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Test Security and School Test Security Plan Overview Training

Office of Assessments

December 2022

Agenda

- **Welcome and Introductions**
- **Test Security 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
 - **BREAK**
- **Test Security Training Modules**
 - Module 4: Test Administration – Setup and Monitoring
 - Module 5: Test Administration – Prohibited Actions & Incident Reporting
 - Module 6: Administration Closeout & Reporting

- We look forward to speaking with you today!
- If you are participating in the meeting remotely, please mute your microphone and turn off video if you are not speaking to preserve bandwidth.
- We will be recording this meeting.
- [Please sign-in here.](#)
- [Test Security and Test Integrity Information and Documents](#)



Welcome!

In partnership with key stakeholders, we create a comprehensive educational assessment program that:

- accurately measures student performance;
- produces actionable data, and;
- provides tools, guidance and training to empower LEAs to meet the needs of all learners and make informed decisions.



Office of Assessments

Mission Statement



Module 0: Overview

Office of Assessments

December 2022



Assessment Training Calendar

2022-23 Test Administration Overview

Additional Assessment Administration Training

- **WIDA ACCESS for ELLs**
 - Online Test Administrator Training: Jan. 12, 2023
 - Test Coordinator Training: Jan. 13, 2023
- **Multi-State Alternate Assessment (MSAA)**
 - Test Administrator Training: Feb. 1, 2023
- **Dynamic Learning Maps (DLM)**
 - DLM Test Coordinator Training: Jan. 11, 2023
 - DLM Test Administrator Training: Jan. 25, 2023
 - DLM Test Coordinator Q&A: Feb. 9, 2023
- **PARCC & DC Science Assessment**
 - LEA Test Coordinator Training / PearsonAccessNext 101:
 - Option 1: Dec. 14, 2022
 - Option 2: Jan. 13, 2023
 - Accommodations Training:
 - Option 1: Jan. 23, 2023
 - Option 2: Jan. 31, 2023
 - SR/PNP Workshop:
 - Option 1: Feb. 8, 2023
 - Option 2: Feb. 14, 2023
 - Technology Coordinator Training: Feb. 16, 2023
 - Test Session Workshop: March 10, 2022
 - Technical Assistance during PARCC/DC Science Testing: March 16, 2023
 - Assessment Closeout Procedures: May 11, 2023

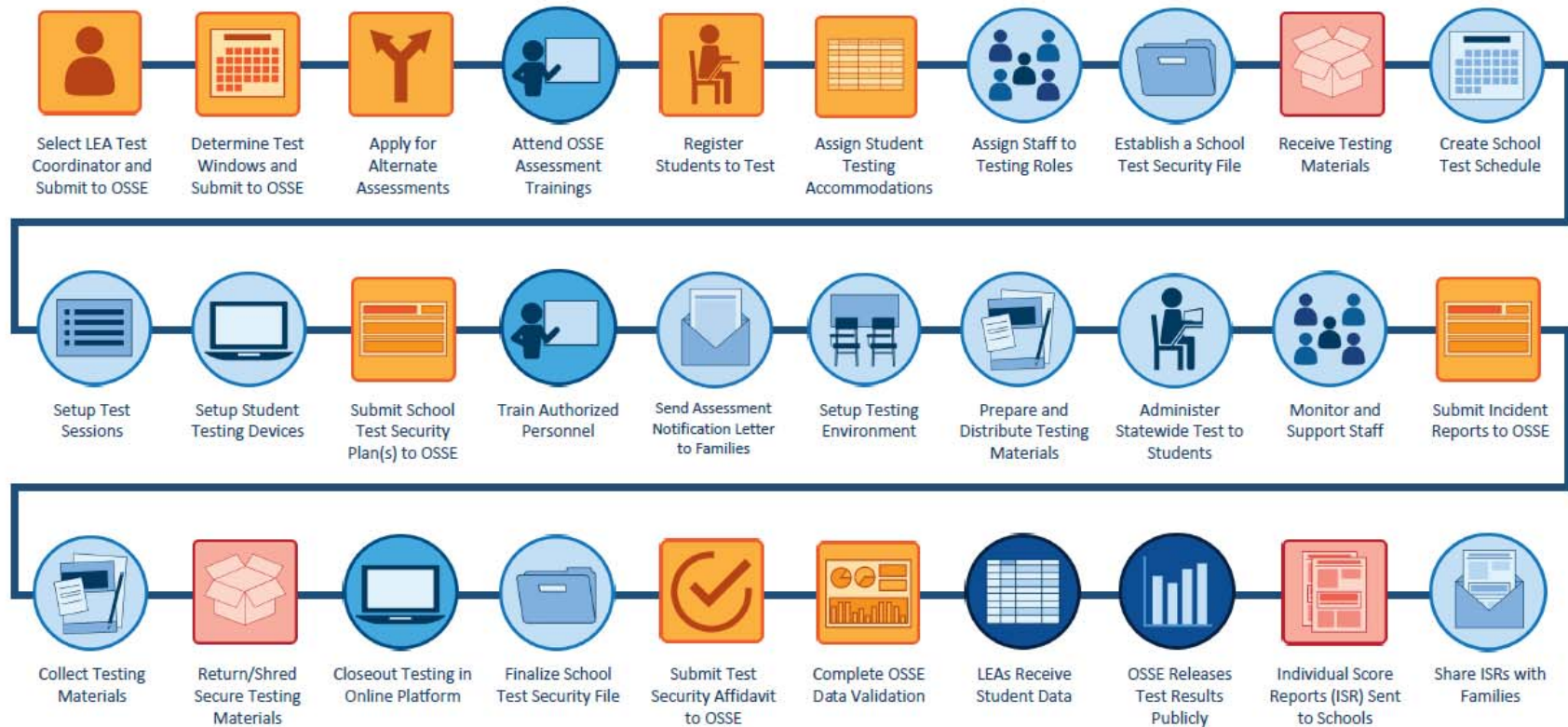


To view the complete training schedule, please visit:
osse.dc.gov/page/test-coordinator-resources

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



Shipment to/from School



LEA Action



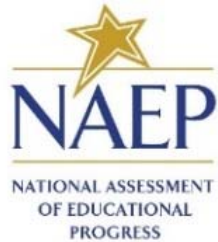
OSSE Action



School Action with LEA Oversight



Assessments and Timelines



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



Statewide Assessments

NAEP – National Assessment of Reading and Math, grades 4 and 8 (select schools)

ACCESS – English Language Proficiency, grades K-12

PARCC – ELA and Mathematics, grades 3-high school

MSAA – Alternate ELA and Mathematics, grades 3-8, 11

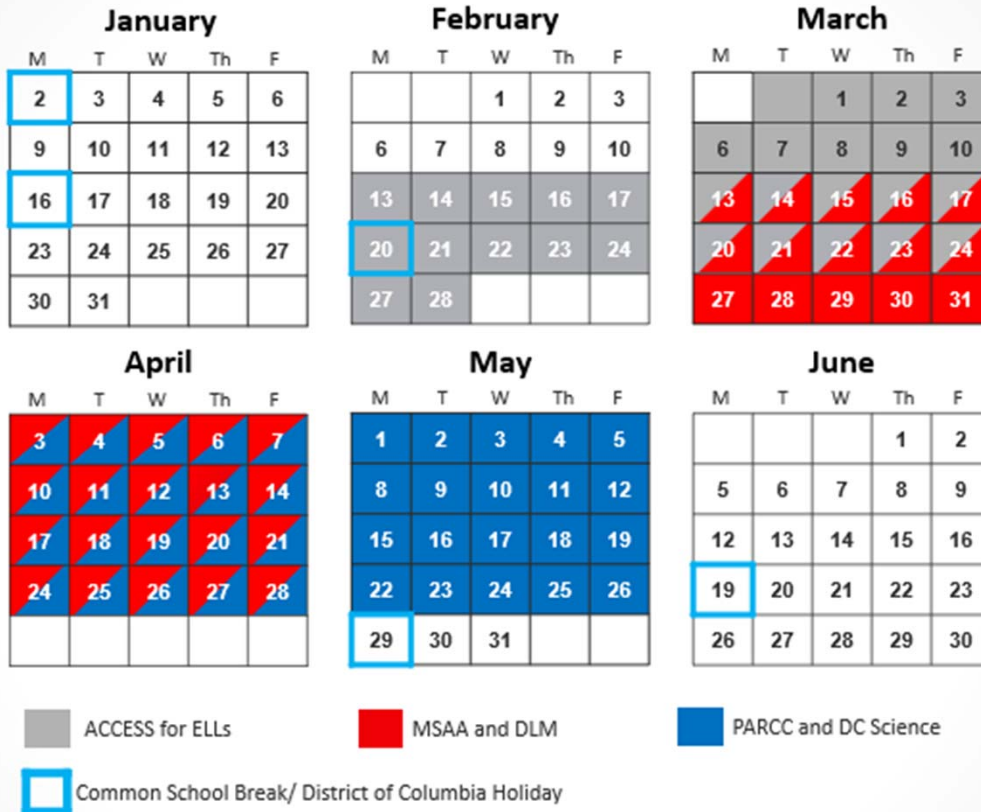
DC Science – Science, grades 5, 8, and high school biology

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

2022-23 Statewide Testing Windows

Assessment	2022-23 Statewide Test Window	
ACCESS for ELLs	Feb. 13 – March 24, 2023	
NAEP (Selected schools only)	March 20 – April 14, 2023	
MSAA & DLM	March 13 – April 28, 2023	
PARCC & DC Science	Online Testing	Paper Testing (Accommodations only)
	April 3 – May 26, 2023	April 3 – May 19, 2023

2022-23 Statewide Testing Windows





District of Columbia 2022-23 Statewide Assessment Activities Schedule for LEA Assessment Mangers

Month	WIDA/ACCESS for ELLs			Multi-State Alternate Assessment (MSAA) & Dynamic Learning Maps (DLM) (Alternate Assessments)		Partnership for Assessment of Readiness for College and Careers (PARCC) & DC Science Assessment			Test Security		
August 2022	Administer WIDA Screener/K Screener			Release Alternate Assessment Eligibility Policy and One Percent Policy							
September		WIDA Screener Training Modules		Review Eligible Students and Submit Renewal Applications							
October								Release of 2023-223 Test Security Guidelines			
November	Registration Verification			Eligibility Determinations Provided to LEAs					Test Security Training Modules Released		
December	Test setup in WIDA Assessment Management System (AMS)			LEA Test Coordinator Training					Initial Eligibility Determination Appeals	Release of PARCC & DC Science Assessment Manuals	
January		LEA Test Coordinator Training	Test Materials Arrive at Schools		Appealed Determination to LEAs	LEA Test Coordinator Training	High School Registration and 3-8 Verification	Student Registration and Personal Needs Profile (SR/PNP) Completion			
February	ACCESS for ELLs Test Window Feb. 13-March 24					Test Materials Arrive at Schools			Test Security Training School Test Security Plans Due 15 business days prior to the start of each assessment	Incident Reporting, and Test Security Monitoring/ Investigations during Statewide Assessments	
March				MSAA & DIM Test Window March 13-April 28							
April	Return Test Materials & Test Security Affidavits					PARCC & DC Science Test Window April 3-May 26 Paper Test Window April 4-May 19					
May				Return Test Materials & Test Security Affidavits				Return Test Materials & Test Security Affidavits			
June	ACCESS Results Release and Individual Student Report (SR) Available										
July											
August 2023				MSAA Results Release and SR Shipment to Schools		PARCC & DC Science Results Release and SR Shipment to Schools					







Statewide Assessment Activities Schedule

- PARCC and DC Science testing windows are aligned in 2023.
- MSAA and DLM testing windows are aligned in 2023.
- NAEP 2023 testing will only include select schools who have already been notified of their participation.
- This document is available on the [Test Coordinator Resources webpage](#).

Office of Assessments - Contact & Resources

- OSSE Office of Assessments Website: [OSSE.dc.gov/assessments](https://osse.dc.gov/assessments)
- OSSE Office of Assessments Email: OSSE.Assessment@dc.gov
- Test Coordinator Resources Website: osse.dc.gov/page/test-coordinator-resources
- Test Security: osse.dc.gov/service/test-security-and-incident-forms
- WIDA ACCESS: wida.wisc.edu/assess/access
- NAEP: nces.ed.gov/nationsreportcard
- MSAA: msaaassessment.org
- DLM: dynamiclearningmaps.org
- PARCC & DC Science: dc.mypearsonsupport.com

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	
	Test Integrity and Security	Lauren Thompson , Deputy Director of Assessments Lauren.Thompson@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 Rachel Knaizer , Assessment Specialist, ELA Rachel.Knaizer@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



Module 1: Test Integrity & Assessment Overview

Office of Assessments

December 2022

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.



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
- [2022-23 District of Columbia Test Security Guidelines](#)
- Assessment Test Coordinator and Administrator Manuals
- [2022-23 Statewide Assessments Participation and Performance Policy](#)

Testing Integrity Act of 2013 and 2015 Amendments

Testing Integrity Act of 2013

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

Testing 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 & Investigative Protocols

Test Security Guidelines

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

Investigative Protocols

- Sets requirements for the post-test administration inquiry, findings and reconciliation process.

Test Coordinator and Administrator Manuals

Assessment manuals are available for:

- PARCC/DC Science
- Multi-State Alternate Assessments (MSAA)
- Dynamic Learning Maps (DLM) Science
- ACCESS for ELLs and Alternate ACCESS

Assessment manuals provide:

- Critical instructions for Test Coordinators, Technology Coordinators, and Test Administrators
- Procedures and protocols to complete before, during, and after administration

Materials and References for this Training

- All test security forms and guidelines are posted at: osse.dc.gov/service/test-security-and-incident-forms
- The 2022-23 school year Statewide Assessments Participation and Performance Policy is posted at: <https://osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy>
- Resources for Test Coordinators, including the assessment windows, overview of assessment roles and responsibilities, training schedule, contact information for administration support, and more are posted at: <https://osse.dc.gov/page/test-coordinator-resources>

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 Assessment Manager and/or LEA Test Coordinator)
- Test Monitor (School Test Coordinator)
- Test Administrator
- Test Proctor
- Special Populations Coordinator
- Technology Coordinator



Roles and Responsibilities

Test Integrity and Test Security

Authorized Personnel

Any individual who has access to statewide assessment materials or are directly involved in the administration of a statewide assessment.

Requirements:

- Complete Test 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 Test Integrity and Security Inquires and Investigations
- Refrain from prohibited actions
- Read all applicable directions and guidance

Test Integrity Coordinator

(LEA Assessment Manager and/or 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/DC Science; MSAA/DLM; and ACCESS for ELLs/Alternate ACCESS. The same individual may serve as the Test Integrity Coordinator for all assessments, or the LEA can assign up to 3 different individuals to serve in this role.

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 Test Integrity Coordinator to each assessment group (if administered): PARCC/DC Science; MSAA/DLM; and ACCESS for ELLs/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 2023, the teacher of record in a content area may serve as the TA without the need for an additional proctor to be present

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:

- Fulfill all authorized personnel requirements
- Assist Test Administrator as needed
- May administer accommodations
- Test Proctor may be a volunteer
- Must be supervised by a Test Administrator at all times

Additional Authorized Personnel

Special Populations Coordinator

- Assists the Test Monitor/School Test Coordinator 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/School Test Coordinator in preparing administrator and student devices for secure testing according to vendor directions, for both settings
- Troubleshoots any technology problems that may arise



Preparation and Planning

Select LEA Test Coordinator(s) and Submit to OSSE



- The LEA Integrity Coordinator(s) (LEA Assessment Manager and/or LEA Test Coordinator) is/are responsible for maintaining test integrity and security for the LEA and all the schools/campuses under its purview during the statewide assessment.
- LEA Assessment Manager, LEA Test Coordinators for ACCESS for ELLs/Alternate ACCESS, MSAA/DLM, and PARCC/DC Science, and Nonpublic School Test Coordinators names and contact information must be submitted to OSSE each fall. Information can be provided or updated at <https://app.smartsheet.com/b/form/8ad3695505504df2a3f9deb176849df9>
- OSSE will use this information to provide access to online testing platforms and resources. Please ensure it remains up to date and accurate.



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
- Completion of OSSE Test Security Training is **required** for LEA coordinators
 - All LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School 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 Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators must complete the Test Security Training.

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

MSAA Training	Date	Time
MSAA TC/TA Training Modules	<i>Available online (self-paced)</i>	
MSAA Test Administration Training	Feb. 1	1-2:30 p.m.

DLM Training	Date	Time
Dynamic Learning Maps (DLM) Training for District Roles	<u><i>Available online</i></u>	
Dynamic Learning Maps (DLM) Test Coordinator Training	Jan. 12	9 a.m. - 12 p.m.
Dynamic Learning Maps (DLM) Test Coordinator Q&A	Feb. 4	11 a.m. - 12 p.m.



Resources, including the 2022-23 school year training schedule, can be found here: <https://osse.dc.gov/page/test-coordinator-resources>

MSAA & DLM



**Complete OSSE
Assessment
Trainings**

Training	Date	Time
PARCC & DC Science LEA Test Coordinator Training/ PearsonAccessNext (PAN) 101	Dec. 14 or Jan 10	1-3 p.m. 10 a.m. - 12 p.m.
PARCC & DC Science Assessment Accommodations Training	Jan. 24	1-3 p.m.
PARCC & DC Science SR/PNP Workshop – <i>office hours</i>	Feb. 8 Feb. 14	1-3 p.m. 10 a.m. – 12 p.m.
PARCC & DC Science Technology Coordinator Training	Feb. 16	1-3 p.m.
Technical Assistance during PARCC & DC Science Testing Webinar	March 16	1-2:30 p.m.
PARCC & DC Science Assessment Closeout	May 11	10 a.m. – 12 p.m.
<p>Resources, including the 2022-23 school year training schedule, can be found here: https://osse.dc.gov/page/test-coordinator-resources</p>		



PARCC & DC Science



**Complete OSSE
Assessment
Trainings**



Module 2: Preparing for Administration, Part 1

Office of Assessments

December 2022



Statewide Assessment Resources

- OSSE State Assessments Webpage: osse.dc.gov/assessments
- Test Security Forms and Guidelines: osse.dc.gov/service/test-security-and-incident-forms
- Test Coordinator Resources: osse.dc.gov/page/test-coordinator-resources
- Testing Accommodations Information: osse.dc.gov/service/testing-accommodations



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 understand the requirements that best align to their academic program.

The 2022-23 Statewide Assessments Participation and Performance Policy can be found here: <https://osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy>

Students identified as English learners (ELs) who have not yet scored a 4.5 or higher on the ACCESS assessment (5.0 for kindergarten) 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 must be completed by **Friday, Dec. 9.**



ACCESS for ELLs & Alternate ACCESS



**Register
Students to
Test**

MSAA

- LEA Coordinators for alternate assessments can view all approved applicants in the Special Education Data System (SEDS) and the Alternate Assessment MSAA QuickBase application on **Jan. 9**.
- Students in grades 3-8 and 11 whose alternate assessment eligibility applications are approved will be registered by OSSE to take MSAA.
- Alternate Assessment Coordinators will verify this registration information in the Alternate Assessment QuickBase application and report any discrepancies to OSSE by the end of January 2023.



MSAA & DLM



**Register
Students to
Test**

DLM

- Students in grades 5 and 8 whose alternate assessment eligibility applications are approved will be registered for the DLM assessment by OSSE.
- Students taking a high school biology course will be registered by the LEA.
- Test Coordinators for alternate assessments can view all approved applicants in the Special Education Data System (SEDS) and the Alternate Assessment QuickBase application on Jan. 9.



MSAA & DLM



**Register
Students to
Test**

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

- OSSE registers all students in grades 3-8 for the PARCC assessment
- OSSE registers all students in grades 5 and 8 for the DC Science assessment
- LEAs verify PARCC and DC Science registration for grades 3-8 and make adjustments for students in grades 7 and 8 taking advanced mathematics courses
- LEAs register all high school students for PARCC and DC Science, based on course enrollment



PARCC & DC Science



**Register
Students to
Test**

PARCC and DC Science registration information is uploaded into PearsonAccess^{next} 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
- Directions for completing the SR/PNP file can be found in [PearsonAccess^{next}](#)



PARCC & DC Science



**Register
Students to
Test**

LEAs will complete the Student Registration and Personal Needs Profile (SR/PNP) by **Feb. 21**.

Nonpublic schools will submit the Personal Needs Profile (PNP) for students attending nonpublic schools by **Feb. 24**.

For more information about the role of nonpublic schools in test security and administration, [please see this resource](#).



PARCC & DC Science



**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 the assessment registration to ensure completion before approving school test security plans.



Assign Student Testing Accommodations

Preparation and Planning

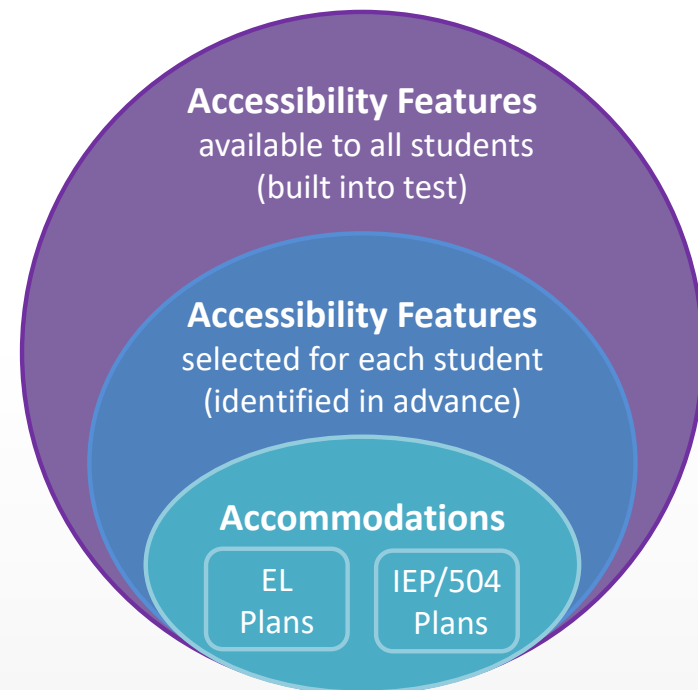
Assign Students Testing Accommodations and Accessibility Features



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**.



Test Security Reminder

Students are entitled to the accommodations in their IEP, 504 or EL plans. Failing to provide students with the accommodations listed in these plans is a violation of their rights and of test security.

Assign Students Testing Accommodations and Accessibility Features



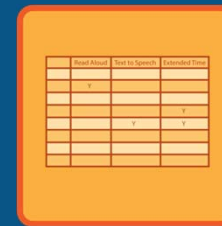
- Work with the **Special Populations Coordinators** at your schools to create policies and assign accommodations and accessibility features effectively.
- LEA and school policies should be created to ensure accessibility features are assigned equitably.
- Accommodations and accessibility features should be reflective of a student's typical instructional experience.
- Students should practice using accommodations and accessibility features prior to testing.
- Schools and LEAs are encouraged to consult the [2022-23 OSSE Testing Accommodations Guides](#) for additional guidance on assigning accessibility features and accommodations for all assessments.

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 & Alternate ACCESS



**Assign Student
Testing
Accommodations**

MSAA

Students taking the MSAA may 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 the administration of the MSAA.

DLM

The DLM Test Administrator is prompted to complete a first contact survey for each registered student.

- The results of this survey determine the accommodations in the DLM system.
- There is no additional action needed to assign accommodations for DLM.



MSAA & DLM



**Assign Student
Testing
Accommodations**

PARCC & DC Science 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 LEAs by **Feb. 21** to ensure student materials are shipped to schools prior to testing. Nonpublic schools should input accommodations through the personal needs profile (PNP) by **Feb. 24**.
- If student accommodations change due to updates to an IEP, Section 504, or EL plan, accommodations can be updated in the SR/PNP at any time before testing begins. Schools may order additional accommodated materials as needed through PAN.
- 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 & DC Science



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 the registration files to ensure completion before test security plans are approved.



Assign Staff to Testing Roles

Preparation and Planning

ACCESS

- ACCESS Test Coordinators who have registered with OSSE via the Site ID file will be 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 & Alternate ACCESS



**Assign Staff
to Testing
Roles**

MSAA

- MSAA Test Coordinators who have registered with OSSE will receive access to their accounts in the MSAA system in late February 2023 or early March 2023.
- 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**

DLM

The DLM LEA Test Coordinator is the main point of contact between OSSE, the DLM Service Desk, and the LEA. A key duty of the LEA Test Coordinator is managing staff and educator roles and responsibilities in the Educator Portal.

- Monitor staff roles and whether an account is active, pending, or inactive in the Educator Portal
- Monitor Test Administrator completion of the security agreement and training in the Educator Portal

Before serving as DLM Test Administrators, educators must:

- Complete the required Test Administrator Training online
- Complete the DLM security agreement



DLM



**Assign Staff
to Testing
Roles**

PARCC and DC Science LEA Test Coordinators who have registered with OSSE are 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 and DC Science role can be found in the PARCC and DC Science [Test Coordinator and Test Administrator Manuals](#).

- Manuals will be available online in January 2023 and paper copies are shipped to schools in March 2023.
- Test Coordinators and Test Administrators are responsible for reading the manuals and performing their duties as outlined.



PARCC & DC Science



**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
- Test Security Training Materials
- Family Notification Letters (with notes on accommodations)
- Test Material Chain of Custody Forms
- Incident Reports
- During Testing Notes, including Minor Deviations from School Test Plan
- Fact-Finding Inquires and Plan to Improve Documents (if applicable)
- Test Integrity and Test Security Affidavit(s)

Test Security Reminder

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

- During monitoring visits, OSSE will request to see the hard copy test security file.
- 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.

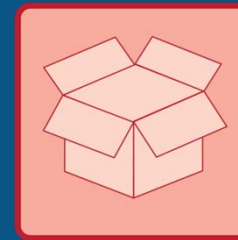
- Please ensure this file is accurate and complete, so that all students receive the materials they need for testing in a timely manner.

Test Coordinators should complete the following when materials are received:

- Receive, inventory, and distribute test materials to designated staff in accordance with LEA and OSSE policies
- Report the amount and type of overage to OSSE



ACCESS for ELLs & Alternate ACCESS



**Receive
Testing
Materials**

MSAA

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)

DLM

The DLM assessment does not have any physical testing materials that will ship to schools.

All supports are provided through the online system.



MSAA & DLM



**Receive
Testing
Materials**

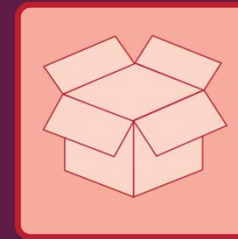
The SR/PNP file is used to determine what materials each school needs to support students with accommodations.

- LEAs: Please ensure accommodations are accurately updated in this file by **Feb. 21**.
- Nonpublic schools: Please ensure accommodations are updated in this file by **Feb. 24**.
- Materials will begin to arrive in March.

Note: These orders may take one to two weeks to arrive at schools, so please plan additional orders accordingly.



PARCC & DC Science



**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.
 - These manuals are not secure materials.
 - Review the contents of the manuals and share the Test Administrator Manuals with your staff members, so they are aware of their testing responsibilities.
 - LEAs may choose not to receive paper manuals by selecting that option in PAN.
- Electronic versions of the Test Coordinator and Test Administrator manuals will be available online in January 2023.
 - If you'd like to review the manuals prior to receiving your materials shipment, you can download and print copies at:



<https://dc.mypearsonsupport.com/manuals/>

PARCC & DC Science



**Receive
Testing
Materials**

Secure and scorable materials will need to be returned to Pearson at the end of testing. Until they are returned, they must be kept in a locked space.

- Shipments from Pearson will include labels and packaging for returning secure materials. Keep these materials for use at the end of testing.
- Additional orders do not include return shipment materials. If you will need to return materials that you do not already have, please order them with your additional order.
- Return shipments must be sent to Pearson **within 5 school days** of the last day of testing. Contact UPS to schedule a pickup for your materials and provide them with the details on the shipping label Pearson has provided.



PARCC & DC Science



**Receive
Testing
Materials**



Module 3: Preparing for Administration, Part 2

Office of Assessments

December 2022



Create School Test Schedule

Preparation and Planning

Create School Test Schedule



Each school is required to prepare a Test Schedule for each statewide assessment administered and submit the schedule(s) to OSSE as part of their school test security plan(s). Schedules will be used to determine support staff, and deadlines for deliverables to OSSE.

A template is available in the [OSSE School Test Security Plan](#) application.

If a school wants to use their own template, they can do so as long as the following fields are included.

- Testing Dates
- Testing Times
- Grades/Courses
- Test Location
- Test Administrator Names
- Proctor Names (if applicable)
- PAN Sessions (if applicable)

Test Security Reminder

The most updated version of the school test schedule must always be uploaded into the School Test Plan QuickBase Application.

OSSE will use these schedules to determine staff support and deadlines for OSSE deliverables.

LEA/School Test Coordinators will create an ACCESS and Alternate ACCESS Test Schedule.

- View the [Testing Scheduling Tutorial](#)
- All testing must be completed by **March 24.**
- Kindergarten and Alternate ACCESS test session should be scheduled as one-on-one sessions

ACCESS for ELLs & Alternate ACCESS



Create
School Test
Schedule

LEA/School Test Coordinators will create a Test Schedule for MSAA and DLM.

- Test administration for MSAA and DLM is one-on-one
- MSAA test sessions may consist of one or two items at a time, or ten or more items depending on the student's engagement with the assessment
- The DLM assessment includes 9-10 testlets that take about 15 minutes each to administer (the DLM system takes 10-15 minutes to generate information for the subsequent testlet)
- Test Administrators may pause the MSAA or DLM tests at any time, based on student needs
 - Students are allowed to take breaks when needed
 - Breaks may consist of a few minutes or a few days
- All MSAA and DLM testing must be completed by **April 28th.**



MSAA & DLM



**Create
School Test
Schedule**

- LEA and/or School Test Coordinators will create a testing schedule for PARCC and DC Science.
- PARCC and DC Science testing may be scheduled at any time within the state test window.
- PARCC and DC Science windows can be established separately.
- Units and unit times can be found in the [PARCC and DC Science Test Coordinator Manual](#).
- The 2023 ELA field test will be taken by students in **grades 5, 8 and 10 (ELA II)**. Field testing requires one additional unit (totaling 3 units) of ELA to be included in the school testing schedule.
- Math and science field test items will be embedded in operational units.
- Accommodated paper testing must be completed by **May 19** and online testing must be completed by **May 26**.



PARCC & DC Science



Create
School Test
Schedule



Setup Test Sessions

Preparation and Planning

Setup Test Sessions



- Before testing can begin, students must be assigned to a testing session in many of the online assessment systems.
- Test sessions allow the School Test Coordinators to group students who are testing together and to schedule and manage student testing in the online platform.
 - ACCESS, MSAA and DLM must have test sessions setup in their respective testing systems prior to testing.
 - PARCC and DC Science test sessions will be created in the PearsonAccessNext (PAN) system.

ACCESS is a computer-based assessment and requires that student and staff information is loaded into the WIDA AMS system.

WIDA AMS is the online platform used for test administration and materials management.

Test Coordinators are responsible for:

- Confirming that all students are listed in WIDA AMS and assigned to test sessions
- Adding any new students to WIDA AMS and assigning them to test sessions

ACCESS for ELLs & Alternate ACCESS



Setup Test Sessions

MSAA

Students taking MSAA must be assigned to testing sessions called “classrooms” for testing.

- This allows the Test Administrator to access testing and login information for the student.

DLM

Test Administrators for DLM should take the following steps to set students up for testing:

- Create student rosters for each Test Administrator
- Submit the first contact survey for each student



MSAA & DLM



Setup Test Sessions

Each student taking PARCC and/or DC Science must be assigned to a test session in the PearsonAccess^{next} system.

- Directions for setting up test sessions can be found in the PARCC and DC Science Test Coordinator Manual.
- Test sessions must be named according to the naming conventions below, prior to approval of the school test security plan.
- Each test session that is created must be assigned a Test Administrator. The use of the Test Administrator naming convention below is also required.

SR/PNP Field	Naming Convention	Sample Name
Test Administrator	Lastname.Firstname	Doe.Jane
Session Name	SUBJECT.grade/course.TAinitials.regular(R)/makeup(M)	ELA.03.JD.R

*If one school has two Test Administrators with the same initials, the naming convention for the session name will also include a numeral after their initials to differentiate between Test Administrators at that school (e.g. SCI.05.JD1.R, ELA.03.JD2.R, MATH.ALG1.JD3.M, etc.).

*For high school math courses use "MATH" followed by "ALG1" for Algebra I, "ALG2" for Algebra II, and "GEO" for Geometry in place of the grade level. For high school science, use "SCI.BIO..." as the beginning of the naming convention for Biology test sessions. All ELA assessments, including high school assessments, will be coded "ELA" followed by the grade of the assessment.



[See here for the Coordinating 2022-23 Statewide Assessments Guide](#)

PARCC & DC Science



Setup Test Sessions



Setup Student Testing Devices

Preparation and Planning

Setup Student Testing Devices



- Prior to testing, student devices must be prepared for test administration. Technology Coordinators should review the technical specifications for each assessment and ensure that devices are ready.
 - Review device requirements
 - Update device software, if needed
 - Download applications or create shortcuts to website links
 - Ensure appropriate bandwidth for administration
- Failure to complete these steps appropriately could result in testing delays and student device issues.

WIDA AMS is the online platform used for test administration and materials management.

Technology Coordinators are responsible for:

- Installing Central Office Service (COS) Service Device (SD) on all testing devices
- Refer to the [Technology User Guide](#) for system requirements and support

ACCESS for ELLs & Alternate ACCESS



**Setup Student
Testing
Devices**

MSAA is a computer-based assessment, managed through the [MSAA Online Assessment System](#). Students take the assessments through this platform.

Before testing, Test Administrators should log in to the MSAA Online Assessment System to ensure that the computer, laptop, or tablet, login information, and any necessary assessment features are working as intended. Make sure that the computer or any AAC and assistive technology device a student may use meets the minimum requirements, is in working order, is available for testing, and is compatible with the systems.

Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information on compatibility and requirements.



MSAA



**Setup Student
Testing
Devices**

- Kite Student Portal is the secure online platform where students take DLM assessments. While in Student Portal, students cannot access unauthorized webpages or applications.
- Technology requirements and installation instructions for the student portal can be found at <https://dynamiclearningmaps.org/kite>.

DLM



**Setup Student
Testing
Devices**

The PARCC and DC Science assessments are computer-based tests. Student tests are taken in the TestNav application.

- TestNav must be accessible on all student testing devices and can be [downloaded](#) as an app. Updating the TestNav app annually is required.
- For details about compatibility between TestNav and the devices used at your school, read the [TestNav System Requirements](#). To better understand how to use TestNav, visit the [TestNav 8 Online User Guide](#).



PARCC & DC Science



**Setup Student
Testing
Devices**



Submit School Test Security Plans to OSSE

Preparation and Planning

Submit School Test Security Plan(s) to OSSE



OSSE requires **every school, including nonpublic schools**, that will administer a statewide assessment to complete and submit a school test security plan prior to the start of the school's testing window.

The school test security plan serves as an official communication with OSSE of a school's plan for administering statewide assessments.

School test security plans must be submitted to OSSE for final approval at least **15 business days prior to the first scheduled day of testing**.

Submit School Test Security Plan(s) to OSSE



Nonpublic schools are required to create school test security plans for their respective assessment(s) and submit them directly to OSSE for review and approval at least 15 business days before the school's first planned day of testing.

Other schools submit plans to the LEA, which then submits to OSSE.

- For this reason, School Test Coordinators should confirm submission timelines with their LEA to ensure that final plans are submitted to OSSE with the appropriate lead time.

Submit School Test Security Plan(s) to OSSE



The initial plan that is submitted is a draft plan. The draft plan informs OSSE of the school's expected testing start and end date for each assessment, which allows the Quickbase application to automatically calculate the due date for the final plan.

Schools will use the draft plan to develop and submit the final plan to be reviewed by OSSE.

Draft plans for ACCESS for ELLs are due no later than **Jan. 17, 2023**.

Draft plans for all other assessments are due no later than **Feb. 15, 2023**.



Submit School Test Security Plan(s) to OSSE

- A school may decide to submit a separate plan for each assessment or combine plans by program.
- Schools will have, at a minimum, one plan for ACCESS/Alternate ACCESS, one plan for MSAA/DLM and one plan for PARCC/DC Science, as applicable to the assessments administered at the school.
- If a school chooses to include two assessments within a plan, the plan must address security protocols and logistics for both assessments.

Submit School Test Security Plan(s) to OSSE



Each school test security plan must include the following information:

- Names and contact information for Test Coordinators and key test administration staff
- A secure materials management plan
- A plan for school staff and authorized personnel to report irregularities in test administration and security
- A plan for key school staff to conduct inquiries on reported test irregularities during test administration
- Affirmation that the school staff are aware and have access to the complete list of prohibited actions as defined by the state
- A plan for handling logistical, technical, and communication issues that may arise during test administration
- Affirmation that the school has met all actions as required by the state
- Affirmation that Test Sessions and Test Administrators have been entered into PAN (PARCC/DC Science test plans only)
- A list of authorized personnel
- A detailed Test Schedule



Submit School Test Security Plan(s) to OSSE

OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing.

Characteristics of a Strong School Test Plan	Characteristics of a Weak School Test Plan
<ul style="list-style-type: none">• Clear• Organized• Thoughtful and Thorough Responses• Complete Authorized Personnel List• Complete School Test Schedule• Complete SR/PNP File in PAN (Test Sessions, Accommodations, Test Administrators) if applicable	<ul style="list-style-type: none">• Disorganized or Difficult to Understand• Incomplete Responses• Generic Responses or Responses Copied Directly from OSSE's School Test Plan Exemplar• Missing Authorized Personnel• Incomplete or Missing Test Schedule• Incomplete or Missing SR/PNP File in PAN

Submit School Test Security Plan(s) to OSSE



School Test Plan Completion Supports Include:

- School Test Plan Instructions
- School Test Plan Exemplar
- Authorized Personnel and Test Schedule Templates
- [OSSE Technical Assistance Bookings](#)

All school test plan support documents are posted on the OSSE test security and incident forms webpage: osse.dc.gov/service/test-security-and-incident-forms

The School Test Plan QuickBase Application will launch in early January.

Test Security Reminder

- School test security plans must be submitted **15 business days before the first scheduled day of testing.**
- OSSE's review period is typically five to 10 days.
 - If the plan is submitted late or revisions are not reconciled within five days of the start of testing, testing may be delayed.

Testing cannot begin until the school test security plan is approved by OSSE.



Train Authorized Personnel

Preparation and Planning

Train Authorized Personnel



LEA or School Test Coordinators must train all authorized personnel on test security and administration policies and practices prior to the start of test administration.

OSSE → LEA Test Coordinator → LEA and School Authorized Personnel

If the School Test Coordinator will be training school staff, the LEA Test Coordinator must train the School Test Coordinator before the school-wide training takes place.



Train Authorized Personnel

LEA/ School Test Security Training Requirements:

Train test monitors and all authorized personnel at LEA/school in state, LEA, and school policy and procedures.

Training must include:

- Distribution of [Testing Integrity and Security Notification Statement](#) to all authorized personnel
- Review of School Test Security Plan
- Review of Test Security Guidelines
- Review of Test Administration Procedures
- Review of vendor-supplied testing manual(s)
- Internal process/procedures to follow for technology issues during testing
- Internal process/procedures to follow to report testing incidents



Train Authorized Personnel

Who requires training?

- Test Monitors (School Test Coordinators)
- Test Administrators
- Test Proctors
- Other Authorized Personnel
 - Nurse, Custodial Staff, Office Manager, etc.

How should training be documented?

The following must be placed in the school's Test Security File:

- Training Materials
- Attendance Certification (e.g., sign-in sheets)
- Test Security and Integrity Notification Statement

The ACCESS assessment is administered to small groups or individual students by a trained Test Administrator. The ACCESS Test Administrator Manual provides testing times, guidance on room setup, information about materials, and directions on how to use the online testing system.

Test Administrators must take the following actions prior to administering any ACCESS assessment:

- View the vendor's online training modules
- Complete the vendor's [Online Administration Quiz](#) and pass with a score of 80% or higher (first year Test Administrators only)
- Recommended to re-certify in the speaking domain for grades 1-12



ACCESS for ELLs & Alternate ACCESS



**Train
Authorized
Personnel**

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

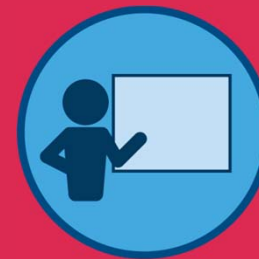
Test Administrators must take the following actions prior to administering the MSAA:

- View the vendor's online training modules
- Complete the vendor's [Online Training Module Quizzes](#)
- Pass with a score of 80% or higher

There is a MSAA Test Administration Training webinar scheduled for **Feb 1**. The link can be found in the [2022-23 School Year Test Administration Trainings](#).



MSAA



**Train
Authorized
Personnel**

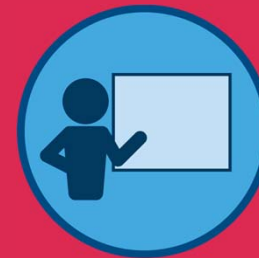
DLM

Before serving as DLM Test Administrators, educators must complete the required Test Administrator Training modules online.

DLM will also offer a training webinar for **LEA Test Coordinators**, one for **Test Administrators** and a follow-up question & answer webinar. Test Coordinators or Test Administrators who are not able to attend the webinars can find the necessary information on the [DLM DC website](#).

DLM Training	Date	Time
DLM TA Training Modules	Available online (self-paced)	
DLM Test Coordinator Training	Wednesday, Jan. 11, 2023	9-11 a.m.
DLM Test Administrator Training	Wednesday, Jan. 25, 2023	1-3 p.m.
DLM Test Coordinator Q&A Session	Thursday, Feb. 9, 2023	10-11 a.m.

DLM



**Train
Authorized
Personnel**

- The PARCC and DC Science assessments **do not** require Test Administrators to complete a vendor online training prior to serving in this role during test administration.
- Test Administrators receive their test security and administration training from their LEA or School Test Coordinator.
- OSSE offers optional trainings that support new and experienced Test Coordinators.
 - Optional PARCC and DC Science trainings can be found here: <https://osse.dc.gov/page/test-coordinator-resources>



PARCC & DC Science



**Train
Authorized
Personnel**



Send Assessment Notification Letter to Families

Preparation and Planning

Send Assessment Notification Letter to Families



Every LEA/school is required to send home a notification letter to families letting them know their student will participate in statewide testing. A [sample letter](#) is available on OSSE's website, and it may be used or modified to fit the needs of each school.

The following information must be included in the letter:

- School/LEA must provide families with a letter regarding the dates and purpose of the statewide assessment

In addition,

Copies of letters sent home must be kept in the school test security file

A template with English and other translated versions of the letter will be available on the OSSE website for school use



5 - Minute BREAK



Module 4: Test Administration – Setup and Monitoring

Office of Assessments

December 2022



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.



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



Washington DC School

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**

$$a^2 + b^2 = c^2$$

100% Tests

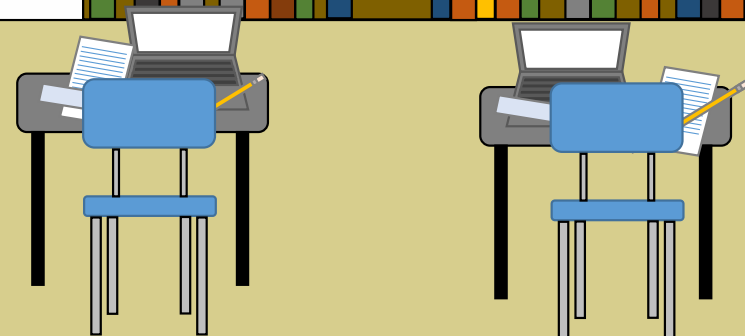
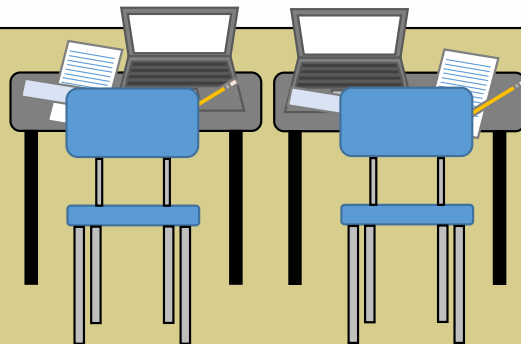
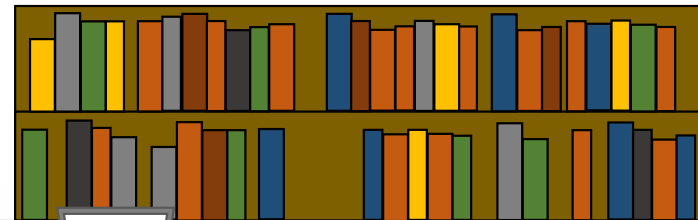
100% Math Equations $8x + 12y = 7$ $9x - 22y = 7$ $1000x + 1 =$ $92,000 - 1000x = 7$ $27,300 + 900x = 7$	100% Math Equations $8x + 12y = 7$ $9x - 22y = 7$ $1000x + 1 =$ $92,000 - 1000x = 7$ $27,300 + 900x = 7$	100% Math Equations $8x + 12y = 7$ $9x - 22y = 7$ $1000x + 1 =$ $92,000 - 1000x = 7$ $27,300 + 900x = 7$
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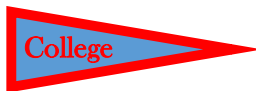
Steps for Success!

- Read the question
- Find evidence
- Select an answer
- Check your work

World History Timeline

Animal
Life Cycles



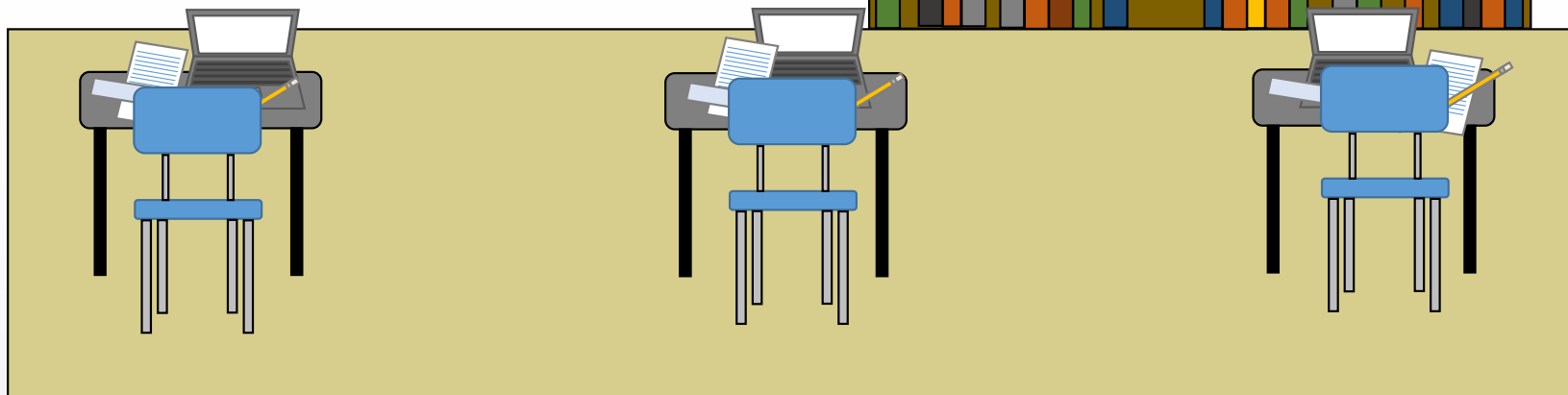
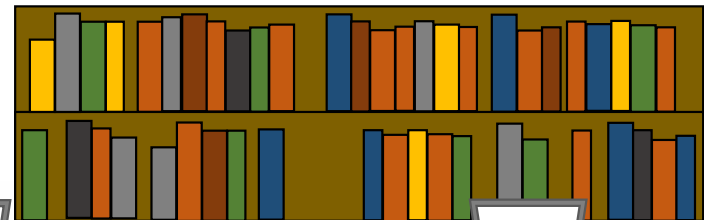
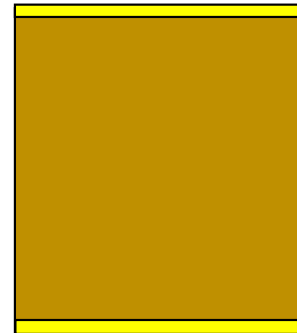


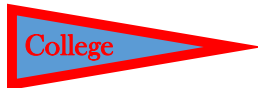
Washington DC School

Daily Schedule

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12:00 – Lunch
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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**



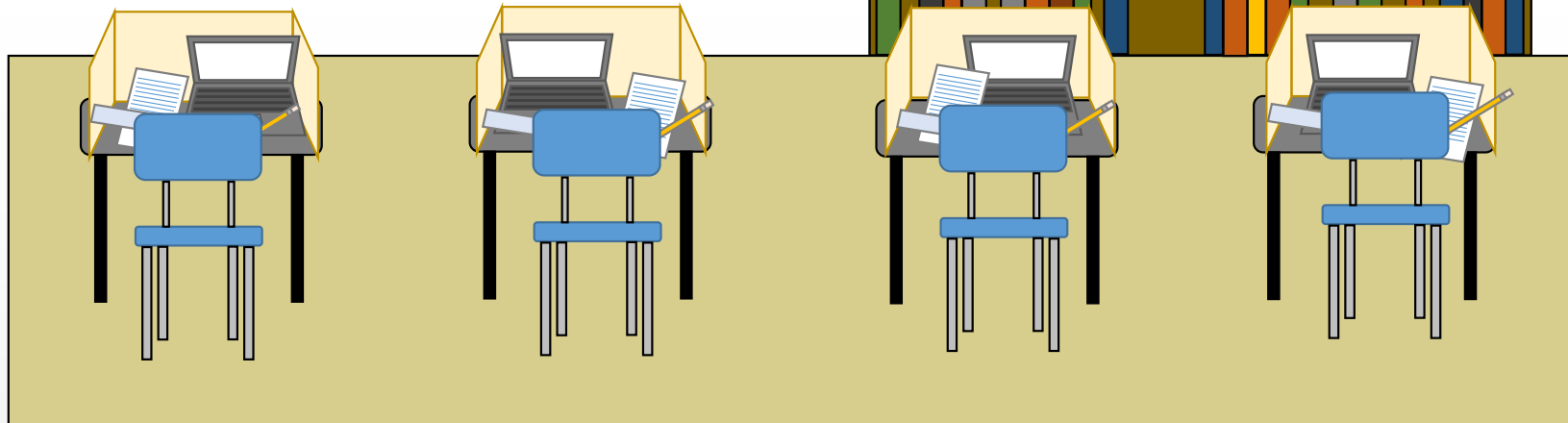
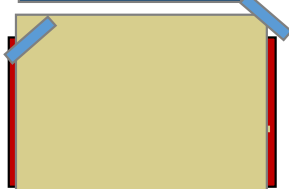
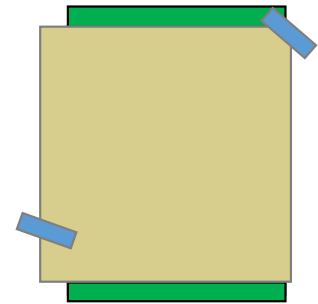
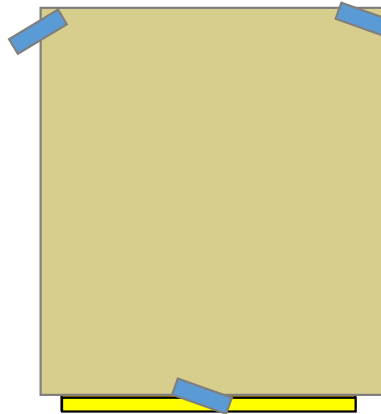


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Prepare and Distribute Testing Materials

Test Administration



Prepare and Distribute Testing Materials

The School Test Coordinator is responsible for ensuring that Test Administrators 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 that 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 request form is 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, not included in manuals 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).
- Forms are available on the [Test Security and Test Integrity Information and Documents Page](#).

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 Assessments to Students

Test Administration

Administer Statewide Assessments 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 contact OSSE via the OST 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: <https://osse.dc.gov/page/test-coordinator-resources>

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



2022-23 Assessment Administration Support

Assessment Customer Support
Contact assessment vendors for technical support with their testing platforms.



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



(866) 834-8879
M-F, 8 a.m.-5 p.m. EST
MSAAServiceCenter@cognia.org



(866) 688-9555
M-F, 6:30 a.m.-7:30 p.m. (EST)
<https://dc.mypearsonsupport.com/>



NAEP Help Desk for Schools
1-800-283-6237
Monday – Friday, 8 a.m. – 8 p.m.
Naephelp@westat.com



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

OSSE Stakeholder Support
Contact OSSE for guidance regarding assessment policy and test administration.



OSSE Assessment Hotline
(202) 304-3269
M-F, 8 a.m.-4 p.m. (EST)
Only active during assessment administration

OSSE Support Tool (OST)
<https://octo.quickbase.com/>

OSSE.Assessment@dc.gov
(To protect student privacy and data security do not send student information via email)

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.



Module 5: Test Administration – Prohibited Actions & Incident Reporting

Office of Assessments

December 2022



Test Administration

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 follow all test security and administration guidance to securely administer assessments to students.
- All authorized personnel 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.



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
- Allowing students to complete a single PARCC or DC Science test unit over multiple days
- Allowing more than the allotted unit time to students without an approved extended time accommodation
- 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



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 and/or failing to ensure that all pupils have properly logged off the computer system before allowing any pupil to leave the testing room
- Failing to observe the test material chain of custody procedures as outlined in the school test security plan

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 accommodation 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 the entire testing group the time remaining on the test
- Announcing to the entire testing group reminding students to stay on task
- Announcing to the 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

Test Security Reminder

Exception to Prohibited Actions: Test Fraud and Coaching

If students need a specific electronic device or aid that isn't part of a standard accommodation, a unique accommodation request must be submitted to OSSE for approval.

Exception to Prohibited Actions: Cheating

A Test Administrator may need to read test content if they are administering an accommodation that requires it (for example, human reader or human signer). In these cases, Test Administrators are to follow all appropriate directions in the assessment-specific manuals to ensure they are maintaining test security.

Exceptional Circumstances During Test Administration



- **Absences/Makeups**

- Makeup testing must 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.

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 Security Plan.
- **Significant medical emergencies**
 - May apply for Medical Exemption with support from a treating 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 protocols.
 - Student safety first, then document and submit an incident report to OSSE.

Exceptional Circumstances – Nonpublic Placements



LEAs must ensure that all eligible students enrolled at their LEA, including students in nonpublic settings, participate in statewide assessments. Nonpublic schools are responsible for maintaining test security and reporting test security incidents that occur on their campuses to OSSE.

Nonpublic responsibilities include:

- Compliance with Testing Integrity Act of 2013, Amendment of 2015, Test Security Guidelines and vendor manuals
- Creation and submission to OSSE of School Test Security Plan for students enrolled at that site



Submit Incident Reports to OSSE

Test Administration



Submit Incident Reports to OSSE

When incidents, deviations, or issues occur during test administration they should be promptly communicated to OSSE.

Incident Report (OSSE Support Tool, Hotline, or OSSE Website)

- All breaches to test security and test integrity during test administration should be submitted to OSSE using the **OSSE Support Tool! If you do not have access to the** OSSE Support Tool, incidents may be reported via the Assessment Hotline, or OSSE website.
- Accommodation misadministration should be submitted as incident reports.

School Test Security Plan (Minor Deviations)

- Minor deviations from the testing plan may include: a change in authorized personnel, minor timing changes, or changes in the information presented in the approved school test security plan, etc.)
- Changes to the approved test schedule must be reported by uploading a new test schedule into the school's test security plan

Test Security File

- All reported Test Security/Integrity Incidents should be included in the test security file
- Additional test administration concerns **not** resulting in a breach of the security of test materials, test content or testing devices should also be included in the test security file.



Submit Incident Reports to OSSE



Detailed and specific Incident Reports include:

- The name and role of all Authorized Personnel involved in the incident.
- The name of the student(s) (last name, first name) and their 10-digit SSID number.
- The test unit/section, where applicable
- Steps taken to resolve the issue (e.g., technical issues, scheduled make-up testing, etc.)



When to Submit an Incident Report to OSSE

The following **should be documented** via 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**

When Not to Submit an Incident Report to OSSE



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 (note this in the test security file)
- Assigning a student, a different device during testing (note this in the school 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 (note this in the school test security file)
- Substituting Test Administrators and/or Proctors (update the school's approved Test Schedule)

How to Submit an Incident Report to OSSE



OSSE Support Tool QuickBase Application (OST)

- LEA Assessment Managers
- LEA Test Coordinators

OSSE Incident Reporting Form

- Authorized personnel
- Nonpublic schools
- Anyone else

Assessment Hotline: (202) 304-3269

- Authorized personnel
- Anyone else

Note: that the assessment hotline is only active Monday through Friday, from 8 a.m. to 4 p.m., during active statewide assessment administrations.

Updates or Deviations to School Test Plan



Minor Deviations from School Test Security Plan

- Listed (log-style, section 13: Minor Deviations and Testing Updates)

Plan to Improve Test Security School Policies and Procedures

- Required document that explains your school's plan for correcting issues described in initial incident report
- Must be completed and uploaded into the school test security plan within 48 hours of request.

Test Security Fact Finding Inquiry

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 72 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.



Module 6: Administration Closeout & Reporting

Office of Assessments

December 2022



Assessment Closeout



Collect Testing Materials

Test Administration

Collect Testing Materials



- Test Administrators must follow the closeout protocol detailed in the assessment manual for each test. Scripted closeout instructions may be required.
 - TAs 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.
 - Examples: Crossword puzzle after math; Sudoku puzzle after ELA

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.



Return/Shred Secure Testing Materials

Assessment Closeout

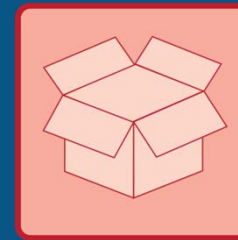
Return/Shred Secure Testing Materials



- 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 Test Monitor/School Test Coordinator is responsible for securely storing all secure testing materials as soon as they are returned.
- The Test Monitor/School Test Coordinator should review test coordinator manuals to determine which materials to shred and which to return to the vendor.
- All secure materials that will not be returned to the testing vendor following test administration should be securely shredded with a witness present.
 - Examples of materials to be securely destroyed include used scratch paper and testing ticket or login 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 & Alternate ACCESS



**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.
- At the end of DLM testing, Test Coordinators should collect and securely destroy username and password information, TIP pages, and related materials.

MSAA & DLM



**Return/Shred
Secure Testing
Materials**

- 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.
- 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.
 - The last day to return scorable paper-based materials is **May 26, 2023**
 - The last day to return secure materials used during computer-based testing is **June 2, 2023**
- Contact UPS to schedule a pickup for your materials.
- Additional details about returning secure materials can be found in the PARCC & DC Science Test Coordinator Manual.

SECURE MATERIAL
Ship to Pearson



PARCC & DC Science



**Return/Shred
Secure Testing
Materials**

New for 2022-2023 Return of PARCC & DC Science Materials: *Form to Return Secure Materials*

PARCC DC Science
2022-2023 Form to Return Secure Test Materials

Instructions:

1. Follow the instructions in the Test Coordinator Manual to determine which secure test materials must be returned to Pearson.
Note: All secure materials will have either a serial number or security barcode.
2. Complete all sections of this form and maintain a copy in your school records file.
3. Submit this form to your PARCC/DC Science LEA Test Coordinator.

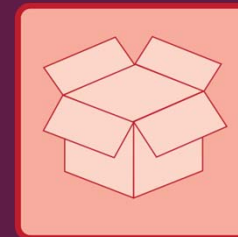
Contact Name: _____ Role: _____
School Name: _____ School Code: _____
LEA Name: _____ LEA Code: _____

Secure Material/Subject/Grade	Assessment	Quantity	Serial Number/Security Barcode Range	UPS Tracking Number	UPS Pickup Date
Example: Grade 5 Human Reader Script		2	12345-12346	121Y12346789123	06/18/23

- Prior to returning secure materials to Pearson, School Test Coordinators will complete a form documenting the items returned, their serial numbers/ barcodes, shipment pickup date and tracking information.
- This form will then be submitted to LEA Test Coordinators and kept in the schools' testing files.



PARCC & DC Science



**Return/Shred
Secure Testing
Materials**



Closeout Testing in Online Platforms

Assessment Closeout

Closeout Testing in Online Platform



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

- ACCESS Test Coordinators must complete the pre-reporting data validation process (separate from OSSE's data validation process) in WIDA AMS at the end of testing.
- Pre-reporting data validation – LEAs in AMS will occur April 21-April 28.
- Tutorials of the data validation process and after-testing activities are available in [WIDA AMS](#).

ACCESS for ELLs & Alternate ACCESS



**Closeout
Testing in
Online Platform**

MSAA

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.

DLM

Once the final unit of testing is complete, no additional actions need to be taken for closeout.



MSAA & DLM



**Closeout
Testing in
Online Platform**

- When a PARCC or DC Science 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 & DC Science



**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 the test administration of each assessment.
- Every school is required to keep the updated file in hard-copy format for **four years**.
- Schools may also maintain an electronic test security file in addition to the hard copy.

Test Security Reminder

Every school must keep an updated version of the Test Security File in hard-copy format on site for 4 years.

OSSE may request to see the test security file at any time within the four-year time frame.



Submit Test Integrity and Test Security Affidavits to OSSE

Assessment Closeout



Submit Test Security Affidavit to OSSE

- Within **10 business days** after the close of each statewide assessment window, the LEA Test Integrity Coordinator must obtain signed affidavits from the School Test Coordinator for each approved test security plan.
- Within **15 business days** after the close of each statewide assessment window, LEAs must submit all school affidavits and one LEA-level affidavit for each assessment program (ACCESS/Alt ACCESS; MSAA/DLM; and PARCC/DC Science) to OSSE via the [OSSE Support Tool \(OST\)](#).
- Nonpublic School Test Coordinators must sign affidavits and submit them directly to OSSE via the [OST](#).

Test Security and Test Integrity Affidavits Due Dates

Assessment	Assessment End Date	10 Days from Assessment End Date	Due to OSSE Via OST
ACCESS for ELLs	March 24, 2023	April 7, 2023	April 14, 2023
MSAA & DLM	April 28, 2023	May 12, 2023	May 19, 2023
PARCC & DC Science	May 26, 2023	June 9, 2023	June 16, 2023

Test Security Reminder

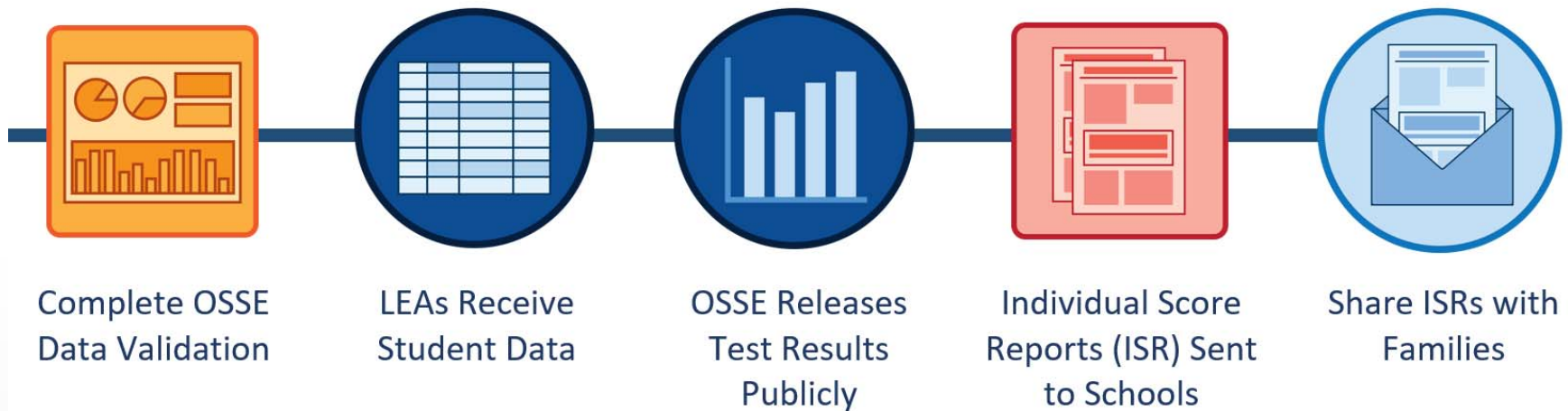
- The LEA Test Coordinator must submit one affidavit for each assessment program.
- School Test Coordinators must submit an affidavit for each approved school test security plan.
- If you are both the LEA Test Coordinator and the School Test Coordinator, please indicate that on the affidavit upon submission.



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.office.com/g/ErWEGHGqZJ>
- A score of 80% or higher (out of 120 total points) on the quiz will serve as the official attendance and completion of the 2023 Test Security Training modules.

Reminder: OSSE will not approve School Test Security Plans if the LEA Test Coordinator listed has not completed this training series and the quiz.

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	
	Test Integrity and Security	Lauren Thompson , Deputy Director of Assessments Lauren.Thompson@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 Rachel Knaizer , Assessment Specialist, ELA Rachel.Knaizer@dc.gov
	 DC Science The District of Columbia Assessment of the Next Generation Science Standards	Chelsea Charland , Assessment Specialist, Science Chelsea.Charland@dc.gov
	 	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