

February NGA Meeting Transcript

Time	Slide	Transcript
21:55	1	Stephanie Snyder: Good afternoon, everyone. Thank you so much for joining us this afternoon for our final NGA meeting before test administration for 22-23. I am Stephanie Snyder. I'm the Director of Assessment here at OSSE and invite you to either scan the QR code or use the link that's been dropped in the chat to sign in for this afternoon to make sure that we have record of your attendance.
22:24	2	Stephanie Snyder: Just to note that we have disabled folks' microphones and cameras just to preserve bandwidth and the audio recording, but we will have question and answer available later and we'll unmute or enable your mics, but you can also be able to put any link, any questions, you have in the chat. Uh again, here's the QR code for sign in, or you can access the link that's been dropped into the chat.
22:57	3	Stephanie Snyder: Our agenda this afternoon really is, uh, everything you need to know before assessment administration starts for 22-23, which is just in six short days, we start our ACCESS window. So, we'll have an overview of our assessments, statewide assessments, and our schedules and then go into specific updates, reminders about test security and assessment specific guidance. As well as sharing some of the resources and supports that are available.
22:30	4	
23:33	5	Stephanie Snyder: As we start the meeting, I always like to make sure that we are grounding ourselves in the mission of the Office of Assessments. Which is that in partnership with key stakeholders at such as yourselves, we create a comprehensive educational assessment program that accurately measures student performance, produces actionable data and provides tools, guidance and training to empower local educating--local education agencies to meet the needs of all learners and to make informed decisions for your scholars.
24:05	6	Stephanie Snyder: On this slide, we've listed who is in the Office of Assessments Team here in OSSE. Again, I am Stephanie Snyder, Director of Assessments, and the rest of our team members are listed here and their respective position. But you will be hearing from most of them later in this meeting as well.
24:25	7	Stephanie Snyder: [I want to] provide a quick overview of what are the statewide assessments in the District of Columbia. NAEP is the National Assessment of Educational Progress, which is given nationwide in reading and math for grades four and eight. Only selected schools participate, and this is not a large NAEP year, so we only have a very small sample of schools who have been selected and those schools have already been notified. So, if you've not been notified about NAEP participation, you are not on the list for this year. Um, WIDA ACCESS for ELLs is coming up very shortly. It is our English language proficiency assessment for students in grades K through 12 and we also have Alternate ACCESS for students in grades one through 12. PARCC and MSAA are our ELA and mathematics assessments for grades three through eight and high school. PARCC is our general assessment and MSAA, the Multistate Alternate Assessment, is our alternative assessment. DC Science and Dynamic Learning Maps or DLM are our science assessments given in grades five, eight and high school biology. DC Science is our general assessment and DLM is alternate science assessment.

25:35	8	<p>Stephanie Snyder: Uh, something that may be at the top of a lot of your minds is the statewide testing windows, because, as you can see, ACCESS for ELLs does start next week [and goes] through the end of March. NAEP is a very short time frame. It's not this entire window, but again only select schools are participating. MSAA and DLM run from mid-March through the end of April and then PARCC and DC Science open in the beginning of April and [run through] the end of May. Please note that the window for paper testing for accommodations is one week shorter to allow for shipping of materials so they can get scored in time to report results.</p> <p>Uh, one thing I will note about the PARCC and DC Science window this year is that in past years there was usually a week of PARCC and DC Science testing and then spring break week and then the continuation of the window. This year there are actually two weeks of PARCC and DC testing prior to spring break. So, I just want to make sure that folks are taking that into account when designing your testing schedules. We have heard from some LEAs doing some creative things to make use of those two weeks before spring break. Some of them are doing all of their accommodated testing in those two weeks before spring break and then coming back with general testing after spring break. Others are doing DC Science in those two weeks before spring break and then coming back to finish out with PARCC. So, there are a lot of options. LEAs have discretion to do what is best for your LEA. We just wanted to make sure that you are planning for that slight difference in the schedule this year.</p>
27:17	9	<p>Stephanie Snyder: This slide is just another view of the testing windows. It shows a more graphical view and you can see the overlap that there is between some of the assessments. So, ACCESS and MSAA, DLM kind of run together for a couple of weeks in March. And then the month of April is MSAA, DLM, PARCC and DC Science are all being tested together.</p>
27:46	10	<p>Stephanie Snyder: Uh, this document that is on the screen now is available on our Test Coordinator Resource web page and it gives you a beginning--to beginning--of school year to end of school year high level look at the activities for each assessment program and for test security so you could have kind of a snapshot of month-by-month what's going on in the world of each of the assessments. We definitely provide documentation that is a lot more detailed than this, but this is a good thing to have on your radar so that you can have a general sense of what's going on each month.</p>
28:23	11	<p>Stephanie Snyder: And this slide may also be familiar to you if you've been at many of our OSSE trainings and NGA meetings and it's just another way to keep tabs on what are the processes, what are the steps in order to be able to prepare for and administer statewide assessments in DC. Each of the shapes and colors represents a different action on the part of the different parties. So, the orange squares are LEA submissions to OSSE. The medium blue circles are LEA actions. The light blue circles are school actions with LEA oversight. The red squares are representing shipping and receiving of physical materials to schools, and then the dark blue circles are OSSE actions. I will note, uh, depending on the assessment program, we are kind of at different place within this timeline. For the most part, most of the first row here has been completed or is in the process of being completed. And with the, with the case of ACCESS, you actually should have already received the testing materials. They should have shipped from DRC, our vendor, very recently.</p>

29:41	12	<p>Stephanie Snyder: Also want to point you to the OSSE Test Coordinator Resource page, which I've already mentioned a couple of times here. But it really does have a large amount of information that can be helpful in putting together administration plans and making sure that you have access to all the different resources that you'll need to carry out those plans with . . . That's also where we are housing the recordings of our trainings that we've conducted over the course of the last couple of months. There are still a few trainings that are upcoming, which folks will be talking about later on in this meeting.</p>
30:25	13	<p>Stephanie Snyder: With that, I'm going to shift gears a little bit just to give a couple of very brief policy updates and reminders, not really updates, mostly reminders.</p>
30:34	14	<p>Stephanie Snyder: But, just wanted to flag that in the fall, OSSE did release our Statewide Assessments Participation and Performance policy, which details the required tests for each student group. And so, if you are wondering about whether a certain student in your LEA or something needs to test, you can refer to that Participation and Performance policy. I will note that it is rather detailed but doesn't catch everything the edge case, so if you do have a question about testing requirements for a particular student, please do reach out to us at OSSE and we can help determine what the appropriate pathway is.</p> <p>We also have released it uh, our 22-23 Test Security Guidelines which outline responsibilities of OSSE, LEAs and schools with respect to test security and test integrity.</p> <p>And then we also released Testing Accommodations Guides, which I'll talk a little more about on the next slide, but these are really foundational, important resources that we hope you have had the chance to look over and also share with key staff and your LEAs to make sure that everyone is aware of the contents and are trained as needed.</p>
31:51	15	<p>Stephanie Snyder: The Testing Accommodations Guides, which I just referenced, are available. There are three. One is an Accessibility Features and Administrative Considerations Guide and those are things that can be applied for all students without the need for additional documentation. Uh, the Testing Accommodations Guide for Students with Disabilities and the Testing Accommodations Guide for English Learners are the other two documents and [the accommodations described in those] documents are specifically for students with IEP, 504 or EL plans. And those are documents that provide an overview of available accommodations for each of the assessments and crosswalk with what the accommodation is called in SEDS and likely how it appears on the student's IEP versus how it's labeled in the assessment specific system. So, I encourage you to take a look at that as kind of a first stop to look at what available accommodations there are for each assessment. But then definitely look at the assessment specific manuals and documentation that the vendors provide to get a really detailed understanding of what those accommodations—what all those accommodations are that are available and how to administer them.</p> <p>But the Testing Foundations Guides, the first stop, and they can be found on the OSSE website.</p> <p>I'm now going to turn it over to our Deputy Director, Lauren Thompson, to walk through some test security reminders.</p>
33:23	16	<p>Yolanda Barber: Can you see the question in the chat.</p>

		<p>Stephanie Snyder: I cannot see the chat. Can you voice over?</p> <p>Yolanda Barber: Can you please explain what the abbreviations are in the SR/PNP?</p> <p>Stephanie Snyder: That is a great question and I think later on in this presentation we'll talk a little bit more about what the SR/PNP looks like for PARCC and DC Science. And there's also a couple of upcoming workshops on SR/PNP that will help you navigate the process of completing and uploading that document. So the Testing Foundations guides do contain references to SR/PNP columns, but there will be explanation. . .</p> <p>Lauren Thompson: Thank you, Stephanie. Good afternoon and thank you all for coming. We're going to jump right into test security reminders.</p>
34:22	17	<p>Lauren Thompson: So, all LEA Assessment Managers, LEA Test Coordinators and Nonpublic School Test Coordinators must complete test security training each year and pass the quiz with a score of at least 80% or higher.</p> <p>The final live test security training of the assessment administration year has already taken place. If you are a new coordinator and have not satisfied the training requirement, you can email me at Lauren.Thompson@dc.gov for next steps.</p> <p>Stephanie Snyder: Lauren, could you speak up a little?</p> <p>Lauren Thompson: Oh, you guys can't hear me? Can you hear me now? Oh, sorry. It's probably my mask. Alright. Do I need to repeat anything? Nope, we're good. Can you guys hear me better? Okay.</p>
35:13	18	<p>Lauren Thompson: I feel like I'm yelling, but. . .So here's a snapshot of our test security training modules. In addition to Module 0, the Assessment Training Module Overview, there are six required training modules. The asynchronous modules with the embedded quiz have been posted to the Test Security web page, which is linked here.</p>
35:40	19	<p>Lauren Thompson: Full test security plans will not be approved if the LEA Assessment Manager or LEA Test Coordinator listed in the plan has not completed the test security training and has passed the quiz. Assessment specific coordinators listed here are also responsible for completing OSSE specific training. LEA Assessment Managers are responsible for ensuring that all authorized personnel at school or a campus under your purview are trained.</p>
36:19	20	<p>Lauren Thompson: So, OSSE follows a train-the-trainer model for test security training. Meaning, OSSE provides the training for LEA-level staff, the trained LEA-level staff must train school test coordinators.</p> <p>Depending on the need or decisions from the LEA, the School Test Coordinator then trains all authorized personnel at the school or the LEA Test Coordinator can choose to train the School Test Coordinator and all school-level authorized personnel.</p> <p>As a reminder, authorized personnel training must occur prior to the first day of testing.</p> <p>And lastly, LEA Assessment Managers, LEA Test Coordinators and Nonpublic Coordinators may use the link at the bottom of this page. And</p>

		<p>this can be used to book a one-to-one support meeting with a member of the OSSE Assessment team. These bookings are available during normal business hours. And this link will bring you to our calendar and a complete list of areas for support, including specific assessments, assessment administration, test security, Pearson Access^{nest} and general policy to name a few.</p>
37:46	21	<p>Lauren Thompson: So, every school including Nonpublic schools, umm, that will administer a statewide assessment must complete and submit a test security plan. And this is at least 15 days prior to the first day of testing.</p> <p>So, this action will actually serve as the first form of formal communication with OSSE just to let us know that you're planning on testing.</p>
38:22	22	<p>Lauren Thompson: Um, important test security next steps. So, we must enter draft plans which means that you are going into Quickbase and entering your intended testing start and end dates. And this action is due by February 15th for the MSAA, DLM, PARCC and DC Science Assessments.</p> <p>After you enter your draft, Quickbase will then calculate a specific due date for your full detailed test security plan for each assessment. In addition, training dates for authorized personnel must be included in the school test security plan you submit and, as mentioned, authorized personnel training must occur prior to the first day of testing.</p> <p>And finally, if you need to access the OSSE Support Tool, or OST, LEA coordinators contact your LEA Data Managers and Nonpublic Coordinators can send an email to OSSE.Callcenter@dc.gov.</p>
39:42	23	<p>Lauren Thompson: At the latest, 10 business days after the close of each statewide assessment window, yeah, LEA Test Coordinators must obtain signed affidavits for the Test Coordinator for each assessment.</p> <p>In addition, at the latest, 15 business days after the close of each statewide assessment window, LEAs must submit all school affidavits and one LEA level affidavit. And that's for each approved school test security plan and you'll submit that to OSSE via the OST. Nonpublic School Test Coordinators must sign affidavits and submit them to OSSE via the OSSE Support Tool.</p>
40:33	24	<p>Lauren Thompson: Here's an example of due dates for test security affidavits by assessment program. The display dates are based on a school's test date ending on the final day of the testing window for each assessment. If testing at a school ends prior to the final day of the testing window, the due date for those affidavits will be sooner than what's presented. [. . .] Just to get a grasp on it.</p>
41:15	25	<p>Lauren Thompson: So, you can visit the test security web page for the following helpful resources. Umm, just glance over this list, you can e-mail me Lauren.Thompson@dc.gov for access to Quickbase.</p> <p>And I'm now going to pass the baton over to our Assessment Specialist for Math, Yolanda, who will begin with information on assessment monitoring.</p> <p>Yolanda Barber: So, thank you, Lauren, and good afternoon, everyone.</p>
42:00	26	

42:03	27	<p>Yolanda Barber: So, to ensure fair and equitable assessments, OSSE conducts assessment, assessment monitoring for every assessment within the assessment season and window. Again, this year, OSSE will monitor all assessments beginning this month with ACCESS and Alt ACCESS. The ACCESS and Alt ACCESS—along with all the other assessment—checklists have been updated to reflect this assessment year, and they are available on the test security and test integrity document site, which is linked here and will be shared in the chat with you momentarily.</p> <p>Schools are primarily selected at random, with some schools selected due to security or administration issues. All visits this year will be unannounced, and we ask that if your school has any special health and safety protocols for visitors that you include that information in your school test security plan.</p> <p>Also, please note that schools may be selected for multiple assessment monitoring visits and there is no feedback provided to you by assessment monitors during the visit.</p> <p>Are there any questions on assessment monitoring before we move into assessment specific items?</p> <p>None? Okay. Thank you.</p>
43:32	28	<p>Asaad Fulton: Hello, everyone. I'm here to talk about, give you some information on ACCESS and MSAA.</p>
43:49	29	
43:53	30	<p>Asaad Fulton: So, if you are administering ACCESS for ELLs online, you must make sure your students are entered into the appropriate test session—sessions—and have the correct accommodations listed. LEAs will manually add any students that we not on the Pre-ID file. Students for whom Pre-ID data was submitted correctly will automatically be placed into generic test sessions based on grade cluster and domain. To view the test session in WIDA AMS, click the “Add, Edit, View Test Sessions” title on the landing page. Click “Manage Test Sessions” on other “Manage Test Sessions” tab and filter by administration, LEA, or District.</p>
44:453	31	<p>Asaad Fulton: ACCESS for ELLs and Alternate ACCESS for ELLs test materials will be delivered—they should have been delivered by now, but [you] may still be receiving them.</p> <p>Please be sure that staff is available to receive and sign for these materials. Your additional ordering window began on Monday, February 6th. The initial shipment includes extra copies of materials. The extra materials must be used before any additional orders are placed.</p> <p>Do not dispose of DRC District School labels until your test window has closed in the event that you have a late tester.</p> <p>Additional orders must be placed by district test coordinators only and these orders will be shipped directly to the district. Test administrators that need additional materials must consult with a district test coordinator to determine whether the district has materials on hand or whether an additional order needs to be placed.</p>
45:55	32	<p>Asaad Fulton: Prior to administering the ACCESS for ELLs or Alternate ACCESS for ELLs assessments, test administrators must complete the required online trainings in the WIDA Secure portal.</p>

		All required trainings should be completed no later than Friday, February 10. You will contact me if you need secure portal access.
46:24	33	Asaad Fulton: Here are some resources that will help you with preparing for ACCESS and during your ACCESS administration. I also want to note the customer service number for DRC is at the bottom with the e-mail address.
46:49	34	Asaad Fulton: And for ACCESS and Alt ACCESS, here is your final next steps checklist to get you prepared for the start of administration.
47:07	35	Asaad Fulton: And because we will not have another NGA meeting until June, umm, I'm including some post-assessment deadlines that everyone should be aware of. OSSE will also be hosting an Interpreting Your ELLs Score Report training webinar with WIDA in May. [More] information on that will be announced in upcoming NGA Bulletins.
47:47	36	Asaad Fulton: Were there any questions that I missed in the chat or are we all set? All right. Thank you so much, Chelsea. All right, now we're going to move on to MSAA.
47:57	37	Asaad Fulton: So, this just kind of gives you some background information about MSAA. The window will open on March 13 and close this April 28. And everyone will receive their log in credentials on Monday, February 27. Nonpublic Coord---excuse me—Nonpublic Coordinators may have to reach out to OSSE to get access to their students if they have students in multiple LEAs.
48:35	38	Asaad Fulton: Here is the link to the front end of the system where you'll log in. Again, you will not have access to the system until February 27.
48:47	39	Asaad Fulton: And this is a brief overview of some of the responsibilities that test coordinators and test administrators will have to prepare for administration. This is just a reminder that test coordinators and administrators must complete all training modules on the MSAA platform. Test administrators must pass the final quiz with 80% accuracy. Sorry I lost the mouse for a second—with 80% accuracy and test coordinators are not required to take the final quiz at all.
49:35	40	Asaad Fulton: Here are—and here—is an overview of the six modules you are required to take. All available on the MSAA platform.
49:58	41	Asaad Fulton: There was a test administration training on February 1 st from 1:00 to 2:30 p.m. and I have provided a link to the PowerPoint. I will also be providing a link to the video that will be of the training that will be on our website by the end of the week.
50:21	42	Asaad Fulton: And here's some resources that will help you get prepared for MSAA. The first link is a checklist that will be very helpful in getting prepared for the MSAA administration this year.
50:42	43	Asaad Fulton: And, as always, if you have any questions, do not hesitate to e-mail me or call or book, um, or schedule a booking with me. I'm going to hand it over to Chelsea now. Thank you all. Chelsea Charland: Hello everyone. I'm Chelsea Charland. I'm the Science Assessment Specialist here at OSSE. I oversee DC Science as well as DLM, the District's alternate science assessment.

51:08	44	<p>Chelsea Charland: For those of you that do not recall, that is the Dynamic Learning Maps. It's administered to students in grades five, eight, and high school biology. DLM is implemented through Science Alternate Assessment Standards that are aligned to NGSS, and we are part of a consortium that is serviced by the Atlas team at the University of Kansas.</p>
51:32	45	<p>Chelsea Charland: This is a reminder that after our ACCESS window opens, the next window scheduled to open will be our Alt Assessments. So MSAA and DLM both open March 13 and close April 28.</p> <p>This is also a reminder that test administrators are set by the building and LEA Test Coordinators. At this point, all LEA Test Coordinators for DLM should have accounts in the Kite Portal. The Kite Portal is also where your test administrators will go and get access to the online trainings. There are security trainings that they need to agree to and some Moodle trainings that they need to get an 80% on in order to access student Personal Needs Profiles and First Contact Surveys.</p> <p>Just as reminder as well that OSSE has registered students in grades 5 and 8 who were deemed eligible for Alts assessments. LEAs are responsible for enrolling high school students eligible for Alts assessments that are enrolled in a biology course this year.</p>
52:39	46	<p>Chelsea Charland: The next task that will be happening with DLM is going to be student rostering. So, this week OSSE has started rostering students for DLM. This entails assigning students to active teacher accounts in the Kite Portal. And again, OSSE is going to be rostering eligible five and eight students. LEAs are responsible for rostering high school students.</p> <p>Once students are rostered to test administrators, they'll need to contact the first or they need to complete the First Contact Survey and Personal Needs Profile for each student. And there is all these video instructions available for DLM tasks on our DC DLM site that are linked through this training.</p>
53:21	47	<p>Chelsea Charland: This is a general overview of the tasks upcoming prior to the DLM administration window opening. So, you can see some things have passed already in regards to registration.</p> <p>LEAs should be working on adding teacher accounts. Uh, you may have gotten an e-mail from me saying that there is not an active teacher account in Kite. I will likely be emailing again at the end of next week to remind you that you still don't have active teacher accounts if they are not currently present.</p> <p>Rostering will take place now until February 17.</p> <p>There is a DLM Test Coordinator Q&A session on Thursday of this week. The session is designed for you to bring any questions you have about DLM and to get questions from OSSE or Atlas answered in real time. So, it's not a formal training; it's more of just a Q&A, facilitated session.</p> <p>So once February 16th hits, you should be starting to work on your First Contact Survey and Personal Needs Profile for students in Kite and this has to be completed prior to testing. So there really isn't an end date to this task. It just needs to be completed before the student is going to begin assessments. And then again you do have your March 13 to April 28 window for the DLM assessment, similar to MSAA. Again, if you're looking</p>

		for any resources including the past Test Coordinator training or the past Test Administrator training, they are on our DC DLM website.
54:56	48	Chelsea Charland: Also, there's some additional resources here. The Kite Service Desk is extremely helpful. We also again have the DC DLM page and then there's several video tutorials for both test coordinators and test administrators.
55:09	49	Chelsea Charland: I'm going to turn it over to Rachel to start talking about PARCC and DC Science activities. Are there any questions in the chat? Rachel Knaizer: Good afternoon, again.
55:31	50	Rachel Knaizer: We'll start our PARCC and DC Science Assessment administration overview with the definition of what PARCC and DC Science Assessments are. PARCC stands for the Partnership for Assessment of Readiness for College and Careers. It is our summative exam for English Language Arts and Mathematics, based on the Common Core standards for students grades three through eight and select courses in high school. DC Science, its companion, is the DC statewide or summative assessment for the Next Generation Science Standards, which is administered in grades five, eight, and high school biology.
56:10	51	Rachel Knaizer: By now you have already begun the process to administer PARCC and DC Science. Student registration for students in grades three through eight were uploaded by OSSE for January 2. And it opened to PearsonAccess ^{next} , the administration platform opened to LEAs on January 2. You should be in the process of confirming registration for students grades three through eight and registering high school students for assessment by course. We ask LEAs to do this because we do not have a complete course catalogue for each high school. Additionally, you will be completing the student accommodations in the Personal Needs Profile, relevant to the question that was asked earlier by, I believe February 21. Did I get that right? Yeah? Yeah. Thank you for the [confidence]. Appreciate it. Nonpublics by the 24 and this ensures that the paper materials you need for testing are mailed to you in time to actually test. You'll need to complete the draft security plan by February 15. And you'll need to then create the full test security plan before you begin testing. Our testing window begins in April at the very beginning and ends at the very end of May. And as was before, paper materials, umm, paper—students testing will paper materials will end earlier at May 19 to ensure that we have time to ship back the secure materials.
58:04	52	Rachel Knaizer: Every year, we ask that you upload crucial information about students' accommodations in PAN. We've referred to this as the Personal Needs Profile. For this, you will need a few resources. The first are the TAGs. Those provide a general overview and some paralleling of more common accommodations for PAN. The second resource is the SR/PNP Field Definitions Guide, which tells you both what columns represent in PAN in the export file and how to complete it. Not all of the columns require alphanumeric--for some there are codes—so it's really important that you pay attention to the definitions provided to you in the Field Definitions Guides. Additionally, we also have an Accommodations Manual that is useful to reference, particularly if you have a question about less common accommodations. That is the Accessibility Features and Accommodations

		Manual. You'll hear us call it the AF&A Manual. These resources, specifically the manuals, can be found on the—accom--DC Pearson website. The tabs on our website, OSSE's website, and the SR/PNP template and Field Definitions Guide is in PAN itself under Support and Documentation. These are lovely pictures—[of] what you will be looking for and looking at.
1:00:19	53	Rachel Knaizer: OSSE will review PARCC and DC Science accommodations upon submission of the SR/PNP file. We want to make sure there's alignment between students' documentation, such as an IEP, 504, or EL plan, and the assignments made in PearsonAccess ^{next} . Make sure that student accommodations from these plans are accurately documented in the SR/PNP file, and they are accommodations that students use in the classroom as part of everyday instruction. Students who do not have an IEP, 504, or EL plan should not receive accommodations; they may only receive accessibility features. Any misalignment that is identified by OSSE will trigger communication from OSSE to make sure that we match or, reconcile rather, the discrepancies prior to testing.
1:01:15	54	Rachel Knaizer: You should also be aware of unit testing times for PARCC Math, ELA, and DC Science, including field test units, as you begin to plan your testing schedule and submit it to OSSE as part of your STSP, the secure testing plan. Please note that we will have field test units in grades five, eight, and in high school, ELA II.
1:01:57	55	Rachel Knaizer: With that, I'll pass it over to Yolanda to talk about materials and how we use them. Yolanda Barber: Thank you, Rachel, and hello again everyone. The Test Coordinator and Test Administrator manuals have been uploaded to the Pearson Support site. That Support site is linked here and it will be dropped in the chat as well. These manuals are not secure materials and may be copied as needed. As an FYI, Pearson will send one TA or Test Administrator Manual per 25 registered students, and you may not order additional copies through PearsonAccess ^{next} . So again, make copies of the manuals as often as is needed. Hard copies of the manuals will be shipped in mid-March.
1:02:54	56	Yolanda Barber: So, all materials will be shipped to the school contact and address that is already within PAN or PearsonAccess ^{next} . The organization contact information defaults to the address that OSSE has on file for each school, and the LEA test coordinator name. So, please, please, please review and update it as needed for accuracy. We want to make sure that all secure materials and other testing materials are shipped to the correct location and to the correct personnel. So, on this slide you will find steps for how you can log in to PAN and review and/or update this information yourself.
1:03:38	57	Yolanda Barber: So, depending on what you have uploaded within your SR/PNP, which is your Student Registration and Personal Needs Profile, you may receive secure and accommodated materials from Pearson. When those materials are received, the school test coordinator should check the shipment to ensure all expected items were received. Once they've checked them, they are to secure those materials in a locked location, whichever it is that you've listed on your school test security plan.

1:04:12	58	<p>Yolanda Barber: So, each school's test material shipment will contain a secure material inventory, which school test coordinators will use to ensure all needed materials have been shipped. The LEA Test Coordinator will also receive a secure material inventory, noting what secure materials have been shipped to all school sites within that LEA. So, if you are an LEA that has multiple sites, you will receive secure material inventory for every site that receives materials. The School Test Coordinators will receive an inventory of materials that were only shipped to their school site.</p> <p>The secure materials inventory will contain the security bar codes or serial numbers of all shipped secure materials, which will then be documented on the OSSE Chain of Custody form when distributing test materials to test administrators.</p> <p>This year, OSSE has updated the chain of custody document. It is now available on the Test Security and Test Integrity Information and Document site that is linked on this slide and will also be dropped in the chat.</p> <p>There will also be additional guidance during our May training for the return of materials and other closeout procedures that are associated with PARCC and DC Science.</p>
1:05:42	59	<p>Yolanda Barber: So, on this slide, we have our upcoming trainings. Please note that the two SR/PNP workshops, they will operate like in-person office hours where myself, Rachel, and Chelsea will be available to assist you with the registration uploads and with the SR/PNP template. So, to register for those workshops or the other trainings that are seen here, please use the link that is also coming to you in the chat and is available on this slide.</p>
1:06:21	60	<p>Yolanda Barber: Here we have some avenues for customer support. I do want to bring your attention that the OSSE's support hotline is for more urgent issues only and it is for urgent issues during administration. It is only operable during the administration window for that assessment.</p> <p>So, just as an example: ACCESS opens next Monday. If you have a PARCC question, you should not call the hotline. You can only call the hotline to ask a PARCC question during the PARCC administration window.</p> <p>Also, if your issue or question involves students' personal data, such as their name, their address, USI, or anything that would be considered person, you must submit that inquiry via the OSSE Support Tool.</p> <p>Are there any questions about materials or manuals or anything that I just mentioned before we move into test administration and preparation?</p>
1:07:34	61	<p>Yolanda Barber: So now we will shift gears and talk about how to properly prepare staff and students for PARCC and DC Science testing.</p>
1:07:43	62	<p>Yolanda Barber: So, in order to best prepare staff for test administration, you can find the assessment blueprints and other test specification documents on OSSE's PARCC site and the DC Science site. Both links are shared with you via chat. Thank you very much, Chelsea.</p>
1:08:05	63	<p>Yolanda Barber: Also on Pearson's support site, you can find the practice tests for ELA, Math, and DC Science, which may be used to prepare students and families for testing.</p>

1:08:23	64	Yolanda Barber: So, Pearson's main support page has links to access the PAN User Guide, the TestNav8 User Guide, the manuals that I spoke to earlier, and the Infrastructure Trial Guide, which will be very helpful for your test coordinators. This site hosts all of the tools that are necessary for our test coordinators, technology coordinators, and test administrators to prepare for and administer the PARCC ELA and Math, along with the DC Science Assessment.
1:08:58	65	Yolanda Barber: And so, to summarize all things, here are the next steps that are associated with PARCC and DC Science. Please take a moment to review these yourself. And if there are no questions about assessment preparation, I will turn it back over to Rachel to talk about resources and support.
1:09:40	66	
1:09:43	67	Rachel Knaizer: I'm sure that many of you have accessed this, but this is a quick snipping of what our training schedule looks like. And although the training season is winding down, there's still a few critical trainings left in this spring season and we encourage you to sign up. This schedule, as well as the registration links contained within it, can be found on the Test Coordinator webpage.
1:10:15	68	Rachel Knaizer: We mentioned this a few times throughout the training, but we encourage you to schedule a booking with a member of our team. This allows one-to-one personalized assistance with whatever questions you may have about ACCESS, DLM, general policy question, and PearsonAccess ^{next} , among other topics. Make sure that when you sign up, you include the topics or questions that you need addressed and we—and if possible, who you may want to talk to so we can be prepared to support you.
1:10:54	69	Rachel Knaizer: An additional layer of support is the OST or OSSE Support Tool, our hotline—for when you are administering the test and only for urgent issues—and most of our vendors actually have their own hotlines as well. So, if there is a very technical issue with the system, say PAN, it might be helpful to call Pearson with that issue. Most of them have pretty wide availability windows during our testing windows and are actually quite helpful.
1:11:34	70	Rachel Knaizer: We also like to keep in touch. We do this with our weekly to biweekly. . .
1:11:40	71	Rachel Knaizer: . . .bulletins and in these in-person and hybrid meetings. We've nearly ended the NGA meeting season for this school year, and our next meeting will be held Thursday, June 6 from 1:00 to 3:00 p.m. If you don't receive the NGA Bulletin, please make sure that you e-mail us at OSSE.Assessment@dc.gov. We include a lot of important information, deadlines, and links to resources.
1:12:17	72	Rachel Knaizer: For the last meeting, uh, the last NGA meeting, we will hold, we'll cover some, if not all of these topics: closeout security reminders, reporting times, a draft of the upcoming 2024—hard to believe and difficult to say—assessment schedule and 2024 policy proposals. By August, we'll be gearing up for the next school year and so we'll talk about updates for 2024 and, the uh, results reporting and ISR delivery.
1:13:03	73	Rachel Knaizer: We do like to share the NGA Bulletin, so I'm going to plug it one more time. Make sure that you submit you e-mail address to OSSE and we'll make sure that you get the most current information.

		If, by any chance, a test coordinator or you, as an LEA Manager, have changed roles, make sure that you submit your name or their name as well.
1:13:32	74	Rachel Knaizer: Are there any questions? Okay.
1:13:42	75	Rachel Knaizer: As we begin with our mission statement, we like to end with contacts and resources for the Office of Assessment, our website, email, and assessment website.
1:13:59	76	Rachel Knaizer: For those of you online and the person attending in person, we appreciate your attendance and attention today. We will have these slides posted online with recording and transcription available as soon as possible. Thank you.