

LEA Assessment Manager Role and 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 2.0 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).

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: <https://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 Non-Public school students associated with their LEA are assessed in accordance with OSSE policies.

For additional information, please contact the Office of Assessment at osse.assessment@dc.gov.