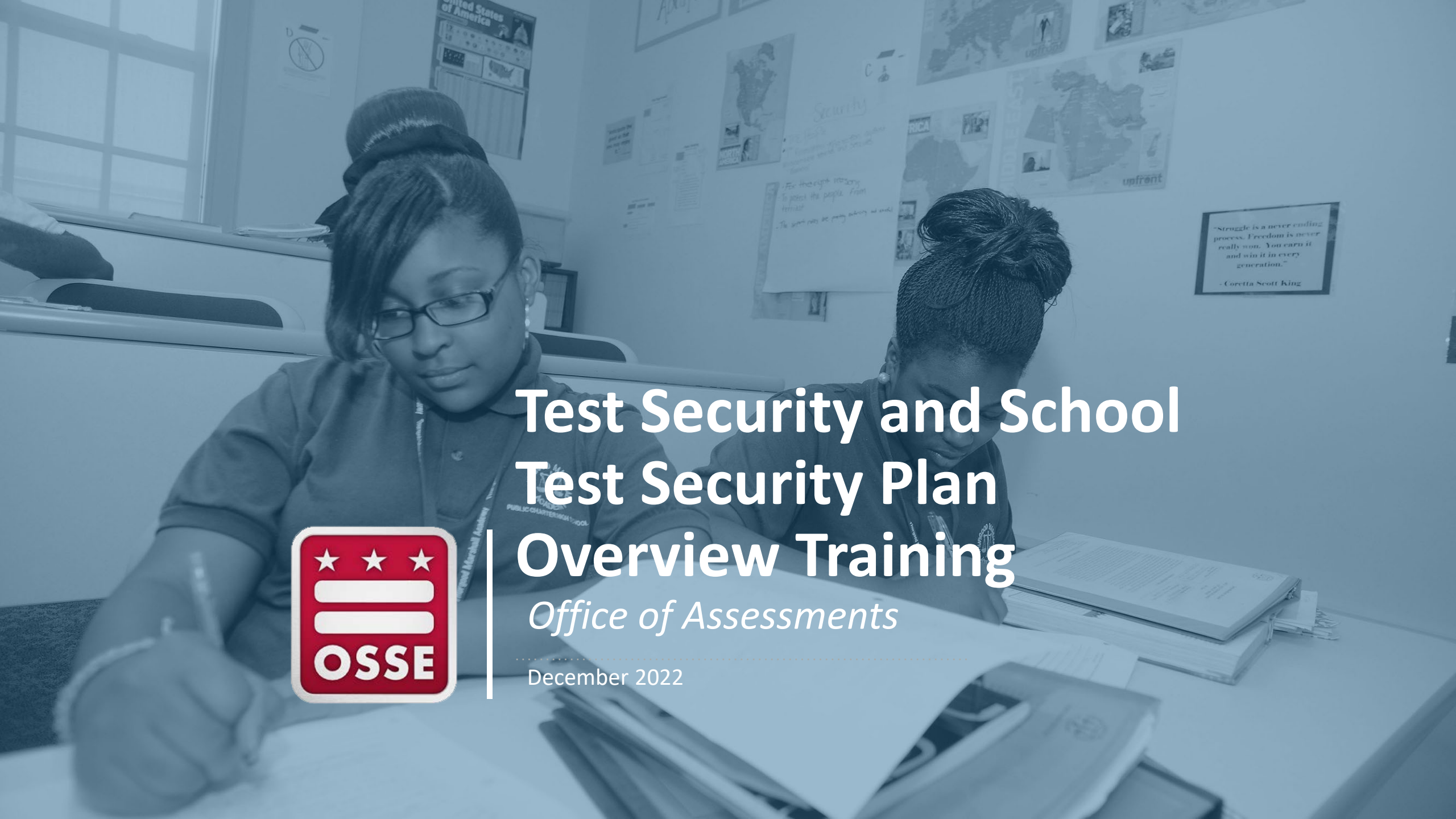
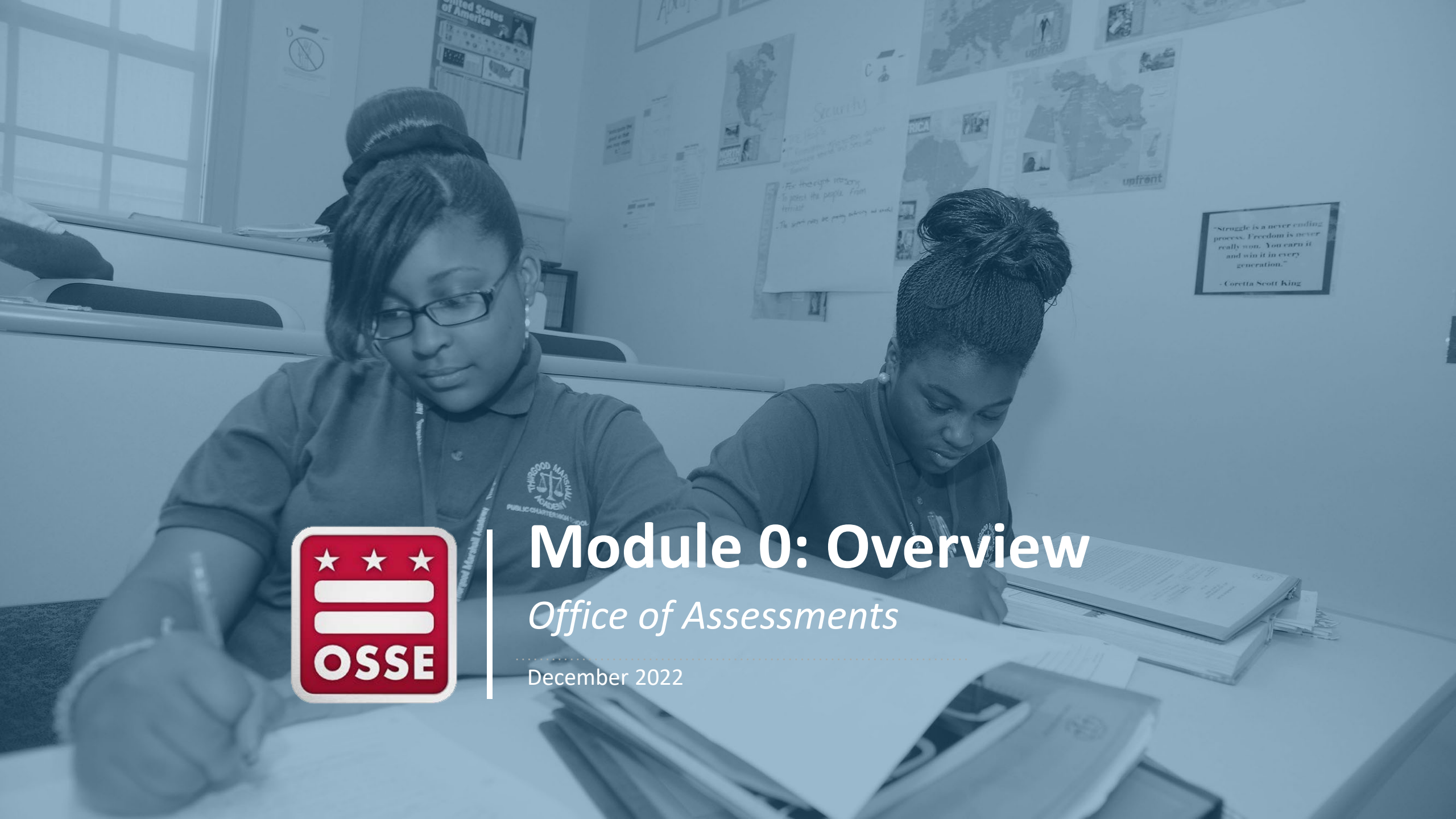


Test Security and School Test Security Plan Overview Training

Office of Assessments

December 2022



Module 0: Overview

Office of Assessments

December 2022

Office of Assessments

Mission Statement

In partnership with key stakeholders, we create a comprehensive educational assessment program that:

- accurately measures student performance;
- produces actionable data, and;
- provides tools, guidance and training to empower LEAs to meet the needs of all learners and make informed decisions.

Additional Assessment Administration Training

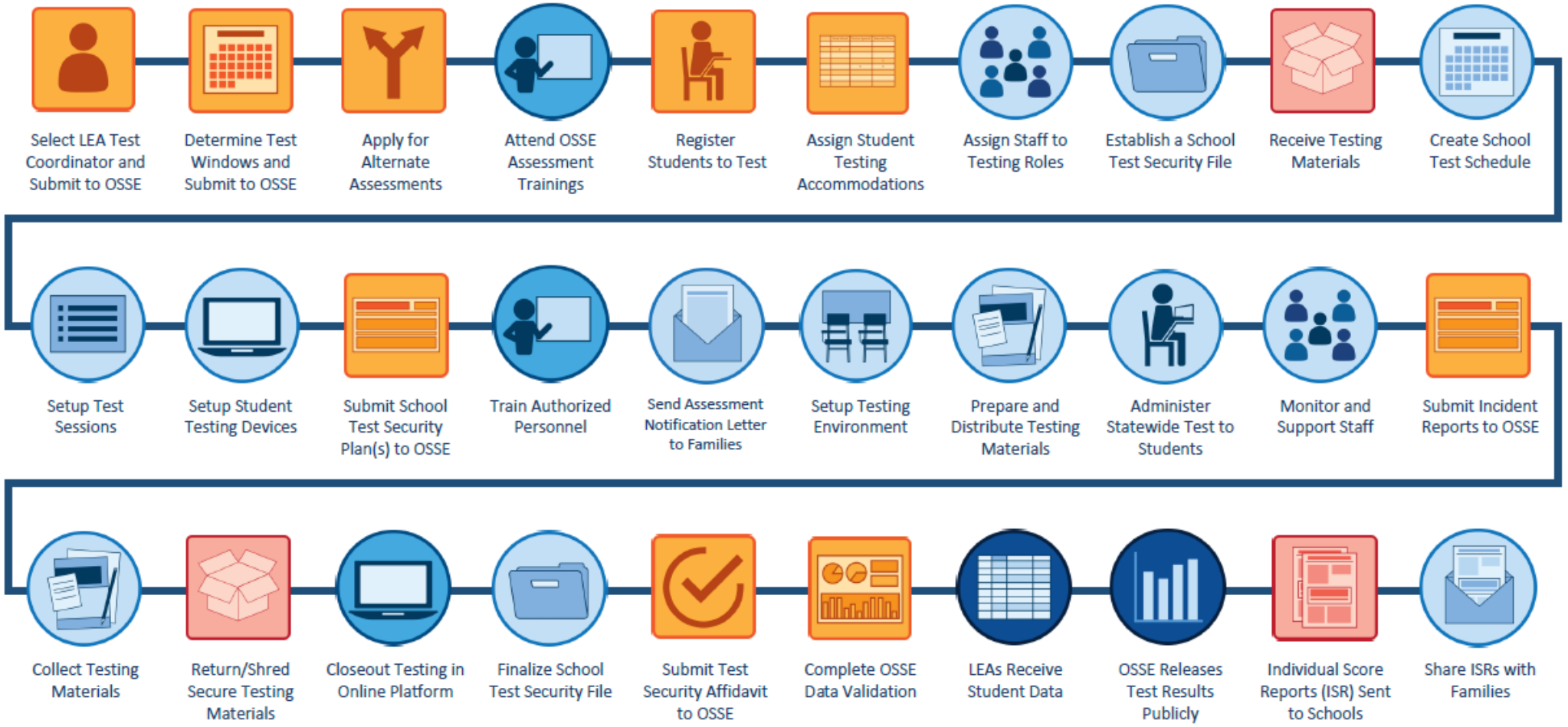
- **WIDA ACCESS for ELLs**
  - Online Test Administrator Training: Jan. 12, 2023
  - Test Coordinator Training: Jan. 13, 2023
- **Multi-State Alternate Assessment (MSAA)**
  - Test Administrator Training: Feb. 1, 2023
- **Dynamic Learning Maps (DLM)**
  - DLM Test Coordinator Training: Jan. 11, 2023
  - DLM Test Administrator Training: Jan. 25, 2023
  - DLM Test Coordinator Q&A: Feb. 9, 2023
- **PARCC & DC Science Assessment**
  - LEA Test Coordinator Training / PearsonAccessNext 101:
    - Option 1: Dec. 14, 2022
    - Option 2: Jan. 13, 2023
  - Accommodations Training:
    - Option 1: Jan. 23, 2023
    - Option 2: Jan. 31, 2023
  - SR/PNP Workshop:
    - Option 1: Feb. 8, 2023
    - Option 2: Feb. 14, 2023
  - Technology Coordinator Training: Feb. 16, 2023
  - Test Session Workshop: March 10, 2022.
  - Technical Assistance during PARCC/DC Science Testing: March 16, 2023
  - Assessment Closeout Procedures: May 11, 2022,.

To view the complete training schedule, please visit:
osse.dc.gov/page/test-coordinator-resources

Required Assessment Training Modules

- **Module 0: Assessment Training Module Overview**
- Module 1: Test Integrity & Assessment Overview
- Module 2: Preparing for Administration, Part 1
- Module 3: Preparing for Administration, Part 2
- Module 4: Test Administration – Setup and Monitoring
- Module 5: Test Administration – Prohibited Actions & Incident Reporting
- Module 6: Administration Closeout & Reporting

District of Columbia Assessment Coordination Timeline



Assessments and Timelines

Statewide Assessments

NAEP – National Assessment of Reading and Math, grades 4 and 8 (select schools)

ACCESS – English Language Proficiency, grades K-12

PARCC – ELA and Mathematics, grades 3-high school

MSAA – Alternate ELA and Mathematics, grades 3-8, 11

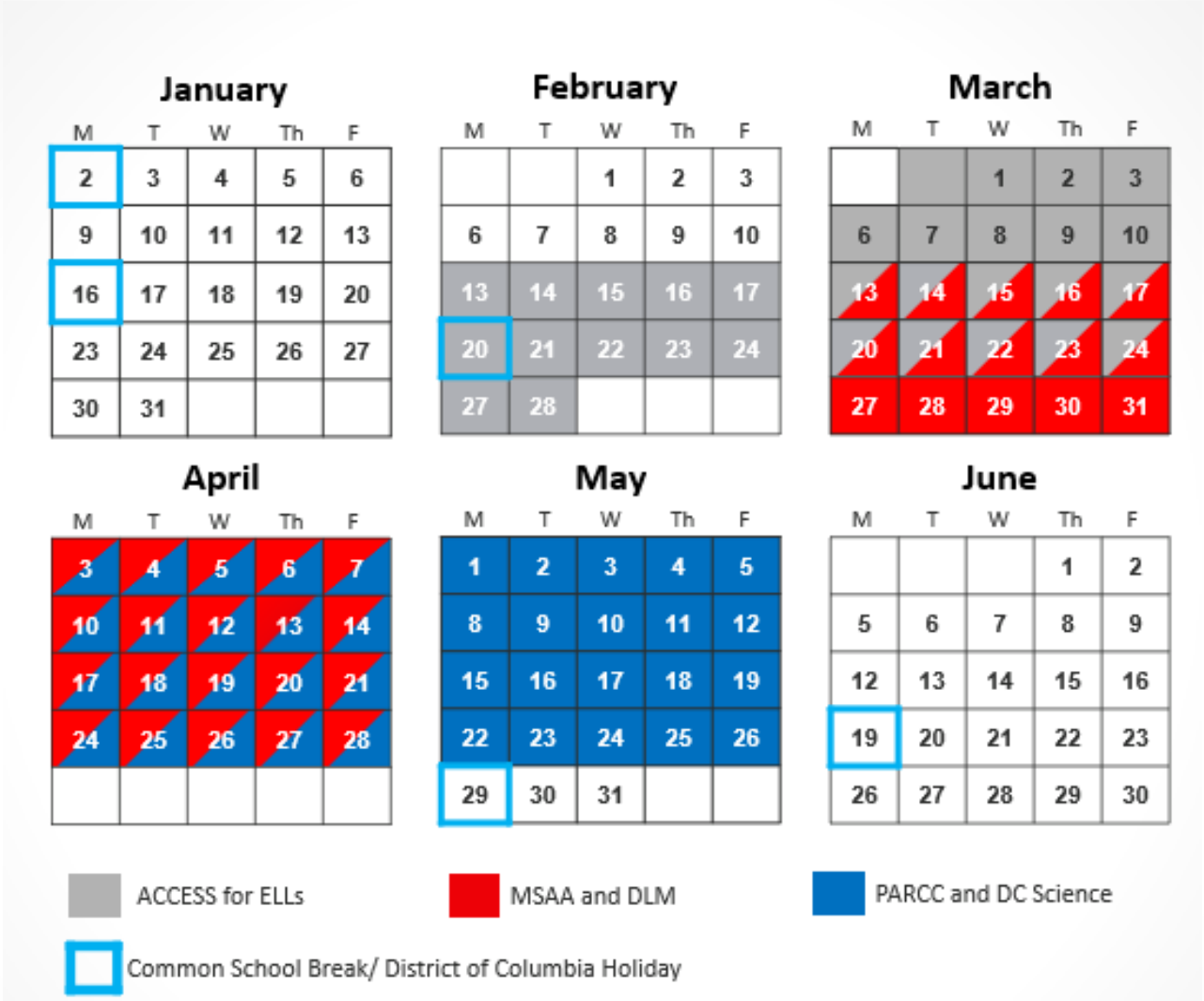
DC Science – Science, grades 5, 8, and high school biology

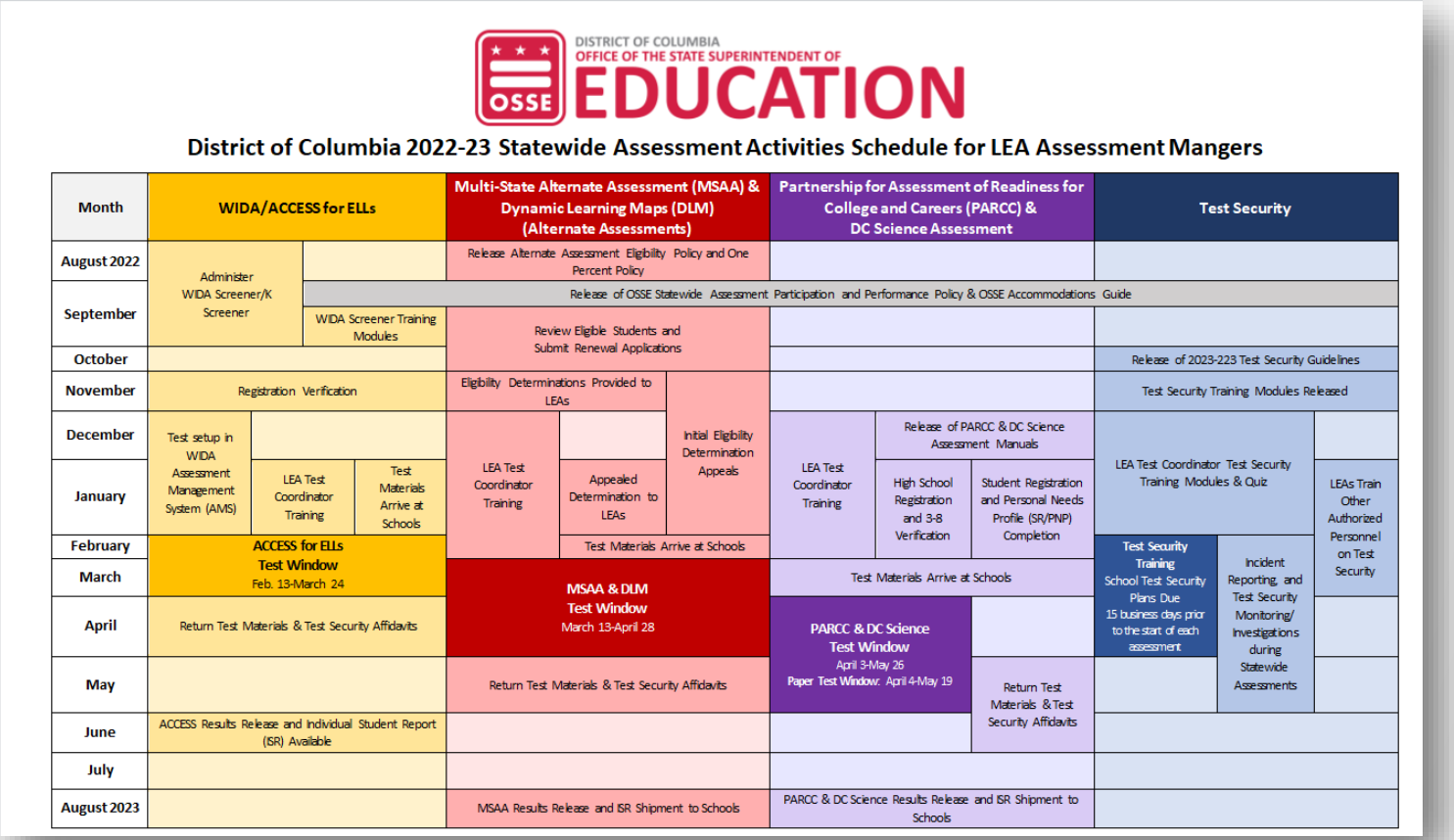
DLM – Alternate Science, grades 5, 8, and high school biology

2022-23 Statewide Testing Windows

Assessment	2022-23 Statewide Test Window	
ACCESS for ELLs	Feb. 13 – March 24, 2023	
NAEP (Selected schools only)	March 20 – April 14, 2023	
MSAA & DLM	March 13 – April 28, 2023	
PARCC & DC Science	Online Testing	Paper Testing (Accommodations only)
	April 3 – May 26, 2023	April 3 – May 19, 2023

2022-23 Statewide Testing Windows





DISTRICT OF COLUMBIA
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EDUCATION

District of Columbia 2022-23 Statewide Assessment Activities Schedule for LEA Assessment Mangers

Month	WIDA/ACCESS for ELLs	Multi-State Alternate Assessment (MSAA) & Dynamic Learning Maps (DLM) (Alternate Assessments)	Partnership for Assessment of Readiness for College and Careers (PARCC) & DC Science Assessment	Test Security
August 2022	Administer WIDA Screener/K Screener	Release Alternate Assessment Eligibility Policy and One Percent Policy		
September		Release of OSSE Statewide Assessment Participation and Performance Policy & OSSE Accommodations Guide		
	WIDA Screener Training Modules	Review Eligible Students and Submit Renewal Applications		
October				Release of 2023-223 Test Security Guidelines
November	Registration Verification	Eligibility Determinations Provided to LEAs		Test Security Training Modules Released
December	Test setup in WIDA Assessment Management System (AMS)	LEA Test Coordinator Training; Initial Eligibility Determination Appeals	LEA Test Coordinator Training; Release of PARCC & DC Science Assessment Manuals	LEA Test Coordinator Test Security Training Modules & Quiz
January	LEA Test Coordinator Training; Test Materials Arrive at Schools	Appealed Determination to LEAs	High School Registration and 3-8 Verification; Student Registration and Personal Needs Profile (SR/PNP) Completion	LEAs Train Other Authorized Personnel on Test Security
February	**ACCESS for ELLs Test Window** Feb. 13-March 24	Test Materials Arrive at Schools		**Test Security Training** School Test Security Plans Due 15 business days prior to the start of each assessment; Incident Reporting, and Test Security Monitoring/ Investigations during Statewide Assessments
March		**MSAA & DLM Test Window** March 13-April 28	Test Materials Arrive at Schools	
April	Return Test Materials & Test Security Affidavits		**PARCC & DC Science Test Window** April 3-May 26 **Paper Test Window**: April 4-May 19	
May		Return Test Materials & Test Security Affidavits	Return Test Materials & Test Security Affidavits	
June	ACCESS Results Release and Individual Student Report (ISR) Available			
July				
August 2023		MSAA Results Release and ISR Shipment to Schools	PARCC & DC Science Results Release and ISR Shipment to Schools	

Statewide Assessment Activities Schedule

- PARCC and DC Science testing windows are aligned in 2023.
- MSAA and DLM testing windows are aligned in 2023.
- NAEP 2023 testing will only include select schools who have already been notified of their participation.
- This document is available on the Test Coordinator Resources webpage.

Office of Assessment - Contact & Resources

- OSSE Office of Assessments Website: OSSE.dc.gov/assessments
- OSSE Office of Assessments Email: OSSE.Assessment@dc.gov
- Test Coordinator Resources Website: osse.dc.gov/page/test-coordinator-resources
- Test Security: osse.dc.gov/service/test-security-and-incident-forms
- WIDA ACCESS: wida.wisc.edu/assess/access
- NAEP: nces.ed.gov/nationsreportcard
- MSAA: msaaassessment.org
- DLM: dynamiclearningmaps.org
- PARCC & DC Science: dc.mypearsonsupport.com

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) & General Assessment Policy	**Stephanie Snyder,** Director of Assessments Stephanie.Snyder@dc.gov **Lauren Thompson,** Deputy Director of Assessments Lauren.Thompson@dc.gov
	Data, Reporting, Business Rules	
	Test Integrity and Security	**Lavinia Ringgold,** Assessment Specialist, Test Security Lavinia.Ringgold@dc.gov
	Special Populations	**Asaad Fulton**, Assessment Specialist, Special Populations Asaad.Fulton@dc.gov
Test Administration	NAEP	**Cassidy Schenley**, NAEP State Coordinator Cassidy.Schenley@dc.gov
	PARCC	**Yolanda Barber**, Assessment Specialist, Mathematics Yolanda.Barber@dc.gov **Rachel Knaizer**, Assessment Specialist, ELA Rachel.Knaizer@dc.gov
	DYNAMIC LEARNING MAPS; DC Science	**Chelsea Charland**, Assessment Specialist, Science Chelsea.Charland@dc.gov
	msaa; WIDA ACCESS for ELLs	**Asaad Fulton**, Assessment Specialist, Special Populations Asaad.Fulton@dc.gov
Assessment Literacy	LEA/School Workshops and Trainings	**Stephanie Snyder,** Director of Assessments Stephanie.Snyder@dc.gov