OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

District of Columbia Non-Public School Test Coordinator Toolkit

2026-27 School Year

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Non-Public School Test Coordinator (STC) Toolkit

The District of Columbia administers multiple statewide assessments annually to local education agencies (LEAs), in accordance with DC and federal law. DC students who attend nonpublic schools participate in statewide assessments. These assessments provide critical data on student progress and proficiency relative to DC's educational standards.

The Office of the State Superintendent of Education (OSSE) requires the designation of a Non-Public School Test Coordinator (STC) annually. The STC ensures assessments are administered in compliance with OSSE policies, and manages communication between OSSE, the LEA, and local staff.

This document outlines the roles and responsibilities of STCs. Ultimately, the LEA Assessment Manager (LAM) is accountable for ensuring all students in their LEA participate in appropriate assessments. However, the STC is critical to the organization and administration of assessments.

This overview is not comprehensive; for detailed information on specific assessments or trainings, please refer to the linked resources throughout.

Statewide Assessments in the District of Columbia

National Assessment of Educational Progress (NAEP)

NAEP is a nationwide assessment administered by the US Department of Education to measure student achievement in subjects like reading, mathematics, and science. Often called the "Nation's Report Card," NAEP provides a snapshot of academic performance across states and demographic groups, helping inform education policy and practice.

WIDA ACCESS/WIDA Alternate ACCESS

WIDA ACCESS is an English language proficiency assessment administered annually to English learners (ELs) in grades K–12 to measure their progress in listening, speaking, reading, and writing in social and academic English. It helps educators and Local Education Agencies (LEA) monitor language development and determine appropriate instructional support and services.

Multi-State Alternate Assessments (MSAA)

MSAA is a standardized assessment designed for students with the most significant cognitive disabilities in grades 3–8 and 11. It measures academic achievement in English language arts and mathematics, aligned to grade-level content standards, and provides accessible ways for students to demonstrate their knowledge and skills.

Dynamic Learning Maps (DLM)

DLM Science Alternate Assessment is designed for students with the most significant cognitive disabilities in grades 5, 8, and high school. It measures student achievement in science through accessible, standards-based assessments that allow students to demonstrate their understanding using a variety of formats tailored to their individual needs.

DC Comprehensive Assessments of Progress in Education (DC CAPE) Next

DC CAPE Next is Washington, DC's general summative assessment system for English language arts, mathematics, and science, designed to measure student progress and proficiency against DC's educational standards.

Assessment Name	2026-27 Administration Window	Student Group
NAEP (National Assessment of Educational Progress)	January– March 2027 (Dates TBD)	NAEP is administered every other school year to a sample of schools. Selected schools/LEAs will be contacted by the OSSE NAEP coordinator.
WIDA ACCESS (English Language Proficiency)	Feb. 8 – March 19, 2027	Students identified as EL in grades K-12.
WIDA Alternate ACCESS (Alternate English Language Proficiency)	Feb. 8 – March 19, 2027	Students who are identified as EL and are eligible for alternate assessments.
MSAA (Alternate ELA and Math)	March 8 – April 23, 2027	Students who are eligible for alternate assessments, and are in one of the grade levels below: • Grades 3-8 • Grade 11 • C3 (third year working toward a Certificate of IEP Completion)
DLM (Alternate Science)	March 8 – April 23, 2027	Students who are eligible for alternate assessments, and are in one of the grades/courses below: • Grade 5 • Grade 8 • High school Biology
DC CAPE Next (ELA, Math, Science)	April 5 – May 21, 2027 (Paper accommodation window: April 5 – May 14, 2027)	• DC ELA: Grades 3-8, ELA I and ELA II • DC Math: Grades 3-8, Algebra I and Geometry • DC Science: Grades 5, 8, and high school Biology

All-Staff Collection Roles and Responsibilities

STCs are the main contact between your site, relevant staff, LEAs, and OSSE. If you are a new STC, you must be designated as the appropriate role in the All-Staff Data Collection, a comprehensive database that houses faculty and staff contact information. OSSE uses this information to communicate important information to STCs and other assessment points of contact. Additional details about the roles in the All-Staff Data Collection can be found in the LEA Point of Contact (POC) Descriptions.

To update designations in All-Staff, STCs should reach out to their Data Manager.

All Staff Role	**Responsibilities**
ACCESS for ELLs Assessment Coordinator	• Preparing for test administration (rostering) • Training and support school personnel in all aspects of assessment • Managing test administration • Liaising with LEA • Liaising with the Data Manager and OSSE on assessment data management functions • Disseminating assessment-related communications to site-level staff, where needed
Assessment Support Staff	Does not have primary responsibility for statewide assessment preparation or administration but serves as an additional contact to receive OSSE communications regarding assessments at the LEA level
DC CAPE Assessments Coordinator	• Preparing for test administration (rostering) • Training and support school personnel in all aspects of assessment • Managing test administration • Liaising with LEA • Liaising with the Data Manager and OSSE on assessment data management functions • Disseminating assessment-related communications to site-level staff, where needed
Non-Public Assessment Coordinator	• Implementing statewide assessment policies • Developing and implementing site-based assessment policies • Preparing for test administration (rostering) • Training and supporting school personnel in all aspects of assessment • Managing test administration • Liaising with the Data Manager and OSSE on all assessment data management functions • Disseminating assessment-related communications to site-level staff (e.g., EL and special education staff)
MSAA/DLM Assessments Coordinator	• Preparing for test administration (rostering) • Training and support school personnel in all aspects of assessment • Managing test administration • Liaising with LEA • Liaising with the Data Manager and OSSE on assessment data management functions • Disseminating assessment-related communications to site-level staff, where needed

Test Security and Test Integrity

As the STC, you are responsible for ensuring that all test materials and testing locations meet the requirements outlined in OSSE's test security and test integrity guidance by submitting and revising, as needed, a school test security plan for each state-wide assessment. Additionally, as the STC, you are expected to provide test security and integrity training to all assessment support staff after you attend annual OSSE-led Test Security Training. The Test Security and Test Integrity webpage provides detailed guidance including templates, forms, and training.

Training

As a STC, you will be expected to attend various trainings, as well as provide training to the various staff who will participate in test administration. If you are unable to attend a live training session, the content will be posted either to an OSSE page or on the vendor site depending on who hosted the training. Training dates, times, and registration information will be sent via the recurring Next Generation Assessments (NGA) bulletin. Anticipated training and meeting dates will also be posted on the Test Coordinator Resources webpage.

Alternate Assessment Eligibility

Schools with students who have previously qualified or who may qualify for alternate assessments should coordinate with LEAs to complete the alternate assessment eligibility process through OSSE. Final eligibility applications are to be submitted by the LEA. The initial application deadline for alternative assessment applications is **Oct. 15, 2026**. Additional information and guidance can be found on the Participation and Criteria Forms: Alternate Districtwide Assessments webpage.

Getting Connected

NGA Communications

OSSE's Office of Assessments communicates updates and processes through NGA meetings and bulletins. Individuals assigned to an assessment role in All-Staff will be added to the distribution list for the bulletins. Bulletins are sent weekly during the assessment administration season and are biweekly after closeout of the annual assessments. These bulletins include announcements, upcoming due dates, and links to register for trainings and the NGA meetings. If you are unable to attend a live meeting, the meeting recording, slides, and transcripts will be linked on the Test Coordinator Resources Page. If you are not receiving the bulletins, first check with your Data Manager to confirm you are assigned to the correct role before contacting the Office of Assessments.

Timelines

While assessment dates change from year to year, there is a general pattern of activities outlined in the timeline below.

Window	Tasks
August – October	Release of Statewide Assessment Participation and Performance Policy and Testing Accommodations Guides (TAGs) **WIDA ACCESS/Alternate ACCESS** • Administer WIDA ACCESS/Alternate ACCESS Screener/K Screener • WIDA ACCESS/Alternate ACCESS Screener Training Modules **MSAA & DLM** • Release Alternate Assessment Eligibility Policy • Review Alternate Assessment Eligible Students and Submit New and Renewal Applications **Test Security** • Release of Test Security Guidelines
November – January	**WIDA ACCESS/Alternate ACCESS** • Registration Verification • Set up WIDA ACCESS/Alternate ACCESS AMS • LEA Test Coordinator Training • Test Materials Arrive at Schools (early February) **MSAA & DLM** • Initial Eligibility Determinations & Appeals • Final Eligibility Determinations Provided to LEAs • LEA Test Coordinator Training **DC CAPE Next** • Release of DC CAPE Next Assessment Manuals • LEA Test Coordinator Training • High School Registration and 3-8 Verification **Test Security** • LEA and Nonpublic Coordinator Test Security Training • LEAs Train Other Authorized Personnel on Test Security
February – May	**WIDA ACCESS/Alternate ACCESS** • WIDA ACCESS/Alternate ACCESS Test Window (approx. February - March) • Return Testing Materials and Test Security Affidavits **MSAA & DLM** • Test Materials Arrive at School • MSAA & DLM Assessment Window (approx. March - April) • Return Test Materials and Test Security Affidavits **DC CAPE Next** • Test Materials Arrive at Schools • DC CAPE Assessment Window (approx. April - May) • Return Test Materials & Test Security Affidavits **Test Security** • Test Security Plans Due 15 Days Prior to the Start of Each Assessment • Incident Reporting, Test Security Monitoring & Investigations
June – August	• Results Release and Individual Student Reports Available

Annual Assessment Cycle



Resources and Support

There are several resources available to support statewide assessment preparation and administration. Detailed in the table below are resources and contact information as well as best practices for their use. The resources listed here are meant to be a first line of support based on various situations. However, this list is not comprehensive, and users may be redirected to other support tools as necessary. It may be helpful to bookmark these resources for quick reference.

Please be aware that student personally identifiable information (PII), including student names and student identifiers, cannot be sent via email.

Resource	When to Use	How to Access
OSSE Support Tool (OST)	• Any time student information is communicated, such as trouble shooting issues for a specific student • When advised by OSSE	Submit a ticket via the OST platform
Data Manager	• Updating role assignments in All Staff • Troubleshooting systems access	Contact your LEA Data Manager If you are unsure who your Data Manager is, OSSE's LEA Data Liaisons can assist
Assessment Platform Support	• Troubleshooting platform-specific issues • Accessing vendor-specific resources	• DLM Support | District of Columbia • Get Help | MSAA System • DC CAPE Support • WIDA | District of Columbia • Participate in NAEP | NAEP
Test Coordinator Resources Webpage	Primary resource page for all assessments	• Test Coordinator Resources | osse
OSSE Assessment Pages	• OSSE policies • Training information • Timelines • Assessment Readiness Guides	State Assessments | osse
OSSE Office of Assessments	WIDA ACCESS/Alternate ACCESS	Libby.Bivings@dc.gov
	MSAA	Libby.Bivings@dc.gov
	DLM	Debbie.Mennard@dc.gov
	DC CAPE Next	Chelsea.Charland@dc.gov
	NAEP	Cassidy.Schenley@dc.gov
	Test Security	Rohini.Ramnath@dc.gov
	General Questions	OSSE.Assessment@dc.gov
	Scheduled One-on-one support	Bookings
	Immediate support *during testing*	Assessment Hotline (202) 204-3269; M-F, 8 a.m. – 4 p.m.