

2023-24 School Year District of Columbia Statewide Assessments Nonpublic School Test Coordinator Overview

The District of Columbia administers multiple assessments annually in accordance with DC and federal law¹. These statewide assessments are an important source of data on students' progress and proficiency relative to DC's educational standards. DC students who attend nonpublic schools participate in statewide assessments.

Administration of the assessments by the school requires coordination with the Office of the State Superintendent of Education (OSSE) and the student's local education agency (LEA) of enrollment. Documentation of test planning is submitted to and approved by OSSE annually, as evidence that each school is prepared for test administration. An overview of these requirements and resources are outlined below.

Which assessments are nonpublic school students required to take?

ACCESS for ELLs (Feb. 12 – March 22, 2024): An assessment taken by English learners (EL) in grades K-12 to determine their growth and participation in EL programming. An alternate version of the ACCESS assessment is available for students with significant cognitive disabilities.

DLM* Dynamic Learning Maps (March 11-April 26, 2024): An alternate science assessment available to students with significant cognitive disabilities and taken in lieu of DC Science in grades 5 and 8, and by students taking a high school biology course.

MSAA* Multi-State Alternate Assessment (March 11-April 26, 2024): An alternate mathematics and English language arts (ELA) assessment available to students with significant cognitive disabilities in lieu of CAPE by students in grades 3-8 and 11.

DC CAPE DC Comprehensive Assessments of Progress in Education (April 1-May 24, 2024): A suite of summative assessments measuring student mastery of grade- or course-level ELA, mathematics, or science standards. ELA and mathematics assessments are taken by students in grades 3-8 and students enrolled in certain high school courses. Science assessments are taken by students in grades 5 and 8, and those taking a high school biology course.

**Schools with students who may qualify for alternate assessments should coordinate with LEAs to complete the alternate assessment eligibility process through OSSE. Final eligibility applications are to be submitted by the LEA.*

Who oversees the planning of assessments for nonpublic schools?

Each school serving DC students will assign a staff member to the role of Nonpublic School Test Coordinator. This individual will attend OSSE- and vendor-led trainings, plan for testing and liaise with LEAs and OSSE to coordinate a successful assessment administration. They will submit a testing plan to OSSE for each assessment administration, manage testing systems and materials, facilitate staff training and oversee test administration.

If you will be serving as a School Test Coordinator, please complete [this form by Oct. 20, 2022](#) and email OSSE.Assessment@dc.gov to provide your contact information and gain access to the testing systems used to manage test administration.

What documentation do nonpublic schools need to submit to OSSE?

Each nonpublic school that is administering a statewide assessment is required to submit a school test security plan to OSSE for each assessment. These plans outline procedures for keeping testing materials secure, training staff, setting up technology and systems, and scheduling testing. **School test security plans must be approved by OSSE before any student begins testing.** The plans are also shared with each student's LEA. School test security plan submissions are made in an online system called Quickbase. To request access to Quickbase, please email OSSE.Assessment@dc.gov.

¹ Legal requirements include: Nonpublic special education schools or programs shall ensure all students are appropriately included in the statewide assessment, either by taking the statewide general assessment or an alternate assessment approved by OSSE, in accordance with guidelines established by OSSE. (5A 28 DCMR § 2805.3); In accordance with chapter A-23 and section 3019 of chapter E-30 of Title 5 of the DCMR, every nonpublic special education school or program shall ensure that every District of Columbia student with an IEP enrolled in a nonpublic special education school or program is appropriately included in either the District of Columbia statewide assessment system or alternate assessment approved by OSSE. (5A 28 DCMR § 2812.1); A nonpublic special education school or program shall ensure that statewide assessments are administered according to the test security guidelines published by OSSE. (5A 28 DCMR § 2812.2); The nonpublic special education school or program shall ensure a student's IEP shall include a specific finding that the student is eligible for participation in the alternate assessment based upon the alternate academic achievement standards, OSSE state level guidelines for participation in alternate assessments, and other applicable guidance issued by OSSE. (5A 28 DCMR § 2812.3); Unless specifically required by a student's IEP, the nonpublic special education school or program and the sending LEA shall not substitute an alternate assessment based on alternate academic achievement standards for the general statewide assessment for any student. (5A 28 DCMR § 2812.4)



How are statewide assessments in DC administered?

Each statewide assessment has an online system and a set of instructions or manuals that outline procedures for testing. OSSE hosts a range of online and in-person training events for school staff each year. To view and register for these events, please visit osse.dc.gov/page/test-coordinator-resources and select the link for the 2023-24 school year training schedule.

What components of the testing process do nonpublic schools oversee?

- Coordinate with LEAs to determine which assessment(s) are to be administered to nonpublic school students
- Attend all required OSSE- and vendor-led trainings
- Confirm student registration in the online system for each assessment
- Assign accommodations as outlined in students' individualized education program (IEP), Section 504, or EL plans and confirm the student accommodations are accurate in online systems
- Manage user accounts in the online testing systems
- Create a testing schedule and notify students' families of tests/testing schedule for their students
- Train school staff who will support test administration
- Submit school test security plan to OSSE and create a school test security file to document test irregularities
- Set up student testing devices
- Receive and securely store test materials
- Oversee the testing and ensure test security
- Ensure appropriate accommodations are provided to students during testing
- Submit incident reports to OSSE if test security irregularities arise before, during, or after testing
- Return secure materials to testing vendors at the conclusion of testing
- Submit the test security affidavit to OSSE at the conclusion of testing

What steps should the Nonpublic School Test Coordinator take?

- ✓ Review DC's [Statewide Assessments Participation and Performance Policy](#)
- ✓ In collaboration with LEAs, determine the assessments students attending your nonpublic school are required to take
- ✓ Read the *Next Generation Assessment Bulletin* that OSSE sends to assessment points of contact via email every one to two weeks. To gain access to this communication, email OSSE.Assessment@dc.gov.
- ✓ Complete [this form by Oct. 20, 2023](#). This information is needed to provide access to the testing systems and the school test security plan application. All secure or private information must be communicated to OSSE using security database tools. ****Do not share any secure or private information with OSSE via email, such as student names or disability status.***
- ✓ Consult with the special education teams to determine the appropriate testing accommodations for students.
- ✓ Review resources at osse.dc.gov/page/test-coordinator-resources, including testing windows, training schedule, customer support contact information, and assessment-specific resources
- ✓ When available, login to each vendor's testing system and ensure you have access to your students and their testing information