



Module 4: Test Administration – Setup and Monitoring

Office of Assessments

December 2022

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



LEA Submission to OSSE Required



LEA Action



School Action with LEA Oversight



Shipment to/from School



OSSE Action



Test Administration

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 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.



Setup Testing Environment

Test Administration



Setup Testing Environment

To facilitate consistency and security during test administration throughout the District, it is essential that students only have access to the allowable testing materials outlined in the assessment manuals. Access to additional resources or tools is prohibited.

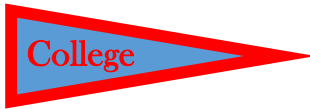
All authorized personnel are responsible for ensuring that the testing environment is free of content that may provide students with an unfair advantage.



Non-Permissible Bulletin and Wall Displays

Wall displays with tested content or test-taking strategies must be removed or covered in testing rooms, hallways, stairwells, bathrooms, etc. throughout testing.

Displays must be removed or covered **prior** to the first day of testing and remain removed or covered for the duration of active statewide assessments.



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

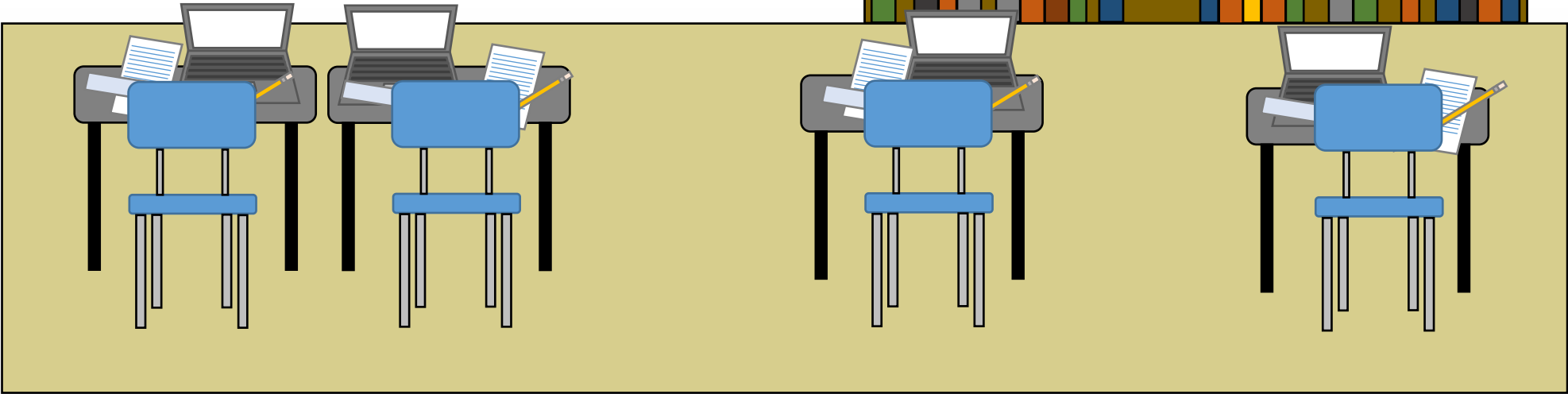
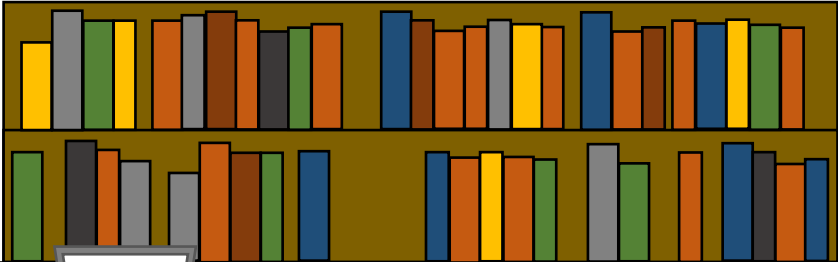
Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

100% Tests

100% Math Equations $3x + 17 = 7$ $4y - 22y = 7$ $1889 \times 42 =$ $92,000 - 1458 = 7$ $27,345 \times 903, 8 = 7$	100% Math Equations $3x + 17 = 7$ $4y - 22y = 7$ $1889 \times 42 =$ $92,000 - 1458 = 7$ $27,345 \times 903, 8 = 7$	100% Math Equations $3x + 17 = 7$ $4y - 22y = 7$ $1889 \times 42 =$ $92,000 - 1458 = 7$ $27,345 \times 903, 8 = 7$
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- Steps for Success!**
- Read the question
 - Find evidence
 - Select an answer
 - Check your work

World History Timeline



College

Washington DC School

Daily Schedule

8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
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3:30 – Dismissal

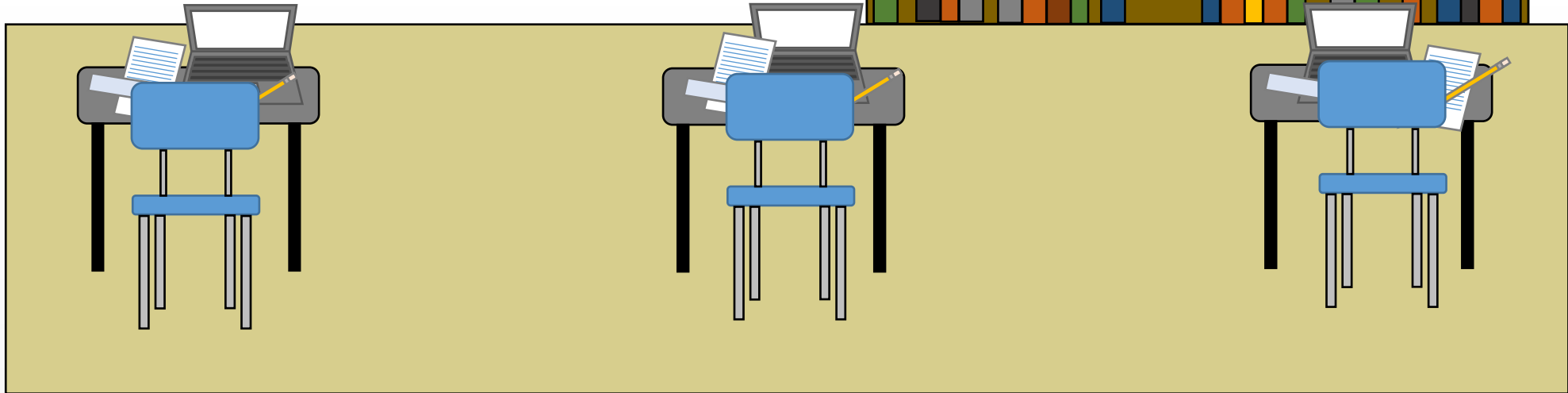
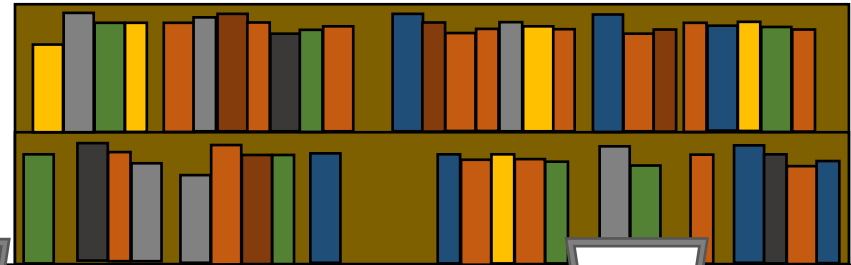
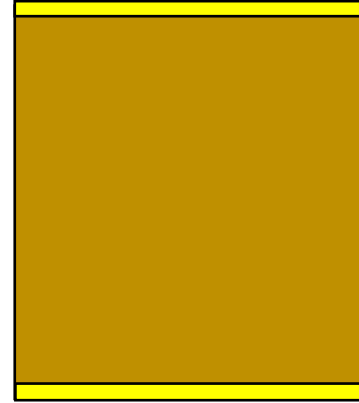
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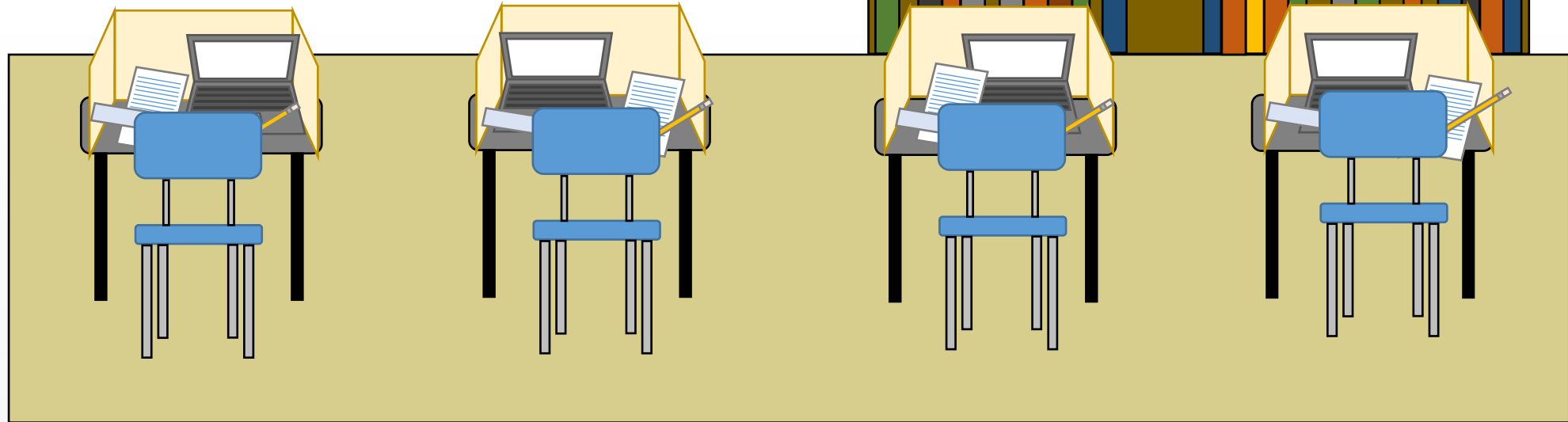
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Room/ Desk Arrangements

Seating 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
 - To complete the speaking unit of ACCESS for ELLs

Test Security Reminder

Tested content and test-taking strategies must be covered during testing. Schools may choose to uncover these wall displays during times when students are not testing.

If you have questions about a particular wall display and if it is permissible during testing, please reach out to [OSSE's Office of Assessments](#) for guidance.



Prepare and Distribute Testing Materials

Test Administration



Prepare and Distribute Testing Materials

The School Test Coordinator is responsible for ensuring that Test Administrator and Proctors know how to properly prepare and distribute testing materials.

Some testing materials are intended for all students, while others are only provided to students with specific accommodations.

If a student is provided with an accommodated material they are not eligible to receive or they do not receive an accommodated material they require based on their IEP, Section 504, or EL plan, their tests may be invalidated and require re-administration.

**Please take every precaution to avoid accommodation errors
and the challenges they cause for students.**



Prepare and Distribute Testing Materials

Secure materials (testing tickets, test booklets, answer documents, etc.) must be kept secure prior to distribution.

When Test Administrators receive secure materials from Test Coordinators, **a Chain of Custody form must be signed by both parties**. The form must be signed again when the documents are returned and accounted for.

When materials are destroyed, the Test Coordinator and a witness must sign the chain of custody form. Completed forms should be kept in the school test security file.

Chain of custody forms can be found here: osse.dc.gov/service/test-security-and-incident-forms



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 School Test Coordinator 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 (Content Assessments)



English Language Arts/Literacy

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

Mathematics/Science

- 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



Prohibited Materials (ACCESS)

Bilingual word-to-word dictionaries are not allowed on any access test. The following are also prohibited:

- Reading aloud test items or passages on the Reading test
- Translating test items into a language other than English
- Reading test items in a language other than English
- Using a bilingual word-to-word dictionary
- Responding to test questions in a language other than English



Use of Calculators and Devices

- Grade-level appropriate calculators will be available in 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 or Section 504 Plan and documented as an accommodation.
- Test Administrators must confirm that calculator memories have been cleared prior to testing.
- 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.
- The full calculator policy can be accessed at dc.mypearsonsupport.com/documents/



Test Integrity and Accommodations

- It is a violation of a student's rights and test integrity for a student to not receive their appropriate testing accommodations or to receive an accommodation to which they are not entitled.
- If you discover that a test was administered with incorrect accommodations, you should stop the unit, immediately notify the appropriate authorized personnel per LEA policy, and submit an incident report to OSSE. Do not take further action (i.e., continuing to test, starting a new unit) without direction from OSSE.
- Students need to be familiar and comfortable with all necessary accommodation(s) **before** the assessment – practice tests and tutorials are a useful 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).



Unique/Non-Standard Accommodations

Individual statewide assessments may permit unique accommodations, which require advanced approval from OSSE.

- LEAs may apply for a unique accommodation by completing the 2022-23 Unique Accommodation Request Form and submitting it via the OSSE Support Tool (OST). **OSSE must approve the accommodation prior to use on the assessment.**
- If schools allow students to bring their own permissible/specific unique accommodation 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).

Test Security Reminder

The School Test Coordinator is responsible for ensuring that Test Administrators and Proctors know how to properly prepare and distribute the appropriate testing materials for each testing session.

All applicable authorized personnel should review the Test Administrator Manual for additional instructions.

All paper-based materials must be stored in a secure location prior to testing. Test Coordinators should provide Test Administrators with the following:

- Test Administrator Script
- Test Administrator Manual
- Testing Tickets
- Test Roster
- Writing Test Booklets

ACCESS for ELLs & Alternate ACCESS



**Prepare and
Distribute
Testing
Materials**

MSAA

MSAA student materials are available online. Test Administrators will have a testing ticket, the Directions for Test Administration (DTA), and the Assessment Manual with them during testing.

DLM

DLM Test Administrators will retrieve the Testlet Information Page (TIP) for the first testlet and gather needed materials before beginning assessment (*Educator Portal > Manage Tests > Select Test Management*).

They will also retrieve each student's username and password from Educator Portal. Click the Credentials Icon in the Instruction and Assessment Planner to retrieve them. They are also located in the Test Management section of Educator Portal (*Educator Portal > Manage Tests > Select Test Management*)



MSAA & DLM



**Prepare and
Distribute
Testing
Materials**

During the PARCC ELA assessment, all students should be provided with headphones, as some ELA units include texts with audio or video content. Headphones are not needed for PARCC math or DC Science assessments, unless students have an accommodation or accessibility feature that requires them.

Test Administrators should be aware of all accommodations and accessibility features provided to students in their testing groups. Training for how to administer these accommodations or accessibility features should be provided in advance, and students should already be familiar with any tools or resources they will be using.

PARCC & DC Science



**Prepare and
Distribute
Testing
Materials**



Administer Statewide Test to Students

Test Administration

Test Security Reminder

All authorized personnel are required to maintain the security and integrity of all testing materials, locations, and content during the testing window.

Any deviations, breaches, or incidents must be reported to OSSE as soon as they are discovered.



Administer Statewide Test to Students

The following directives must be followed by all authorized personnel during test administration for all statewide assessments:

- Test Administrators and Proctors are to follow test security and administration guidance to securely administer assessments to students.
- All authorized personnel should refrain from committing prohibited actions during test administration.
- In instances where there are exceptional or special circumstances during a test administration, the School Test Coordinator must make a plan with OSSE to ensure that the administration can continue.



Makeup Testing

Every effort should be made to ensure that all students complete each unit or testlet of each assessment. A makeup window should be included in the test schedule, included in the school test security plans, to accommodate students who were absent from testing during the initial test sessions.

Makeup testing must be handled with the same level of care and security as all other testing sessions, including the removal/covering of prohibited wall displays and materials, the use of the chain of custody forms, accounting for and locking away secure testing materials, and shredding used scratch paper on a regular schedule.

Assessment Manuals



- Test Administrator Manuals should be provided to Test Administrators prior to testing, so they are able to review the details and prepare for administration.
- During testing, Test Administrators must have a copy of the Test Administrator Manual with them.
- Test Administrators must follow all directions provided in the assessment manual and reference it as needed throughout test administration.

It is important to give kindergarten students taking the ACCESS for ELLs assessment some mild positive reinforcement on the assessment.

Refer to the Test Administrator script for acceptable positive phrases such as “good job,” and “very good.”

These phrases may only be used for kindergarten students and only during the ACCESS for ELLs assessments.

ACCESS for ELLs & Alternate ACCESS



**Administer
Statewide Test
to Students**

MSAA

- MSAA is administered to individual students by a Test Administrator. The Directions for Test Administration (DTA) provides scripts and instructions and should be used throughout the testing process.

DLM

- DLM is administered to individual students by a Test Administrator.
- Begin by assessing students on the first testlet. As each remaining testlet becomes available, retrieve the Testlet Information Pages (TIPs), gather materials, and assess the student.
- Use the test progress column in the educator portal on the test management screen to confirm that all testlets are complete.



MSAA & DLM



**Administer
Statewide Test
to Students**

- Test Administrators should be familiar with testing policies and scripts within the PARCC and DC Science Administrator Manual **prior** to the first day of testing.
- At the beginning of testing, Test Administrators must read the scripts in the Test Administrator Manual **verbatim**.
- If technical issues arise, the Test Coordinator or Technology Coordinator should be contacted for support. Test Administrators **should not view student content** on the testing screen or troubleshoot technical issues occurring within the testing platform.
- Students should practice using the TestNav tools during a practice test, **prior** to the first day of testing. Test Administrators cannot explain how to use tools in the TestNav system **during** the test, unless a direction is explicitly written in the testing script.



PARCC & DC Science



**Administer
Statewide Test
to Students**

- Once students begin to take the test independently, the Test Administrators and Proctors should circulate the room to monitor testing. They should not view student screens or engage with testing content.
- Conversations between authorized personnel and students during testing should only occur when they are essential and brief.

PARCC & DC Science



**Administer
Statewide Test
to Students**



Monitor and Support Staff

Test Administration

Support during Testing



When technical support is needed, it is important that the Test Coordinators contact the **assessment vendor**. The Test Administrator or Technology Coordinator should provide the Test Coordinator with the error code(s), where applicable. Each vendor has a support hotline that is available during testing hours.

For support with urgent incidents or policy questions, contact the OSSE Assessment Hotline at **(202) 304-3269**.

A printable document with all hotline support numbers is available online at osse.dc.gov/page/assessments-team-contact-us-page

This information can also be found at <https://osse.dc.gov/page/test-coordinator-resources>

2022-23 Assessment Administration Support

<p>Assessment Customer Support Contact assessment vendors for technical support with their testing platforms.</p> <p> WIDA WIDA: (866) 276-7735 Contact about test administrator online modules M-F, 8 a.m.-5 p.m. EST help@wida.us DRC: (855) 787-9615 Contact about test platform and technical questions M-F, 5:30 a.m.-6:30 p.m. EST WIDA@datarecognitioncorp.com</p> <p> MSAA (866) 834-8879 M-F, 8 a.m.-5 p.m. EST MSAAServiceCenter@cognia.org</p> <p> PARCC DC Science The District of Columbia Assessment of the Next Generation Science Standards (866) 688-9555 M-F, 6:30 a.m.-7:30 p.m. (EST) https://dc.mypearsonsupport.com/</p> <p> NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS NAEP Help Desk for Schools 1-800-283-6237 Monday – Friday, 8 a.m. – 8 p.m. Naephelp@westat.com</p>	<p> DYNAMIC LEARNING MAPS Kite Service Desk: (855)277-9751 Contact about test platform and technical issues M-F, 8 a.m.-6 p.m. EST DLM-support@ku.edu DLM Support: (785)864-7093 Contact about test structure and resources M-F, 9 a.m.-6 p.m. EST DLM@ku.edu</p> <p>OSSE Stakeholder Support Contact OSSE for guidance regarding assessment policy and test administration.</p> <p> OSSE EDUCATION OSSE Assessment Hotline (202) 304-3269 M-F, 8 a.m.-4 p.m. (EST) Only active during assessment administration</p> <p>OSSE Support Tool (OST) https://octo.quickbase.com/</p> <p>OSSE.Assessment@dc.gov (To protect student privacy and data security do not send student information via email)</p>
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Supporting Staff

- LEA and School Test Coordinators are responsible for supporting authorized personnel during testing. It's important to ensure that your staff knows how to contact you for support during testing.
- A detailed description of your plan for supporting staff must be included in the school test security plan.
- LEA Test Coordinators who oversee multiple schools should plan to visit schools or virtually meet with School Test Coordinators during testing to provide support and monitor the application of test security policies and administrative procedures.







Monitoring During Test Administration

- Both OSSE and the LEA Test Coordinator are responsible for monitoring test security for all statewide assessments throughout the testing window.
- OSSE will conduct in-person test security monitoring during the 2022-23 school year.
- OSSE may also request virtual meetings with LEA and/or School Test Coordinators to discuss testing during the test administration(s).
- During the monitoring process, OSSE will review school test administration and security procedures to ensure compliance with federal and local law, state regulations, policies, and guidance. OSSE will also review test security incidents, fact finding inquiries, and plans to improve, as a means of auditing during test administration.

Test Security Reminder

OSSE auditors **will not** provide feedback or technical assistance during OSSE monitoring. OSSE's role is to observe and/or request information.

Please provide monitors with the documents they request and allow them to move freely throughout the testing environment once testing begins.

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) & General Assessment Policy	Stephanie Snyder , Director of Assessments Stephanie.Snyder@dc.gov
	Data, Reporting, Business Rules	Lauren Thompson , Deputy Director of Assessments Lauren.Thompson@dc.gov
	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		Cassidy Schenley , NAEP State Coordinator Cassidy.Schenley@dc.gov
		Yolanda Barber , Assessment Specialist, Mathematics Yolanda.Barber@dc.gov
	 DC Science The District of Columbia Assessment of the Next Generation Science Standards	Chelsea Charland , Assessment Specialist, Science Chelsea.Charland@dc.gov
	 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