District of Columbia
Office of the State Superintendent of Education

Coordinating SY2021-22 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, and English learner (EL) proficiency standards. These assessments are also technology- and computer-enhanced.

The purpose of this document is to provide an overview of test administration processes and resources for all DC statewide summative assessments. This document contains general information and additional resources for LEA Assessment Managers to reference while preparing for test administration. This document does not replace other required trainings and readings, including the 2021-22 school year Statewide Assessments Participation and Performance Policy, assessment manuals, accommodations guides, test security trainings, etc. Links to these required materials are embedded in this document.

SY2021-22 TESTING SCHEDULE FOR THE DISTRICT OF COLUMBIA

Assessment	SY2021-22 Testing Window
National Assessment for Educational Progress (NAEP) (select schools only)	Jan. 24-March 4, 2022
WIDA ACCESS for ELLs (ACCESS)	Feb. 14-March 25, 2022
Multi-State Alternate Assessment (MSAA)	March 14-April 29, 2022
Dynamic Learning Maps (DLM) Science Alternate Assessment	March 14-April 29, 2022
Partnership for Assessment of Readiness for College and Careers (PARCC)	April 4-May 27, 2022 (Paper accommodation tests, April 4-May 20)
DC Science Assessment (DC Science)	April 4-May 27, 2022 (Paper accommodation tests, April 4-May 20)
DC Health and Physical Education Assessment (HPEA)*	April 4-June 24, 2022

*The DC Health and Physical Education Assessment is run by the Office of the State Superintendent of Education's (OSSE) Division of Health and Wellness and not by OSSE's 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.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)
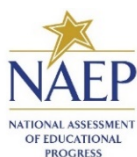
The National Assessment of Educational Progress (NAEP) is taken every two years by most schools in the District of Columbia. During NAEP years, test coordinators are encouraged to attend NAEP training with the Office of the State Superintendent of Education's (OSSE) NAEP Coordinator. NAEP staff administer 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		
	Grades/Ages Assessed	Grades 4 and 8; age 9
	Content Assessed	Reading and Mathematics
	2021-22 Testing Window	Jan. 24-March 4, 2022 (select schools only)
	OSSE Contact	Swea Hart, Swea.Hart@dc.gov
	Website	www.nationsreportcard.gov/

STATEWIDE ASSESSMENTS

WIDA ACCESS FOR ELLs (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		
	Grades Assessed	K-12
	Content Assessed	English Language Proficiency
	2021-22 Testing Window	Feb. 14-March 25, 2022
	OSSE Contact	Michael Craig, Michael.Craig@dc.gov
	Website	wida.wisc.edu/assess/access

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 (ELA) Common Core State Standards and is taken annually. It is a computer-based assessment and a part of the STAR framework.

MSAA		
	Grades Assessed	3-8 and 11
	Content Assessed	ELA and Math
	2021-22 Testing Window	March 14-April 29, 2022
	OSSE Contact	Michael Craig, Michael.Craig@dc.gov
	Website	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 is an on-demand computer-based assessment.

DLM Science Alternate		
	Grades Assessed	5, 8, and biology (high school)
	Content Assessed	Science
	2021-22 Testing Window	March 14-April 29, 2022
	OSSE Contact	Stephanie Snyder, Stephanie.Snyder@dc.gov
	Website	dynamiclearningmaps.org/district-of-columbia

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

PARCC assesses the math and ELA Common Core State Standards. It is a computer-based assessment and a part of the STAR framework. PARCC ELA and math assessments are administered annually to students in grades 3-8 and for select high school courses (ELA I, ELA II, Algebra I, Geometry, and Algebra II). Students will take the Algebra I and Geometry assessments when most appropriate to the curriculum/course in which the students are enrolled. For many students, Algebra I will occur in Grade 9 and Geometry will occur in Grade 10. However, students may take these assessments in any grade in high school or in seventh and eighth grade if enrolled in advanced coursework. Students who take Algebra I in eighth grade will take one assessment in high school – Geometry. Students who take Geometry in eighth grade will take one assessment in high school – Algebra II. Integrated Math assessments will not be available starting in the 2021-22 school year. For additional details, please reference the OSSE Statewide Assessments Participation and Performance policy.

PARCC		
	Grades Assessed	3-8 and select high school courses
	Content Assessed	ELA and Math
	2021-22 Testing Window	April 4-May 27, 2022 *(Paper accommodation tests, April 4-May 20, 2022)*
	OSSE Contact	Deanna Santoro, Deanna.Santoro@dc.gov
	Website	dc.mypearsonsupport.com

DC SCIENCE ASSESSMENT

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

The DC Science Assessment (DC Science) 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		
	Grades Assessed	5, 8, and biology (high school)
	Content Assessed	Science
	2021-22 Testing Window	April 4-May 27, 2022 *(Paper accommodation tests, April 4-May 20, 2022)*
	OSSE Contact	Stephanie Snyder, Stephanie.Snyder@dc.gov
	Website	dc.mypearsonsupport.com

ASSESSMENT ROLES AND RESPONSIBILITIES

LEAs within the District of Columbia are responsible for managing the administration of statewide assessments at each of their schools. Students must be assessed in accordance with OSSE's participation policy and 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 Assessment Manager	• Attend Next Generation Assessment (NGA) meetings • Train LEA staff on OSSE policies and protocols and coordinate with all LEA Test Coordinators • Ensure LEA compliance with OSSE's requirements for test administration and test security • Coordinate communication with Nonpublic School Test Coordinators around registration • Additional roles and responsibilities of the LEA Assessment Manager are outlined on the next page
	LEA Test Integrity Coordinator	• Ensure that policies in the Test Security Guidelines, Test Integrity Act, and associated protocols are implemented the LEA and school(s), and serve as the primary liaison to OSSE on test security • Participate in required OSSE Test Security Training and ensure that all appropriate authorized personnel are trained at the LEA and school(s) • Oversee the development of, collect, and submit to OSSE the school test security plans for all schools or campuses under the LEA's control, and submit final affidavits • Monitor test security at schools or campuses and participate in any investigations as needed • Designate up to three LEA test integrity coordinators: (1) PARCC/DC Science, (2) ACCESS for ELLs 2.0/Alternate ACCESS, and (3) MSAA/DLM
	LEA ACCESS Coordinator	• Manage the LEA 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	• Manage the LEA alternate assessment eligibility process for the LEA • Manage the LEA 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	• Manage the LEA administration of PARCC and DC Science • Ensure test security • Provide test security training for School Test Coordinators • Submit required documentation to OSSE before, during, and after testing
School Roles	School ACCESS Coordinator/ School Test Monitor	• Manage the school 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	• Manage the school 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 & DC Science Coordinator/ School Test Monitor	• Manage the school administration of PARCC and DC Science • 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	• Complete and submit preassessment information in the MyNAEP website • Coordinate with NAEP representatives to prepare for assessment administration

	Technology Coordinator	• Prepare technology for test administration • Provide technical support during testing
	Special Education Coordinator	• Manage the assignment/administration of accommodations and accessibility features to students
	Test Administrator	• Administer a test to a student or group of students in compliance with test integrity guidelines and LEA, school, and test manual policies
	Proctor	• Support test administration to a group of students in compliance with test integrity guidelines and LEA, school, and test manual policies
	Authorized Personnel	• Any individual (other than a student) who is trained on test security and has permission to enter a secure testing environment

LEA ASSESSMENT MANAGER ROLE & RESPONSIBILITIES

OSSE requires LEAs to designate an LEA Assessment Manager for each academic year. This manager is responsible for representing the LEA, ensuring statewide assessments are administered in compliance with OSSE's policies, and liaising with OSSE and LEA staff. The LEA Assessment Manager is also responsible for liaising with Nonpublic School Test Coordinators or other LEA designees in charge of direct communication with nonpublic schools.

OSSE requires LEA Assessment Managers to assign LEA Assessment Coordinators for each of the following statewide assessment programs:
- PARCC/DC Science Assessments
- MSAA/DLM Alternate Assessments
- ACCESS for ELLs and ACCESS Alternate Assessments

The LEA Assessment Manager is responsible for overseeing the coordination of all statewide assessments taken by students in their LEA and ensuring compliance with OSSE policies and protocols. LEA Assessment Managers can designate assessment-specific LEA Assessment Coordinators to fulfill the responsibilities outlined in this document. LEA Assessment Managers may designate the same person as LEA Assessment Coordinator for all three programs or may designate different parties (e.g., PARCC/DC Science Coordinator; MSAA/DLM Coordinator; and ACCESS Coordinator). The LEA Assessment Coordinator for each assessment also serves as the Test Integrity Coordinator for program. See the 2021-22 Test Security Guidelines for more details on the role of Test Integrity Coordinator.

Each LEA Assessment Manager and Nonpublic School Test Coordinator is required to submit the names and contact information of their assessment coordinators to OSSE's Office of Assessment by **Oct. 18, 2021**. Information can be submitted to OSSE by completing this form: forms.office.com/g/FnFkX9YuKX. If staffing changes occur, the LEA Assessment Manager or Coordinator designations can be updated.

Responsibilities of the LEA Assessment Manager

Represent the LEA to the state
- Attend Next Generation Assessment (NGA) meetings
- Participate in public comments and other requests for stakeholder feedback

Liaise between the state, LEA, and school campuses
- Share information from OSSE Office of Assessment communications with appropriate staff
- Train LEA/school staff on OSSE policies and protocols, as applicable
- Escalate information to LEA leaders, as needed
- Coordinate communication with Nonpublic School Test Coordinators around registration

Ensure LEA compliance with OSSE's requirements for test administration and test security
- Attend OSSE training
- Register test-takers
- Plan for test administration, including the following:
  - Create a testing schedule
  - Plan for accommodations
  - Develop and submit school test security plans
  - Train school test coordinators and authorized personnel
- Maintain the security of all test materials
- Monitor schools, troubleshoot issues, and liaise with OSSE, as needed during testing
- Document and report test security incidents
- Manage assessment closeout operations, including securing and returning all test materials and collecting affidavits from LEA School Test Coordinators
- Support demographic clean-up through data validation
- Support test security inquiries by OSSE (varies by LEA)

*Note that test administration and test security requirements outlined above are the responsibility of Nonpublic School Test Coordinators, but LEA Assessment Managers are responsible for ensuring that all Nonpublic school students associated with their LEA are assessed in accordance with OSSE policies.

NONPUBLIC SCHOOL TEST COORDINATOR ROLE & RESPONSIBILITIES

Each year, nonpublic schools serving students from the District of Columbia determine a Nonpublic School Test Coordinator (STC). This Nonpublic STC works with the District of Columbia Office of the State Superintendent of Education (OSSE) and the local education agency (LEA) of enrollment to ensure that all DC students take statewide summative assessments in accordance with DC and federal law. An overview of the responsibilities of the Nonpublic STC are outlined below and details regarding assessment-specific administration are outlined throughout this document.

Students attending nonpublic schools may be required take ACCESS for ELLs, Alternate ACCESS, PARCC, DC Science, DLM, and/or MSAA. 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. For this reason, Nonpublic STC coordinate directly with LEAs to determine assessment eligibility and registration.

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
- Confirm student registration in the online systems
- Assign accommodations as outlined in their IEP, 504, or English learner (EL) plans and confirm the student accommodations are accurate in online systems
- Manage user accounts and 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
- Ensure appropriate accommodations are provided to students during testing
- Oversee the testing and ensure test security
- 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 Summative Assessment 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. 18, 2021** and then email OSSE.Assessment@dc.gov with a list of DC LEAs that send students to your nonpublic school. This information is needed to provide access to the testing systems and the school test security plan tool. ***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
- ✓ When available, login to the assessment systems and ensure you have access to your students and their testing information

WHAT ARE THE LEGAL ASSESSMENT REQUIREMENTS FOR DC STUDENTS ATTENDING NONPUBLIC SCHOOLS?

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)

ASSESSMENT COORDINATION TIMELINE

District of Columbia Assessment Coordination Timeline

- Select LEA Test Coordinator and Submit to OSSE
- Determine Test Windows and Submit to OSSE
- Apply for Alternate Assessments
- Attend OSSE Assessment Trainings
- Register Students to Test
- Assign Student Testing Accommodations
- Assign Staff to Testing Roles
- Establish a School Test Security File
- Receive Testing Materials
- Create School Test Schedule

- Setup Test Sessions
- Setup Student Testing Devices
- Submit School Test Security Plan(s) to OSSE
- Train Authorized Personnel
- Send Assessment Notification Letter to Families
- Setup Testing Environment
- Prepare/Distribute Testing Materials
- Administer Statewide Test to Students
- Monitor and Support Staff
- Submit Incident Reports to OSSE

- Collect Testing Materials
- Return/Shred Secure Testing Materials
- Closeout Testing in Online Platform
- Finalize School Test Security File
- Submit Test Security Affidavit to OSSE
- Complete OSSE Data Validation
- LEAs Receive Student Data
- OSSE Releases Test Results Publicly
- Individual Score Reports (ISR) Sent to Schools
- Share ISRs with Families

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.

TEST SECURITY: BEFORE TESTING

LEA ASSESSMENT MANAGER & COORDINATOR TEST SECURITY TRAINING (REQUIRED)

LEA coordinators for all assessment programs and Nonpublic School Test Coordinators must complete the Test Security Training modules and quiz available on the OSSE Office of Assessment website. A full schedule with links to the test security training modules and links to register for other recommended trainings can be found on the Test Coordinator Resources and Trainings webpage. Upon completion of the modules, LEA and Nonpublic Assessment Coordinators are required to complete a quiz and certification form, verifying that they have viewed all content. A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2022 Test Security Training. **Failing to complete this training can result in ineligibility to serve in the role of LEA Assessment Manager, LEA Test Coordinator, and/or Nonpublic School Test Coordinator**.

SCHOOL TEST COORDINATOR TEST SECURITY TRAINING

School ACCESS, MSAA and DLM, and PARCC and DC Science Coordinators will be trained in test security and administration by their LEA Assessment Manager and/or their respective LEA Assessment Coordinators. This training will be scheduled and managed by the LEA. Please contact your LEA Assessment Manager if you have questions about this training.

NONPUBLIC SCHOOL TEST COORDINATOR TEST SECURITY TRAINING

Nonpublic School Test Coordinators will also complete the required test security training modules and complete the quiz and certification form to verify they have viewed all content. The information provided will prepare Nonpublic School Test Coordinators to complete and submit required documentation, train their staff, and administer ACCESS, MSAA, DLM, PARCC and DC Science.

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 Assessment Manager or 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 Assessment Manager or 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 directly to OSSE for review and approval 15 business days before the first day of testing. A planning template for nonpublic school test security plan submission is available in Appendix D. While nonpublic schools submit their test security plans directly to OSSE through the School Test Security Plan Quickbase application, LEA Assessment Managers should communicate with Nonpublic School Test Coordinators to ensure students are assigned to the proper assessments and receive the appropriate accommodations. Nonpublic School Test Coordinators needing access to the OSSE School Test Security Plan Quickbase application can email OSSE.Assessment@dc.gov to be added.

TESTING SCHEDULE

OSSE and the assessment consortia in which it participates determine testing windows for each statewide assessment. These dates can be viewed in the Statewide Testing Windows for school year 2021-22 section of this document. In the 2021-22 school year, OSSE has removed the school-level 30 consecutive day test window restriction. LEAs will have the flexibility to assess students at any time within the published window for each assessment. We acknowledge that schools may have unique scheduling challenges in light of health and safety plans this spring and want to provide increased flexibility. However, it is best practice to shorten your school's test window to be as efficient as possible. A shorter test window reduces the burden on instructional and staff time and limits the potential impact on test security.

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 how to address testing 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 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.

TEST SECURITY: 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 Assessment Managers, LEA Test Coordinators, and/or Nonpublic School 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, DLM, PARCC, and DC Science 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 Checklists 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 at OSSE.Assessment@dc.gov.

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.

TEST SECURITY: AFTER TESTING

SECURE TESTING MATERIALS

Each assessment includes secure testing materials with different requirements for return or destruction. Details on how to handle secure testing materials for each assessment are found in the Testing Closeout and Returning Test Materials sections of this document.

VERIFY TESTING DATES

Testing windows for each assessment are verified at the conclusion of the assessment by the ACCESS, MSAA/DLM, and PARCC/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/DLM, and PARCC/DC Science LEA and School Test Coordinators, including Nonpublic 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 to LEA Assessment Manager or LEA Test Coordinators 10 business days after the last student at their school tests. LEA Assessment Managers should submit all affidavit(s) to OSSE 15 business days after the last student at their LEA tests. Nonpublic School Test Coordinators can submit test security affidavits directly to OSSE via the OSSE Support Tool.

TEST SECURITY RESOURCES

OSSE Test Security Webpage:

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 Security Affidavit
- School Test Security Plan Instructions
- OSSE Assessment Auditor General Observation Checklist
- Assessment Family Letter Notification Templates
- Sample LEA Test Security Training PowerPoint Template

OSSE School Test Security Plan Tool and OSSE Support Tool QuickBase application – octo.quickbase.com

OSSE Support Tool QuickBase application - octo.quickbase.com

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

TEST ADMINISTRATION

WIDA ACCESS FOR ELLs (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 administered annually and is 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.

	Grades Assessed	K-12
	Content Assessed	English Language Proficiency
	2021-22 Testing Window	Feb. 14-March 25, 2022
ACCESS	OSSE Contact	Michael Craig, Michael.Craig@dc.gov
	Website	wida.wisc.edu/assess/access
	Customer Support	WIDA Phone: (866) 276-7735 WIDA Email: help@wida.us DRC Phone: (855) 787-9615 DRC Email: WIDA@datarecogntitioncorp.com OSSE Assessment Hotline: (202) 304-3269 OSSE Assessment Email: OSSE.Assessment@dc.gov

ACCESS 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 WIDA AMS 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.

ACCESS 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 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 ACCESS Coordinator were provided with access the WIDA AMS by Data Recognition Corporation (DRC) 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.

ACCESS 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 Quickbase Pre-ID application and report any discrepancies to OSSE by mid December 2021.

ACCESS 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 Manual.

The WIDA consortium and OSSE provide the opportunity for students who qualify for alternate assessments to take the Alternate ACCESS for ELLs assessment. For details on how to apply for students to take alternate assessments, see the 2021-22 Alternate Assessment Eligibility Process Memo.

ORDERING ACCESS 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.

If any incidents or irregularities occur during testing, they should be promptly reported to the School ACCESS Coordinator for support. The School ACCESS Coordinator should report incidents to the LEA Assessment Manger, LEA ACCESS 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.

ACCESS 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 and ship materials.

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

WIDA AMS - www.drcedirect.com/all/eca-portal-ui/welcome/WIDA
WIDA AMS User Guide - www.wida.us/assessment/AMS/WIDA_AMS_User_Guide_2017.pdf
WIDA Manuals -wida.wisc.edu/assess/access
OSSE's Alternate Assessment Eligibility Information - 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 ELA 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 assess the math and ELA CCSS. MSAA is a computer-based assessment that is included in the STAR Framework.

MSAA	Grades Assessed	3-8 and 11
	Content Assessed	ELA and Math
	2021-22 Testing Window	March 14-April 29, 2022
	OSSE Contact	Michael Craig, Michael.Craig@dc.gov
	Website	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

MSAA ALTERNATE ASSESSMENT ELIGIBILITY

MSAA is an alternate assessment. Eligibility for participation in any alternate assessment for the 2020-21 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 2020-21 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.

MSAA 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.

MSAA 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 MSAA Coordinators will be provided with access to the MSAA Online Assessment System by OSSE in February 2022. 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 in 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.

MSAA 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 2022.
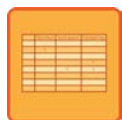
MSAA ACCOMMODATIONS AND ACCESSIBILITY

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. Accessibly 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 MSAA TEST MATERIALS

Some students taking MSAA with accommodations may require paper testing materials. Paper materials will be ordered based on individual student needs and should be kept secure, in

accordance with the assessment policy for testing materials. MSAA is a computer-based test and does not require any paper testing materials unless the student has a paper-based accommodation. All testing resources can be printed directly from the MSAA Online Assessment System. If a student requires secure paper testing materials, the LEA Alternate Assessment Coordinator can contact OSSE to have materials ordered. 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.

If any incidents or irregularities occur during testing, they should be promptly reported to the School MSAA Coordinator for support. The School MSAA Coordinator should report incidents to the LEA Assessment Manager, LEA MSAA 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.

MSAA 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 MSAA. Details on this process are provided in the Test Security Affidavits section of this guide.

MSAA RESOURCES

MSAA System - www.msaaassessment.org/user
MSAA Technology Requirements - www.msaaassessment.org/specifications
OSSE's Alternate Assessment Participation Criteria - osse.dc.gov/node/1242
Special Education Data System (SEDS) - 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 students enrolled in high school Biology. Students who are eligible to take DLM do not need to take DC Science, which also assess the Next Generation Science Standards.

DLM Science Alternate Assessment		
	Grades Assessed	5, 8 and biology (high school)
	Content Assessed	Science
	2021-22 Testing Window	March 14-April 29, 2022
	OSSE Contact	Stephanie Snyder, Stephanie.Snyder@dc.gov
	Website	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

DLM Alternate Assessment Eligibility

DLM is an alternate assessment. Eligibility for participation in any alternate assessment for the 2021-22 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 2021-22 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.

DLM 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. 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.

DLM 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 log in to take the DLM assessment.

LEA DLM Coordinators will be provided with access to the KITE system by OSSE in early 2022 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 in 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.

DLM 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 established deadline for 2022.

DLM 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. Accessibly 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 DLM TEST MATERIALS

DLM does not require paper 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.

If any incidents or irregularities occur during testing, they should be promptly reported the School DLM Coordinator for support. The School DLM Coordinator should report incidents to the LEA Assessment Manager, LEA DLM 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.

DLM 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 - dynamiclearningmaps.org/district-of-columbia
OSSE's Alternate Assessment Participation Criteria - osse.dc.gov/node/1242
Special Education Data System (SEDS) - osse.pcgeducation.com/~dcosse/

PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC) & DC SCIENCE ASSESSMENT (DC SCIENCE)

PARCC

PARCC assesses the math and ELA 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		
	Grades Assessed	3-8 and select high school courses
	Content Assessed	ELA and Math
	2021-22 Testing Window	April 4-May 27, 2022 *(Paper accommodation tests, April 4-May 20,2022)*
	OSSE Contact	Deanna Santoro, Deanna.Santoro@dc.gov
	Website	dc.mypearsonsupport.com/
	Customer Support	Pearson Customer Support: (866) 688-9555 OSSE Assessment Hotline: (202) 304-3269

DC SCIENCE

The DC Science is a computer-based assessment aligned to 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 Assessment		
	Grades Assessed	5, 8, and biology (high school)
	Content Assessed	Science
	2021-22 Testing Window	April 4-May 27, 2022 *(Paper accommodation tests, April 4-May 20, 2022)*
	OSSE Contact	Stephanie Snyder, Stephanie.Snyder@dc.gov
	Website	dc.mypearsonsupport.com/
	Customer Support	Pearson Customer Support: (866) 688-9555 OSSE Assessment Hotline: (202) 304-3269

PARCC & DC SCIENCE TEST MANUALS, TRAINING, & ADMINISTRATIVE INFORMATION
Prior to testing, all staff supporting the PARCC assessment are to be trained on administrative practices and should review the PARCC and DC Science testing manuals that apply to their role. LEA PARCC 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 (AF&A) Manual.

PARCC & DC SCIENCE TESTING PLATFORM SETUP

The PARCC and DC Science assessments are computer-based tests. Student and staff information is managed through the PearsonAccess^{Next} (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 PearsonAccess^{Next} Online User Guide. To better understand how to use TestNav, visit the TestNav 8 Online User Guide.

LEA PARCC and DC Science Coordinators will be provided with access to the PAN system by OSSE in January 2022. Once access is granted, LEA PARCC and DC Science 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. User accounts will not be automatically added to this site when they are added to the live PAN site. When creating user accounts for staff 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 and DC Science tests and practice tests. TestNav must be accessible on all student testing devices and can be downloaded 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 and DC Science Technology Guidelines.

PARCC & DC SCIENCE STUDENT REGISTRATION

OSSE will register students in grades 3-8 for their grade level ELA and math PARCC assessments as well as grade 5 and 8 DC Science 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 PARCC and DC Science, 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. 16, 2022.
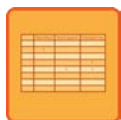
PARCC & DC SCIENCE ACCOMMODATIONS AND ACCESSIBILITY

Students taking PARCC and/or DC Science 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/or 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.

Student accessibility and accommodations features are assigned by schools and/or LEAs as a part of the student registration process. The PARCC and DC Science assessments student registration process allows for schools/LEAs to complete a Personal Needs Profile (PNP) for each student. This profile designates which supports within the TestNav system a student should receive and cues Pearson to ship any necessary accommodated materials to the school. Resources to complete the PNP, including the SR/PNP field definitions guide and OSSE Accommodations Manual, can be found support documentation in PAN.

LEAs should enter accommodations in the PNP by Feb. 16, 2022, and accessibility features should be entered by the time the PARCC and DC Science school test security plan is submitted to OSSE. Nonpublic schools should enter accommodations in the PNP by Feb. 22, 2022. All schools must complete the PNP accurately and on time to receive appropriate student materials in a timely manner. Material shipments can be tracked within PAN user accounts.

ORDERING PARCC & DC SCIENCE TEST MATERIALS

Students who take PARCC and/or DC Science with accommodations may require testing materials. During the registration process, schools/LEAs must accurately complete a 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. If schools would like to opt-out of paper manuals for PARCC and DC Science, there is an option to do so in PAN.

ADMINISTERING PARCC & DC SCIENCE

The PARCC and DC Science assessments are taken in TestNav and administration is managed through PAN. Once students are registered to take PARCC and/or DC Science 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. For grades 3-8, the naming convention includes the grade level after the tested subject. For high school assessments, the naming convention includes the course code after the tested subject. See the PARCC and DC Science Manuals for additional details. 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/course.TAintials.regular(R)/makeup(M)	ELA.03.JD.R

*If one school has two Test Administrators with the same initials, the naming convention for the session name will also include a numeral after their initials to differentiate between Test Administrators at that school (e.g. SCI.05.JD1.R, ELA.03.JD2.R, MATH.ALG1.JD3.M, etc.).
*For high school math courses use "MATH" followed by "ALG1" for Algebra I, "ALG2" for Algebra II, and "GEO" for Geometry in place of the grade level. For high school science, use "SCI.BIO..." as the beginning of the naming convention for Biology test sessions. All ELA assessments, including high school assessments, will be coded "ELA" followed by the grade of the assessment.

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 and DC Science Coordinators will also start test sessions in the PAN system, prior to testing. Directions for 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 and DC Science Test Coordinator.

If any incidents or irregularities occur during testing, they should be promptly reported the School PARCC and DC Science Coordinator for support. The School PARCC and DC Science Coordinator should report incidents to the LEA Assessment Manager, LEA PARCC and DC Science 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.

PARCC & DC SCIENCE 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 and DC Science Coordinator.

PARCC and 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.

PARCC & DC SCIENCE TESTING CLOSEOUT AND RETURNING TESTING MATERIALS

At the end of PARCC and DC Science testing, School PARCC and 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.

Students taking PARCC and/or DC Science 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 within five business days of the last day of testing 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 also be shipped back to Pearson within five business days of the last day of testing.

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

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 PARCC and DC Science. Details on this process are provided in Test Security Affidavits section of this document.

PARCC & DC Science Resources
PearsonAccess^Next - dc.pearsonaccessnext.com/customer/index.action
Pearson Access Next Training Site - trng-dc.pearsonaccessnext.com/customer/index.action
Pearson Support Page: dc.mypearsonsupport.com
PAN Online User Guide -
support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide
TestNav Online User Guide - support.assessment.pearson.com/display/TN/TestNav+8+Online+Support
PARCC & DC Science Manuals - dc.mypearsonsupport.com/manuals/
PARCC Assessment Structure, Design, and Released Items - https://osse.dc.gov/parcc
OSSE's DC Science Assessment Information Webpage - osse.dc.gov/science
DC Science Assessment Design and Blueprints - www.nextgenscience.org/understanding-standards/understanding-standards

APPENDICES

APPENDIX A: CUSTOMER SUPPORT

SY2021-22 ASSESSMENT ADMINISTRATION SUPPORT
The contact information below should be used when seeking support during test administration.

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

WiDA | ACCESS for ELLs 2.0
English Language Proficiency Test

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
Multi-State Alternate Assessment

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

DYNAMIC® LEARNING MAPS

(855) 277-9751
8:00 a.m.–6:00 p.m. EST, M–F
DLM-support@ku.edu

PARCC Partnership for Assessment of Readiness for College and Careers

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

(866) 688-9555
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.

DISTRICT OF COLUMBIA OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

OSSE Assessment 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)

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA)	**Danielle Branson** Danielle.Branson@dc.gov Director of Assessment
	Data, Reporting, Business Rules	
	Test Integrity and Security	
	Special Populations	**Michael Craig** Michael.Craig@dc.gov Assessment Specialist, Special Populations
Test Administration	NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS	**Swea Hart** Swea.Hart@dc.gov NAEP State Coordinator
	PARCC Partnership for Assessment of Readiness for College and Careers	**Deanna Santoro** Deanna.Santoro@dc.gov Assessment Specialist, Test Development, Administration, and Education
	DC Science The District of Columbia Assessment of the Next Generation Science Standards	**Stephanie Snyder** Stephanie.Snyder@dc.gov Deputy Director of Assessment
	DYNAMIC LEARNING MAPS	
	msaa Multi-State Alternate Assessment	**Michael Craig** Michael.Craig@dc.gov Assessment Specialist, Special Populations
	WIDA ACCESS for ELLs 2.0 English Language Proficiency Test	
Assessment Literacy	LEA/School Workshops and Engagement	**Stephanie Snyder** Stephanie.Snyder@dc.gov Deputy Director of Assessments

APPENDIX B: TEST ADMINISTRATION CHECKLISTS BY ROLE
ACCESS TEST SECURITY/ADMINISTRATION CHECKLISTS

	LEA ACCESS Coordinator Test Administration Checklist
	[Complete Test Security Training Modules](#) and Quiz (80% passing score)
	Complete OSSE & vendor led trainings to 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 OSSE deadline
	Coordinate with Nonpublic School Test Coordinators to ensure students are registered to the correct assessments and will receive the appropriate accommodations
	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
	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 2021-22 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
	[Complete Test Security Training Modules](#) and Quiz (80% passing score)
	Complete OSSE & vendor led trainings to 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 OSSE deadline
	Coordinate with Nonpublic School Test Coordinators to ensure students are registered to the correct assessments and will receive the appropriate accommodations
	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
	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 2021-22 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
	[Complete Test Security Training Modules](#) and Quiz (80% passing score)
	Complete OSSE & vendor led trainings to 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 OSSE deadline
	Coordinate with Nonpublic School Test Coordinators to ensure students are registered to the correct assessments and will receive the appropriate accommodations
	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
	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 2021-22 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 & DC Science Test Security/Administration Checklists

	LEA PARCC & DC Science Coordinator Test Administration Checklist
	[Complete Test Security Training Modules](#) and Quiz (80% passing score)
	Complete OSSE and vendor led trainings for PARCC and DC Science Assessments (see training schedule)
	Create LEA-level policies and procedures for PARCC and DC Science administration
	Provide test security training to School PARCC and DC Science Coordinators
	Provide Test Security Notification Statement to School PARCC and DC Science Coordinators
	Create PAN accounts for School PARCC and DC Science Coordinators
	Confirm student registration by OSSE deadline (Feb. 16, 2022)
	Coordinate with Nonpublic School Test Coordinators to ensure students are registered to the correct assessments and will receive the appropriate accommodations
	Obtain school test security plans from School PARCC and 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
	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 & DC Science Coordinator Test Administration Checklist
	Attend Test Security Training presented by your LEA PARCC and DC Science Coordinator
	Attend OSSE trainings designed for PARCC and DC Science School Test Coordinators (see training schedule)
	Create a 2021-22 PARCC and DC Science school test security files and maintain it for four years
	Create PAN accounts for authorized personnel
	Complete accommodations in the PNP by OSSE deadline and complete accessibility features in the PNP prior to submitting the PARCC and DC Science school test security plans
	Submit a school test security plan to your LEA PARCC and DC Science Coordinator
	Provide test security training and test Security Notification Statement to authorized personnel
	Create test sessions in PearsonAccess^Next 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 and DC Science 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 and DC Science policies
	Return test booklets and secure materials to Pearson in accordance with PARCC and DC Science policies
	Submit school Test Security Affidavits to LEA PARCC and& DC Science Coordinator

TECHNOLOGY AND SPECIAL EDUCATION COORDINATOR CHECKLISTS

	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)
	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, if applicable
	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 Assessment Managers 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/Alt. ACCESS Coordinator	LEA MSAA/DLM Coordinator	LEA PARCC/DC Science Coordinator
School	School ACCESS/Alt. ACCESS Coordinator	School MSAA/DLM Coordinator	School PARCC/DC Science Coordinator
	SPED Coordinator		
	Tech Coordinator		
Test Administrators and other Authorized Personnel			

APPENDIX D: NONPUBLIC SCHOOL TEST SECURITY PLAN SUBMISSION LEA CHART

Student	Assessment(s)	LEA

	ACCESS/Alt. ACCESS	MSAA/DLM	PARCC/DC Science
LEAs to Submit School Test Security Plans to			