



Module 6: Administration Closeout & Reporting

Office of Assessment

January 2021

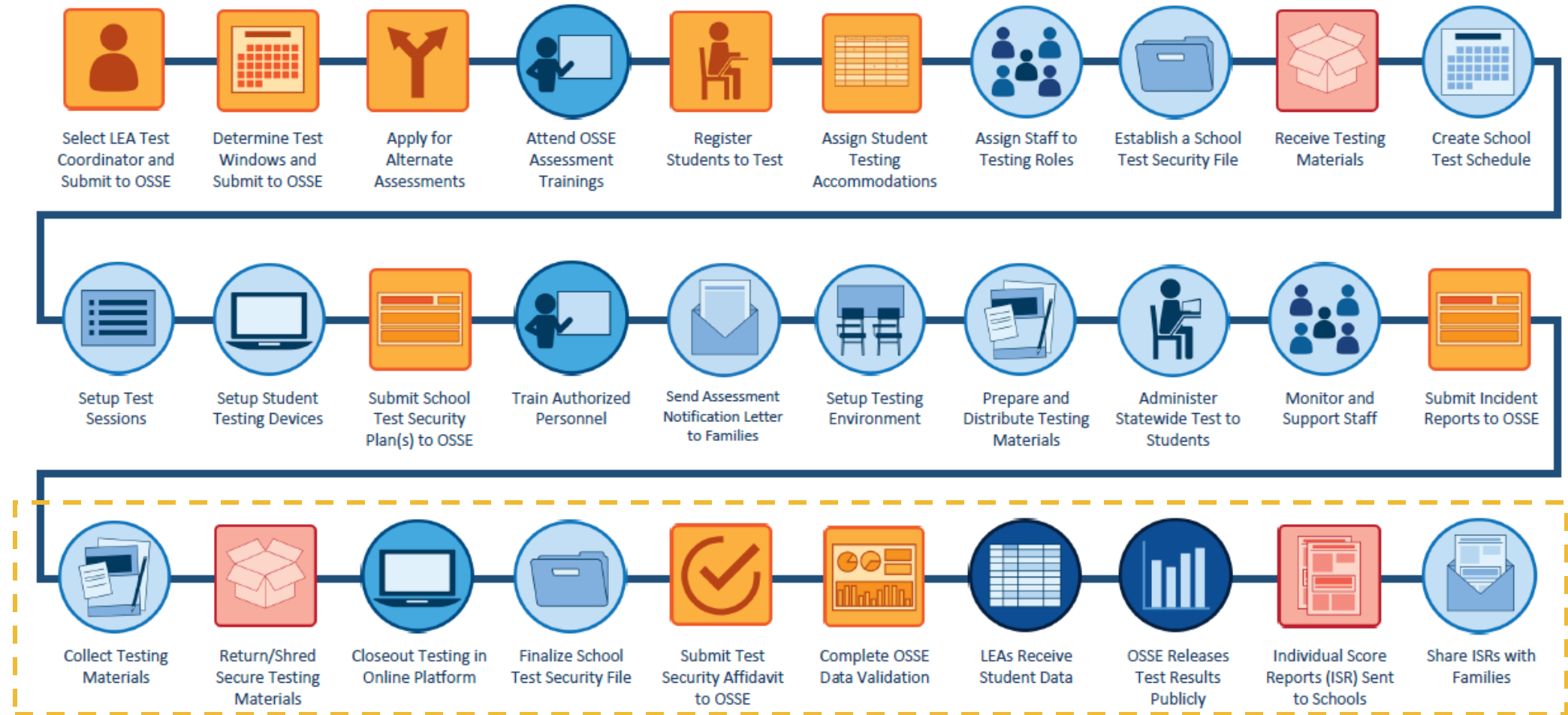


Required Assessment Training Modules

- 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





Assessment Closeout





Collect Testing Materials

Test Administration



Collect Testing Materials



In- Person Administration

- Test Administrators must follow the closeout protocol detailed in the assessment manual for each test. Scripted closeout instructions may be required.
 - Test Administrators are not permitted to tell/ask students to check their work.
 - Sample approved statement: “Are you finished and ready to close out your test?”
- After the student has exited a test, the Test Administrator must collect all testing materials and keep them in their possession until materials are returned to the secure storage location.
- After collection, Test Administrators may dismiss students or students may sit quietly or read books or complete activities not related to the assessed subject.



Collect Testing Materials



For Remote PARCC Administration:

- Test Administrators must follow the closeout protocol detailed in the assessment manual for each test. Scripted closeout instructions may be required.
- After the student has exited a test, the Test Administrator must instruct students to dispose of secure materials according to the protocols established by the school or LEA.
- Test Administrators should follow procedures developed by the school or LEA for students who finish a test session early.



Test Security Reminder

Test Administrators must ensure that all secure materials are collected and in their possession prior to the student receiving any other materials or beginning any other activities.



Test Security Reminder

For Remote PARCC Administration:

Test Administrators should advise students and caregivers to discard or destroy used scratch paper and other materials immediately following test administration.



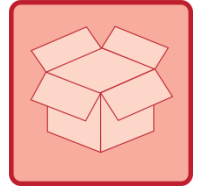


Return/Shred Secure Testing Materials

Assessment Closeout



Return/Shred Secure Testing Materials



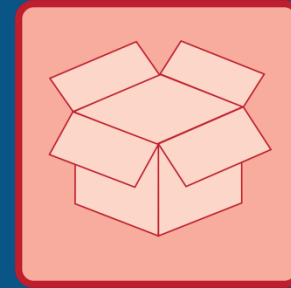
- For in-person testing, Test Administrators must return all testing materials to the secure storage location as soon as testing is over and sign the chain of custody form.
- The School Test Coordinator is responsible for securely storing all secure testing materials as soon as they are returned.
- The School Test Coordinator should review test coordinator manuals to determine which materials to shred and which to return to the vendor. For in-person testing, All secure materials that will not be returned to the testing vendor following test administration should be securely shredded with a witness present.
- For remote testing, Test Administrators should advise students and caregivers to discard any materials with test content immediately after test administration.
 - Ex.: Used Scratch Paper, Test Ticket information



- When returning test booklets to WIDA, any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information.
- Test Coordinators should refer to the Test Administrator Manual for details on returning materials.



ACCESS for ELLs 2.0



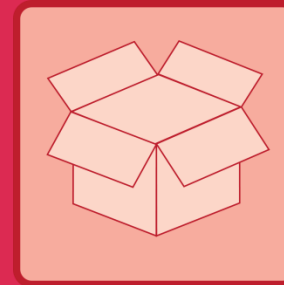
**Return/Shred
Secure Testing
Materials**



- At the end of MSAA testing, Test Coordinators should destroy secure MSAA materials. All printed materials should be collected and securely shredded.
- Collect and securely destroy username and password information, TIP pages, and related materials.



MSAA



**Return/Shred
Secure Testing
Materials**



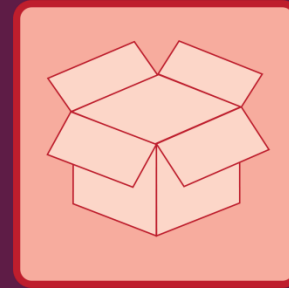
For **in-person testing**, secure and scorable materials will need to be returned to Pearson at the end of testing. Each item that must be returned will include a secure material label.

SECURE MATERIAL
Ship to Pearson

- Shipments from Pearson will include labels and packaging for returning secure materials. Keep these materials for use at the end of testing.
- Return shipments must be sent to Pearson within **five school days** of the last day of testing.
- Contact UPS to schedule a pickup for your materials.
- Additional details about returning secure materials can be found in the PARCC Test Coordinator Manual.



PARCC



**Return/Shred
Secure Testing
Materials**



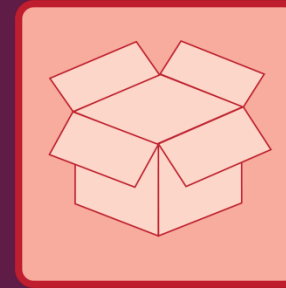
For **remote testing**, Test Coordinators should advise students and caretakers to discard any materials with test content immediately after test administration.

Additional Reminders:

- LEAs and Schools are not responsible for the actions of students or caregivers in a remote setting.
- If a school is not open to testing students and test administrators, no materials will be shipped to the school building.
 - In those instances, there will not be anything to return to the testing vendor.



PARCC



**Return/Shred
Secure Testing
Materials**





Closeout Testing in Online Platforms

Assessment Closeout



Closeout Testing in Online Platform



Some testing platforms require closeout actions at the end of student sessions or the testing window. Ensure that all steps in the testing manual are followed for the online closeout process.



ACCESS Test Coordinators must complete the data validation process (separate from OSSE's data validation process) in WIDA AMS at the end of testing.

Tutorials of the data validation process and after-testing activities are available in WIDA AMS.



ACCESS for ELLs 2.0



Closeout
Testing in
Online Platform



Test Administrators should ensure all tests have been submitted and/or closed by the School Test Coordinator in the MSAA platform. They should also complete the Accommodations: After Test tab in the testing platform, and the End of Test Survey.

MSAA



**Closeout
Testing in
Online Platform**



When a PARCC test session is complete, the session should be “stopped” in [PearsonAccess^{next}](#). This action will close that session for all students.

All efforts should be made to complete makeup testing. If a student has an incomplete unit and was unable to complete testing during the makeup window, the student’s unit can be “marked complete” and the session can be closed after the last day of testing at the school.



PARCC



**Closeout
Testing in
Online Platform**





Finalize School Test Security File

Assessment Closeout





Finalize School Test Security File

The School Test Coordinator must ensure that all required information in the School Test Security File is updated after test administration. Every school is required to keep the updated file in hard-copy format for **four years**.

We understand that it may not be possible to keep these documents in hard copy format at this time due to reduced or no access to school buildings, so we advise that the school test coordinator keep these documents organized electronically in a folder. Once access to school buildings become available again, OSSE asks that School Test Coordinators be prepared to print out these documents and keep them in a binder for the next four years.



Test Security Reminder

Every school must keep an updated version of the Test Security File in hard-copy format on site for four years. OSSE may request to see the test security file at any time within the four-year time frame.





Submit Test Security Affidavit to OSSE

Assessment Closeout





Test Security Affidavit

Within 10 days after the conclusion of each school's testing window, the LEA Test Coordinator must obtain signed affidavits from the Nonpublic and School Test Coordinator **for each assessment.**

Within 15 days after the conclusion of each school's testing window, the LEA Test Coordinator also sign the affidavit and submit all affidavits to OSSE using the [OSSE Support Tool](#).



Test Security Reminder

An affidavit must be submitted for the LEA and School Test Coordinator for every assessment. If you are both the LEA and School Test Coordinator, please indicate that on the affidavit upon submission.



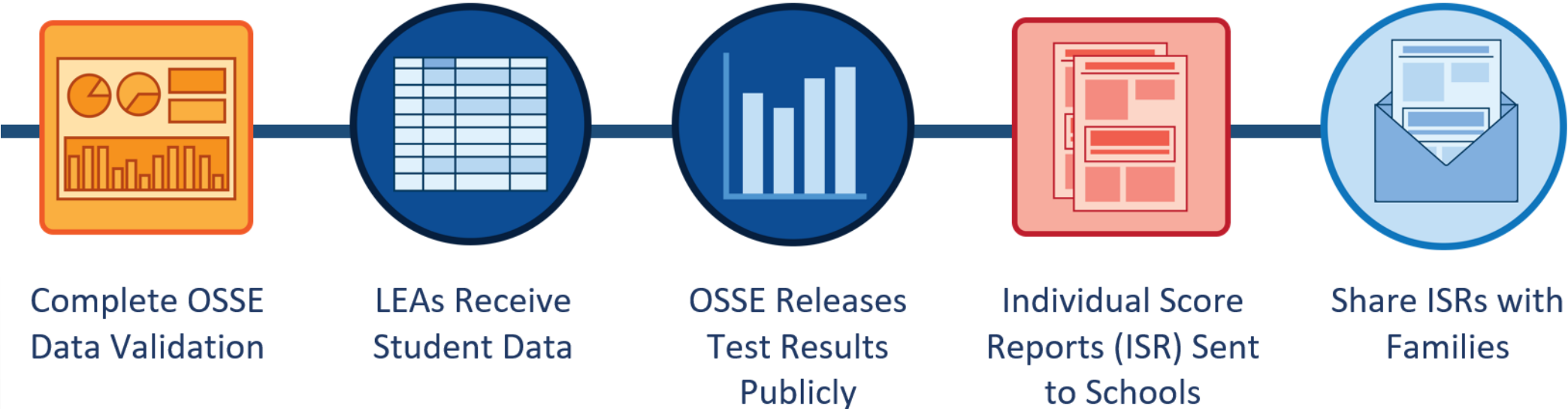


Data and Reporting

Assessment Closeout



Data and Reporting









Test Security Training Quiz and Certification

Please follow the link below to access the Test Security Training Quiz and Certification Form:

<https://forms.gle/jUEfTNzZifmzQYTu8>

Please remember: A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2021 Test Security Training



Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) & General Assessment Policy	Danielle Branson , Director of Assessments Danielle.Branson@dc.gov
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