Module 2: Preparing for Administration, Part 1

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

Top row:
- Select LEA Test Coordinator and Submit to OSSE
- Determine Test Windows and Submit to OSSE
- Apply for Alternate Assessments
- Attend OSSE Assessment Trainings
- Register Students to Test
- Assign Student Testing Accommodations
- Assign Staff to Testing Roles
- Establish a School Test Security File
- Receive Testing Materials
- Create School Test Schedule

Middle row:
- Setup Test Sessions
- Setup Student Testing Devices
- Submit School Test Security Plan(s) to OSSE
- Train Authorized Personnel
- Send Assessment Notification Letter to Families
- Setup Testing Environment
- Prepare and Distribute Testing Materials
- Administer Statewide Test to Students
- Monitor and Support Staff
- Submit Incident Reports to OSSE

Bottom row:
- Collect Testing Materials
- Return/Shred Secure Testing Materials
- Closeout Testing in Online Platform
- Finalize School Test Security File
- Submit Test Security Affidavit to OSSE
- Complete OSSE Data Validation
- LEAs Receive Student Data
- OSSE Releases Test Results Publicly
- Individual Score Reports (ISR) Sent to Schools
- Share ISRs with Families

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

Register Students to Test

Preparation and Planning

Register Students to Test

Each assessment includes a registration process that is completed by LEAs in partnership with OSSE.

The Office of Assessments releases a participation policy annually to guide the registration process and allow LEAs to choose the path that best aligns to their academic program.

The 2020-21 school year participation policy can be found here: osse.dc.gov/service/test-security-and-incident-forms

Students identified as English learners (ELs) who have not yet scored a 5.0 or higher on the ACCESS assessment will be registered by OSSE to take the ACCESS or Alternate ACCESS assessment.

Access coordinators will use the Pre-ID QuickBase application to:

- verify student demographic information and report any discrepancies to OSSE

- indicate required accommodations, if warranted

- identify which mode of administration (online or paper) a student will require

All ACCESS registration and verification was to be completed by **Friday, Dec. 11**.

ACCESS for ELLs 2.0

Register Students to Test

Students in grades 3-8 and 11 whose alternate assessment eligibility applications are approved will be registered by OSSE to take MSAA.

LEA Alternate Assessment Coordinators can view all approved applicants in the Special Education Data System (SEDS) and the Alternate Assessment MSAA QuickBase application on Jan. 8.

MSAA

Register Students to Test

PARCC is taken annually by students in grades 3-8 and students registered to certain high school courses. Please review the updated 2021 participation policy for high school PARCC assessments for additional details.

PARCC

Register Students to Test

PARCC registration aligns with each student's enrolled grade or course.

- OSSE registers all students in grades 3-8 for the PARCC assessment
- LEAs verify PARCC registration for grades 3-8 and make adjustments for students in grade 7 and/or 8 taking advanced mathematics courses
- LEAs register all high school students for PARCC based on course enrollment

PARCC

Register Students to Test

PARCC registration information is uploaded into PearsonAccessNext through a spreadsheet called the **Student Registration and Personal Needs Profile** (SR/PNP).

- SR/PNP registration fields include:
  - LEA and school code
  - Student name
  - Unique student identifier (USI)
  - Birthdate and current grade
  - Other demographic information
  - Assessment test taken
  - Mode of instruction

- Directions for completing the SR/PNP file can be found in PearsonAccessNext

PARCC

Register Students to Test

Test Security Reminder

Please ensure that students are accurately registered to test before submitting the school test security plan. OSSE will review assessment registration to ensure completion before approving test plans.

OSSE

Assign Student Testing Accommodations

Preparation and Planning

Assign Students Testing Accommodations and Accessibility Features

Accommodations and accessibility features are identified for each student in advance through each assessment's online platform.

Accessibility features can be assigned to any student, based on the policies established by the LEA or school.

Accommodations require an **IEP**, **504 plan**, or **EL plan**.

Accessibility Features
available to all students
(built into test)

Accessibility Features
selected for each student
(identified in advance)

Accommodations

EL Plans

IEP/504 Plans
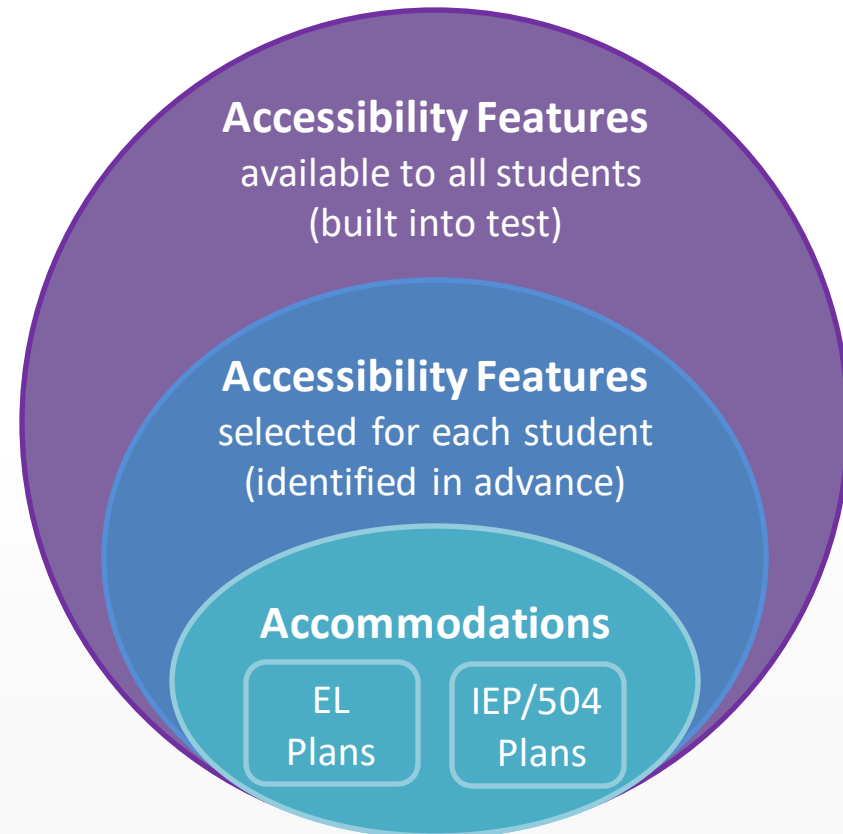
Test Security Reminder

Students are entitled to the accommodations in their IEP, Section 504 or EL plans. LEAs are responsible for maintaining consistency between accommodations provided during instruction and statewide assessments, whether in-person or remotely.

OSSE

Assign Students Testing Accommodations and Accessibility Features

Work with the **Special Population Coordinators** at your schools to create policies and assign accommodations and accessibility features effectively.

- LEA and school policies should be created to ensure accessibility features are assigned equitably
- Accommodations and accessibility features should be reflective of a student's typical testing experience
- Students should practice using accommodations and accessibility features prior to testing

Additional considerations for administering accommodations for PARCC remote testing can be found in the 2020-21 Testing Accommodations Guide.

Students taking the ACCESS assessment may require the assignment of accommodations, universal tools, or administrative considerations.

- Accommodations must be assigned in the Pre-ID file during the registration process. ACCESS Coordinators will use the Pre-ID QuickBase application to assign accommodations.

- Universal tools and administrative considerations can be assigned to any student prior to or during testing, based on the discretion of the school or LEA. Documentation of the use of these tools is not required for the ACCESS assessment.

ACCESS for ELLs 2.0

Assign Student Testing Accommodations

Students taking the MSAA will require the use of accommodations and/or accessibility features. Please reference the MSAA Test Administrator Manual for a list of available accommodations. Any accommodations listed in the student's IEP may be used during administration of MSAA.

MSAA

Assign Student Testing Accommodations

PARCC accommodations and accessibility features are identified for each student in the **Personal Needs Profile** section of the SR/PNP.

Information in the SR/PNP is used by Pearson to provide digital supports to students and to ship any necessary physical testing materials to schools.

- The SR/PNP accommodations should be completed by **Feb. 19** to ensure student materials are shipped to schools prior to testing
- If student accommodations change, due to updates to an IEP, Section 504, or EL plans, accommodations can be updated in the SR/PNP at any time before testing begins
- Accessibility features do not require materials from Pearson and can be completed in the SR/PNP any time before submission of the school test security plan

PARCC

Assign Student Testing Accommodations

Testing accommodations should be consistent with the accommodations students received during instruction (distance learning and/or in-person).

Most accommodations are embedded in the test platform and can be administered remotely.

Refer to the Testing Accommodations Guide for details on how to administer certain test administrator delivered accommodations remotely (e.g., human reader, signer, scribe).

Paper-based accommodations such as large print and Braille must be administered in person.

PARCC

Assign Student Testing Accommodations

Test Security Reminder

Please ensure that accommodations and accessibility features are accurate and uploaded prior to submission of the school test security plan.

OSSE will review registration files to ensure completion before test security plans are approved.

Assign Staff to Testing Roles

The LEA or School Test Coordinator must assign **authorized personnel** to the following roles prior to test administration:

- Test Integrity Coordinator (LEA Test Coordinator)

- Test Monitor (School Test Coordinator)

- Special Populations Coordinator

- Technology Coordinator

- Test Administrator

- Test Proctor

Assignments may require access to online systems. Review the test manuals to ensure authorized personnel have the access they need for their role.

Test Security Reminder

All authorized personnel must be trained
on test security and administration and receive the
Testing Integrity and Security Notification Statement
prior to the start of test administration.

ACCESS Test Coordinators who have registered with OSSE via the Site ID file were recently provided with accounts in WIDA AMS. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

ACCESS for ELLs 2.0

Assign Staff to Testing Roles

MSAA Test Coordinators who have registered with OSSE will receive access to their accounts in the MSAA system in March. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

MSAA

Assign Staff to Testing Roles

PARCC Test Coordinators who have registered with OSSE were recently provided with accounts in PearsonAccess^{next}. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

Resources for each PARCC role can be found in the PARCC Test Coordinator and Test Administrator Manuals.

- Manuals will be available online in January and paper copies are shipped to schools in March, to open school test sites
- A Remote Testing Supplement for Test Coordinators and Test Administrators will be available online in January
- Test Coordinators and Test Administrators are responsible for reading the manuals and performing their duties as outlined

PARCC

Assign Staff to Testing Roles

Establish a School Test Security File

Preparation and Planning

Establish a School Test Security File

Every school is required to establish and maintain a School Test Security File, in hard copy format and keep it on file for **four years**.

School Test Security Files must include the following information:

- Approved School Test Security Plan
- Up-to-date Authorized Personnel Roster
- Up-to-date School Test Schedule
- Test Security Training Attendance Sheet
- Parent Notification Letters (with notes on accommodations)
- Test Material Chain of Custody Forms
- During Testing Notes, including Minor Deviations from School Test Plan
- Fact-Finding Inquires and Plan to Improve Documents (if applicable)

Test Security Reminder

Please ensure that the test security file is updated as often as possible during and after the test administration window.

OSSE may request to see any document from the test security file at any time in a four-year period.

Receive Testing Materials

Preparation and Planning

Receive Testing Materials
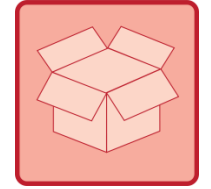
Assessments often require secure and accommodated materials to be shipped from the vendor to the school

- Materials may include:
  - test manuals
  - test booklets and answer sheets
  - accommodated test materials
  - return shipping materials
- All hard copy secure materials must be accepted in person at a school.
- When receiving a shipment, check to ensure all ordered materials have been provided
- Keep secure testing materials **locked away** in a secure location prior to testing

Ordering ACCESS assessment materials takes place during the student registration process through the Pre-ID file. Please ensure this file is accurate and complete, so that all students receive the materials they need for testing in a timely manner.

Test Coordinators should complete the following when materials are received:

- Watch the Managing Test Materials tutorial

- Receive, inventory, and distribute test materials to designated staff

- Report the amount and type of overage to OSSE

ACCESS for ELLs 2.0
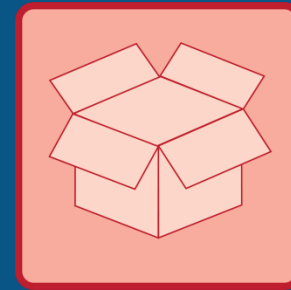
Receive Testing Materials

OSSE is aware that some schools may not be open to receive the UPS shipment on **Feb. 8**. DRC will hold all secure ACCESS testing materials (TA Scripts, Speaking Test Booklets, Writing Test Booklets, etc.) for LEAs that indicated their schools may be closed on the delivery date.

LEA ACCESS Coordinators can contact DRC directly to schedule the new shipping date for secure materials once their LEA and schools reopen prior to the end of the testing window. **All materials for the entire LEA must be shipped at the same time.**

If an LEA did not inform OSSE they will be closed, UPS will deliver materials to schools on **Feb. 8**.

ACCESS for ELLs 2.0
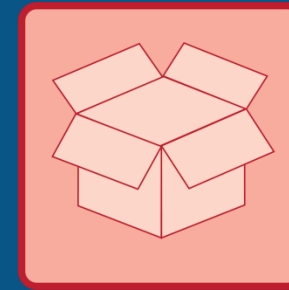
Receive Testing Materials

MSAA testing materials can be downloaded from the MSAA Online System. To administer the assessment, Test Coordinators will need to download the following materials:

- Directions for Test Administration (DTA)
- Test Administration Manual (TAM)

Students with a paper-based accommodation will require paper testing materials. Test Coordinators will use the additional materials ordering process to order any accommodated paper materials.

MSAA
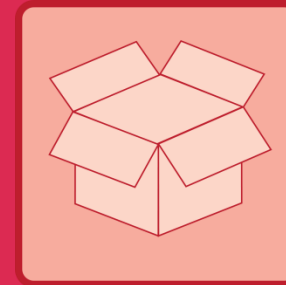
Receive Testing Materials

The SR/PNP file is used to determine what materials each school needs to support students with accommodations. Please ensure accommodations are accurately updated in this file by **Feb. 19**. Materials will begin to arrive in March.

If an accommodation changes and additional materials are needed, an additional order can be placed in the PearsonAccess^{next} system. These orders take one to two weeks to arrive at schools, so please plan additional orders accordingly.

All accommodated testing requiring paper test materials must take place within school buildings. Students receiving accommodations who take the computer-based assessments may test via remote testing. Schools and LEAs are responsible for ensuring that all students receive the appropriate accommodations during administration, whether in-person or via remote testing.

PARCC
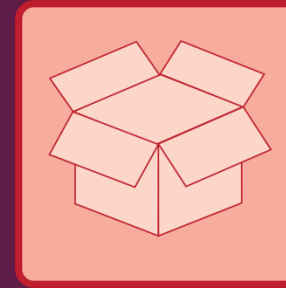
Receive Testing Materials

Each school will receive a Test Coordinator Manual and Test Administrator Manuals. They will arrive with your school's assessment materials shipments. Review the contents of the manuals and share the Test Administrator Manuals with your staff members, so they are aware of their testing responsibilities. Remote Testing Supplements will only be available online.

Test Coordinator and Test Administrator Manuals and Remote Testing Supplements will be available online in January. If you'd like to review the manuals prior to receiving your materials shipment, you can download and print copies. dc.mypearsonsupport.com/manuals/

OSSE will follow up with details about shipping materials given changes in school opening calendars.

PARCC
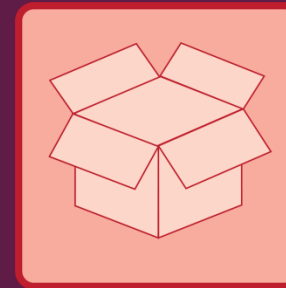
Receive Testing Materials

Test Security Reminder

Any testing material that includes test content, or that could assist in unauthorized access to the testing platform is considered a **secure material** and must be securely stored as soon as it is delivered or printed.

Examples: paper test booklets/answer documents, read-aloud scripts, testing tickets, etc.

Test Security Reminder

Paper accommodations may only be administered in-person for PARCC. Students receiving accommodations who take the computer-based assessments may test via remote testing.

Schools and LEAs are responsible for ensuring that all students receive the appropriate accommodations during administration, whether in-person or via remote testing.

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 Chanon.Bell@dc.gov
	Test Integrity and Security	
	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