



District of Columbia
Office of the State Superintendent of Education

Coordinating 2018/19 Statewide Assessments

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DISTRICT OF COLUMBIA ASSESSMENT PROGRAM

The District of Columbia administers student assessments annually in accordance with DC and federal law. These statewide assessments are an important source of data on students' progress and proficiency relative to DC's educational standards. In the 2014-15 school year, DC began transitioning to a system of Next Generation Assessments. These new assessments are aligned to the Common Core State Standards, Next Generation Science Standards, EL proficiency standards, and DC Standards. These assessments are also technology- and computer-enhanced.

2018-19 TESTING SCHEDULE FOR THE DISTRICT OF COLUMBIA

Assessment	2018-19 Testing Window
National Assessment for Educational Progress (NAEP)	Jan. 28- March 8
WIDA ACCESS for ELLs 2.0 (ACCESS)	Feb. 25- April 5
Multistate Alternate Assessment (MSAA)	March 18-May 3
Dynamic Learning Maps (DLM) Science Alternate Assessment	March 18-May 3
Partnership for Assessment of Readiness for College and Careers (PARCC)	April 1-May 24 (Paper accommodation tests, April 1-May 17)
DC Science Assessment	April 8-May 31 (Paper accommodation tests, April 8-May 24)
DC Health and Physical Education Assessment (HPEA)*	April 1- June 14

- * The DC Health and Physical Education Assessment is run by OSSE's Division of Health and Wellness and not by the Office of Assessment. Individuals overseeing and administering the HPEA should follow guidelines provided by the Division of Health and Wellness and contact OSSE.schoolhealth@dc.gov for support. Schools do not need to submit a school test security plan for HPEA.

STATEWIDE ASSESSMENTS

WIDA ACCESS FOR ELLs 2.0 (ACCESS)

The ACCESS assessment is taken by students who are English learners (EL) to determine their growth in English language proficiency and participation in EL programming. This assessment is taken annually and is part of the School Transparency and Reporting (STAR) Framework, DC’s accountability framework. The number of students participating in this assessment varies, based on the population of ELs at each school/LEA. Portions of the test are taken digitally, while others are taken with paper and pencil.

ACCESS 2019	Grades Assessed	K-12
	Content Assessed	English Language Proficiency
	2018/19 Testing Window	Feb. 25- April 5
	OSSE Contact	Michael Craig, Michael.Craig@dc.gov
	Website	https://www.wida.us/assessment/ACCESS20.aspx

MULTI-STATE ALTERNATE ASSESSMENT (MSAA)

The MSAA is an alternate assessment for students with the most significant cognitive disabilities. Schools must submit applications to OSSE to receive alternate assessment eligibility for students they serve. The MSAA assesses the Math and English/Language Arts Common Core State Standards and is taken annually. It is a computer-based assessment and a part of the STAR framework.

MSAA 2019	Grades Assessed	3-8 and once in high school
	Content Assessed	English/Language Arts and Math
	2018/19 Testing Window	March 18-May 3
	OSSE Contact	Michael Craig, Michael.Craig@dc.gov
	Website	https://www.msaaassessment.org/

DYNAMIC LEARNING MAPS SCIENCE ALTERNATE ASSESSMENT

Dynamic Learning Maps (DLM) DC Science Alternate Assessment is an assessment for students with the most significant cognitive disabilities. Schools must submit applications to OSSE to receive alternate assessment eligibility for students they serve. The DLM Science Alternate Assessment Science Alternate Assessment is an on-demand computer-based assessment.

DLM Science Alt. 2019	Grades Assessed	5, 8, and biology (high school)
	Content Assessed	Science
	2017/18 Testing Window	March 18-May 3
	OSSE Contact	Daniel Alcazar-Roman, Daniel.Alcazar-Roman@dc.gov
	Website	https://dynamiclearningmaps.org/district-of-columbia

PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC)

PARCC assesses the Math and English/Language Arts Common Core State Standards. It is a computer-based assessment and a part of the STAR framework. PARCC ELA and mathematics assessments are administered annually to students in grades 3-8 and once in high school.

PARCC 2019	Grades Assessed	3-8 and once in high school
	Content Assessed	English/Language Arts and Math
	2018/19 Testing Window	April 1-May 24 <i>(Paper accommodation tests, April 1-May 17)</i>
	OSSE Contact	Cassie Lynott, Cassie.Lynott@dc.gov
	Website	https://dc.mypersonsupport.com/

DC SCIENCE ASSESSMENT

The DC Science Assessment is a computer-based assessment of the Next Generation Science Standards (NGSS). It is taken by students in grades 5 and 8, and by students enrolled in a high school biology course.

DC Science 2019	Grades Assessed	5, 8, and biology (high school)
	Content Assessed	Science
	2018/19 Testing Window	April 8-May 31 <i>(Paper accommodation tests, April 8-May 24)</i>
	OSSE Contact	Daniel Alcazar-Roman, Daniel.Alcazar-Roman@dc.gov
	Website	https://dc.mypersonsupport.com/

OTHER ASSESSMENTS

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The NAEP is taken bi-annually by most schools in the District of Columbia. During NAEP years, test coordinators are encouraged to attend NAEP training with OSSE's NAEP Coordinator. NAEP staff administer the assessment to a sample of students at each school and provide all required technology and materials. Schools provide the testing environment and organize for selected students to be available during testing times.

NAEP 2019	Grades Assessed	4, 8, and 12
	Content Assessed	Reading, Mathematics, Social Studies, Technology and Engineering Literacy
	2018/19 Testing Window	Jan. 28 – March 8
	OSSE Contact	Swea Hart, Swea.Hart@dc.gov
	Website	https://www.nationsreportcard.gov/

ASSESSMENT ROLES AND RESPONSIBILITIES

LEAs within the District of Columbia are responsible for managing the administration of statewide assessment at each of their schools. Students must be assessed in accordance with OSSE’s [participation policy](#) and the [test security guidelines](#). LEAs will designate staff at the LEA and school level to coordinate test security and test administration. These individuals will train staff and submit required documentation to OSSE.

	Role	Responsibilities
LEA Roles	LEA ACCESS Coordinator/ LEA Test Integrity Coordinator	<ul style="list-style-type: none"> • Manage the administration of the ACCESS assessment • Ensure test security • Provide test security training for School EL Assessment Coordinators • Submit required documentation to OSSE before, during, and after testing
	LEA MSAA and DLM Coordinator/ LEA Test Integrity Coordinator	<ul style="list-style-type: none"> • Manage the alternate assessment eligibility process for the LEA • Manage the administration of the MSAA and DLM assessments • Ensure test security • Provide test security training for School Alternate Assessment Coordinators • Submit required documentation to OSSE before, during, and after testing
	LEA PARCC and DC Science Coordinator/ LEA Test Integrity Coordinator	<ul style="list-style-type: none"> • Manage the administration of the PARCC and DC Science assessments • Ensure test security • Provide test security training for School Test Coordinators • Submit required documentation to OSSE before, during, and after testing • Coordinate with Alternate and EL Assessment Coordinators
School Roles	School ACCESS Coordinator/ School Test Monitor	<ul style="list-style-type: none"> • Manage the administration of the ACCESS assessment • Ensure test security at the school • Provide test security training for authorized personnel • Create a school test security plan and maintain a school test security file
	School MSAA and DLM Coordinator/ School Test Monitor	<ul style="list-style-type: none"> • Manage the administration of the MSAA and DLM assessments • Ensure test security at the school • Provide test security training for authorized personnel • Create a school test security plan and maintain a school test security file
	School PARCC and DC Science Coordinator/ School Test Monitor	<ul style="list-style-type: none"> • Manage the administration of the PARCC and DC Science assessments • Ensure test security at the school • Provide test security training for authorized personnel • Create a school test security plan and maintain a school test security file
	School NAEP Coordinator	<ul style="list-style-type: none"> • Complete and submit preassessment information in the MyNAEP website • Coordinate with NAEP representatives to prepare for assessment administration
	Technology Coordinator	<ul style="list-style-type: none"> • Prepare technology for test administration • Provide technical support during testing
	Special Education Coordinator	<ul style="list-style-type: none"> • Manage the assignment and administration of accommodations and accessibility features to students
	Test Administrator	<ul style="list-style-type: none"> • Administer a test to a student or group of students in compliance with test integrity guidelines and LEA, school, and test manual policies
	Proctor	<ul style="list-style-type: none"> • Support test administration to a group of students in compliance with test integrity guidelines and LEA, school, and test manual policies
	Authorized Personnel	<ul style="list-style-type: none"> • Any individual (other than a student) who is trained on test security and has permission to enter a secure testing environment

TEST SECURITY

OSSE's goal is for schools and LEAs to deliver a uniform and equitable statewide assessment program. For assessments to yield fair and accurate results, the assessments must be administered under consistent and standardized conditions. OSSE provides [test security guidelines](#) and resources to ensure that schools and LEAs deliver uniform and equitable testing programs.

BEFORE TESTING

LEA TEST COORDINATOR TEST SECURITY TRAINING (REQUIRED)

LEA ACCESS, MSAA and DLM, and PARCC and DC Science Test Coordinators must attend one session of Test Security Training presented by OSSE's Office of Assessment. Training dates include Dec. 11, 2018, Jan. 17, 2019, and Feb. 4, 2019. Topics will include test security requirements and updates for the 2019 testing season. **Failing to attend this training can result in ineligibility to serve in the role of LEA Test Coordinator.**

SCHOOL TEST COORDINATOR TEST SECURITY TRAINING

School ACCESS, MSAA, and PARCC Test Coordinators will be trained in test security and administration by their respective LEA Test Coordinators. This training will be scheduled and managed by the LEA. Please contact your LEA Test Coordinator if you have questions about this training.

NONPUBLIC SCHOOL TEST COORDINATOR TEST SECURITY TRAINING

OSSE will train School Test Coordinators from nonpublics during a Nonpublic Test Security Training webinar on Jan. 22, 2019. The information provided will prepare nonpublic School Test Coordinators to complete and submit required documentation, train their staff, and administer the ACCESS, MSAA, DLM, PARCC and DC Science assessments.

SCHOOL TEST SECURITY PLAN

Each School Test Coordinator is required to submit a school test security plan for their respective assessment(s) to their LEA Test Coordinator, who will review the plan and submit it to OSSE. This plan is due to OSSE **15 business days** prior to the school's first day of testing.

School test security plans provide OSSE with important test security and administration information about the assessments your school will be taking, such as, test security policies and procedures, the staff involved in test administration, and the schedule for testing. This information will be entered in the [OSSE School Test Security Plan Tool](#) QuickBase application, and instructions for completing test security plans can be found on [OSSE's website](#).

Once a school test security plan is submitted, OSSE will review the plan and provide feedback or approval. If a plan is not approved and requires revisions, OSSE will outline the revisions needed in the notes of the plan and send a revision notice to the LEA test coordinator, via the OSSE School Test Security Plan Tool. When a plan is approved, OSSE will send an approval notice.

NONPUBLIC SCHOOL TEST SECURITY PLANS

Nonpublic schools are required to create school test security plans for their respective assessment(s) and submit them to OSSE for review and approval. LEAs will be able to review and access a school test security plan for each

assessment their students participate in at the nonpublic. A planning template for nonpublic school test security plan submission is available in Appendix D.

LEA Test Coordinators should expect the same deliverables from a nonpublic that they do of any other school they oversee. LEA Test Coordinators should work with nonpublic schools to support them in designating a school test coordinator, assigning students the proper assessments, and administering the test in accordance with test security guidelines.

TESTING SCHEDULE

OSSE and the assessment consortia in which it participates determine testing windows for each state assessment. These dates can be viewed in the Statewide Testing Windows 2018-19 section of this document. For the ACCESS assessment, MSAA, and the DLM Science Alternate Assessment, schools may test students at any point during the state testing windows. For the PARCC and DC Science assessments, schools must select a window of up to 30 consecutive school days in which testing will occur. These windows can vary between schools within the same LEA, but must be defined in the testing schedule that each school submits with their school test security plan.

Each school is required to prepare a testing schedule for each assessment in which they participate and submit the schedule(s) to OSSE as part of their school test security plan(s). Schedules will be used to determine test monitoring, support staffing, and deadlines for deliverables to OSSE. A template is available in the OSSE School Test Security Plan Tool, but schools may choose to use their own schedule format, as long it as it includes all required elements. Testing schedules must include the following information:

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

POLICIES AND PROCEDURES

As part of the school test security plan, schools must clarify how they will ensure test security through the policies and procedures they establish and follow. A section of the plan will request information about security of materials, incident reporting protocols, and addressing abnormalities. Planning the test security components of test administration in advance supports a uniform and equitable administration.

SCHOOL TEST SECURITY FILE

Once the school test security plan is submitted, each School Test Coordinator should establish a school test security file. This must be a file where physical documents can be maintained for the next four years. Digital school test security files can be used in addition to, but not in place of physical documentation. A list of items that should be kept in the school test security file are provided on [OSSE's test security webpage](#).

TRAINING AUTHORIZED PERSONNEL

Authorized personnel include any staff member or volunteer who has been trained on the test security and administrative protocols and procedures of a statewide assessment. School Test Coordinators are required to train all authorized personnel who will be interacting with their designated assessment at their school. This includes, but is not limited to, test administrators, proctors, and school leaders. If an individual has not been trained, they are not permitted to enter an active testing environment, except in the case of an emergency.

Schools must submit their authorized personnel training date to OSSE with their school test security plan. Training can be presented after school test security plan submission, but must occur prior to the first day of testing. School test security training should include OSSE’s test security requirements and school-level information, such as schedules, materials distribution procedures, and classroom setup requirements. OSSE provides an [optional template](#) for the training that can be supplemented and adapted for school use.

Attendance should be taken at all authorized personnel training events, including makeup trainings. The attendance list(s) must be kept in the school test security file. All authorized personnel must receive a [test security notification statement](#), available on OSSE’s test security webpage. This should be presented to participants at the test security training, and must be shared with all authorized personnel prior to the first day of test administration.

FAMILY NOTIFICATION STATEMENT

OSSE requires schools to notify families of the assessments that will be given to their students each year. There is a [draft notification letter](#) on OSSE’s test security webpage that can be used or modified for this purpose. A copy of the letter(s) sent home to families should be kept in the school test security file.

DURING TESTING

OBSERVING AND MONITORING TESTING

During testing, school, LEA, and OSSE staff may observe testing to ensure compliance with test security policies. School Test Coordinators should be regularly monitoring testing at their school and providing support, as needed. LEA Test Coordinators can observe testing at their schools or designate other trained authorized personnel within their organization to do so.

OSSE auditors also monitor schools during ACCESS, MSAA, and PARCC testing. These visits are unannounced and may occur at any point during the school test window. Upon arrival, the OSSE auditor will meet with the School Test Coordinator and other authorized personnel to ask them a few questions about test security and administration. Auditors should be given information about where testing is taking place and be allowed to move freely throughout the testing environment. The [OSSE Auditor Checklist](#) is available on OSSE’s test security webpage. Observation notes made by OSSE auditors are secure information. Auditors are not permitted to share notes with LEA or school staff or provide feedback during their visit. Please direct any questions about OSSE auditor visits to OSSE’s Office of Assessment.

INCIDENTS AND IRREGULARITIES

During testing, incidents and testing irregularities occasionally arise. Authorized personnel should be trained on how to handle potential issues and should know how and when to contact their School Test Coordinator for support. Incidents should be documented and shared with OSSE within 24 hours of occurrence. Incident reports can be submitted via the [OSSE Support Tool](#) in QuickBase or an [online incident reporting form](#). Urgent issues can be reported by calling the OSSE Assessment Hotline at (202) 304-3269. Responses will be provided in order of highest need and may not be immediate.

In an emergency situation, the School Test Coordinator should handle any immediate student needs and take steps to mitigate any dangers. Once student needs have been met, the School Test Coordinator should reach out to OSSE to receive advice on how to proceed.

AFTER TESTING

SECURE TESTING MATERIALS

Each assessment includes secure testing materials with different requirements for return or destruction. Please see the ACCESS, MSAA, DLM, PARCC, and DC Science Testing Closeout and Returning Test Materials sections for details on how to handle secure testing materials.

VERIFY TESTING DATES

Testing windows for each assessment will be verified at the conclusion of the assessment by the ACCESS, MSAA and DLM, and PARCC and DC Science LEA and School Test Coordinators. The first date any student at the school took the test and the last date any student took the test must be submitted to OSSE. This information will be used by OSSE for participation determinations.

TEST SECURITY AFFIDAVITS

At the conclusion of testing, ACCESS, MSAA and DLM, and PARCC and DC Science LEA and School Test Coordinators must each submit a [Test Security Affidavit](#) to OSSE via the OSSE Support Tool. Test security affidavits are assessment specific and must be submitted to OSSE within **15 business days** of the last day of testing for each assessment. Schools should submit the affidavit 15 business days after the last student at their school tests. LEA Test Coordinators should submit the affidavit 15 business days after the last student at their LEA tests.

TEST SECURITY RESOURCES

OSSE Test Security Webpage - <https://osse.dc.gov/service/test-security-and-incident-forms>

Included on this webpage are the following resources:

- Test Security Guidelines
- Statewide Assessment Participation and Performance Policy
- Test Integrity and Test Security Notification Statement
- Test Integrity and Test Security Affidavit
- School Test Security Plan Instructions
- OSSE Assessment Auditor General Observation Checklist
- Assessment Parent Letter Notification Templates
- Sample LEA Test Security Training PowerPoint Template

OSSE School Test Security Plan Tool and OSSE Support Tool QuickBase application - <https://octo.quickbase.com>

OSSE Support Tool QuickBase application - <https://octo.quickbase.com>

Test security point of contact in OSSE's Office of Assessment: Chanon Bell, Chanon.Bell@dc.gov

TEST ADMINISTRATION

WIDA ACCESS FOR ELs 2.0 (ACCESS)

The ACCESS assessment is taken by students who are English learners (EL) to determine their growth and participation in EL programming. This assessment is taken annually and will be included in the STAR Framework. The number of students participating in this assessment varies, based on the population of ELs at each school/LEA. Portions of the test are taken online while others are taken with paper and pencil.

ACCESS 2019	Grades Assessed	K-12
	Content Assessed	English Language Proficiency
	2018/19 Testing Window	Feb. 25-April 5
	OSSE Contact	Michael Craig, Michael.Craig@dc.gov
	Website	https://www.wida.us/assessment/ACCESS20.aspx
	Customer Support	WIDA Phone: (866) 276-7735 WIDA Email: help@wida.us DRC Phone: (855) 787-9615 DRC Email: WIDA@datarecognitioncorp.com OSSE Assessment Hotline: (202) 304-3269 OSSE Assessment Email: OSSE.Assessment@dc.gov

TEST MANUALS, TRAINING, AND ADMINISTRATIVE INFORMATION

Prior to testing, all staff supporting with ACCESS should be trained on administrative practices and review the ACCESS testing manuals that apply to their role. LEA EL Assessment Coordinators are responsible for training School Test Coordinators, and School Test Coordinators are responsible for training Test Administrators and any other authorized personnel who support with the assessment. School ACCESS Coordinators are also responsible for ensuring that all Test Administrators have WIDA and DRC accounts established for their use and that they have completed the online training prior to test administration. OSSE offers a wide range of training opportunities throughout the school year to support individuals serving in each of these roles. Please [register to attend](#) events that will support you and your team in a successful administration.

Test manuals provide instructions and parameters that should be followed with fidelity. [ACCESS test manuals](#) include the Test Administrator Manual, the District and School Test Coordinator Manual, and the Accessibility and Accommodations Supplement.

The ACCESS assessment is administered to individual or small groups of students by an ACCESS Test Administrator. This individual must be trained prior to serving in this role. Training includes completing online modules and reviewing the ACCESS Test Administrator Manual. Returning Test Administrators do not need to complete the training modules, but should review the ACCESS Test Administrator Manual and communicate with their Test Coordinator prior to testing.

TESTING PLATFORM SETUP

ACCESS is a computer-based assessment and requires that student and staff information is loaded into a testing platform. [WIDA AMS](#) is the online resource used for material management and test coordination for the ACCESS for ELLs 2.0 suite of assessments. The primary users of WIDA AMS are the Test Coordinators at the school and district level. Additional information about the WIDA AMS system can be found in the [WIDA AMS User Guide](#).

LEA Test Coordinators were provided with access the WIDA AMS by OSSE in August. LEA and school users with previously existing accounts will have those accounts reactivated. If accounts need to be updated with additions or removals, please contact the Special Populations Assessment Specialist, Michael Craig at Michael.Craig@dc.gov. Users will be granted permissions in the system, based on the role(s) they are assigned. A user matrix that outlines permissions granted to each role is available in the WIDA AMS User Guide.

STUDENT REGISTRATION

Students identified as ELs who have not yet scored a 5.0 or higher on the ACCESS assessment will be registered by OSSE to take the ACCESS assessment. ACCESS Coordinators will verify this registration information in the WIDA AMS system and report any discrepancies to OSSE by the end of January 2019.

ACCOMMODATIONS AND ACCESSIBILITY

Students taking the ACCESS assessment may require the assignment of accommodations, universal tools, or administrative considerations. These are supports provided during the assessment and can include digital features, materials, or interactions with a test administrator. Accommodations can only be assigned to students with IEP, 504, and EL plans, and should be assigned in accordance with the documentation in these plans. Universal tools and administrative considerations can be assigned to any student, based on the discretion of the school or LEA. Policies should be put in place at the LEA and school level to ensure accommodations and accessibility features are applied appropriately and equitably. Information about these supports for the ACCESS assessment can be found in the [Accessibility and Accommodations Supplement](#).

The WIDA consortium and OSSE provide the opportunity for students who qualify to take alternate assessments to take the Alternate ACCESS for ELLs assessment. For details on how to apply for students to take alternate assessments, visit [OSSE's website](#).

ORDERING TEST MATERIALS

Students taking ACCESS with accommodations may require additional testing materials. ACCESS materials are often located in the WIDA AMS system, but some must be ordered and shipped to schools. This is done through designations in the ACCESS 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. Detailed instructions for this process are available in the *Materials Management* sections of the Test Administrator Manual and the District and School Test Coordinator Manual.

ADMINISTERING THE ACCESS ASSESSMENT

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 step-by-step directions on how to use the online testing system. Please review this information to prepare for test administration.

During testing, students will be assessed on the domains of listening, reading, speaking, and writing. Each domain is a separate test session and must be given in one sitting. In order to receive an overall composite score, it is imperative for students to meet the attemptedness criteria set by WIDA. Students who do not take each session of the assessment may receive scores that are incomplete and do not reflect the full scope of their ability in each domain area.

TESTING CLOSEOUT AND RETURNING TESTING MATERIALS

At the end of ACCESS testing sessions, test coordinators should collect all testing materials. Testing tickets for online testing must be returned to a Test Coordinator for secure disposal. Scratch paper should also be disposed, and all other materials should be securely stored.

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. Failure to adhere a label with student test information will result in booklets being processed as unused and no score will be assigned. The ACCESS Test Administrator Manual provides details on how to prepare materials and ship them back.

Once testing is complete and materials have been returned and/or securely destroyed, the LEA and School ACCESS Coordinators will need to complete test security affidavits for the ACCESS assessment. Details on this process are provided in Test Security Affidavits section of this guide.

ACCESS RESOURCES

(Some hyperlinks below work best when copied and pasted into your browser.)

WIDA AMS - <https://www.drcedirect.com/all/eca-portal-ui/welcome/WIDA>

WIDA AMS User Guide - https://www.wida.us/assessment/AMS/WIDA_AMS_User_Guide_2017.pdf

WIDA Test Coordinator Manual -

<https://www.wida.us/assessment/access%202.0/documents/2017DistrictSchoolTestCoordinatorManual.pdf>

WIDA Test Administrator Manual -

<https://www.wida.us/assessment/access%202.0/documents/2017TestAdministratorManual.pdf>

Accessibility and Accommodations Supplement -

<https://www.wida.us/assessment/access%202.0/documents/AccessibilityandAccommodationsSupplement.pdf>

OSSE's Assessment Training Calendar - <https://osse.dc.gov/page/test-coordinators-training>

OSSE's Alternate Assessment Eligibility Information - <https://osse.dc.gov/node/1242>

MULTI-STATE ALTERNATE ASSESSMENT (MSAA)

The MSAA is an alternate assessment for students with the most significant cognitive disabilities. Schools must submit applications to OSSE to receive alternate assessment eligibility for students they serve. The MSAA assesses the Math and English/Language Arts Common Core State Standards (CCSS) and is taken annually. Students who are eligible to take MSAA do not need to take the PARCC assessment, which also assesses the Math and English/Language Arts CCSS. MSAA is a computer-based assessment that will be included in STAR Framework.

MSAA 2019	Grades Assessed	3-8 and once in high school
	Content Assessed	English/Language Arts and Math
	2018/19 Testing Window	March 18-May 3
	OSSE Contact	Michael Craig, Michael.Craig@dc.gov
	Website	https://www.msaaassessment.org/
	Customer Support	Phone: (866) 834-8879 Email: MSAAServiceCenter@measuredprogress.org OSSE Assessment Hotline: (202) 304-3269 OSSE Assessment Email: OSSE.Assessment@dc.gov

ALTERNATE ASSESSMENT ELIGIBILITY

MSAA is an alternate assessment. Eligibility for participation in any alternate assessment for the 2018-19 school year begins with LEAs completing the appropriate documentation in [SEDS](#). During the Individualized Education Program (IEP) development process, or through an IEP amendment, IEP teams are to carefully review OSSE’s [participation criteria](#) to identify individual students for whom it may be most appropriate to participate in the alternate assessment program.

Every fall, OSSE reviews student records to determine eligibility for alternate assessment participation for the current school year. For OSSE to review a student for alternate assessment eligibility for the 2018-19 school year, the following documentation must be provided in SEDS:

1. There is a current IEP on file.
2. The current IEP indicates “Alternate Assessment” selected by the IEP team.
3. There is a “DC Alternate Assessment Participation Decision Documentation Form” on file that was completed and submitted with the current IEP.
4. All documentation to support the alternate assessment decision form has been uploaded.

TEST MANUALS, TRAINING, AND ADMINISTRATIVE INFORMATION

Prior to testing, all staff supporting with MSAA should be trained on administrative practices and review the MSAA testing manuals that apply to their role. LEA Alternate Assessment Coordinators are responsible for training School Test Coordinators, and School Test Coordinators are responsible for training Test Administrators and any other authorized personnel who will be entering the testing environment. To serve as a Test Administrator, staff members must review the [Online MSAA Test Administration Training Modules for](#)

[Test Administrators](#), including the end-of-module quizzes and complete the Final Quiz with at least an 80 percent accuracy score.

Test manuals provide instructions and parameters that should be followed with fidelity. [MSAA test manuals](#) include the Test Administration Manual (TAM), the Directions for Test Administration (DTA) manual, the MSAA Online Assessment Systems User Guide for Test Administrators manual, and the MSAA Online Assessment System User Guide for Test Coordinators. These manuals can be found and printed online.

TESTING PLATFORM SETUP

MSAA is a computer-based assessment and requires that student and staff information is loaded into a testing platform. This information is managed through the [MSAA Online Assessment System](#). This platform is also where students will login to take the assessment.

LEA Test Coordinators will be provided with access to the MSAA Online Assessment System by OSSE in February 2019. Once access is granted, MSAA Coordinators can create staff accounts to add Test Administrators in the system. To serve as a Test Administrator, staff members must complete modules and receive a qualifying score on a final quiz. Once this quiz is successfully completed, Test Administrators will gain access to the system tools needed to administer the assessment.

Before testing, 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, any AAC and assistive technology device a student may use meets the minimum requirements, are in working order, are available for testing, and are compatible with the MSAA Online Assessment System. Refer to the MSAA Online Assessment System User Guide for Test Administrators for information on compatibility and requirements of the MSAA Online Assessment System.

STUDENT REGISTRATION

Students whose alternate assessment eligibility applications are approved will be registered to take MSAA by OSSE. Alternate Assessment Coordinators will verify this registration information in the MSAA Online Assessment System and report any discrepancies to OSSE by the end of January 2019.

ACCOMMODATIONS AND ACCESSIBILITY

Students taking the MSAA assessment may require the assignment of accommodations and accessibility features. These are supports provided during the assessment and can include digital features, materials, or interactions with a test administrator. Accommodations can only be assigned to students with IEP, 504, and EL plans and should be done in accordance with the documentation in these plans. Accessibility features can be assigned to any student, based on the discretion of the school or LEA. Policies should be put in place at the LEA and school level to ensure accommodations and accessibility features are applied appropriately and equitably. Details about accommodations and accessibility features can be found in the TAM.

ORDERING TEST MATERIALS

Students taking MSAA with accommodations may require additional testing materials. Accommodated materials will be ordered based on individual student needs and should be kept secure, in accordance with the assessment policy for testing materials. MSAA materials are automatically ordered through the MSAA pre-ID file. Please confirm the information in this file when it is shared with LEAs by OSSE to ensure that students receive the materials they need prior to their first day of testing. Materials will be shipped directly to schools.

ADMINISTERING MSAA

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. MSAA offers the option to pause testing, based on the needs of the student, and return to it at a later point in time. Please refer to the TAM for additional information.

MSAA includes selected response, constructed response, and writing prompt items. All items are administered digitally, unless a student has an accommodation that allows them to test on a paper form. MSAA is a stage adaptive assessment that provides test sessions based on how students performed in previous sessions. Materials used by Test Administrators must align to the test sessions. Be aware of test session assignments and use materials accordingly when assessing students.

TESTING CLOSEOUT AND RETURNING TESTING MATERIALS

At the end of MSAA testing, test coordinators should destroy secure MSAA materials. School Test Coordinators should collect and shred all printed copies of the test, DTA, scoring rubrics, and student work.

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*.

Once testing is complete and materials have been returned and/or securely destroyed, the LEA and School MSAA Test Coordinators will need to complete test security affidavits for the MSAA assessment. Details on this process are provided in Test Security Affidavits section of this guide.

MSAA RESOURCES

MSAA System - <https://www.msaaassessment.org/user>

MSAA Technology Requirements - <https://www.msaaassessment.org/specifications>

OSSE's Alternate Assessment Participation Criteria - <https://osse.dc.gov/node/1242>

Special Education Data System (SEDS) - <https://osse.pcgeducation.com/~dcosse/>

DYNAMIC LEARNING MAPS (DLM) SCIENCE ALTERNATE ASSESSMENT

DLM is an alternate science assessment for students with the most significant cognitive disabilities. Schools must submit applications to OSSE to receive alternate assessment eligibility for students they serve. DLM is a computer-based test that assesses the Next Generation Science Standards and is taken in grades 5 and 8, and by student enrolled in high school Biology. Students who are eligible to take DLM do not need to take the DC Science assessment, which also assess the Next Generation Science Standards.

DLM 2019	Grades Assessed	5, 8 and high school Biology
	Content Assessed	Science
	2018/19 Testing Window	March 18-May 3
	OSSE Contact	Daniel.Alcazar-Roman@dc.gov
	Website	https://dynamiclearningmaps.org/district-of-columbia
	Customer Support	Phone: (855) 277-9751 Email: DLM-support@ku.edu OSSE Assessment Hotline: (202) 304-3269 OSSE Assessment Email: OSSE.Assessment@dc.gov

ALTERNATE ASSESSMENT ELIGIBILITY

DLM is an alternate assessment. Eligibility for participation in any alternate assessment for the 2018-19 school year begins with LEAs completing the appropriate documentation in [SEDS](#). During the Individualized Education Program (IEP) development process, or through an IEP amendment, IEP teams are to carefully review OSSE’s [participation criteria](#) to identify individual students for whom it may be most appropriate to participate in the alternate assessment program.

Every fall, OSSE reviews student records to determine eligibility for alternate assessment participation for the current school year. For OSSE to review a student for alternate assessment eligibility for the 2018-19 school year, the following documentation must be provided in SEDS:

1. There is a current IEP on file.
2. The current IEP indicates “Alternate Assessment” selected by the IEP team.
3. There is a “DC Alternate Assessment Participation Decision Documentation Form” on file that was completed and submitted with the current IEP.
4. All documentation to support the alternate assessment decision form has been uploaded.

TEST MANUALS, TRAINING, AND ADMINISTRATIVE INFORMATION

Prior to testing, all staff supporting with DLM should be trained on administrative practices and review the DLM testing manuals that apply to their role. LEA DLM Coordinators are responsible for training School Test Coordinators, and School Test Coordinators are responsible for training Test Administrators and any other authorized personnel who will be entering the testing environment. DLM Test Coordinator and Test Administrator training will be hosted at OSSE in February 2019. Online training is available through the [DLM website](#).

Test manuals provide instructions and parameters that should be followed with fidelity. [DLM test manuals](#) include the Assessment Coordinator Manual, Test Administrator Manual, Accessibility Manual, and Technology Specifications Manual. These manuals can be found and printed online.

TESTING PLATFORM SETUP

DLM is a computer-based assessment and requires that student and staff information is loaded into an online testing platform called the KITE Suite. This platform is also where students will login to take the DLM assessment.

LEA Test Coordinators will be provided with access to the KITE system by OSSE in February 2019. Once access is granted, DLM Coordinators can create staff accounts to add Test Administrators in the system. To serve as a Test Administrator, staff members must complete training courses and receive a qualifying score on a final post-test. Once this post-test is successfully completed, Test Administrators will gain access to the system tools needed to administer the assessment.

Before testing a student, log in to KITE to ensure that the computer, laptop, or tablet, login information, and any necessary assessment features are working as intended. Make sure that the computer, any AAC and assistive technology device a student may use meets the minimum requirements, are in working order, are available for testing, and are compatible with KITE. Refer to the DLM Technology Specifications Manual for information on compatibility and requirements.

STUDENT REGISTRATION

Students in grades 5 and 8 whose alternate assessment eligibility applications are approved will be registered by OSSE to take DLM. High school students will be registered by their LEA, based on their course registration. Alternate Assessment Coordinators will verify this registration information in the KITE system and report any discrepancies to OSSE by the end of February 2019.

ACCOMMODATIONS AND ACCESSIBILITY

Students taking the DLM assessment may require the assignment of accommodations and accessibility features. These are supports provided during the assessment and can include digital features, materials, or interactions with a test administrator. Accommodations can only be assigned to students with IEP, 504, and EL plans and should be done in accordance with the documentation in these plans. Accessibility features can be assigned to any student, based on the discretion of the school or LEA. Policies should be put in place at the LEA and school level to ensure accommodations and accessibility features are applied appropriately and equitably. Details about accommodations and accessibility features can be found in the DLM Accessibility Manual.

ORDERING TEST MATERIALS

DLM does not require additional testing materials for accommodations. All testing materials are provided online, in the KITE system. All administration resources can be found on the DLM website.

ADMINISTERING DLM

DLM is administered to individual students by a Test Administrator. Scripts are provided within the online assessment. DLM offers the option to pause testing, based on the needs of the student, and return to it at a later point in time. Please refer to the DLM test manuals for additional information.

DLM is comprised of selected response items, and all items are administered digitally. DLM is a stage adaptive assessment that provides test sessions based on how students performed in previous sessions.

TESTING CLOSEOUT AND RETURNING TESTING MATERIALS

Once testing has ended, any scratch paper used by students during testing should be securely destroyed at the school. Test Administrators should ensure all tests have been submitted and/or closed by the School Test Coordinator in the KITE system.

LEA and School DLM Test Coordinators will need to complete test security affidavits for the DLM assessment, once all students have completed the test. Details on this process are provided in Test Security Affidavits section of this guide.

DLM RESOURCES

DLM Website – <https://dynamiclearningmaps.org/district-of-columbia>

OSSE’s Alternate Assessment Participation Criteria - <https://osse.dc.gov/node/1242>

Special Education Data System (SEDS) - <https://osse.pcgeducation.com/~dcosse/>

PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC)

PARCC assesses the Math and English/Language Arts Common Core State Standards. It is a computer-based assessment and a part of the STAR Framework. PARCC ELA and mathematics assessments are administered annually to students in grades 3-8 and once in high school.

PARCC 2019	Grades Assessed	3-8 and once in high school
	Content Assessed	English/Language Arts and Math
	2018/19 Testing Window	April 1-May 24 <i>(Paper accommodation tests, April 1-May 17)</i>
	OSSE Contact	Cassie Lynott, Cassie.Lynott@dc.gov
	Website	https://dc.mypearsonsupport.com/
	Customer Support	Pearson Customer Support: (888) 493-9888 OSSE Assessment Hotline: (202) 304-3269

TEST MANUALS, TRAINING, AND ADMINISTRATIVE INFORMATION

Prior to testing, all staff supporting with the PARCC assessment should be trained on administrative practices and review the PARCC and DC Science testing manuals that apply to their role. LEA Test Coordinators are responsible for training School Test Coordinators, and School Test Coordinators are responsible for training Test Administrators and any other authorized personnel who will be entering the testing environment. Test manuals provide instructions and parameters that should be followed with fidelity. [PARCC and DC Science test manuals](#) include the Test Coordinator Manual, the Test Administrator Manual, and the Accessibility Features and Accommodations Manual (AF&A).

TESTING PLATFORM SETUP

The PARCC assessment is computer-based and requires that student and staff information is loaded into a testing platform. This information is managed through the [PearsonAccessNext](#) (PAN) platform and tests are taken in the TestNav application. To familiarize yourself with the PAN system and locate step-by-step directions for a range of tasks, visit the [PearsonAccessNext Online User Guide](#). To better understand how to use TestNav, visit the [TestNav 8 Online User Guide](#).

LEA Test Coordinators will be provided with access the PAN system by OSSE in January 2019. Once access is granted, LEA Test Coordinators can add users to the system. These users will be granted permissions, based on the role(s) they are assigned. A user matrix that outlines the permissions granted to each role is available in PAN.

PAN also has a [training site](#) that allows users to experience the platform without the risk of user errors impacting student tests. This site includes a mirror version of the PAN system with practice tests and user and student accounts. Users will not be automatically added to this site when they are added to the live PAN site. When creating user accounts in PAN, adding users to both sites will ensure dual access. Usernames and passwords will be the same for both the live and the training site.

The TestNav system is used by students to take the PARCC tests and practice tests. TestNav must be accessible on all student testing devices and can be added as an app. Updating the TestNav app annually is required to provide the best user experience. For details about compatibility between TestNav and the devices used at your school, read the [PARCC Technology Guidelines](#). It is also highly recommended that a Proctor Cache machine is setup at the school by the Technology Coordinator prior to testing. Details on this process are available in the TestNav 8 Online User Guide.

STUDENT REGISTRATION

OSSE will register students in grades 3-8 for their grade level ELA and math PARCC assessments. High school students will be registered by their LEA, based on their course enrollment. For information on what assessments students should be registered for, please see OSSE's [participation policy](#). Registration is completed in PAN and directions and a training module are available to outline this process. After OSSE has registered students in grades 3-8 for the PARCC assessment, the PAN system will open to LEA users. LEAs will have the opportunity to verify grade 3-8 registration, adjust middle school math registration based on advanced coursework, and register high school students based on course enrollment. LEAs should complete registration and verification by Feb. 22, 2019.

ACCOMMODATIONS AND ACCESSIBILITY

Students taking the PARCC assessment may require the assignment of accommodations and accessibility features. These are supports provided during the assessment and can include digital features, materials, or interactions with a test administrator. Accommodations can only be assigned to students with IEP, 504, and EL plans and should be done in accordance with the documentation in these plans. Accessibility features can be assigned to any student, based on the discretion of the school or LEA. Policies should be put in place at the LEA and school level to ensure accommodations and accessibility features are applied appropriately and equitably.

When completing student registration, students will also be assigned accommodations and accessibility features. The PARCC student registration process allows for schools/LEAs to complete a Personal Needs Profile (PNP) for each student. After registration is entered by OSSE and LEAs, the PNP is completed in PAN. This profile designates which supports within the TestNav system a student should receive and cues the Pearson organization to ship any necessary accommodated materials to the school. Accommodations should be entered in the PNP by Feb. 22, and accessibility features should be entered by the time the PARCC school test security plan is submitted to OSSE. Schools must complete the PNP accurately and on time to receive appropriate student materials in a timely manner. Materials can be tracked within PAN user accounts.

ORDERING TEST MATERIALS

Students who take PARCC with accommodations may require testing materials. During the registration process, schools/LEAs must accurately complete a Personal Need Profile (PNP) for each student. The PNP automatically prompts Pearson to send needed accommodated testing materials to the school. Please verify under the "Organizations" section of the "Setup" menu that the shipping name and address listed in PAN is accurate for your school, prior to completing the PNP.

ADMINISTERING PARCC

The PARCC assessment is taken in TestNav and administered through PAN. Once students are registered to take the PARCC assessment in PAN, School Test Coordinators will create and assign students to test sessions. These sessions group students with the test administrator who will be overseeing their test and will be used to start and stop each unit. Sessions should be created by following the naming convention listed below:

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

Prior to testing, the School Test Coordinator will need to prepare tests in PAN and print and securely store student testing tickets. On the day of testing, the tickets will be securely distributed to Test Administrators with pencils, scratch paper, and any other materials needed for testing. Test Administrators will be required to sign a chain of custody form when they take and return secure materials. School PARCC Coordinators will also start test sessions in the PAN system, prior to testing. Directions for School Test Coordinators setting up and managing PAN sessions can be found in the PARCC and DC Science Test Coordinator Manual.

During testing, the Test Administrator will get students settled into their testing stations, unlock the testing session they are administering in PAN, and follow the scripts and directions in the Test Administrator Manual regarding directions to read aloud, timing for the assessment, and materials to provide to students. During testing, Test Administrators and Proctors will actively monitor the classroom. After testing is complete, Test Administrators will lock the test session in PAN, collect student materials, and return secure materials to the School PARCC Coordinator.

If any incidents or irregularities occur during testing, they should be promptly reported the School PARCC Coordinator for support. The School PARCC Coordinator should report incidents to the LEA Test Coordinator and to OSSE within 24 hours. If the issue requires a decision from OSSE on how a student should proceed with testing, this request should be included in the incident report and action should only be taken after OSSE responds.

MAKEUP TESTING

Students who are not available to test during scheduled testing dates should complete a makeup test during the school's makeup testing window. If a student misses a unit of testing, they may resume testing with their class upon their return, and take testing units out of order by completing the unit they missed at a different time. Students who must complete makeup tests can be moved to a separate makeup session in the PAN system to facilitate ease of administration. This is not a required action and can be done at the discretion of the School PARCC Coordinator.

PARCC makeup testing can be completed in a room with students who are taking different assessments, as long as the assessment directions are the same or individually provided. Test administrators should be aware that testing times may differ, and should provide an accurate allocation of testing time to each student.

TESTING CLOSEOUT AND RETURNING TESTING MATERIALS

At the end of PARCC testing, School PARCC Coordinators should stop all testing sessions in PAN. Stopping a testing session is an action that should only be taken when each student remaining in the session has finished testing and no longer has any makeup tests to complete.

Students taking PARCC with accommodations may have used secure testing materials. After testing is complete, these materials must be returned to Pearson. All scorable testing materials, such as student test booklets and answer sheets must be shipped back to Pearson by May 24, 2019 to ensure student tests are scored. Tests shipped after this date may not be scored and may impact student participation rates for the school. Other secure materials, such as human reader scripts, should be shipped back to Pearson within 5 business days of the last day of testing.

Once testing is complete and materials have been returned and/or securely destroyed, the LEA Test Integrity Coordinator and School Test Monitor will need to complete test security affidavits for the PARCC assessment. Details on this process are provided in Test Security Affidavits section of this document.

PARCC RESOURCES

Pearson PARCC Resources - <https://dc.mypearsonsupport.com>

PearsonAccessNext - <https://dc.pearsonaccessnext.com/customer/index.action>

Pearson Access Next Training Site - <https://trng.pearsonaccessnext.com/customer/index.action>

PARCC Pearson Access Next Training Modules - <https://parcc.tms.pearson.com/Account/Login>

PAN Online User Guide -

<https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>

TestNav Online User Guide -

<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

PARCC Manuals - <https://dc.mypearsonsupport.com/manuals>

PARCC Assessment Structure, Design, and Released Items - <http://parcc-assessment.org>

DC SCIENCE

DC SCIENCE ASSESSMENT

The DC Science Assessment is a computer-based assessment of the Next Generation Science Standards (NGSS). It is taken by students in grades 5 and 8, and by students enrolled in a high school Biology course.

DC Science 2019	Grades Assessed	5, 8, and biology (high school)
	Content Assessed	Science
	2018/19 Testing Window	April 8-May 31 <i>(Paper accommodation tests, April 8-May 24)</i>
	OSSE Contact	Daniel Alcazar-Roman, Daniel.Alcazar-Roman@dc.gov
	Website	https://dc.mypearsonsupport.com
	Customer Support	Pearson Customer Support: (888) 493-9888 OSSE Assessment Hotline: (202) 304-3269

TEST MANUALS, TRAINING, AND ADMINISTRATIVE INFORMATION

Prior to testing, all staff supporting with the DC Science assessment should be trained on administrative practices and review the PARCC & DC Science testing manuals that apply to their role. LEA Test Coordinators are responsible for training School Test Coordinators, and School Test Coordinators are responsible for training Test Administrators and any other authorized personnel who will be entering the testing environment. Test manuals provide instructions and parameters that should be followed with fidelity. PARCC and DC Science [test manuals](#) include the Test Coordinator Manual, the Test Administrator Manual, and the Accessibility Features and Accommodations Manual (AF&A).

TESTING PLATFORM SETUP

The DC Science Assessment is computer-based and requires that student and staff information is loaded into a testing platform. This information is managed through the [PearsonAccessNext](#) (PAN) platform and tests are taken in the TestNav application. To familiarize yourself with the PAN system and locate step-by-step directions for a range of tasks, visit the [PearsonAccessNext Online User Guide](#). To better understand how to use TestNav, visit the [TestNav 8 Online User Guide](#).

LEA Test Coordinators will be provided with access the PAN system by OSSE in January 2019. Once access is granted, LEA Test Coordinators can add users to the system. These users will be granted permissions, based on the role(s) they are assigned. A user matrix that outlines the permissions granted to each role is available in PAN.

PAN also has a [training site](#) that allows users to experience the platform without the risk of user errors impacting student tests. This site includes a mirror version of the PAN system with practice tests and user and student accounts. Users will not be automatically added to this site when they are added to the live PAN site. When creating user accounts in PAN, adding users to both sites will ensure dual access. Usernames and passwords will be the same for both the live and the training site.

The TestNav system is used by students to take the DC Science assessments and practice tests. TestNav must be accessible on all student testing devices and can be added as an app. Updating the TestNav app annually is required to provide the best user experience. For details about compatibility between TestNav and the devices used at your school, read the [PARCC Technology Guidelines](#). It is also highly recommended that a Proctor Cache machine is setup at the school by the Technology Coordinator prior to testing. Details on this process are available in the TestNav 8 Online User Guide.

STUDENT REGISTRATION

OSSE will register students in grades 5 and 8 for the DC Science Assessment. High school students will be registered by their LEA, based on their course enrollment. For information on what assessments students should be registered for, please see OSSE's [participation policy](#). Registration is completed in PAN and directions and a training module are available to outline this process. After OSSE has registered students in grades 5 and 8, the PAN system will open to LEA users. LEAs will have the opportunity to verify registration and register high school students enrolled in a Biology course. LEAs should complete registration and verification by Feb. 22, 2019.

ACCOMMODATIONS AND ACCESSIBILITY

Students taking the DC Science assessment may require the assignment of accommodations and accessibility features. These are supports provided during the assessment and can include digital features, materials, or interactions with a test administrator. Accommodations can only be assigned to students with IEP, 504, and EL plans and should be done in accordance with the documentation in these plans. Accessibility features can be assigned to any student, based on the discretion of the school or LEA. Policies should be put in place at the LEA and school level to ensure accommodations and accessibility features are applied appropriately and equitably.

When completing student registration, students will also be assigned accommodations and accessibility features. The DC Science student registration process allows for schools/LEAs to complete a Personal Needs Profile (PNP) for each student. After registration is entered by OSSE and LEAs, the PNP is completed in PAN. This profile designates which supports within the TestNav system a student should receive and cues the Pearson organization to ship any necessary accommodated materials to the school. Accommodations should be entered in the PNP by Feb. 22, and accessibility features should be entered by the time the DC Science school test security plan is submitted to OSSE. Schools must complete the PNP accurately and on time to receive appropriate student materials in a timely manner.

ORDERING TEST MATERIALS

Students who take DC Science with accommodations may require testing materials. During the registration process, schools/LEAs must accurately complete a Personal Need Profile (PNP) for each student. The PNP automatically prompts Pearson to send needed accommodated testing materials to the school. Please verify under the "Organizations" section of the "Setup" menu that the shipping name and address listed in PAN is accurate for your school, prior to completing the PNP.

ADMINISTERING DC SCIENCE

The DC Science assessment is taken in TestNav and administered through PearsonAccessNext (PAN). Once students are registered to take the DC Science assessment in PAN, School Test Coordinators will create and assign students to test sessions. These sessions group students with the test administrator who will be overseeing their test and will be used to start and stop each unit. Sessions should be created by following the naming convention listed below:

SR/PNP Field	Naming Convention	Sample Name
Test Administrator	Lastname.Firstname	Doe.Jane
Session Name	SUBJECT.grade.TAintials.regular(R)/makeup(M)	SCIENCE.05.JD.R

Prior to testing, the School Test Coordinator will need to prepare tests in PAN and print and securely store student testing tickets. On the day of testing, the tickets will be securely distributed to Test Administrators with pencils, scratch paper, and any other materials needed for testing. Test Administrators will be required to sign a chain of custody form when they take and return secure materials. School DC Science Coordinators will also start test sessions in the PAN system, prior to testing. Directions for School Test Coordinators setting up and managing PAN sessions can be found in the PARCC and DC Science Test Coordinator Manual.

During testing, the Test Administrator will get students settled into their testing stations, unlock the testing session they are administering in PAN, and follow the scripts and directions in the Test Administrator Manual regarding directions to read aloud, timing for the assessment, and materials to provide to students. During testing, Test Administrators and Proctors will actively monitor the classroom. After testing is complete, Test Administrators will lock the test session in PAN, collect student materials, and return secure materials to the School DC Science Coordinator.

If any incidents or irregularities occur during testing, they should be promptly reported the School DC Science Coordinator for support. The School DC Science Coordinator should report incidents to the LEA Test Coordinator and to OSSE within 24 hours. If the issue requires a decision from OSSE on how a student should proceed with testing, this request should be included in the incident report and action should only be taken after OSSE responds.

MAKEUP TESTING

Students who are not available to test during scheduled testing dates should complete a makeup test during the school's makeup testing window. If a student misses a unit of testing, they may resume testing with their class upon their return, and take testing units out of order by completing the unit they missed at a different time. Students who must complete makeup tests can be moved to a separate makeup session in the PAN system to facilitate ease of administration. This is not a required action and can be done at the discretion of the School DC Science Coordinator.

DC Science makeup testing can be completed in a room with students who are taking different assessments, as long as the assessment directions are the same or individually provided. Test administrators should be aware that testing times may differ, and should provide an accurate allocation of testing time to each student.

TESTING CLOSEOUT AND RETURNING TESTING MATERIALS

At the end of DC Science testing, School DC Science Coordinators should stop all testing sessions in PAN. Stopping a testing session is an action that should only be taken when each student remaining in the session has finished testing and no longer has any makeup tests to complete.

Paper-based DC Science assessments must be securely transcribed into the TestNav system at the completion of testing. Please see the PARCC and DC Science Test Coordinator Manual for details on how to complete this process to ensure that paper-based DC Science assessments are scored.

Students taking DC Science with accommodations may have used secure testing materials. After testing is complete, these materials are returned to Pearson. All secure testing materials, such as student test booklets and human reader scripts must be shipped back to Pearson within 5 business days of the last day of testing.

Once testing is complete and materials have been returned and/or securely destroyed, the LEA Test Integrity Coordinator and School Test Monitor will need to complete test security affidavits for the DC Science assessment. Details on this process are provided in Test Security Affidavits section of this document.

DC SCIENCE RESOURCES

Pearson DC Science Resources - <https://dc.mypearsonsupport.com>

PearsonAccessNext - <https://dc.pearsonaccessnext.com/customer/index.action>

Pearson Access Next Training Site - <https://trng.pearsonaccessnext.com/customer/index.action>

Pearson Access Next Training Modules - <https://parcc.tms.pearson.com/Account/Login>

PAN Online User Guide -

<https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>

TestNav Online User Guide -

<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

DC Science Manuals - <https://dc.mypearsonsupport.com/manuals>

OSSE's DC Science Information Webpage - <https://osse.dc.gov/science>

APPENDICES

APPENDIX A: CUSTOMER SUPPORT

2018-19 ASSESSMENT ADMINISTRATION SUPPORT

The contact information below should be used when seeking support during test administration.

2018-19 Assessment Administration Support

Assessment Customer Support

Contact assessment vendors for technical support with their testing platforms.

ACCESS for ELLs 2.0

WIDA: **(866) 276-7735**

Contact about test administrator online modules
M-F, 8 a.m.-5p.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

MSAA

(866) 834-8879

M-F, 8 a.m.-5p.m. EST

MSAAServiceCenter@measuredprogress.org

DLM

(855) 277-9751

8:00 a.m.-6:00 p.m. EST, M-F

DLM-support@ku.edu

PARCC & DC Science/Pearson

(888) 493-9888

M-F, 6:30 a.m.-7:30 p.m. (EST)

parcc@support.pearson.com

OSSE Stakeholder Support

Contact OSSE for guidance regarding assessment policy and test administration.

OSSE Support Hotline

(202) 304-3269

M-F, 8 a.m.-4 p.m. (EST)

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)

CONTACT THE OSSE OFFICE OF ASSESSMENT

Area	Topic	Point of Contact
<p>Assessment Policy</p>	<p>Every Student Succeeds Act (ESSA)</p>	<p>Danielle Branson Danielle.Branson@dc.gov Director of Assessment</p>
	<p>Data, Reporting, Business Rules</p>	<p>Chanon Bell Chanon.Bell@dc.gov Assessment Specialist, Policy, Reporting, and Research</p>
	<p>Test Integrity and Security</p>	
	<p>Test Administration</p>	<p>NAEP</p>
<p>PARCC</p>		<p>Cassie Lynott Cassie.Lynott@dc.gov Assessment Specialist</p>
<p>DC Science</p>		<p>Daniel Alcazar-Roman Daniel.Alcazar-Roman@dc.gov Assessment Specialist, Science</p>
<p>DLM Science Alternate</p>		
<p>MSAA</p>		<p>Michael Craig Michael.Craig@dc.gov Assessment Specialist, Special Populations</p>
<p>WIDA ACCESS</p>		
<p>Assessment Literacy</p>	<p>LEA/School Workshops and Trainings</p>	<p>Nikki Stewart Nikki.Stewart@dc.gov Supervisory Assessment Specialist, Development, Education, and Operations</p> <p>Cassie Lynott Cassie.Lynott@dc.gov Assessment Specialist, Test Development, Administration, and Education</p>

APPENDIX B: TEST ADMINISTRATION CHECKLISTS BY ROLE

ACCESS TEST SECURITY/ADMINISTRATION CHECKLISTS

LEA ACCESS Coordinator Test Administration Checklist	
	Attend Test Security Training at OSSE
	Attend trainings at OSSE that will support your effectiveness as an LEA ACCESS Coordinator
	Create LEA-level policies and procedures for ACCESS administration
	Provide test security training to School ACCESS Coordinators
	Provide Test Security Notification Statement to School ACCESS Coordinators
	Confirm WIDA AMS accounts have been setup for School ACCESS Coordinators
	Confirm student registration by Jan. 12, 2019
	Obtain school test security plans from School ACCESS Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Obtain nonpublic test security plans from School ACCESS Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Observe testing to ensure compliance with state and LEA test security policies
	Submit reports to OSSE if incidents or irregularities in testing arise
	Submit school and LEA Test Security Affidavits to OSSE
School ACCESS Coordinator Test Administration Checklist	
	Attend Test Security Training presented by your LEA ACCESS Coordinator
	Attend trainings as OSSE that will support your effectiveness as a School ACCESS Coordinator
	Create a 2018 ACCESS school test security file and maintain it for four years
	Confirm WIDA AMS accounts have been setup for Test Administrators
	Create policies for the equitable assignment of ACCESS accommodations and accessibility features
	Verify pre-ID file to ensure accommodations and accessibility features have been accurately entered
	Submit a school test security plan to your LEA ACCESS Coordinator
	Provide test security training to Test Administrators
	Provide Test Security Notification Statement to Test Administrators
	Ensure Test Administrators have completed WIDA AMS quizzes and are prepared to administer the ACCESS assessment
	Send Assessment Notification Statement to families
	Observe testing to ensure compliance with state, LEA, and school test security policies
	Submit reports to LEA ACCESS Coordinator and/or OSSE if incidents or irregularities in testing arise
	Destroy testing tickets and student scratch paper in accordance with ACCESS policies
	Return test booklets to WIDA in accordance with ACCESS policies
	Submit school Test Security Affidavits to LEA ACCESS Coordinator

MSAA TEST SECURITY/ADMINISTRATION CHECKLISTS

LEA MSAA Coordinator Test Administration Checklist	
	Attend Test Security Training at OSSE
	Attend trainings at OSSE that will support your effectiveness as an LEA MSAA Coordinator
	Create LEA-level policies and procedures for MSAA administration
	Provide test security training to School MSAA Coordinators
	Provide Test Security Notification Statement to School MSAA Coordinators
	Confirm MSAA accounts have been setup for School MSAA Coordinators
	Confirm student registration by the end of January 2019
	Obtain school test security plans from School MSAA Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Review nonpublic test security plans from School MSAA Coordinators
	Observe testing to ensure compliance with state and LEA test security policies
	Submit reports to OSSE if incidents or irregularities in testing arise
	Submit school and LEA Test Security Affidavits to OSSE
School MSAA Coordinator Test Administration Checklist	
	Attend Test Security Training presented by your LEA MSAA Coordinator
	Attend trainings at OSSE that will support your effectiveness as a School MSAA Coordinator
	Create a 2019 MSAA school test security file and maintain it for four years
	Confirm MSAA accounts have been setup for Test Administrators
	Create policies for the equitable assignment of MSAA accommodations and accessibility features
	Verify all participating students are listed on your roster in the MSAA System
	Submit a school test security plan to your LEA MSAA Coordinator
	Provide test security training to Test Administrators
	Provide Test Security Notification Statement to Test Administrators
	Ensure Test Administrators have completed modules and quizzes and are prepared to administer the MSAA assessment
	Send Assessment Notification Statement to families
	Observe testing to ensure compliance with state, LEA, and school test security policies
	Submit reports to LEA MSAA Coordinator and/or OSSE if incidents or irregularities in testing arise
	Close all testing sessions when student testing is complete
	Destroy testing tickets and student scratch paper in accordance with MSAA policies
	Return test booklets to MSAA in accordance with MSAA policies
	Submit school Test Security Affidavits to LEA MSAA Coordinator

DLM TEST SECURITY/ADMINISTRATION CHECKLISTS

LEA DLM Coordinator Test Administration Checklist	
	Attend Test Security Training at OSSE
	Attend trainings at OSSE that will support your effectiveness as an LEA DLM Coordinator
	Create LEA-level policies and procedures for DLM administration
	Provide test security training to School DLM Coordinators
	Provide Test Security Notification Statement to School DLM Coordinators
	Confirm DLM accounts have been setup for School DLM Coordinators
	Confirm student registration by the end of February 2019
	Obtain school test security plans from School DLM Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Review nonpublic test security plans from School DLM Coordinators
	Observe testing to ensure compliance with state and LEA test security policies
	Submit reports to OSSE if incidents or irregularities in testing arise
	Submit school and LEA Test Security Affidavits to OSSE
School DLM Coordinator Test Administration Checklist	
	Attend Test Security Training presented by your LEA DLM Coordinator
	Attend trainings at OSSE that will support your effectiveness as a School DLM Coordinator
	Create a 2019 DLM school test security file and maintain it for four years
	Confirm DLM accounts have been setup for Test Administrators
	Create policies for the equitable assignment of DLM accommodations and accessibility features
	Verify all participating students are listed on your roster in KITE
	Submit a school test security plan to your LEA DLM Coordinator
	Provide test security training to Test Administrators
	Provide Test Security Notification Statement to Test Administrators
	Ensure Test Administrators have completed modules and quizzes and are prepared to administer the DLM assessment
	Send Assessment Notification Statement to families
	Observe testing to ensure compliance with state, LEA, and school test security policies
	Submit reports to LEA DLM Coordinator and/or OSSE if incidents or irregularities in testing arise
	Close all testing sessions when student testing is complete
	Destroy testing tickets and student scratch paper in accordance with DLM policies
	Return test booklets to DLM in accordance with DLM policies
	Submit school Test Security Affidavits to LEA DLM Coordinator

PARCC TEST SECURITY/ADMINISTRATION CHECKLISTS

LEA PARCC Coordinator Test Administration Checklist	
	Attend Test Security Training at OSSE
	Attend trainings at OSSE that will support your effectiveness as an LEA PARCC Coordinator
	Create LEA-level policies and procedures for PARCC administration
	Provide test security training to School PARCC Coordinators
	Provide Test Security Notification Statement to School PARCC Coordinators
	Create PAN accounts for School PARCC Coordinators
	Confirm student registration by Feb. 22, 2019
	Obtain school test security plans from School PARCC Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Obtain nonpublic test security plans from School PARCC Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Observe testing to ensure compliance with state and LEA test security policies
	Submit reports to OSSE if incidents or irregularities in testing arise
	Submit school and LEA Test Security Affidavits to OSSE
School PARCC Coordinator Test Administration Checklist	
	Attend Test Security Training presented by your LEA PARCC Coordinator
	Attend trainings at OSSE that will support your effectiveness as a School PARCC Coordinator
	Create a 2019 PARCC school test security file and maintain it for four years
	Create PAN accounts for authorized personnel
	Complete accommodations in the PNP by Feb. 22 and complete accessibility features in the PNP prior to submitting the PARCC school test security plan
	Submit a school test security plan to your LEA PARCC Coordinator
	Provide test security training to authorized personnel
	Provide Test Security Notification Statement to authorized personnel
	Create test sessions in PearsonAccessNext and assign students to the appropriate test sessions
	Send Assessment Notification Statement to families
	Administer an infrastructure trial via the PAN training site (optional)
	Observe testing to ensure compliance with state, LEA, and school test security policies
	Submit reports to LEA PARCC Coordinator and/or OSSE if incidents arise
	Close all testing sessions when student testing is complete
	Destroy testing tickets and student scratch paper in accordance with PARCC policies
	Return test booklets and secure materials to Pearson in accordance with PARCC policies
	Submit school Test Security Affidavits to LEA PARCC Coordinator

DC SCIENCE TEST SECURITY/ADMINISTRATION CHECKLISTS

LEA DC Science Coordinator Test Administration Checklist	
	Attend Test Security Training at OSSE
	Attend trainings at OSSE that will support your effectiveness as an LEA DC Science Coordinator
	Create LEA-level policies and procedures for DC Science administration
	Provide test security training to School DC Science Coordinators
	Provide Test Security Notification Statement to School DC Science Coordinators
	Create PAN accounts for School DC Science Coordinators
	Confirm student registration by Feb. 22, 2019
	Obtain school test security plans from School DC Science Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Review nonpublic test security plans from School DC Science Coordinators
	Observe testing to ensure compliance with state and LEA test security policies
	Submit reports to OSSE if incidents or irregularities in testing arise
	Submit school and LEA Test Security Affidavits to OSSE
School DC Science Coordinator Test Administration Checklist	
	Attend Test Security Training presented by your LEA DC Science Coordinator
	Attend trainings at OSSE that will support your effectiveness as a School DC Science Coordinator
	Create a 2019 DC Science school test security file and maintain it for four years
	Create PAN accounts for authorized personnel
	Complete accommodations in the PNP by Feb. 22 and complete accessibility features in the PNP prior to submitting the DC Science school test security plan
	Submit a school test security plan to your LEA DC Science Coordinator
	Provide test security training to authorized personnel
	Provide Test Security Notification Statement to authorized personnel
	Create test sessions in PearsonAccessNext and assign students to the appropriate test sessions
	Send Assessment Notification Statement to families
	Administer an infrastructure trial via the PAN training site (optional)
	Observe testing to ensure compliance with state, LEA, and school test security policies
	Submit reports to LEA DC Science Coordinator and/or OSSE if incidents arise
	Transcribe any paper-based DC Science assessments into TestNav8
	Close all testing sessions when student testing is complete
	Destroy testing tickets and student scratch paper in accordance with DC Science policies
	Return test booklets and secure materials to Pearson in accordance with DC Science policies
	Submit school Test Security Affidavits to LEA DC Science Coordinator

Technology Coordinator Test Administration Checklist	
	Attend Test Security Training presented by your LEA Assessment Coordinator
	Attend Pearson Technology Coordinator Training Webinar (recommended)
	Confirm school technology meets the requirements of each assessment
	Download new TestNav application update for PARCC/DC Science
	Setup Proctor Cache for PARCC and DC Science through PAN (optional but highly recommended)
	Administer a PARCC/DC Science infrastructure trial via the PAN training site (optional)
	Provide technical support to School Test Coordinators during testing for all assessments
	Delete PARCC and DC Science Proctor Cached material after testing is complete
Special Education Coordinator Test Administration Checklist	
	Attend Test Security Training presented by your LEA Assessment Coordinator
	Create policies for the equitable assignment of ACCESS, MSAA, DLM, PARCC and/or DC Science accommodations and accessibility features
	Verify ACCESS pre-ID file to ensure accommodations and accessibility features have been accurately entered
	Verify MSAA accommodations and accessibility features have been accurately assigned
	Verify DLM accommodations and accessibility features have been accurately assigned
	Complete the PARCC and DC Science PNP for each student, ensuring accommodations and accessibility features have been accurately entered
	Train Test Administrators who are administering accommodations and accessibility features
	Support Test Administrators and the School Test Coordinator during testing

APPENDIX C: STAFFING PLANS

LEA STAFFING PLAN

LEA Test Coordinators can use the chart below to map out a staffing plan for their assessment coordination team.

LEA	LEA Assessment Manager		
	LEA ACCESS Coordinator	LEA MSAA/DLM Coordinator	LEA PARCC/DC Science Coordinator
School	School ACCESS Coordinator	School MSAA/DLM Coordinator	School PARCC/DC Science Coordinator

SCHOOL STAFFING PLAN

School Test Coordinators can use the chart below to map out a staffing plan for their assessment administration team.

LEA	LEA Assessment Manager		
	LEA ACCESS Coordinator	LEA MSAA/DLM Coordinator	LEA PARCC/DC Science Coordinator
School	School ACCESS Coordinator	School MSAA/DLM Coordinator	School PARCC/DC Science Coordinator
	SPED Coordinator		
	Tech Coordinator		
Test Administrators and other Authorized Personnel			

