2014-15 Science Assessment Field Test Guidelines

School Plans

- Instead of a specific independent science school plan, OSSE will collect a science-specific addendum to school level plans, with a few supplemental pieces of information. The addendum should include:
  - Roster of students taking the high school biology assessment. (OSSE is able to automatically load the rosters for 5th and 8th grade students from PARCC, but does not have rosters for high school biology because we do not have course-specific data).
  - List of staff involved (only needed if different from list of staff for PARCC).
- Plans can be emailed to osse.assessment@dc.gov, and should be submitted 10 days prior to start of your science testing window.

Test Environment

- The field test is designed to take 45-60 minutes. Consequently, the assessment should be able to be administered during a single class period, except for students who have an extended time accommodation.
- Test Administrators will have flexibility in deciding how many students are tested at once.
- Test Administrators will not be required to follow a strict script.
- Teachers can test their own students if another adult is in the room.
- Electronic devices not used for testing are not banned from environment, but must be put away, out of sight, and turned off or on silent while the test is in session.
- There are video items, and headphones will be needed for a classroom administration.

Technology Platform Set-up

- The Pearson TestNav platform will be used.
  - The platform is currently being used by 93% of DC students taking computer based PARCC this year. OSSE staff are specifically reaching out to those LEAs who did not use TestNav for PARCC.
- To streamline the data upload process, OSSE will use the PARCC registration files from PARCC for science assessment registration (similar to how OSSE used PARCC PBA files for the PARCC EOY upload) for students in grades 5, 8 and high school.
  - For biology, OSSE staff will work with your tech and assessment staff to tailor the high school files to biology students only (OSSE does not have rosters for high school biology because we do not have course-specific data).
  - LEAs/schools that prefer to do their own upload should email osse.assessment@dc.gov to let us know.
- Proctor caching will be available.

Accommodations
- Students with identified learning needs will be provided necessary accommodations per their individual plans (IEP, ELL, 504).

Training
- Because most LEAs have been using the TestNav platform and every school has received test integrity training as part of PARCC administration process, no training is required, but resources will be available. OSSE will provide written guidance regarding any differences in Science administration from PARCC administration as a resource for staff involved in testing.

Secure Materials Check-in/Checkout
- With computer based testing, some of the material burden is inherently lifted: there are no secure paper materials aside from any seal codes schools may print for student use.
- The only requirement is that student seal codes only be provided to applicable students, when students are about to test.

Instructional Material in Test Administration Location Blocked or Removed
- Schools must cover/remove specific science-related content in testing rooms. This requirement will remain in effect only for the duration of the test session. Other content may remain on the walls.

Questions are Secured During Administration
- Questions and items may not be shared, reproduced, or disseminated during testing; however, test administrators may assist students who are having technical difficulties.
- Blinders/dividers are not required, and intense monitoring of student conversations is not required.

Questions are Secured Post Administration
- Questions and items may not be shared, reproduced, or disseminated post-test administration.
- We anticipate test results will be available in January, but will keep LEAs posted on the timeline as we learn more.

Observations
- OSSE staff will work with LEAs to observe some administration for OSSE's learning purposes only. These optional observations will be conducted at the convenience of LEAs.
- There will be no mandatory monitoring and no OSSE observations will result in any punitive/corrective action on the part of the school or LEA.