



2018-19 Nonpublic Test Security Training

Office of the State Superintendent of Education

January 22, 2019



Agenda

- Test Security
- ACCESS for ELLs
- MSAA
- PARCC/DC Science**



Test Security

2018-19



Test Security Agenda

- Overview of Test Security and Integrity in the District
- Roles and Responsibilities
- Before Testing (Planning)
 - School Test Security Plan
- During Testing (Administering)
 - Incident Reporting
 - Prohibited Materials
 - Test Environment and Prohibited Actions
- After Testing (Closeout)



Test Security Objectives

Nonpublic Test Coordinators will be able to:

- differentiate roles, responsibilities, and requirements by State, LEA, and School level as defined by the DC Test Integrity Act
- understand what the LEA and School are required to do **before, during, and after** testing
- identify the characteristics of a **strong and robust** School Test Security Plan (STSP) and submit STSPs in the QuickBase Application format
- understand how to create a secure testing environment and be aware of prohibited actions for test administration



Materials for this Training

- All test security forms and guidelines are posted at:
 - <https://osse.dc.gov/service/test-security-and-incident-forms>
- Additional training materials and resources are posted at:
 - <https://osse.dc.gov/page/test-coordinators-training>



Check-in Question

What are two to three words that come to mind when you think of test security?



Overview of Test Security and Integrity in the District



Vision for Test Security

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 for 2019

- **ACCESS for ELLs 2.0**
 - Subject(s): English language proficiency
 - Grades/Courses: Grades K-12
- **Multi-State Alternate Assessment (MSAA)**
 - Subject(s): English language arts/literacy and mathematics
 - Grades/Courses: Yearly in grades 3-8 and in grade 11
- **Partnership for Assessment of Readiness for College & Careers (PARCC)**
 - Subject(s): English language arts/literacy and mathematics
 - Grades/Courses: Yearly in grades 3-8 and one assessment in high school
- **DC Science/ DC Science Alternate (DLM)**
 - Subject(s): Science
 - Grades/Courses: 5, 8, and Biology



Test Security 2019: Important Dates

Task	Date(s)
OSSE Nonpublic Test Coordinator Training	<ul style="list-style-type: none">January 22, 2019
School Test Plans Due to OSSE	<ul style="list-style-type: none">15 <u>business days</u> prior to the first day of the testing window
Statewide Testing Windows	<ul style="list-style-type: none"><u>ACCESS for ELLs 2.0</u>: February 25 – April 5 2019<u>MCAA/ DLM</u>: March 18 – May 3, 2019<u>PARCC</u>: April 1 – May 24, 2019<u>DC Science</u>: April 8 – May 31, 2019
Monitoring During Testing	<ul style="list-style-type: none">Ongoing throughout the assessment window
Affidavit Submission Due Date	<ul style="list-style-type: none">15 days after the last day of test administration



Policy Documents



Key Test Integrity Documents

Laws, Regulations, and Compliance Documents:

- Testing Integrity Act of 2013
- Testing Integrity Act Amendments in 2015
- District of Columbia Test Security Guidelines for 2018-19
- Assessment Test Coordinator and Administrator Manuals

All reference documents are posted on OSSE's Test Security Website:

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



Testing Integrity Act of 2013

Key components of the Test Integrity Act of 2013 include:

- Definition of key terms and roles
- LEA and school requirements
- OSSE requirements
- Prohibitions, sanctions, and appeals



Testing Integrity Act Amendments 2015

Key changes in the Test Integrity Act Amendments in 2015:

- 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

Key components of the Test Security Guidelines:

- Minimum requirements for maintaining strict test security procedures
- Explanation and additional details stipulated in the Test Integrity Act and Amendments
 - OSSE role and responsibilities
 - LEA role and responsibilities
 - School responsibilities
 - Testing environment and exceptional circumstances
 - Monitoring and auditing test security



Test Coordinator and Administrator Manuals

Test Coordinator/Administrator Manuals are available for:

- PARCC/ DC Science
- MSAA/ DLM
- ACCESS for ELLs 2.0

Assessment manuals provide:

- Critical instructions for Test Coordinators, Technology Coordinators, and Test Administrators Procedures and protocols to complete before, during, or after administration
- All manuals can be found at: <https://osse.dc.gov/page/test-coordinators-training>



Roles and Responsibilities



High-Level Test Security Responsibilities

OSSE, LEAs, and Schools each have unique roles and responsibilities to ensure there is consistent and secure districtwide test administration.

OSSE Responsibilities

- Establish policy, regulations, and guidelines
- Train/support LEAs & schools
- Review and approve School Test Plans
- Monitor Statewide testing
- Conduct test integrity review

LEA/ Nonpublic Responsibilities

- File School Test Plans w/OSSE
- Identify authorized personnel
- Train authorized personnel
- Distribute test integrity notification statement
- Monitor Statewide testing
- Report/investigate breaches
- Collect and submit affidavits

Nonpublic School Responsibilities

- Create/submit School Test Plans to LEA
- Protect security of secure materials
- Administer Statewide assessments
- Maintain a test security file
- Ensure integrity of testing environment
- Report breaches of test security
- Sign/submit test security affidavits



Key Assessment Roles

- Authorized Personnel
- Test Integrity Coordinator (LEA)
- Test Monitor (Nonpublic)
- Test Administrator
- Other roles:
 - Test Proctor
 - Special Populations 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 (LEA or Nonpublic)

The individual(s) 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.

The LEA may designate up to three individuals to carry out the responsibilities one for each assessment; PARCC/DC Science, MSAA/DLM and ACCESS for ELLs 2.0.

Requirements:

- Designate, support, and train test monitors **(LEA or Nonpublic)**
- Attend testing security and integrity training **(LEA and Nonpublic)**
- Submit school test plans for each school/campus under the LEA's purview **(Nonpublic)**
- Monitor test administration at schools **(LEA and Nonpublic)**
- Report any breach of testing security or deviation from test plan **(Nonpublic)**
- Investigate, document and report to OSSE any breach or deviation **(Nonpublic)**
- Sign, collect (10 days post) and submit (15 days post) testing integrity affidavit **(LEA)**



Test Monitor (Nonpublic)

Individual designated by test integrity coordinator to be responsible for testing integrity and security for school/campus site.

The Nonpublic may designate up to three individuals to carry out the responsibilities, one for each assessment; PARCC, MSAA and ACCESS for ELLs 2.0.

Requirements:

- Designate, support, and train all authorized personnel at school site on test administration and security
- Attend testing security and integrity training
- 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 (TA)

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 Populations 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



Before Testing (Planning)



Key Before Testing Tasks

OSSE	Non Public School	Nonpublic School (cont.)
<ul style="list-style-type: none">• Issue testing security standards• Train on testing security standards• Issue testing security and integrity notification statement to LEAs and Nonpublic Schools• Review and approve school test plans• Establish standards for test monitoring	<ul style="list-style-type: none">• Identify authorized personnel• Distribute testing security and integrity notification• Attend Training• Establish and submit school test plan to OSSE• Receive test materials• Inventory test materials• Distribute test materials• Review all test manuals• Conduct test administration and security training	<ul style="list-style-type: none">• Develop and maintain Test Security Files• Prepare technology to create secure environment• Notify students and families of testing



Test Security and Integrity Notification Statement

- Notification must be distributed to all authorized personnel involved in Statewide testing prior to access of secure test materials or administration.
- Notification statement includes a list of requirements and responsibilities for all authorized personnel.
- Signatures and submission to OSSE are not required.
- Notification statement has been posted to OSSE's website here: <http://osse.dc.gov/service/test-security-and-incident-forms>



Test Security Training

OSSE is responsible for developing training for test integrity and security. Attendance at OSSE Test Security Training is required for all Nonpublic School Coordinators.

- **Nonpublic Coordinators training responsibilities include:**
 - Train all authorized personnel at the Nonpublic school on State, LEA, and school policy and procedures
 - Training must include:
 - Distribution of Testing Integrity and Security Notification Statement to all authorized personnel
 - Review of School Test Plan
 - Review of Test Security Guidelines
 - Review of Test Administration Procedures
 - Review of vendor-supplied testing manual(s)



Test Security Training (continued)

Who requires training?

- Test Administrators
- Test Proctors
- Authorized Personnel

How should training be documented?

- The following may be placed in the school's Test Security File:
 - Training Materials
 - Sign-In Sheets
 - Statewide Testing Integrity and Security Notification
 - Statement Distribution Roster (signatures not required)



Reviewing Guidelines and Resources

All Test Coordinators and Test Administrators are responsible for reviewing and implementing the guidance in the vendor-supplied assessment administration manuals

- [PARCC Test Coordinator and Administrator Manuals](#)
- [DC Science Test Coordinator and Administrator Manuals](#)
- [MCAA Test Administration Manual](#)
- [ACCESS for ELLS 2.0 Test Administration Manual](#)



School Test Security Plan



School Test Security Plan

OSSE requires each school to provide the following information in a school test plan:

- Names and contact information for test coordinators and key test administration staff
- A secure materials management plan
- A plan for school staff and authorized personnel to report irregularities in test administration and security
- A plan for key school staff to conduct inquiries on reported test irregularities during test administration
- Affirmation that the school staff are aware and have access to the complete list of prohibited actions as defined by the state
- A plan for handling logistical, technical, and communication issues that may arise during test administration
- Affirmation that the school has met a number of actions as required by the state
- Affirmation that Test Sessions and Test Administrators have been entered into PAN (PARCC/DC Science Test Plans only)
- A list of authorized personnel
- A detailed testing schedule



School Test Plan: OSSE Approvals/Feedback

The school plan serves as your official communication with OSSE on your plan for administering districtwide assessments and, OSSE monitors will visit schools during testing and assess the accuracy of your plan.

School plans must be submitted to OSSE for final approval at least **15 business days prior to the first day of testing.**

OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing.



School Test Security Plan (cont.)

Characteristics of a strong school test security plan

- **Succinct**
- **Clear**
- **Organized**
- **Thoughtful**
- **Thorough**

Characteristics of a weak school test security plan

- **Difficult to follow**
- **Incomplete**
- **Not thoughtfully prepared**
- **Generic Responses**



TEST SECURITY PLAN WALKTHROUGH

<https://octo.quickbase.com/db/bmiq8feda>



Notify Students and Families

Students	Families
<ul style="list-style-type: none">• Prepare students to participate in the PARCC, MSAA, or ACCESS for ELLs 2.0• Provide opportunities for practice• Explain purpose and dates of testing• Encourage positive attitudes about testing• Ensure accommodations are identified	<ul style="list-style-type: none">• Nonpublic School 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 will be available on the OSSE website for school use

<https://osse.dc.gov/publication/assessments-parent-letter-template>



During Testing
(Administering)



Key During Testing Tasks

OSSE	LEA	Nonpublic School
<ul style="list-style-type: none">• Support test integrity coordinators and test monitors• Monitor assessment administration at school sites	<ul style="list-style-type: none">• Support Nonpublic School Coordinators• Monitor assessment administration at school sites	<ul style="list-style-type: none">• Maintain <u>hard copy</u> 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 Nonpublic School	
	<ul style="list-style-type: none">• Actively monitor and manage test environment• Report irregularities, incidents and/or breaches of security	



Test Administration Monitoring

- OSSE and Non Public Test Coordinators are responsible for monitoring test administration
- Statewide Assessment Auditor General Observation Checklist
 - Provides guidelines for setting up a positive and uniform testing environment
 - Is used by OSSE monitors to evaluate adherence to Statewide assessment administration guidelines
- The Statewide Assessment Auditor General Observation Checklist will be posted on OSSE's website here:
<http://osse.dc.gov/service/test-security-and-incident-forms>



Maintaining a Test Security File

- School test security files 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
 - Training attendance sheet
 - **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**
 - Signed test security affidavits
 - Parent notification letter and accommodations notification letter
- School test security **hard copy files** must be kept on file for **four years**



Reporting: Incidents, Test Administration Concerns, and Deviations



Reporting Test Irregularities/Incidents

- **School Test Security Plan (Minor Deviations)**
 - Minor deviations from the testing plan (change in authorized personnel, minor timing changes, changes in the information presented in the approved test plan etc.)
 - Changes to testing schedule should be reported by re-uploading a new test schedule into the school's test security plan
- **Test Security File**
 - All reported Test Security/Integrity Incidents
 - Additional test administration concerns not resulting in a breach of the security of test materials, test content or testing devices.
- **Incident Report (OSSE Support Tool, Hotline, or OSSE Website)**
 - All breaches to test security and integrity during test administration
 - Accommodation misadministration



When to Submit an Incident Report

The following **should be documented** with an incident report:

- Student becomes ill or injured and cannot complete a testing session they have already started
- Student or staff member is in possession of a cell phone/unauthorized device or uses said device in an active testing environment
- **Students and/or staff take actions that could constitute as cheating/coaching**
- Students and/or staff are in possession of materials that could constitute as cheating
- Secure testing materials are lost or left unsupervised
- **Student does not receive the appropriate accommodations**
- All students must leave the testing environment due to an emergency or drill
- **A technical issue causes students to not complete an active testing session before the close of a school day**

The following **do not need to be documented** with an incident report:

- Technical issues that cause minor delays in test timing for a student or group of students (File)
- Assigning a student a different device during testing (File)
- Student behavior that does not disrupt a test session or interfere with that students', or other students, ability to complete the test session (File)
- Substituting test administrators and/or proctors (Test Plan)



How to submit an Incident

- **OSSE Support Tool QuickBase Application (OST)**
 - LEA Test Coordinators
- **[OSSE Incident Reporting Form](#)**
 - Authorized personnel
 - Anyone else
- **Assessment Hotline: (202) 304-3269**
 - Authorized personnel
 - Anyone else



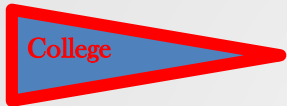
Updates or Deviations to School Test Plan

- **Minor Deviations from the Plan**
 - Listed (log-style) in the “Minor Deviations” section of the School Test Plan
- **Plan to Improve Test Plan Document***
 - Required document that explains your school’s plan for correcting issues described in initial Incident Report.
- **Fact- Finding Inquiry Document***
 - Required document that provides OSSE with additional information about the incident reported to determine if any additional steps are required.

* Must be completed and reuploaded into the School Test Security Plan within 24 hours of request.



Testing Environment: Room and Desk Setup, Materials, and Accommodations



Washington DC School

$$a^2 + b^2 = c^2$$

Daily Schedule
 8:00 – ELA Class
 10:00 – Math Class
 12:00 – Lunch
 2:00 – Science Class
 3:30 – Dismissal

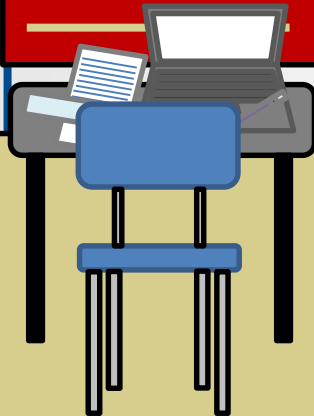
Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

100% Tests

<p>100% Math Equations $3x + 17 = 7$ $4y - 22y = 7$ $189x + 42 = 92,000 - 1458 = 7$ $27,345 + 903 = 8 = 7$</p>	<p>100% Math Equations $3x + 17 = 7$ $4y - 22y = 7$ $189x + 42 = 92,000 - 1458 = 7$ $27,345 + 903 = 8 = 7$</p>	<p>100% Math Equations $3x + 17 = 7$ $4y - 22y = 7$ $189x + 42 = 92,000 - 1458 = 7$ $27,345 + 903 = 8 = 7$</p>
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- Steps for Success!**
- Read the question
 - Find evidence
 - Select an answer
 - Check your work

World History Timeline

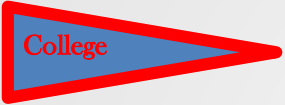




Non-Permissible Bulletin and Wall Displays

- Wall displays with tested content or test taking strategies must be removed/covered in testing room, hallways, stairwells, bathrooms, etc. throughout testing.
- Displays must be covered prior to the first day of testing and remain covered for the duration of active statewide assessments.

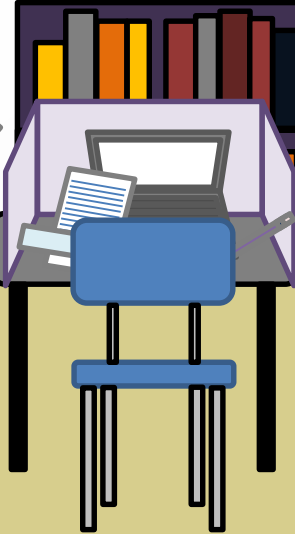
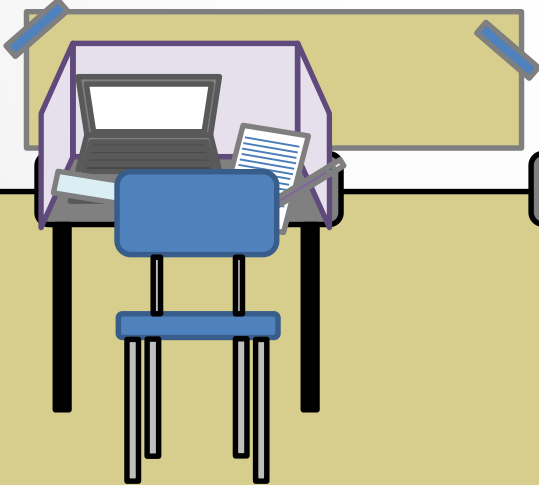
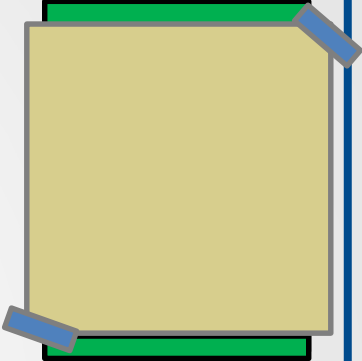
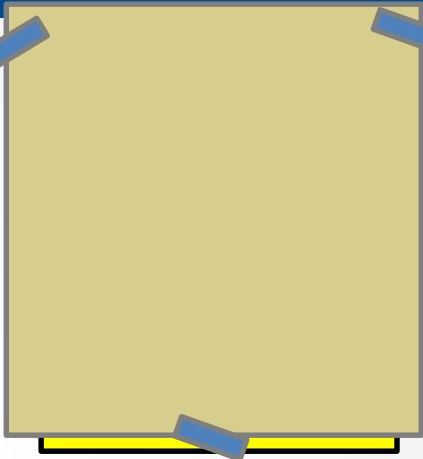




Washington DC School

Daily Schedule
8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 – Dismissal

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1





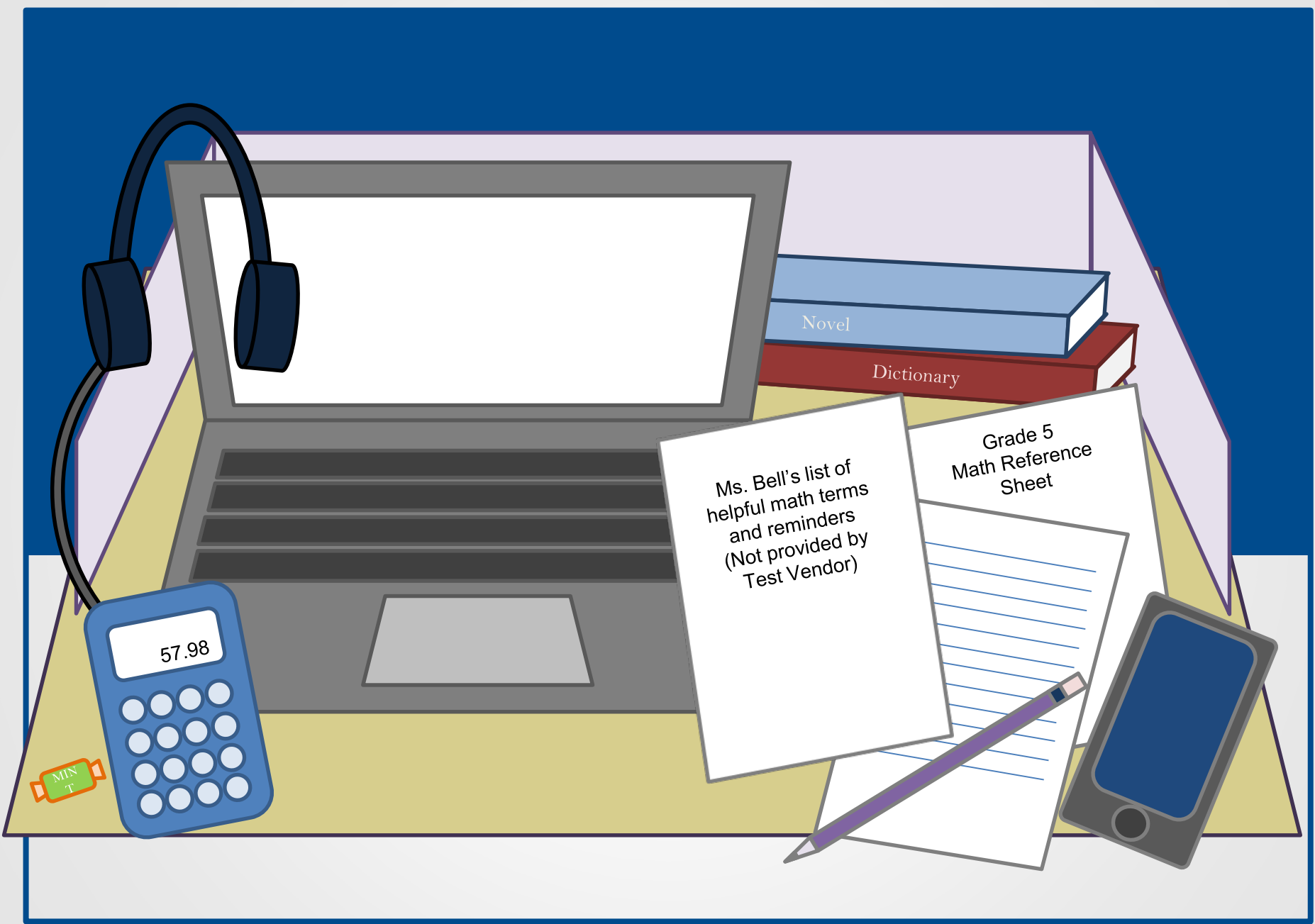
Room/Desk Arrangement

Recommendations for Testing Environment:

- Seat students in every other seat
- Arrange monitors back-to-back
- Seat students back-to-back
- Seat students in a semi-circle
- Seat students in widely spaced rows or in every other row

Special Considerations

- Test students in a one-on-one setting in the following circumstances:
 - If the student requires the human scribe accommodation on any assessment
 - Complete the speaking unit of ACCESS for ELLs 2.0



Ms. Bell's list of helpful math terms and reminders (Not provided by Test Vendor)

Grade 5 Math Reference Sheet

Novel

Dictionary

57.98

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Cell Phones and Prohibited 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
- If a student or students' testing device(s) experiences technical problems that prevent the student(s) from normal continuation of testing, the test administrator must alert the test monitor and technology coordinator.
- All technical problems and delays which significantly impact the administration of the assessment must be reported and documented by the test monitor as an incident through the incident reporting protocol.



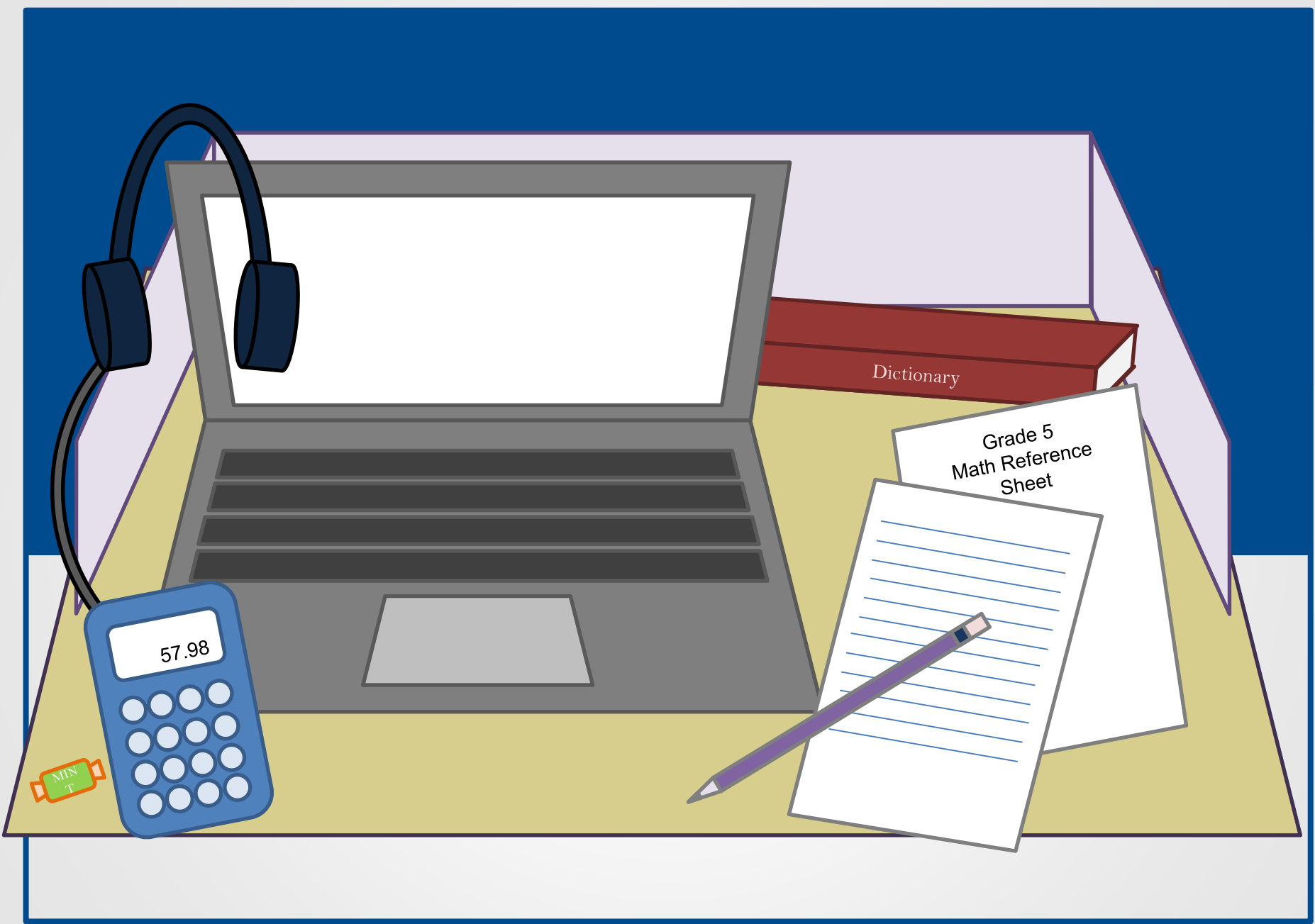
Prohibited Materials

English Language Arts/Literacy

- Dictionaries or thesauruses
 - Bilingual, word-to-word dictionaries, without definitions, phrases, sentences, or pictures, are an allowable accommodation for English Learner (EL) students)
- Any unauthorized resource or reference material that defines, explains, or illustrates ELA terminology or concepts or otherwise provides unauthorized assistance during testing.

Mathematics

- Mathematical formulas and conversion tables other than the grade-specific, vendor-supplied material
- Mathematics Reference Sheets other than the grade-specific, vendor-supplied material.
- Any resources that define, explain, or illustrate mathematical terminology or concepts or otherwise provides unauthorized assistance during testing;
- Non approved or unauthorized calculators



Dictionary

Grade 5
Math Reference
Sheet

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Use of Calculators and Devices

- Grade-level appropriate calculators will be available on 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.
- Test administrators must confirm that calculator memories have been cleared.
- Prohibited calculating devices:
 - Calculators with College Algebra System (CAS) features;
 - Tablets, laptops or personal digital assistants (PDAs) or phone-based calculators, except those that are being used as devices for computer-based testing; and
 - Calculators and electronic devices with “QWERTY” keyboards, except where expressly mandated by an IEP or Section 504 plan.



Test Integrity and Accommodations

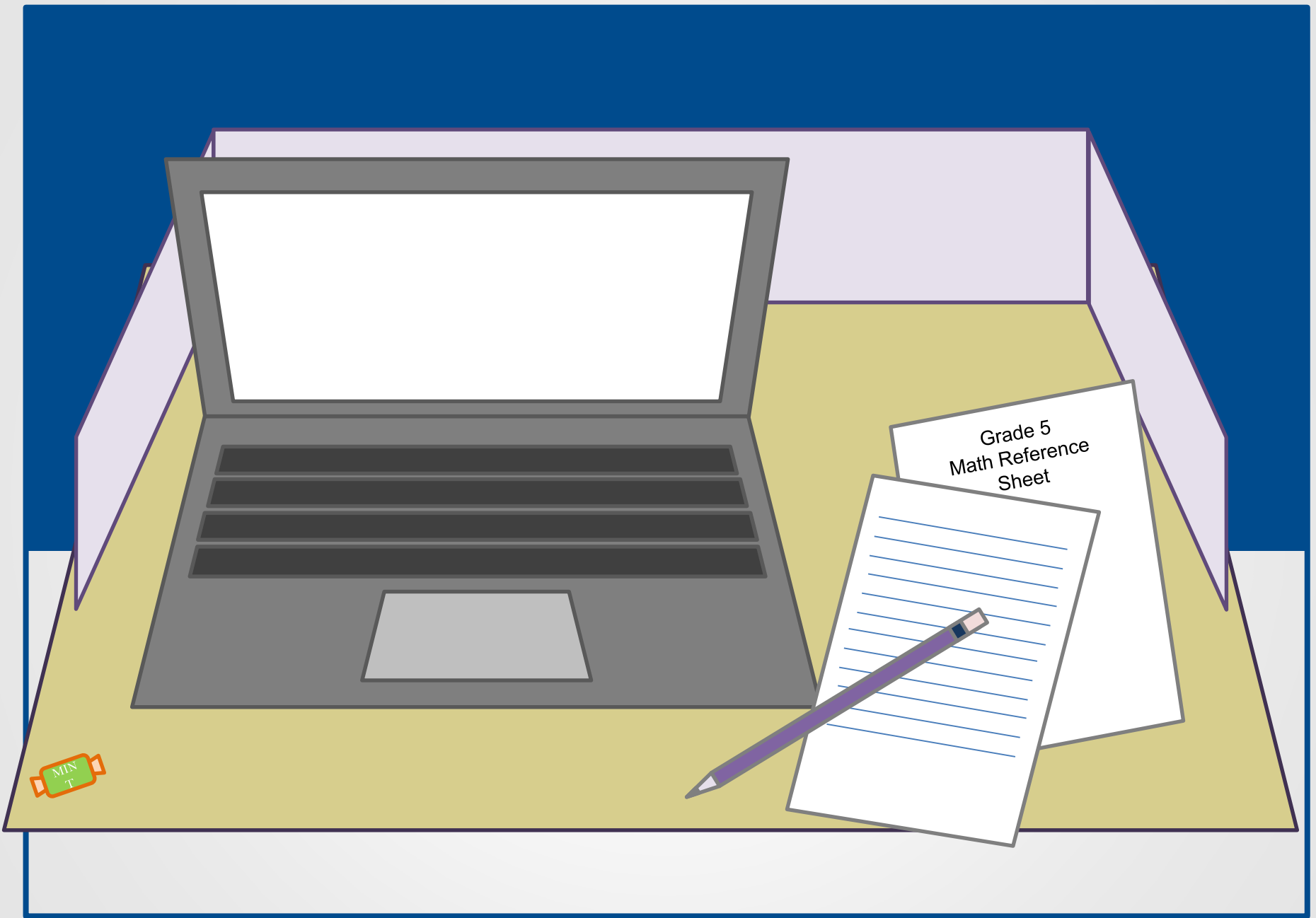
- It is a violation of test integrity if a student does not receive their appropriate testing accommodations **or** if a student receives an accommodation they are not entitled to.
- Students need to be familiar and comfortable with all necessary accommodation(s) BEFORE the assessment – practice tests and tutorials are a resource.
- 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.
- An emergency accommodations form will be available online for temporary accommodations in the event of student injury (e.g. a scribe for a student with a broken wrist).



Support Materials

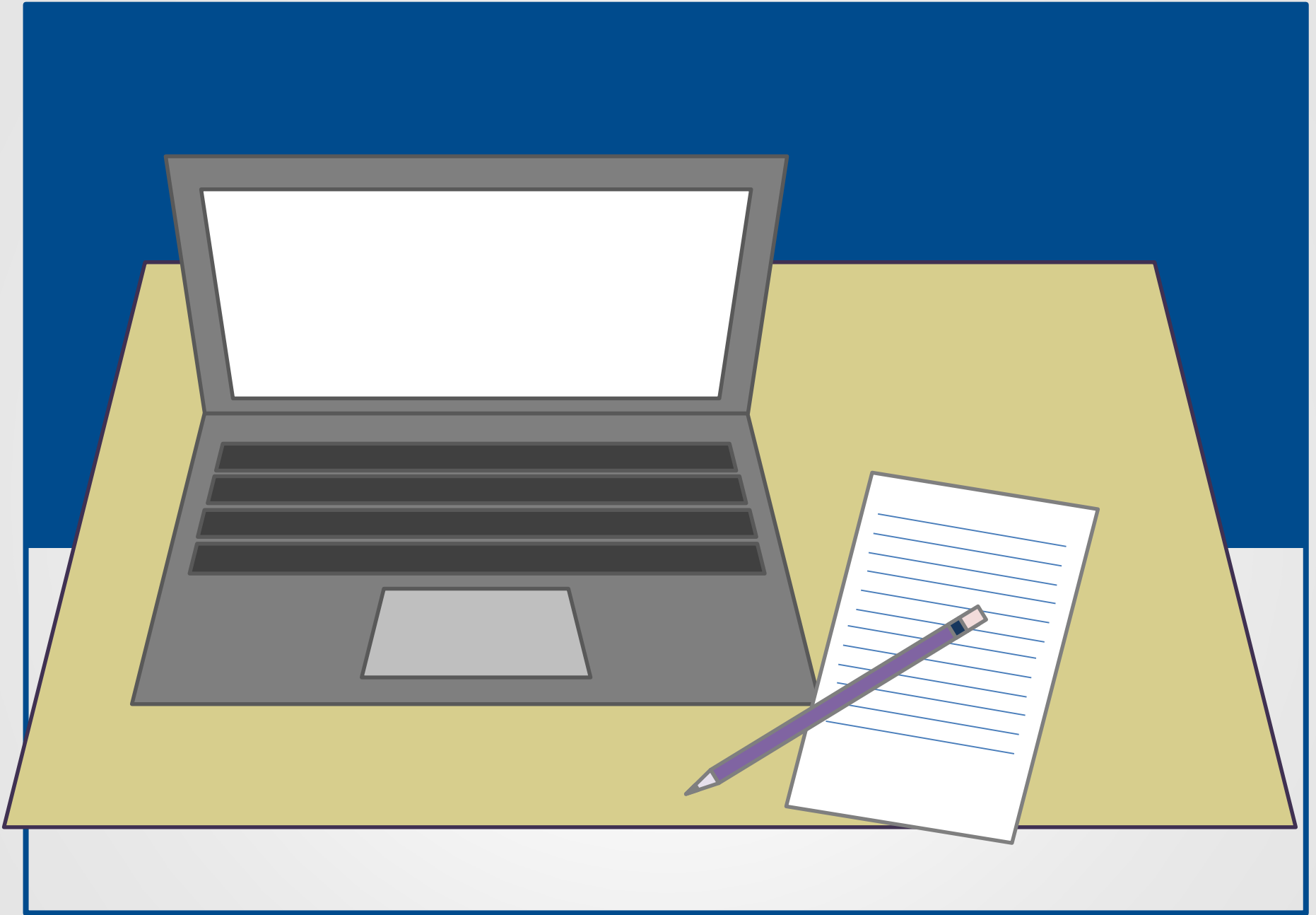
Individual statewide assessments may permit additional support materials, which will be specified in the testing manual if permitted. In the event that additional support materials are permitted:

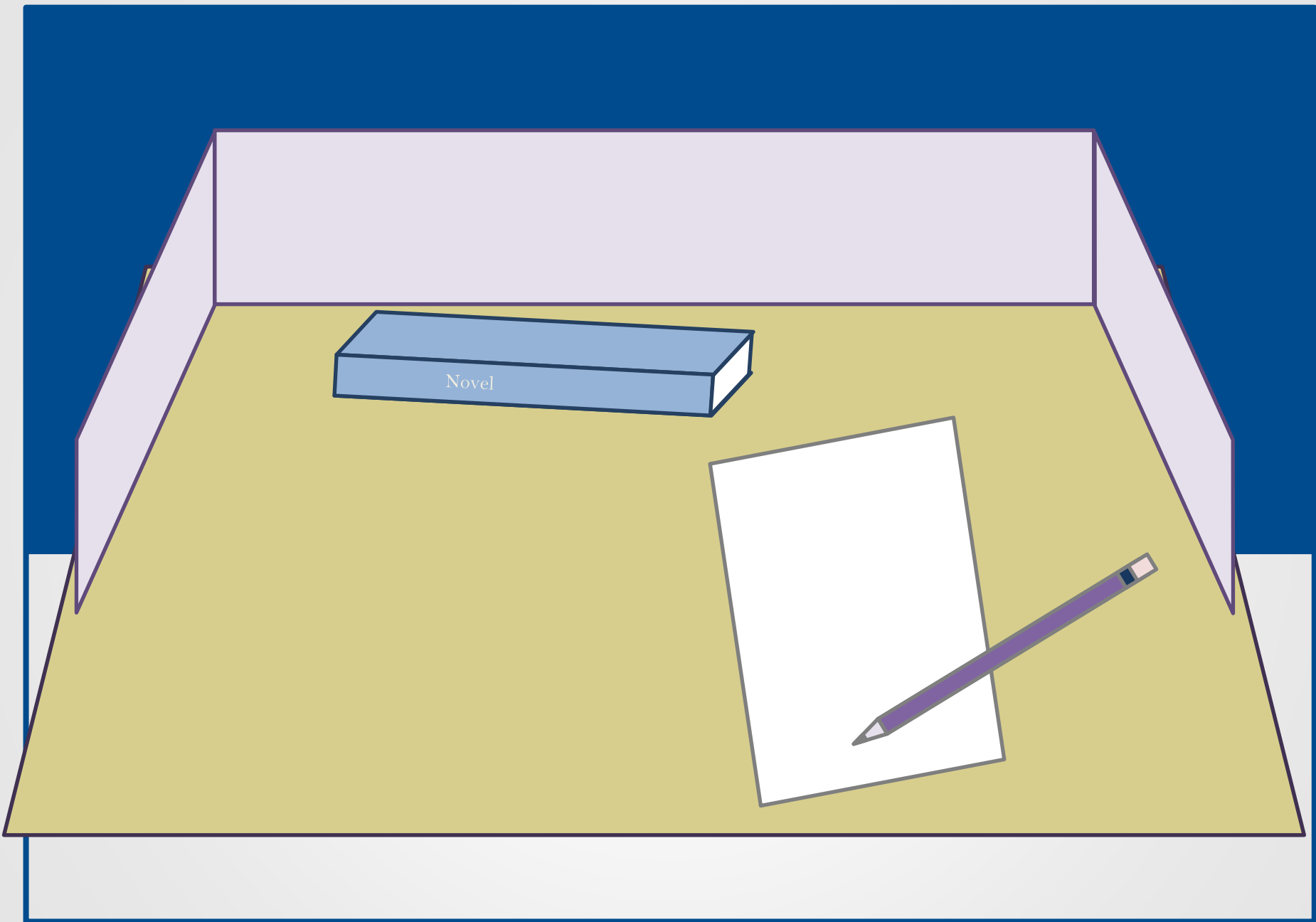
- Additional support materials must be located in a pre-determined location in the testing room;
- All guidance and instructions regarding additional support materials must be followed; and
- If schools allow students to bring their own permissible/specific support materials, they must be given to the school test monitor or test administrator prior to testing to ensure that the tools are appropriate for testing (e.g., tools do not have any writing or pre-stored information on them).



Grade 5
Math Reference
Sheet

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Novel



Closeout Procedures and Materials After Tests

- Test administrators must follow the closeout protocol detailed in the TAM for each student. TAs are to read the script and/or provide the student the closeout instructions handout.
 - TAs are not permitted to tell/ask students to check their work.
 - Sample approved statement: “Are you finished and ready to close out your test?”
- Test administrators may dismiss students or students may sit quietly or read books/complete activities not related to the assessed subject.
 - **Examples:** Crossword puzzle after math; Sudoku puzzle after ELA
- Test materials must be collected by the test administrator or proctor prior to the student receiving any other materials.



Exceptional Circumstances during Test Administration



Exceptional Circumstances

- **Absences/Makeups**
 - Makeup testing should be included in the schedule in the School Test Plan.
 - Schools may schedule makeup tests across grades/subjects in the same room, but timing should be the same.
 - Students are not allowed to return to a testing session which they have exited after starting (except if approved by OSSE).
- **Homebound students**
 - Homebound students must participate in testing.
 - Test monitor works with test integrity coordinator and notify OSSE in the School Test Plan.
- **Testing at alternative sites**
 - All eligible public school students must participate in testing.
 - Test monitor works with test integrity coordinator and OSSE.



Exceptional Circumstances

- **Homeschool students**
 - Homeschool students in public education must participate in testing.
 - Test monitor works with LEA on participation and notifies OSSE in School Test Plan.
- **Significant medical emergencies**
 - May apply for Medical Exemption with support from physician.
 - School may apply to OSSE for an exemption using the Medical Exemption Form.
- **Weather, Natural Disaster, Fire Alarm or School-wide Emergency**
 - If there is a school-wide emergency requiring evacuation, follow the LEA/school-wide emergency protocol.
 - Student safety first, then document and submit an incident report to OSSE.



Non-Public Placements

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

Non-public 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



Prohibited Actions



Authorized Personnel and Prohibited Actions

Under the Testing Integrity Act of 2013, all authorized personnel are prohibited from:

- Test Fraud: Academic Coaching
- Cheating
- Test Tampering

Failure to comply with the prohibitions are considered violations of test security.



TI Act Violations: Test Fraud/Coaching

Reviewing, reading, or looking at test items or student responses before, during, or after administering the Statewide assessment, unless specifically permitted in the test administrator's manual

- There should be no interaction with the content on any secure assessment by an authorized personnel.
- Authorized personnel should not look at or review any test content or student responses (including on scratch paper).

Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessments

- Examples may include:
 - Answering test or content-specific questions from students
 - Interacting in any way with student responses, including on scratch paper
 - Providing verbal or nonverbal cues to indicate performance (e.g., “good job,” “check your work,” shaking head)



TI Act Violations: Cheating

- Allowing any form of cheating
- Failing to actively supervise students at all times during test sessions
- Allowing students to view or practice secure test items before or after the scheduled testing time
- Using or allowing students use of unapproved electronics or cell phone during the administration of a Statewide assessment
- Allowing students to use notes, references, or other aids, unless the test administrator's manual or an approved accommodation specifically allows



TI Act Violations: Test Tampering

- Altering student responses in any manner
- Photocopying, or in any way reproducing , or disclosing secure test items or other materials related to Statewide assessments
- Altering the test procedures stated in the formal instructions accompanying the Statewide assessments
- Having in one's personal possession secure test materials except during the scheduled testing dates and times
- Making or having in one's possession answer keys before the administration of the Statewide assessment; except that it shall not be prohibited to have an answer key for a Statewide assessment that has already been administered and released by OSSE



TI Act Violations: Test Tampering (cont.)

- Leaving secure test materials in a non-secure location or unattended by authorized personnel
- Making a false certification on any Statewide assessment forms established and required by OSSE
- Being present in the test environment or handling the test materials for one's own child or family member
- Failing to count all test booklets and answer documents before allowing any pupil to leave the testing room and/or to ensure that all pupils have properly logged off the computer system
- Failing to observe the test material chain of custody procedures as outlined in the school test security plan.



Additional Test Administrator Guidance

In addition to the guidance in the Testing Integrity Act, the assessment administration manuals clearly specify what can and cannot be said during secure testing.

Test administrators are expected to follow the scripts provided in the assessment administration manuals.

Test administrators and proctors may provide support to students with logging in. Technology coordinators may address technology issues such as computers freezing, batteries dying, student getting kicked off the platform.

- Note: This does not include guidance on how to use the accessibility features on the platform. Practice with the platform functionalities must be completed prior to testing.



Exceptions to Prohibited Actions

Failure to comply with the prohibitions will not be considered a violation if an action is:

- Necessary to provide for an accommodations explicitly identified in an IEP, 504 Plan, or EL Plan; or
- Limited to supporting students to stay on task and focused.

Supporting students to stay on task and focused includes:

- Announcing to entire testing group of time remaining on test
- Announcing to entire testing group reminding students to stay on task
- Announcing to entire testing group reminding students to abide by school and/or LEA rules and/or processes
- Verbally, but with minimal disruption to other students, waking up a student who has fallen asleep while testing
- Verbally, but with minimal disruption to other students, addressing an individual student's disruptive behavior
- Reminding individual students to stay on task and focused during the assessment,
- Providing visual cues to an individual student to remain on task.



After Testing



Key After Testing Tasks

OSSE	LEA	School
<ul style="list-style-type: none">• Collect affidavits• Verify data	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 Nonpublic test monitors only) to test integrity coordinator within 10 days of end of testing
	LEA and/or Nonpublic School	
	<ul style="list-style-type: none">• Document any remaining incidents	



Affidavits

- Within **10 days** after the conclusion of testing, LEAs must:
 - Obtain signed affidavits from the LEA’s Test Integrity Coordinator and School Test Monitors for each assessment
- Within **15 days** after the conclusion of testing, LEAs must:
 - File with OSSE the signed affidavits for each assessment



Questions?



ACCESS for ELLs 2.0 and Alternate Assessments

2018-19 Test Administration

Michael.Craig@dc.gov



PARCC & DC Science Training Schedule

OSSE Test Security and Administration Training Schedule 2018/19

Training Event	Date	Time	Location	Register	Assessment Role									
					LEA			School						
					ACCESS Coordinator	MSAA/DLM Science Alt. Coordinator	PARCC/DC Science Coordinator	ACCESS Coordinator	MSAA/DLM Science Alt. Coordinator	PARCC/DC Science Coordinator	PARCC/DC Science SPED Coordinator	PARCC/DC Science Tech Coordinator	ACCESS Test Administrator	
Test Security Training*	Dec. 11	1-3:30 p.m.	OSSE First Floor	Register	✓	✓	✓							
New PARCC/DC Science LEA Test Coordinator Training	Jan. 10	2-3 p.m.	OSSE First Floor	Register			✓							
PearsonAccessNext101	Jan. 10	3-4 p.m.	OSSE First Floor	Register			✓					✓		
School Test Security Plan Workshop	Jan. 14	2-4 p.m.	OSSE First Floor	Register	✓	✓	✓							
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 16	8-11:30 a.m.	OSSE First Floor	Register	✓									
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 16	1-4:30 p.m.	OSSE First Floor	Register										✓
Test Security Training*	Jan. 17	1-3:30 p.m.	OSSE First Floor	Register	✓	✓	✓							
PARCC/DC Science LEA Test Coordinator Administration Training	Jan. 17	3:30-5 p.m.	OSSE First Floor	Register			✓							
Nonpublic Test Security Training Webinar	Jan. 22	1-3:30 p.m.	Webinar	Register	✓	✓	✓							
Nonpublic PARCC/DC Science Administration Training Webinar	Jan. 22	3:30-5 p.m.	Webinar	Register			✓							
NAEP Testing Window Opens	Jan. 28													
New PARCC/DC Science LEA Test Coordinator Training	Jan. 29	2-3 p.m.	Webinar	Register			✓							
PearsonAccessNext101	Jan. 29	3-4 p.m.	Webinar	Register			✓					✓		
ACCESS Registration & Accommodations Overview Webinar	Jan. 31	1-2 p.m.	Webinar	Coming Soon	✓			✓						
Test Security Training*	Feb. 4	9-11:30 a.m.	OSSE First Floor	Register	✓	✓	✓							
PARCC/DC Science LEA Test Coordinator Administration Training	Feb. 4	11:30 a.m.-1 p.m.	OSSE First Floor	Register			✓							
PARCC/DC Science SRPNP Workshop	Feb. 11	2-4 p.m.	OSSE First Floor	Register			✓							
MSAA Registration & Accommodations Overview Webinar	Feb. 14	1-2 p.m.	Webinar	Coming Soon		✓			✓					
School Test Security Plan Workshop	Feb. 21	2-4 p.m.	OSSE First Floor	Register	✓	✓	✓							
ACCESS for ELLs 2.0 Testing Window Opens	Feb. 25													
PARCC Technology Coordinator Training	Feb. 26	2-3:30 p.m.	Webinar	Coming Soon			✓			✓			✓	
Technical Assistance during PARCC/DC Science Testing	March 4	3-4 p.m.	Webinar	Register			✓			✓				
PARCC/DC Science Test Session Workshop	March 5	9-11 a.m.	OSSE First Floor	Register			✓			✓				
School Test Security Plan Workshop	March 5	12-2 p.m.	OSSE First Floor	Register	✓	✓	✓							
MSAA Test Administration Webinar*	March 6	9-11:30 a.m.	Webinar	Coming Soon		✓			✓					
MSAA Test Administration Webinar*	March 6	1-3:30 p.m.	Webinar	Coming Soon		✓			✓					
MSAA Testing Window Opens	March 18													
DLM Science Alternate Window Opens	March 18													
PARCC Testing Window Opens	April 1													
DC Science Testing Window Opens	April 8													
PARCC/DC Science Closeout Procedures	May 16	3-4 p.m.	Webinar	Register			✓			✓				

* Participants should attend one session of each required training event listed above.

✓ Required
 ✓ Recommended
 ✓ Optional

[Online training schedule](#)



OSSE Points of Contact

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA)	Danielle Branson
	Data, Reporting, Business Rules	Chanon Bell
	Test Integrity and Security	
	Special Populations	Michael Craig
Test Administration	NAEP	Swea Hart
	PARCC	Cassie Lynott
	DC Science	Daniel Alcazar-Roman
	MSAA	Michael Craig
	WIDA ACCESS	
Education and Engagement	LEA/School Workshops and Trainings	Nikki Stewart ; Cassie Lynott



| Thank you!