



Module 1: Test Integrity & Assessment Overview

Office of Assessment

January 2021

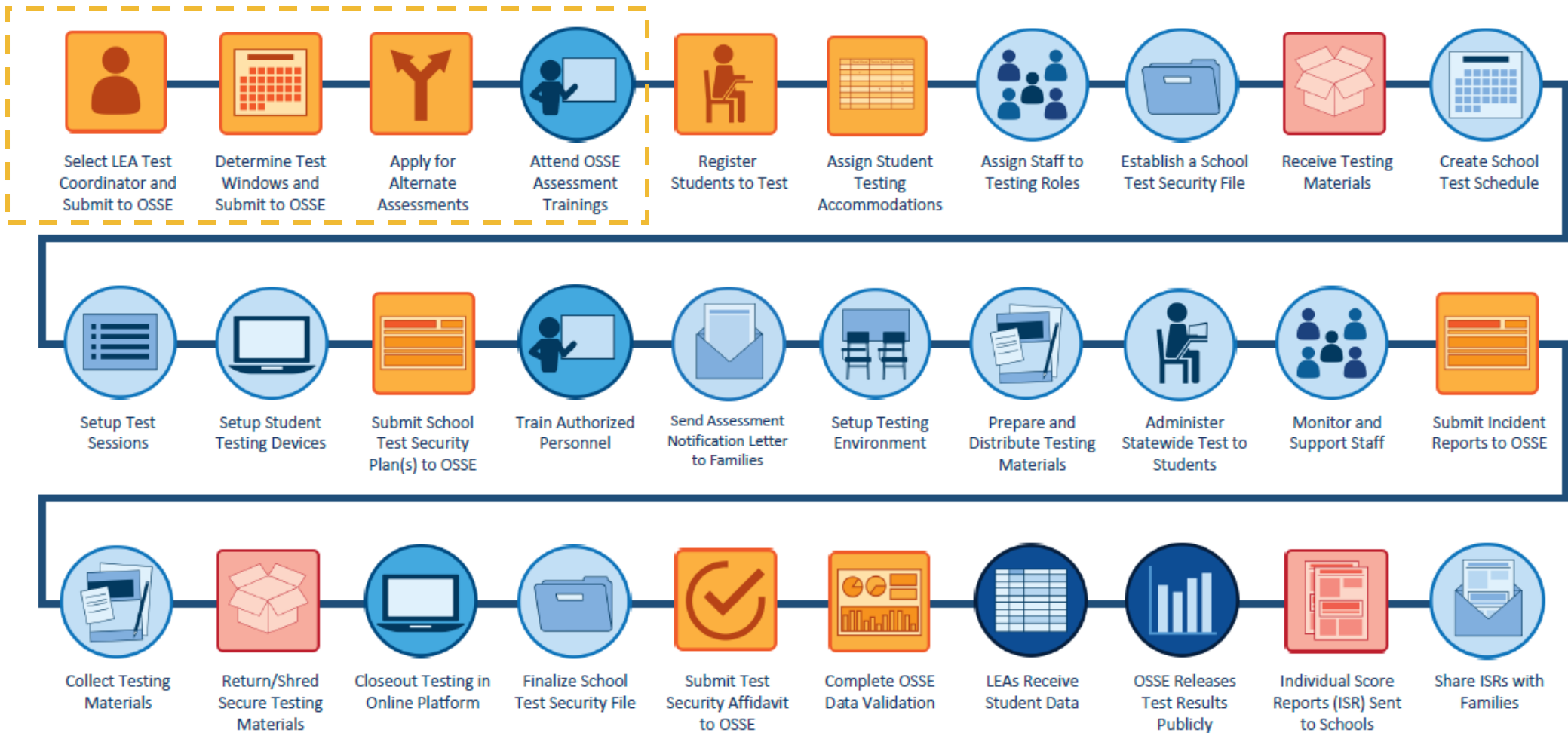


Assessment Training Modules

- 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



- LEA Submission to OSSE Required
- LEA Action
- School Action with LEA Oversight
- Shipment to/from School
- OSSE Action





Test Integrity and Test Security



OSSE's goal is to develop and provide statewide assessments that yield fair and accurate results. To do this, schools and local education agencies (LEAs) are to administer assessments, to the best of their ability, in consistent and standardized conditions.

The best way for us to support schools and LEAs in administering quality assessments is to ensure educators understand and recognize acceptable and unacceptable assessment practices.





Policy Overview and Documentation

Test Integrity and Test Security



Key Laws, Regulations, and Compliance Documents

- Testing Integrity Act of 2013
- Testing Integrity Act Amendments in 2015
- District of Columbia Test Security Guidelines for 2021*
- Assessment Test Coordinator and Administrator Manuals

* For 2021, there are two sets of guidelines, ACCESS Assessments and MSAA, and PARCC



Test Integrity Act of 2013 and 2015 Amendments

Test Integrity Act of 2013

- Definition of key terms and roles
- Set requirements for OSSE, LEA, and school
- Prohibited actions set for all authorized personnel

Test Integrity Act of 2015 Amendments

- Updates requirements for the School Test Plan submission and approval process
- Sets requirements for OSSE training and guidance document release
- Updates list of approved electronics during testing in special circumstances



Test Security Guidelines

Test Security Guidelines

- Released annually by OSSE to LEAs and the public stating minimum requirements for maintaining test security procedures
- Expounds on requirements set forth in the TI Act of 2013, as amended
 - Ex.: OSSE, LEA and School Roles and Responsibilities, Test Environment requirements, and exceptional circumstances



Test Coordinator and Administrator Manuals

Assessment manuals are available for:

- PARCC
- MSAA
- ACCESS and Alternate 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

In December 2020, OSSE announced its intention to request a waiver the DC Science and DLM assessments. OSSE will not administer either assessment in 2021.



Materials and References for this Training

- All test security forms and guidelines are posted at: osse.dc.gov/service/test-security-and-incident-forms
- Additional training materials and resources for the training modules are posted at: bit.ly/OSSETestSecurity





Authorized Personnel and LEA Test Coordinator Role

Test Integrity and Test Security



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.

Assessment Roles Include:

- State Education Agency (OSSE)
- Test Integrity Coordinator (LEA Test Coordinator)
- Test Monitor (School Test Coordinator)
- Test Administrator
- 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 (by OSSE or LEA Test Coordinator)
- Receive the Test Integrity and Security Notification Statement
- Report breaches of Test Security and/or Integrity
- Cooperate in testing integrity and security inquires and investigations
- Refrain from prohibited actions
- Read all applicable directions and guidance



Test Integrity Coordinator (LEA Test Coordinator)

The individual(s) designated by the LEA to be responsible for testing integrity and security for the LEA and all the schools/campuses under its purview during the statewide assessment.

Note: The LEA must designate a Test Integrity Coordinator to each assessment group (if administered): PARCC; MSAA; and ACCESS for ELLs 2.0/Alternate ACCESS

Test Integrity Coordinator Requirements:

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



School Test Monitor (School Test Coordinator)

The individual designated by the Test Integrity Coordinator to be responsible for test integrity and security for a school/campus site.

Note: The LEA must designate a School Test Monitor to each assessment group (if administered): PARCC; MSAA; and ACCESS for ELLs 2.0/Alternate ACCESS

School Test Monitor Requirements:

- Create and submit school test plan to Test Integrity Coordinator
- Conduct test administration training for all authorized personnel
- Create and disseminate school test plan
- Oversee security of all secured materials
- Support authorized personnel administering the test
- Sign and submit affidavits to Test Integrity Coordinator post-testing



Test Administrator (TA)

An individual identified by the Test Monitor to be responsible for administering the assessment to students.

Test Administrator 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 Test Administrator's testing group
- Account for and maintain the security of all test materials under TA's purview
- In 2021, the teacher of record in a content area may serve as the TA without the need for an additional proctor to be present

Note: Parents or caregivers who have students participating in remote testing are **not** to serve as TAs or proctors. School-based staff will serve as remote TAs for students testing at home.



Test Proctor

An individual identified by the Test Monitor to be responsible for assisting the Test Administrator with test administration and classroom management

Test Proctor Requirements and Considerations:

- Fulfil all authorized personnel requirements
- Assist Test Administrator as needed
- May administer accommodations
- Test Proctor may be a volunteer

Note: Parents or caregivers who have students participating in remote testing are **not** to serve as test administrators or proctors. School-based staff will serve as remote test administrators for students testing at home.



Test Security Reminder

In 2021, Test Proctors are optional in both in-person and remote settings.

Schools may determine if a Test Proctor is needed during test administration based on the needs of the students and test administrators.



Additional Authorized Personnel

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

Technology Coordinator

- Assists the Test Monitor in preparing administrator and student devices for secure testing according to vendor directions, for both settings
- Troubleshoots any technology problems that may arise
- For remote testing, LEAs will develop protocols for providing support to students or test administrators who may have technology issues during testing





Assessments and Timelines





DC Science
The District of Columbia Assessment of
the Next Generation Science Standards



Statewide Assessments

NAEP – National Assessment of ELA and Math, grades 4 and 8

ACCESS – English Language Proficiency, grades K-12

PARCC – ELA and Mathematics, grades 3-high school

MSAA – Alternate ELA and Mathematics, grades 3-11

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

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



2020-21 Statewide Testing Windows

ACCESS for ELLs 2.0	Feb. 15 – April 9, 2021		In-person (if students are reporting to schools for instruction)
MSAA	March 15 – April 30, 2021		In-person (if students are reporting to schools for instruction)
	Online Testing	Paper Testing (accommodations only)	
PARCC	April 5 – May 28, 2021*	April 5 – May 21, 2021*	Remote or in-person (if students are reporting to schools for instruction)

* includes a week for spring break

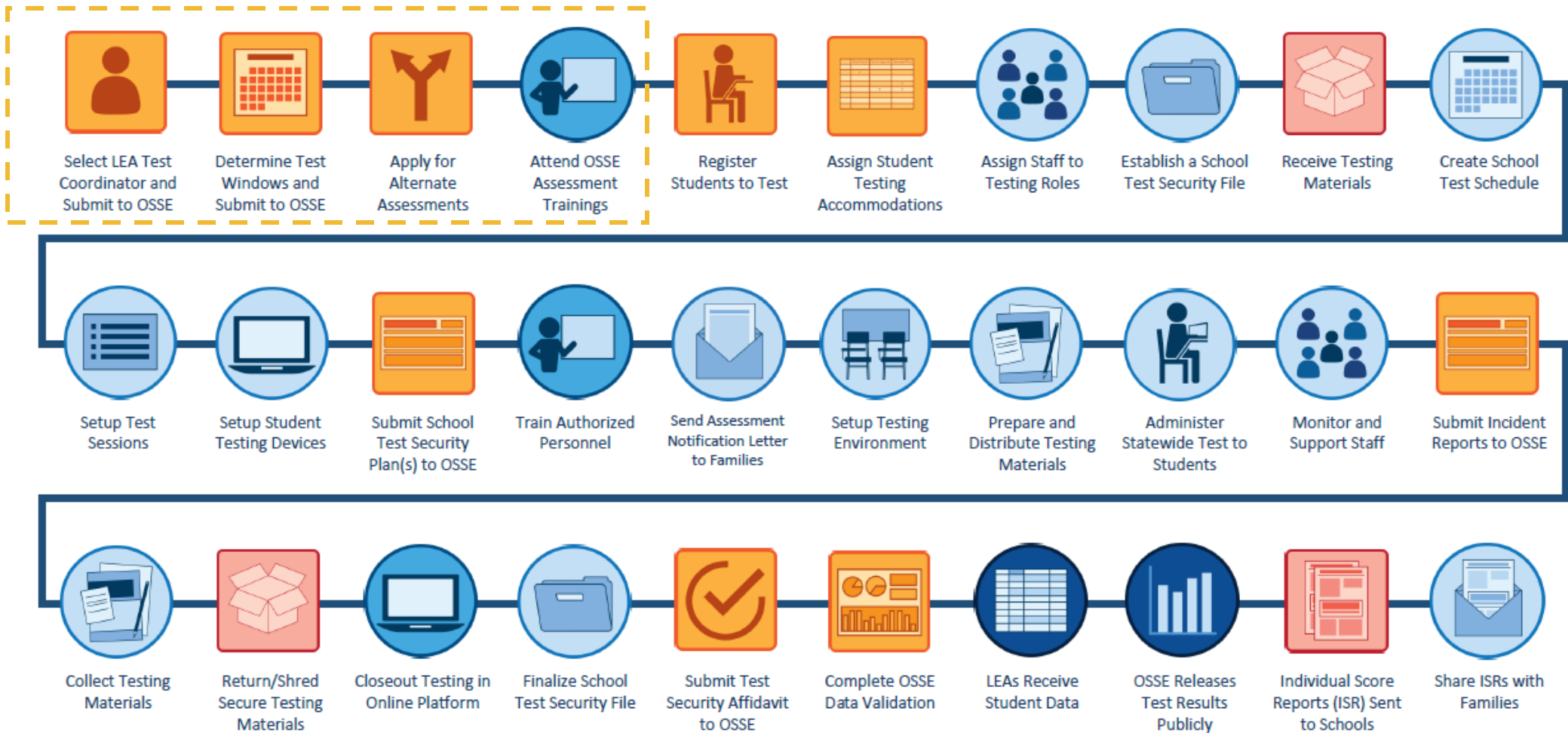









Preparation and Planning



District of Columbia Assessment Coordination Timeline



-  LEA Submission to OSSE Required
-  Shipment to/from School
-  LEA Action
-  OSSE Action
-  School Action with LEA Oversight





Select LEA Test Coordinator and Submit to OSSE

Preparation and Planning



Select LEA Test Coordinator and Submit to OSSE



The LEA Test Coordinator is responsible for maintaining test integrity and security for the LEA and all the schools/campuses under its purview during the statewide assessment.

ACCESS for ELLs 2.0, Alternate ACCESS, MSAA, and PARCC LEA Test Coordinator names and contact information must be submitted to OSSE each fall. Information can be shared or updated at forms.gle/bPdCqBCHhEo6FriMA.

OSSE will use this LEA Test Coordinator information to provide access to online testing platforms and resources. Please ensure it remains up to date and accurate.





Determine Test Windows and Submit to OSSE

Preparation and Planning



Determine Test Windows and Submit to OSSE



School test windows are an essential scheduling tool that serve as the foundation for all assessment planning at the LEA and school.

- The LEA Test Coordinator is responsible for determining school test windows for each school in their purview.
- LEAs and Schools will have the flexibility to assess students at any time within the published windows.
- Testing window should include time for makeup testing dates.

Once the test windows are selected for schools, the LEA Test Coordinator needs create a School Test Plan in the [OSSE School Test Plans QuickBase Application](#).





Apply for Alternate Assessments

Preparation and Planning



Apply for Alternate Assessments



Eligibility for participation in any alternate assessment for the 2020-21 school year begins with LEAs completing the appropriate documentation in the Special Education Data System ([SEDS](#)). During the Individualized education program (IEP) development process, or through an IEP amendment, IEP teams are to carefully review OSSE's [participation criteria](#) to identify individual students for whom it may be most appropriate to participate in the alternate assessment program.

Every fall, OSSE reviews student records to determine eligibility for alternate assessment participation for the current school year. The deadline for applying for alternate assessment participation for the 2020-21 school year was **Oct. 16**.

If you have questions, please contact Michael Craig at Michael.Craig@dc.gov.



Test Security Reminder

All statewide assessments (PARCC, ACCESS, and MSAA) are secure assessments and are to adhere to all test integrity and security requirements set forth in all DC/OSSE laws, rules and regulations.





Complete OSSE Assessment Trainings

Preparation and Planning



Complete OSSE Assessment Trainings



- OSSE hosts many trainings to support LEA and school users with the administration of statewide assessments. To view the complete training schedule, please visit: osse.dc.gov/page/test-coordinator-resources
- All of the OSSE facilitated assessment trainings are optional except for the **Test Security Training Modules**.
 - All LEA Test Coordinators must complete OSSE’s Test Security Training each year
 - OSSE follows the “train-the trainer” model for Test Security Training

OSSE → LEA Test Coordinator → LEA and School Authorized Personnel



Complete OSSE Assessment Trainings



Test Security Train-the-Trainer Steps:

1. Complete OSSE's Test Security Training
2. Review test security resources provided by OSSE and assessment vendors
3. Plan LEA/school level test security and administration training for each assessment your LEA/school administers
4. Reach out to OSSE and assessment vendors for questions or clarification
5. Schedule training dates with your staff and include training dates in your school test security plan
6. Train all authorized personnel and share the [Test Security and Integrity Notification Statement](#) with them prior to test administration



Test Security Reminder

All LEA Test Coordinators must complete all modules of Test Security Training.

School test security plans will not be approved if the LEA Test Coordinator listed in the plan did not complete Test Security Training.



Training	Date	Time
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 28	10 a.m.-12 p.m.
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 28	1-3 p.m.

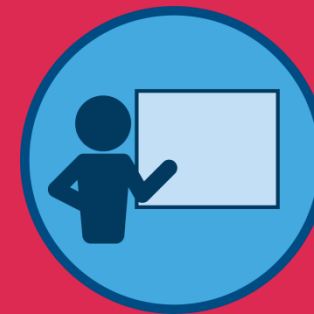
ACCESS for ELLs 2.0



Complete OSSE
Assessment
Trainings

MSAA Training	Date	Time
MSAA TC/TA Training Modules	<i>Available online in March</i>	
MSAA Test Administrator Webinar	March 3	2-3 p.m.

MSAA



**Complete OSSE
Assessment
Trainings**

Training	Date	Time
New PARCC LEA Test Coordinator Training/ PearsonAccessNext 101	Jan. 21 or Feb. 3	1:30-3:30 p.m.
PARCC Accommodations Webinar	Jan. 26	10-11:30 a.m.
Nonpublic School Test Coordinator Test Security Workshop— <i>office hours</i>	Jan. 26	2-3:30 p.m.
PARCC Remote Test Administration Guidance	Feb. 2	3-4:30 p.m.
PARCC SR/PNP Workshop – <i>office hours</i>	Feb. 10	2-3:30 p.m.
PARCC Technology Coordinator Training	Feb. 19	2-3:30 p.m.
PARCC Test Session Workshop – <i>office hours</i>	March 10	2-3:30 p.m.
Technical Assistance during PARCC Testing Webinar	March 25	2-3:30 p.m.
PARCC Closeout Procedures Webinar	May 13	2:30-3:30 p.m.









PARCC



**Complete OSSE
Assessment
Trainings**



Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) & General Assessment Policy	Danielle Branson , Director of Assessments Danielle.Branson@dc.gov
	Data, Reporting, Business Rules	Chanon Bell , Assessment Specialist, Policy, Research, and Reporting
	Test Integrity and Security	Chanon.Bell@dc.gov
	Special Populations	Michael Craig , Assessment Specialist, Special Populations Michael.Craig@dc.gov
Test Administration		Swea Hart , NAEP State Coordinator Swea.Hart@dc.gov
		Stephanie Snyder , Deputy Director of Assessments Stephanie.Snyder@dc.gov
	 	Daniel Alcazar-Roman , Assessment Specialist, Science Daniel.Alcazar-Roman@dc.gov
	 	Michael Craig , Assessment Specialist, Special Populations Michael.Craig@dc.gov
Assessment Literacy	LEA/School Workshops and Trainings	Stephanie Snyder , Deputy Director of Assessments Stephanie.Snyder@dc.gov

