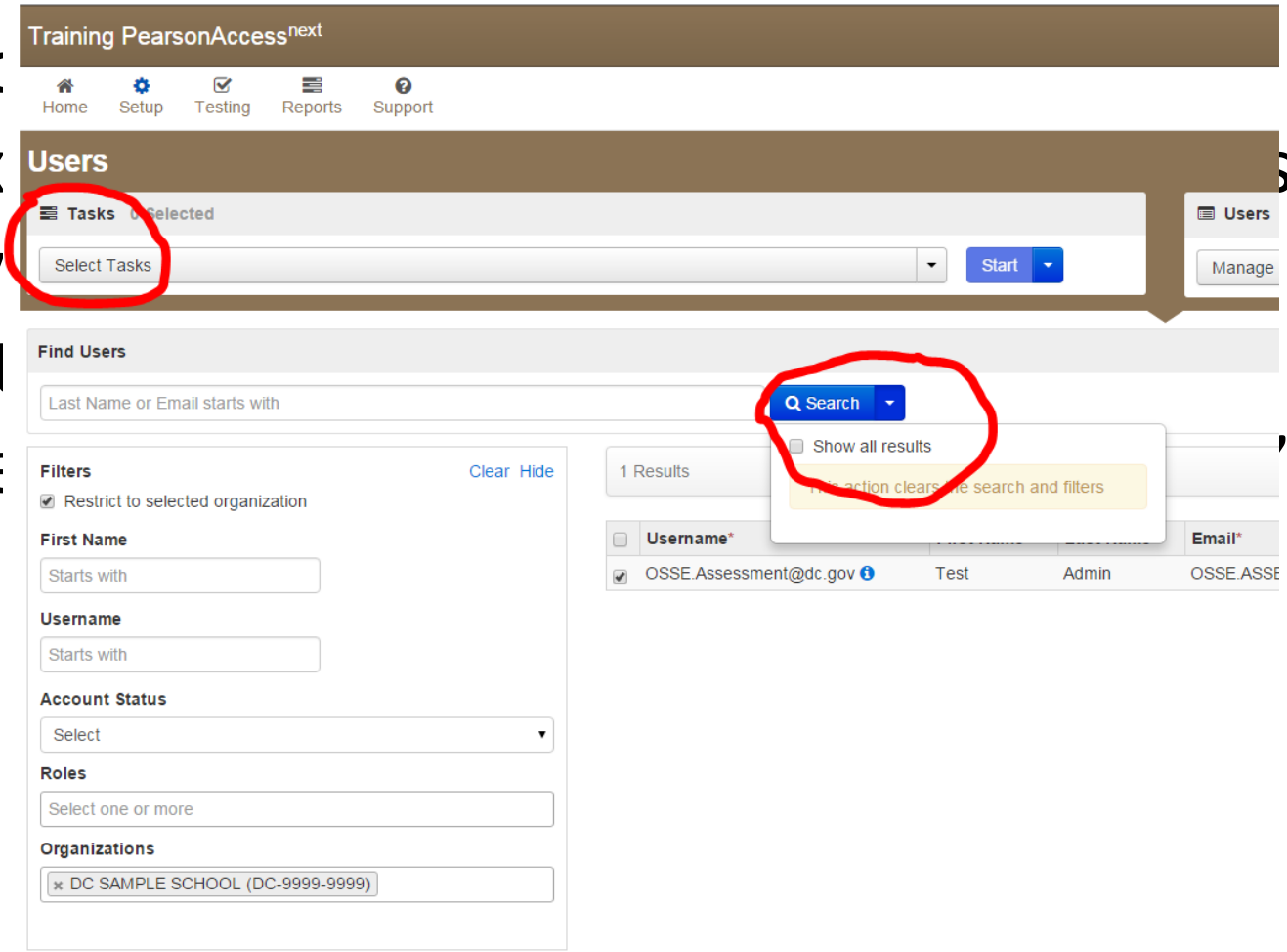

Reactivating an Old Account

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Tasks for Users

Create / Edit Users | Reset Passwords

USERS (1)

Create Users

OSSE.Assessment@dc.gov

DETAILS

OSSE.Assessment@dc.gov

Selected Organizations*

× DC SAMPLE SCHOOL (DC-9999-9999)

Selected Roles*

× SCHOOL/INSTITUTION TEST COORDINATOR × ORGANIZATION ROLE

Account

Enabled

First Name*

Test

Last Name*

Admin

Email*

OSSE.ASSESSMENT@DC.GOV

Username*

OSSE.Assessment@dc.gov

Active Begin Date

Active End Date

2015-09-02

Delete Date

* Required

Save | Reset

Accounts with multiple organization

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PARCC > 2015 - 2016 > 2016 Spring PARCC DISTRICT OF COLUMBIA (DC)

Tasks for Users

Add Task | Previous Task | Next Task | Exit Tasks

Create / Edit Users | Reset Passwords

USERS (1)

Create Users

OSSE.Assessment@dc.gov

DETAILS

OSSE.Assessment@dc.gov Save Reset

Show User Details

Show Audit Trail

Selected Organizations*

- SAMPLE NONPUBLIC SCHOOL (DCPS) (DC-0001-0008)
- SAMPLE NONPUBLIC SCHOOL (FRIENDSHIP PCS) (DC-0120-0008)

Selected Roles*

- SCHOOL/INSTITUTION TEST COORDINATOR
- ORGANIZATION ROLE
- SENSITIVE DATA ROLE
- REQUEST ADDITIONAL ORDER ROLE

ACCOMMODATIONS AND THE PERSONAL NEEDS PROFILE (PNP)

Accommodations for Special Populations

Four distinct groups of students may receive accommodations on statewide assessments.

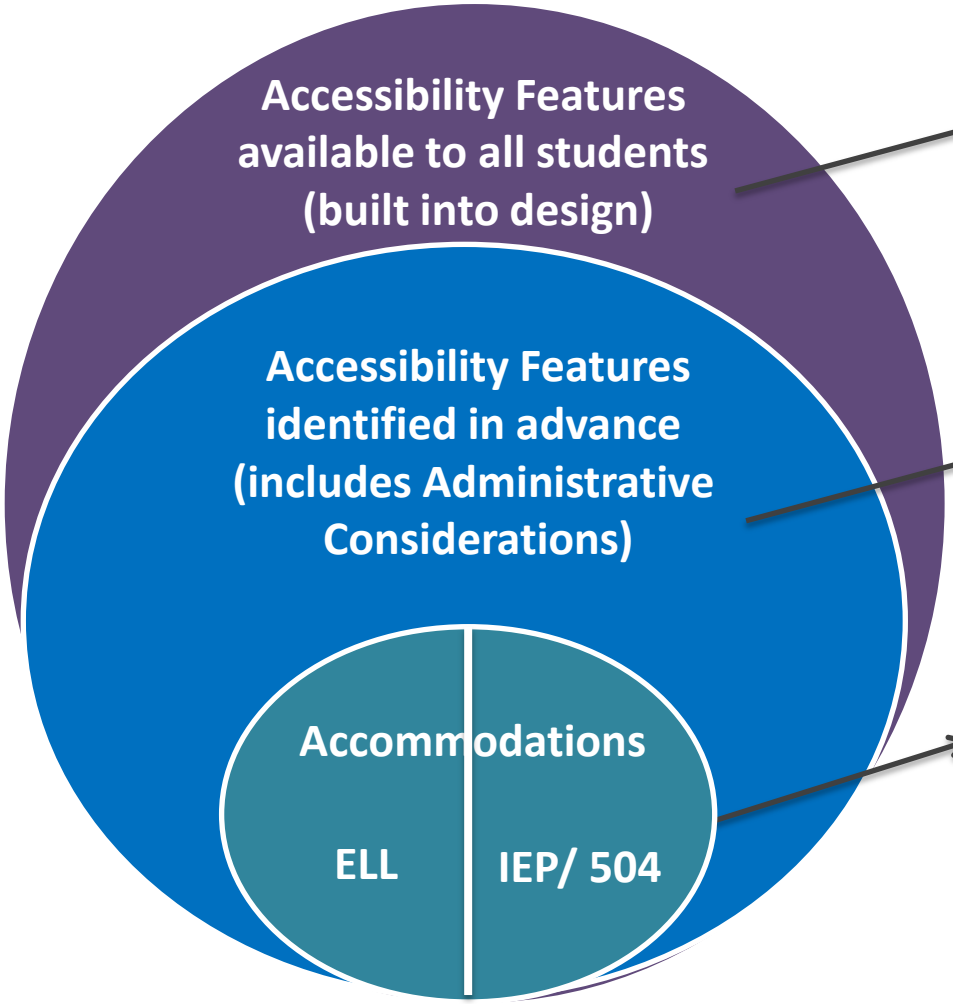
Students with IEPs

Students with Section 504 plans

Students who are English learners

English learners with disabilities who have an IEP or 504 plan (eligible for both sets of accommodations)

The PARCC Accessibility System



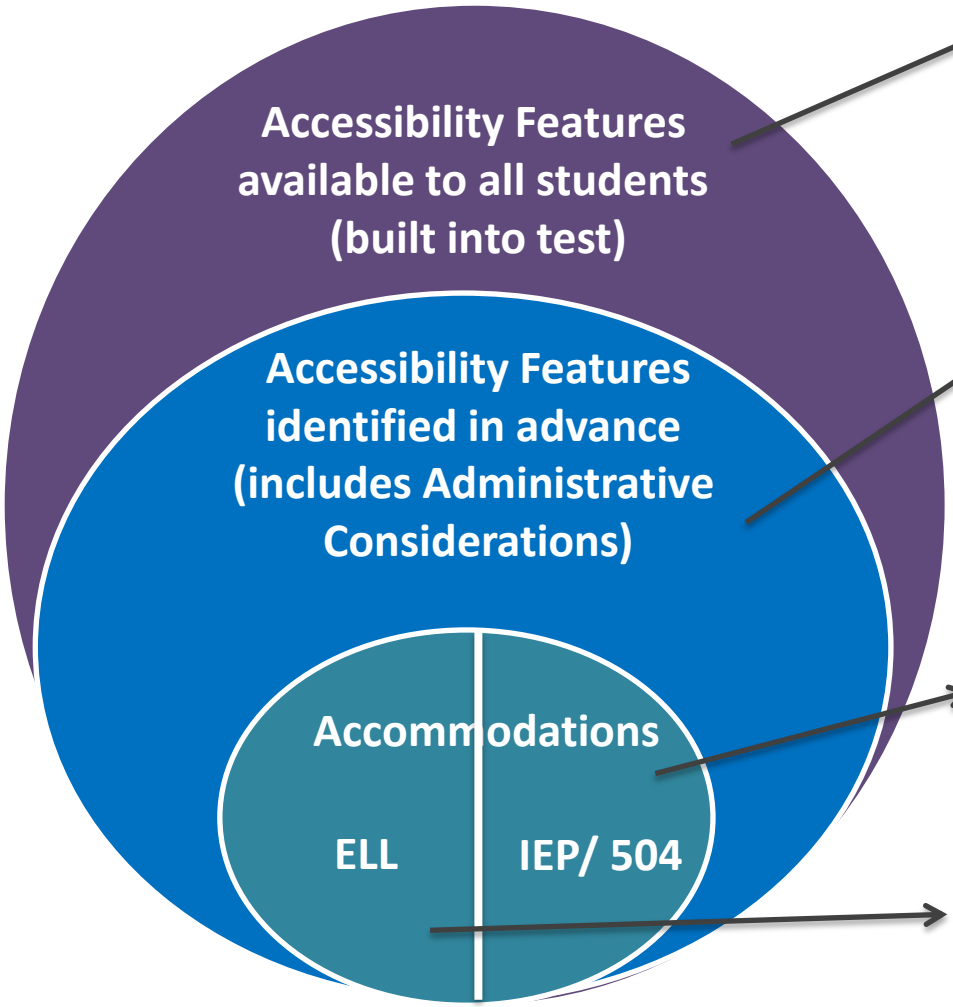
The PARCC assessment platform includes several accessibility features built into the system that **all students** can access at any time.

Additional accessibility features are available to **any student**, but must be specifically selected in student registration for planning purposes.

Certain accommodations are available only to **students with disabilities (IEP or 504)** and others for **English learners (ELL) with ELL plans**.
Accommodations must be documented in the IEP/504/ELL plan, and also in the student's PNP.

The PARCC Accessibility System

Examples of each type of feature:



- Pop-up glossary
- External spell check
- Enlarged font
- Repetition of directions

- Text-to-Speech for Math Assessment
- Color contrast
- Frequent breaks (admin consideration)
- Small group testing (admin consideration)

- Extended Time
- Human signer for test directions
- Calculation device
- Braille Test Booklet

- Word-to-word dictionary
- Translation of math to Spanish

Accommodations Webinar Series

- Part I: January 27, 2016
  - Assessment accommodations for students with disabilities
- Part II: February 22, 2016, 3:00-4:30 p.m.
  - Assessment accommodations for English language learners
- Part III: February 29, 2016, 1:00-2:30 p.m.
  - Student registration, Personal Needs Profile, and implementation of accommodations

SEDS/PARCC/DC Science Crosswalk

Use the crosswalk guidance document to compare science accommodations with PARCC.

2015-2016 OSSE Testing Accommodations SEDS Crosswalk

This resource document compares accommodations available for selection in SEDS before and after the School Year 2015-2016 SEDS Release (September 21, 2015) and distinguishes between what is available as a classroom accommodation versus statewide testing accommodation. Additionally, this crosswalk aligns each SEDS accommodations to its equivalent accommodation, accessibility feature, or administrative consideration on each statewide assessment (PARCC ELA/Literacy, PARCC Mathematics, DC Science Assessment). For more information about each accommodation and its eligibility criteria, including instructions for IEP teams in selecting appropriate accommodations, please access resources on the OSSE Testing Accommodations website. For more information about the purposes behind these changes, please reference the LEA Memo on the SY15-16 SEDS Release.

SEDS Classroom Accommodations starting September 2015	SEDS Statewide Testing Accommodations starting September 2015	SEDS Accommodations December 2014--August 2015	PARCC ELA/Literacy Accommodations 2015-2016	PARCC Math Accommodations 2015-2016	Spring 2016 DC Science Assessment
Setting Accommodations					
Specialized Equipment, Furniture, or Lighting	Specialized Equipment, Furniture, or Lighting	Adaptive or special furniture Special lighting	Adaptive and Specialized Equipment or Furniture (Administrative Consideration)	same as PARCC ELA	Specialized Equipment or Furniture (Administrative Consideration)
Noise Buffer or Headphones	Noise Buffer or Headphones	Noise Buffer or Headphones**	Headphones or Noise Buffer (Accessibility Feature)	same as PARCC ELA	Headphones or Noise Buffer (Accessibility Feature)
Preferential seating	Preferential seating	Preferential seating	Specified Area or Seating (Administrative Consideration)	same as PARCC ELA	Specified Area or Seating (Administrative Consideration)
Separate/Alternate Location	Separate/Alternate Location	Location with minimal distractions	Separate or Alternate Location (Administrative Consideration)	same as PARCC ELA	Separate/Alternate Location (Administrative Consideration)

Available on the OSSE Accommodations Site http://osse.dc.gov/service/testing-accommodations.

PARCC Accommodations Resources

PARCC.Pearson.com

- Accommodations practice tutorials, http://parcc.pearson.com/tutorial/
- Accessibility Features and Accommodations (AF&A) manual and implementation guidance: http://avocet.pearson.com/PARCC/Home
- Training modules: https://parcc.tms.pearson.com/
- DC.Pearsonaccessnext.com

Student Registration and PNP

- The PARCC personal needs profile (PNP) records the accessibility features and accommodations for every student and “turns on” computer-based accommodations.
- **New this year:** In 2015 there were separate PNP and student registration (SR) files for the PBA and the EOY. In 2016, there is one combined file and one combined assessment design. This is called the SR/PNP.
- SR/PNP is managed at dc.pearsonaccessnext.com.

Accommodations Items to Remember:

- Documenting accommodations in Pearson Access Next is **required**, even if the accommodation isn't linked to the computer
- Computer accommodations must be entered for students prior to proctor caching the test
- ELA Read-Aloud and ELA Text-to-Speech are allowable accommodations, but are only appropriate for a very small number of students. Highly recommended to consult the worksheet here: http://avocet.pearson.com/PARCC/Home#10621

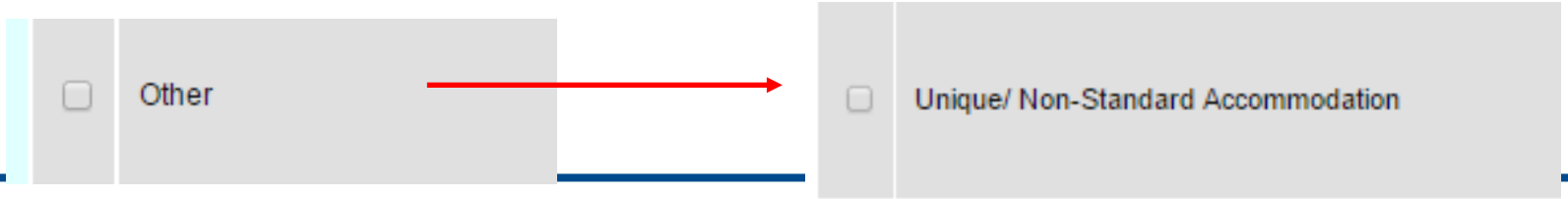
Unique Accommodations

Q: What if Mark's team decides he needs an accommodation that is not listed in SEDS?

A: The IEP team should document it on the IEP in the "Unique Accommodations" box. Also, the LEA must submit a **Unique Accommodations Request** to OSSE for approval.

- Form is found here: http://osse.dc.gov/service/testing-accommodations

"Unique/Non-Standard Accommodation" replaced "Other" in SEDS.



SCHEDULING & TIMING

Time: Test Windows

- Select PARCC Test Window
  - Computer
    - Option 1: 3/28/16 – 4/29/16
    - Option 2: 4/6/16 – 5/13/16
    - Option 3: 4/11/16 – 5/20/16
  - Paper
    - 3/28/16 – 4/29/16
- Select DC Science Test Window
  - Computer Only
    - 5/2/16 – 6/3/16
- If non-publics are testing in a different window from their LEA(s), this should be documented in the school test plan

Time: ELA Test Units

Grade	Units	Testing Time (Minutes)
3	Unit 1	90
3	Unit 2	75
3	Unit 3	90
4*	Unit 1	90
4*	Unit 2	90
4*	Unit 3a	90
4*	Unit 3b	90
5	Unit 1	90
5	Unit 2	90
5	Unit 3	90
6	Unit 1	110
6	Unit 2	110
6	Unit 3	90
7*	Unit 1	110
7*	Unit 2	110
7*	Unit 3a	90
7*	Unit 3b	110
8	Unit 1	110
8	Unit 2	110
8	Unit 3	90
All High School ELA	Unit 1	110
All High School ELA	Unit 2	110
All High School ELA	Unit 3	90

Time: Math Test Units

Grade	Units	Testing Time (Minutes)
3	Unit 1	60
3	Unit 2	60
3	Unit 3	60
3	Unit 4	60
4	Unit 1	60
4	Unit 2	60
4	Unit 3	60
4	Unit 4	60
5	Unit 1	60
5	Unit 2	60
5	Unit 3	60
5	Unit 4	60
6	Unit 1	80
6	Unit 2	80
6	Unit 3	80
7	Unit 1	80
7	Unit 2	80
7	Unit 3	80
8	Unit 1	80
8	Unit 2	80
8	Unit 3	80
All High School Math	Unit 1	90
All High School Math	Unit 2	90
All High School Math	Unit 3	90

TRAINING AUTHORIZED PERSONNEL

Training Authorized Personnel

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

CREATING/EDITING TEST SESSIONS

Pearson Access Next Test Sessions

- Test sessions are groups of students within Pearson Access Next. Before students take the test, they must be placed in a test session for each test (math, ELA). Test sessions should generally match testing groups, but for nonpublics, students from different LEAs cannot be in the same test session in the system, but they may test in the same room.
- Test session and Test Administrator naming requirements for test security: See school plan guidance
- If you upload students with their test session name populated in the SR/PNP, the system will auto-create test sessions
- Find more detailed information on test sessions in the parcc.pearson.com training modules

Create/Edit a Test Session

Training PearsonAccess^next

PARCC > 2015 - 2016 > 2016 Spr

Tasks for Sessions

Add T

Create / Edit Sessions

SESSIONS (0)

Create Session

DETAILS

New Session

Session Name*

SESSION NAME

Organization*

Add

Test & Form

Test Assigned*

Test

Proctor Reads Aloud

Form Group Type*

Add

Scheduling

Scheduled Start Date*

Scheduled Start Time

01:00 AM

CST

Lab Location

Precaching Computer*

Add

A pre-caching computer is required when there is one or more available.

Find by Name or ID

Students

Add students to session

* Required

Create

Reset

INFRASTRUCTURE TRIALS

Why Do An Infrastructure Trial?

- Infrastructure trials are highly recommended, especially for schools new to computer testing, or using new testing devices this year
- Infrastructure trials are a dress rehearsal of the test logistically and technologically
- You can involve students and teachers, to prepare for the live testing experience
- A great chance to pressure-test internal communications systems and work out any technology setup issues
- Detailed guide available here: http://avocet.pearson.com/PARCC/Home#10590 and in training module format

New Infrastructure Trial Features

- Multiple unit setup mimics transition between units in live testing
  - Unit 1: Tutorial for grade level
  - Unit 2: Practice test content (formerly PBA)
  - Unit 3: Practice test content (formerly EOY)
- PNP in the infrastructure trial can now be used to assign accommodated practice tests/tutorials during the infrastructure trial

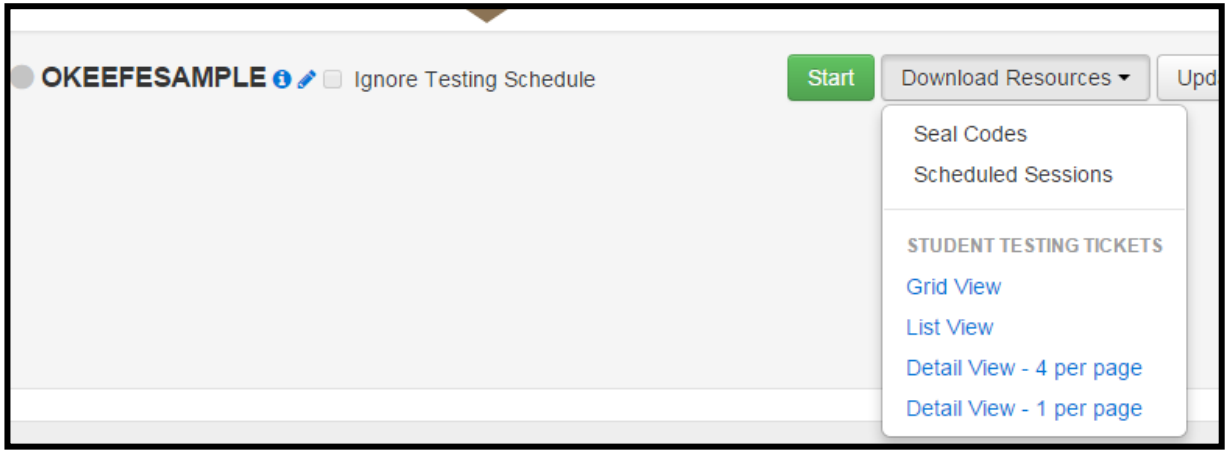
FINAL STEPS BEFORE TESTING

Before Testing, Don’t Forget…

- Check that all test registrations and PNP information is complete and correct before proctor caching
- Setup computers and proctor cache (will be covered in technology coordinators webinar)
- Gather any ancillary materials for distribution (e.g. blank paper, pencils, headphones). Required and optional materials lists available in manuals.
- Print and secure student testing tickets
- Order any additional paper materials at least 5 business days before they are needed
- Meet with students, notify parents of testing

Print Student Testing Tickets

- Under **Testing > Students in Sessions** choose session(s) you want from the list on the left side of the screen
- Under the “Download Resources” dropdown, choose the view you want for tickets to download.



Student Test Ticket Sample

STUDENT TESTING TICKET

Student:	O'KEEFE, BONNIE
Date of Birth:	2005-12-08
Session:	OKEEFESAMPLE
Test:	Grade 8 ELA/Literacy

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

IF TESTING IN A BROWSER:	Go to **http://parcctrng.testnav.com**
IF TESTING IN THE APPLICATION:	Select **PARCC Training** on the home page

Username:	6602843768
Password:	bff9d8

(OPTIONAL) Local Testing Device ID:

_____

DURING TESTING

During Testing Introduction

- During testing, it is particularly important to follow your school test security plan to the letter and refer to the PARCC test coordinator and test administrator manual for procedures, scripts, etc.
- This section of the training will cover:
  - Day of testing best practices
  - Pearson Access Next administering test sessions
  - ELA/Literacy field testing
  - Administering accommodations
  - Student logout procedures
  - Make-up testing
  - Troubleshooting and getting help

MANAGING COMPUTER TEST SESSIONS DURING TESTING

Starting a Test Using “Students in Sessions”

- Under **Testing > Students in Sessions** choose session(s) from the list on the left side of the screen to view all students in the session and their tests, download test tickets, and conduct the test
- For students from different LEAs, you can manage their sessions in separate tabs
- When you are ready to start the session, click the green start button and unlock the appropriate test unit.
- **New this year**: Each unit of every test is set up separately, and can be locked/unlocked by a Test Administrator or Test Coordinator from the Student in Sessions screen. There is no longer a need for seal codes or the set section start function.
  - Lock/unlock can be done at the student level, or for the whole session at once. Only unlock units for students who are present.
- **New this year:** The test form id will confirm easily if a student has the correct special test before they start (e.g. text to speech, Spanish)

Students in Sessions

Students in Sessions Go to Sessions »

Tasks 0 Selected

Select Tasks | Start

Students in Sessions 0 Selected Clear

Manage

Session List

Add

1 Selected | Clear

OKEEFESAMPLE

OKEEFESAMPLE Ignore Testing Schedule | Start | Download Resources | Update Cache | 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

1 Results | Displaying 25 | Manage Columns

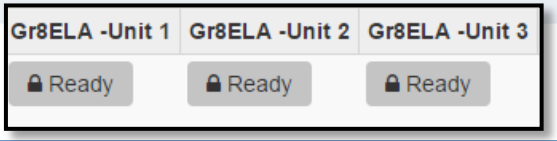
State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr8ELA -Unit 1	Gr8ELA -Unit 2
0808080808	O'KEEFE	BONNIE		6602843768	OKEEFESAMPLE (Grade 8 ELA/Literacy)	Ready	Ready

Monitoring Test Status

- During the test, Pearson Access Next will display one of the following student test statuses on the Students in Session screen for all test units in whatever session you have selected:

Status	Description
Ready	The student has not yet started the test.
Active	The student has logged in and started the test. *If the student exits the test improperly and the status remains set at Active, the student cannot resume testing unless the status is changed to Resumed or Resumed Upload by a Test Administrator.*
Exited	The student has exited TestNav but has not submitted test responses. *The student cannot resume testing unless the status is changed to Resumed or Resumed Upload.*
Resumed or Resumed Uploaded	The student has been authorized to resume the test, but has not yet logged in.
Completed	The test has been submitted by the student through TestNav and the data has been processed. The test can only be re-opened by OSSE.
Marked Complete	The student has exited TestNav and will not resume the same test, or has never logged in to a test, but the test session needs to be stopped. The test can only be re-opened by OSSE.

- Each unit will have a lock or unlock icon next to it:



Common Error: Units vs. Sections

- **Common error last year**
- Math tests in 7th grade and high school have calculator and non-calculator sections within Unit 1.
  - When students come to the end of the non-calculator section, they should check their work, and move on to the calculator section independently. The sections are not timed, and the Test Administrator does not have to intervene except to give them calculators if using handheld. Directions on the screen and test directions will explain this.
- Be <u>sure</u> your test administrators in these grades understand the section distinction. There were many administrative errors last year on this topic.

ELA FIELD TESTING
GRADES 4 AND 7

Field Testing for Grades 4 and 7 ELA

- All DC students in grades 4 and 7 will take an additional unit of the ELA assessment to accommodate field test items.
- Participation is required, and will help ensure high-quality tests. In future years, different grades will be selected for field test participation.
- In these grades, tests will include Unit 3a and 3b. These Units will appear as Unit 3 in PA Next, but are separately timed and should be administered in separate sittings.
  - Grade 4: Unit 3a = 90 mins, Unit 3b = 90 mins
  - Grade 7: Unit 3a = 90 mins, Unit 3b = 110 mins
- Be <u>sure</u> your test administrators in these grades are prepared by reading the field testing appendix to the Test Administrator Manuals.

ADMINISTERING ACCOMMODATIONS

Day of Testing Accommodations

- On the day of testing, your students and their test administrators should all know and be comfortable with the accommodations and accessibility features they will receive or administer
- Prepare all special materials (assistive tech, extra calculators, headphones, special test booklets) ahead of time
- Pay special monitoring attention to students with accommodations at the beginning of the test, to ensure they are receiving all their correct accommodations

Accommodations Implementation Guidance

- Access the PARCC Accommodations Manual here for step-by-step implementation guidance for each accommodation or accessibility feature
- New format focused on before/during/after testing implementation
  - Example:

		headphones.

1s	**Human Reader or Human Signer for the Mathematics Assessments** *(SR/PNP)*	**Before Testing:**
		• Identification for SR/PNP: Student's SR/PNP must have Human Reader/Human Signer selected. A student must be placed into a Human Reader test session, then the student will be assigned a Human Reader/Human Signer form. The proctor will be assigned a separate authorization log in to access the same form as all students within the Human Reader session.
		• Materials: Read Aloud Kits, which include one copy of the student test booklet and answer document and a Mathematics Human Reader Script
		• Test Administrator Training: Human Readers and Human Signers providing this accessibility feature must review:
		  ○ Read Aloud Kits, which including the Mathematics Human Reader Script, at least two school days prior to testing, with kits provided to schools for this purpose. Review of Read Aloud Kits must occur in a ***secure environment***.
		  ○ Appendix B: Test Administration Protocol for the Human Reader Accommodation for English Language Arts/Literacy Assessments, and the Human Reader Accessibility Feature for Mathematics Assessments.
		  ○ Appendix L: Human Signer Guidelines (signers only)
		
		During Testing: A test administrator reads aloud to a student (human reader or human signer). The student must be tested in an individual or small group setting. Small groups should only be used if all students are able to work at approximately the same pace. The number of students in a small group is determined at the state level.

Fix a PNP Error During Testing

- What to do when an accommodated test form (e.g. test to speech, Spanish math test) is incorrect for a student during testing
- This is a **high-impact error**, because it could cause a student to lose their work or be invalidated if not caught early.
- The best thing is to avoid the problem by finalizing all PNP data before proctor caching or starting any test sessions
- Full step-by-step guidance here

Fix a PNP Error During Testing

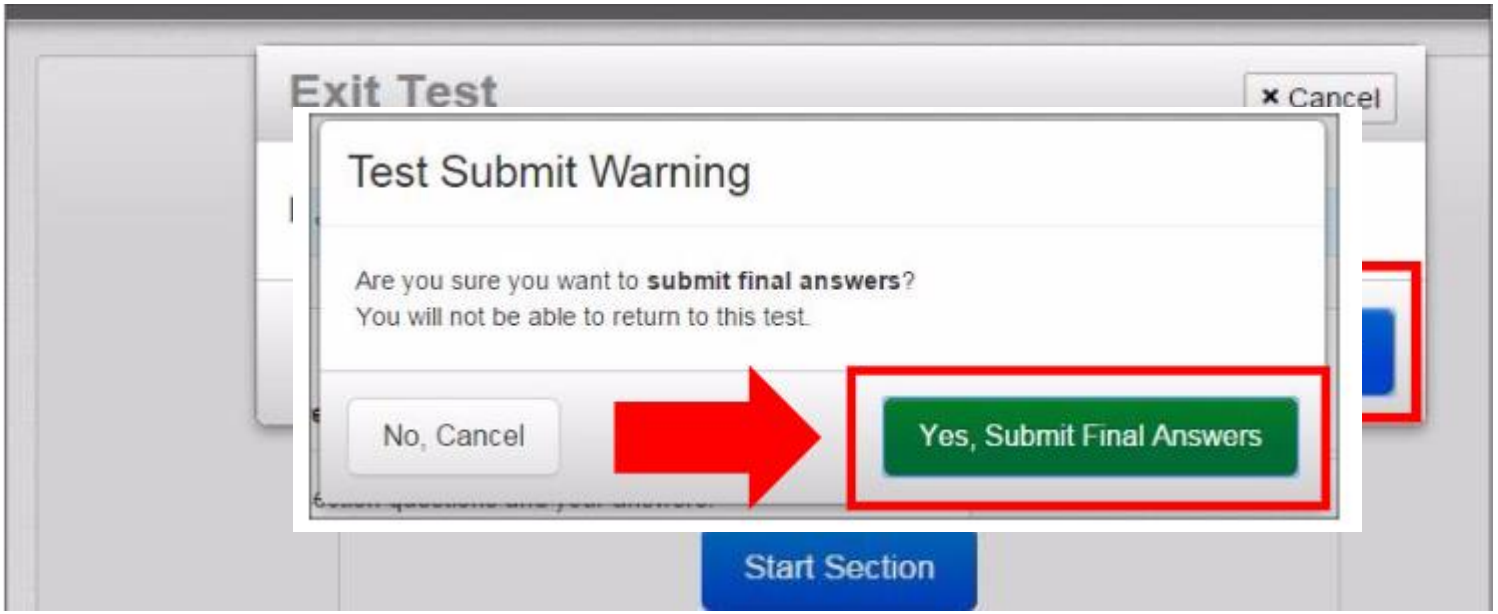
If the test session has been started and the test form has been assigned incorrectly, you will need to delete that test registration and start from scratch:

- Submit a test security incident form and void request to OSSE if the student has opened the test
- Mark the test complete in the students in sessions screen
- Go back to the “Manage Student Tests” menu and assign a whole new test in that subject to the student, enter the correct PNP information, place that test in a test session, verify form assignment, print new test ticket information, start new test.

STUDENT LOGOUT PROCEDURES

Student Logout Procedures

- Guidance here
  - May be shared with students during testing or referenced by Test Administrators



MAKE-UP TEST ADMINISTRATION

Make-Up Test Sessions in Pearson Access Next

- Students may take units out of order to continue testing with their group, make sure you unlock the correct units for each student
- You may administer makeup sessions to mixed grades of students, pay special attention to test time and directions

Step by Step Guidance Available Here

- **Option 1**: Leave the student in their original session. During the makeup test period, a Test Administrator may unlock the session they missed. During the makeup session, a Test Administrator may be managing students in multiple sessions at once, and you will document your makeup session group in your school's test security file if needed for future reference.
- **Option 2:** Move all students in a grade who need makeup tests into a new session with .makeup at the end of the session name. Students will need new testing tickets printed for this session.

WHO TO CALL, HOW TO GET HELP

Who to Call, How to Get Help

- PARCC.Pearson.com is the central site for practice tests, manuals, training modules, links to guidance documents, technology information and more.
  - Technology error codes and troubleshooting
- **New this year:** PARCC Support Center is run by a new contractor, in response to feedback from last year. They can help you via phone, email or live chat support if you encounter issues with Pearson Access Next or Test Nav 8, and they can answer basic test administration questions:
  - Monday-Friday, 6:30 a.m. – 7:30 p.m.
  - 1-888-493-9888
  - parcc@support.pearson.com
- OSSE Support during testing:
  - Contact us for support/guidance on test administration policy, questions on crafting your test plan, accommodations, and real-time "what should I do now?", or to escalate/flag a technical issue you have reported to Pearson.
  - General questions, osse.assessment@dc.gov
  - This year, there will be a new OSSE phone number to call during testing, TBA.
  - We will use the OSSE Support Tool (OST) to track issues during testing and correspond with LEAs securely, routing schools through LEAs. **Do not send any student information via email.** New LEA users will have training opportunities prior to testing.

AFTER TESTING

After Testing

- Stop sessions
  - All tests must be in complete or marked complete status
- Collect and shred student testing tickets and used scrap paper
- For paper-based tests, ensure student information is complete on all tests, follow instructions in manuals on shipping back scorable (answer booklets) and non-scorable (test booklets) materials.
  - Braille and large print booklets must be transcribed
  - Nonpublics: Make sure paper tests are not mixed up between organizations or states, they should be shipped back separately
- Closeout any incident documentation
- Data cleanup and verification
- Complete and send affidavits to OSSE, archive records

DC SCIENCE, TIPS AND TRICKS, Q&A

What's New: Science 2016

Features / Technology:

- The Student Registration and Personal Needs Profile files will be combined into a single file (SR/PNP) for registration. Verification and additional fields will be setup for science.
- A paper form as an accommodation will be available for each grade. Student responses must be transcribed into the online platform.
- An audio form will be available as an accommodation. Headphones will be required for this accommodation only.

What's New: Science 2016

Test Design:

- Two parts to a test per grade
- Each part is timed for one hour
- Four different forms per grade
- Flexibility to test each part on separate days
- Seal Codes required

Science Test Design

What is the difference between Parts and Units?

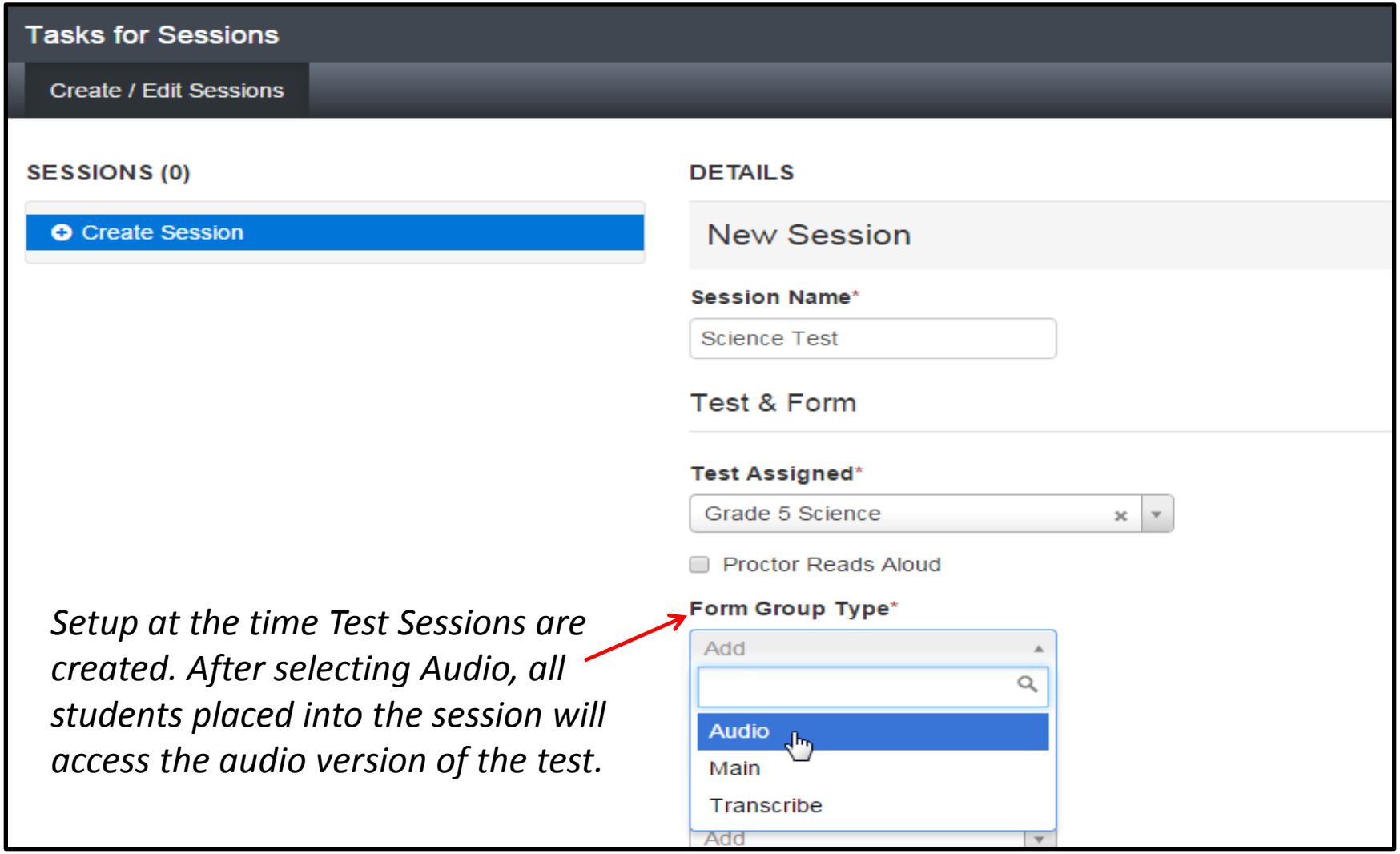
2 Parts = 1 Complete Science test

73251063288	STUDENT	NEW	6247299048	Andi Test Grade 8 (Grade 5 Science)	Ready
11860314328	STUDENT	NEW	7396502346	Andi Test Grade 8 2 (Grade 8 Science)	Completed
03491358863	STUDENT	NEW	9700038534	Andi Grade 5 Transcribe (Grade 5 Science)	Exited
86159841030	STUDENT	NEW	4940516446	Andi Grade 5 Read Aloud (Grade 5 Science)	Resume
73904807536	STUDENT	NEW	0188653440	Andi Grade 8 Transcribe (Grade 8 Science)	Exited
79923164578	STUDENT	NEW	7094487293	Andi Grade 8 Read Aloud (Grade 8 Science)	Ready

PARCC "Units" may be locked and unlocked separately

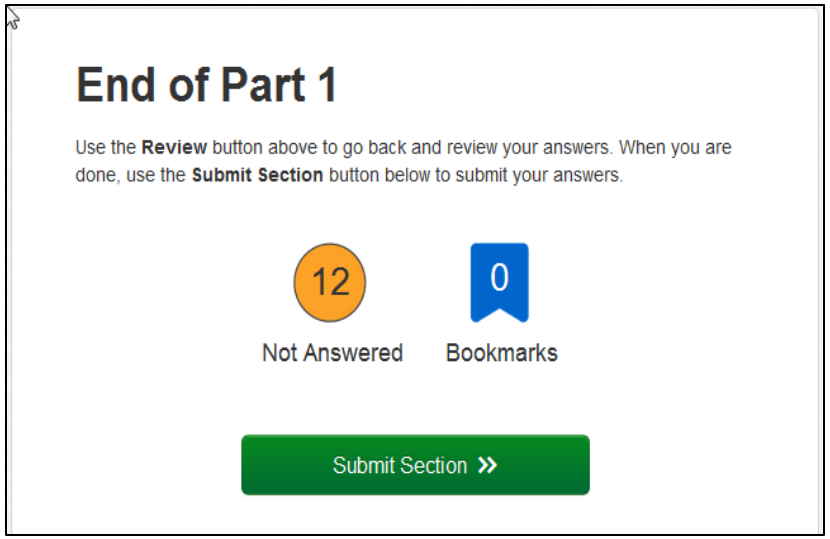
State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr5ELA -Unit 1	Gr5ELA -Unit 2	Gr5ELA -Unit 3
48789999996	FORD	PETER		5337137714	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)	Exited Resume Unlock	Exited	Exited
48789999992	CHAVEZ	GINA		2135663161	SAMPLE-ELA-05 (Grade 5 ELA/Literacy)		Resumed	Marked Complete

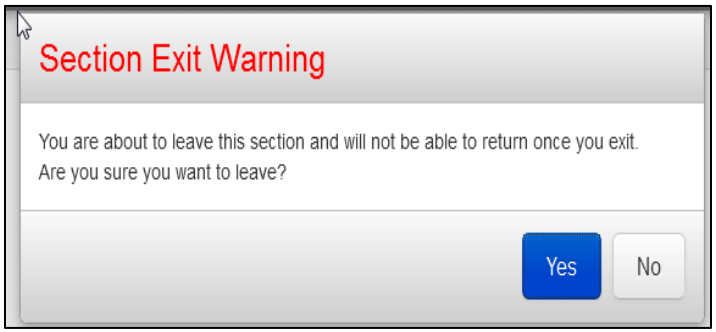
Assign Audio Form



Setup at the time Test Sessions are created. After selecting Audio, all students placed into the session will access the audio version of the test.

Security Seal Codes





Seal codes will only be used to access Part 2 of the science test.

Science: Important Dates

- Test Administration Webinar: Apr. 4, 2016
- Paper Test Order Window: Apr. 6 – 20, 2016
- Student Registration Opens: Apr. 18, 2016
- Testing Window: May 2, 2016 – Jun 3, 2016

Audio vs. Text to Speech

Audio Player	

Next Steps

- Watch accommodations webinar series.
- Deadline for submitting school test plans: 15 days prior to testing, to each LEA you serve
- Science test administration webinar, April 4
- Monday March 7, technology webinar.

OSSE Contacts

- All materials will be posted on http://osse.dc.gov/page/test-coordinators-training
- Direct questions to OSSE.Assessment@dc.gov or to the assessment team:
  - All assessments: Jessica.Enos@dc.gov
  - Accommodations, special populations: LaNysha.Adams@dc.gov
  - DC Science: Swea.Hart@dc.gov
  - Test Security: Tonya.Mead@dc.gov
  - PARCC tech, policy, admin: Bonnie.OKeefe@dc.gov
  - Test development and design: Nikki.Stewart@dc.gov