

**Module 5:  
Test Administration –  
Prohibited Actions &  
Incident Reporting**

*Office of Assessment*

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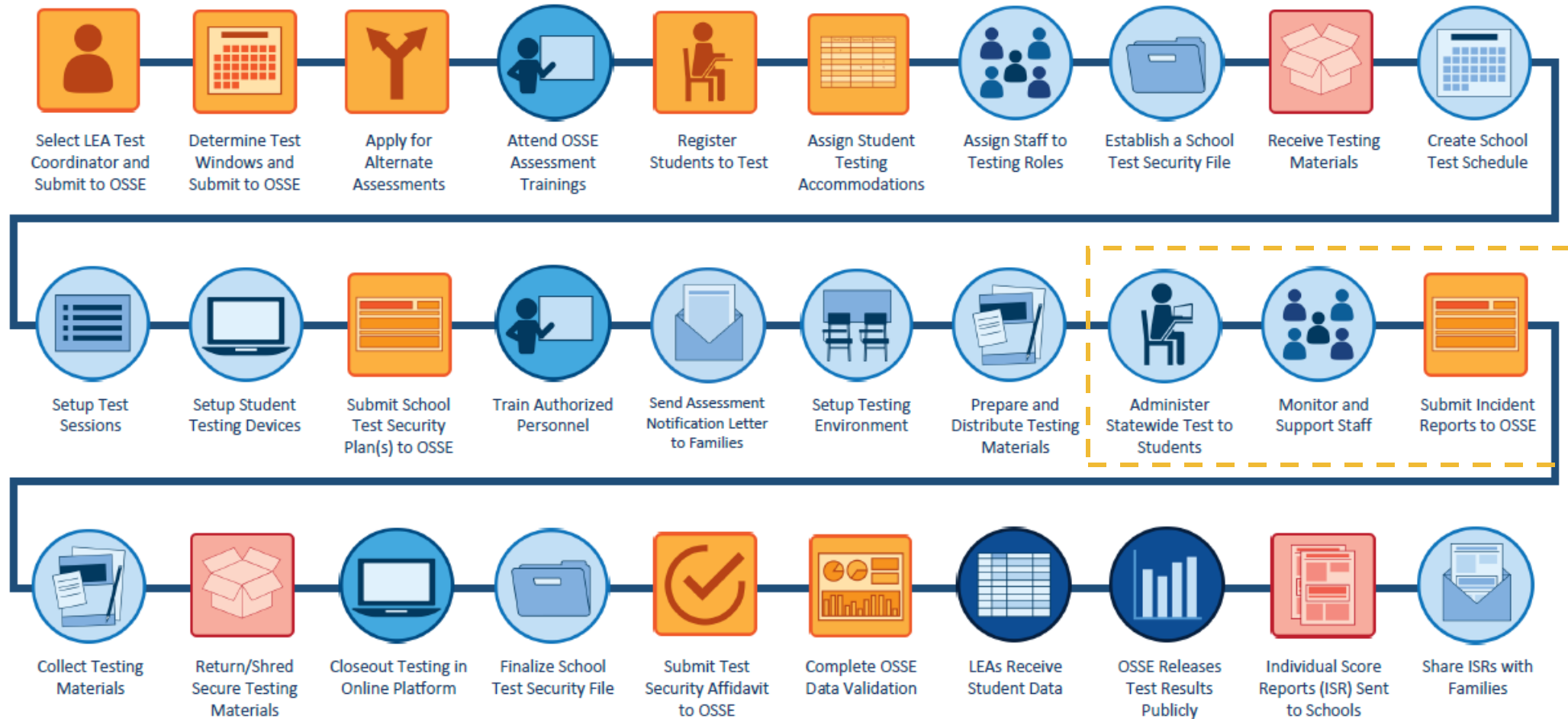







# Required Assessment Training Modules

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





# Test Administration

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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.





# 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 should follow all 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 test administration, the School Test Coordinator must make a plan with OSSE to ensure administration can continue.





# Prohibited Actions During Test Administration



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

- Test Fraud: Academic Coaching
- Cheating
- Test Tampering

**Failure to comply with these prohibitions is  
a violation of test security.**



# Prohibited Actions: Test Fraud and 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 Manual

- Authorized personnel should not interact with the content on any secure assessment.
- 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 posed by 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) that are not provided in the test manual

For remote testing, these prohibited actions also apply to any caregivers present in the testing environment.





# Prohibited Actions: 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 Manual or an approved accommodation specifically allows





# Prohibited Actions: 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





# Prohibited Actions: Test Tampering

- 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. The PARCC Remote Testing Supplements provide additional guidance for remote administration.

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

Test Administrators and Proctors, and caregivers supporting remote administration, may provide support to students with logging in. Technology Coordinators may address technology issues such as computers freezing, batteries dying, students 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, Section 504, 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



# Exceptional Circumstances During Test Administration



- **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 are to participate in testing.
  - Test Monitor works with Test Integrity Coordinator and OSSE.





# Exceptional Circumstances During Test Administration



- **Homeschool students**
  - Homeschool students may participate in testing, but testing is voluntary.
  - 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.



# Exceptional Circumstances – 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 schools/campuses 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





# Submit Incident Reports to OSSE

*Test Administration*



# Submit Incident Reports to OSSE



There are many incidents, deviations, or issues that may occur during test administration that should be promptly communicated to OSSE.

## **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 to OSSE



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

- 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 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 (test security file)
- Assigning a student a different device during testing (test security file)
- Student behavior that does not disrupt a test session or interfere with that student's, or other students', ability to complete the test session (test security file)
- Substituting Test Administrators and/or Proctors (test plan)



# How to Submit an Incident Report to OSSE



## 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 School Test Security Plan

- Listed (log-style)

## 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 uploaded into the school test security plan within 24 hours of request.









## Test Security Reminder

Incident Reports must be submitted to OSSE as soon as potential test security violations are discovered. It is essential that OSSE has time to mitigate any issues that arise from an incident as soon as possible.





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

