



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**Health Assessment Proctor Script
for the
2016 Health and Physical Education
Assessment**

**Division of Health & Wellness
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Health and Physical Education Assessment

Introduction

The District of Columbia's *Healthy Schools Act of 2010* requires the Office of the State Superintendent of Education (OSSE) to collect and report student performance on DC Health and Physical Education Standards. To comply with this requirement, District students are tested annually in fifth grade, eighth grade, and high school (during the year in which health class is provided) on their health and physical education knowledge. We thank you for choosing to take the 2016 OSSE generated Health and Physical Education Assessment ("the assessment") to fulfill this requirement, and look forward to a successful testing year.

This guide outlines the next steps for the assessment. For ease of reference, please see the Assessment Checklists starting on page 4. If you have any questions regarding this guide or any part of the assessment, please send an email to osse.schoolhealth@dc.gov.

Assessment Checklists

The following checklists have been created to guide the Health Assessment Proctor before, during, and after the administration of the assessment.

Before Administering the Health and Physical Education Assessment

1. Verify that the computers to be used for the assessment can access SurveyGizmo and the assessment content, i.e. that the website is not blocked by the school's network).
2. Ensure that appropriate accommodations are available for students who require them (*see Accommodations for Students with Disabilities, p. 10*).
3. Confirm online assessment dates, times, and locations.
4. Obtain the online platform's link, paper-and-pencil versions of the assessment (if applicable), and students' assessment IDs from the LEA's Health Assessment Coordinator (*see Overview of Assessment Materials, p. 9*).
5. Ensure that an Assessment Ticket has been created for each student (*see Assessment Administration, p. 6*).
6. Review the Health Assessment Proctor Script (*see Health Assessment Proctor Script, p.11*).
7. Work with the Health Assessment Coordinator to ensure OSSE is notified of your LEA's intended timeline for the assessment administration no later than **March 25, 2016** through osse.schoolhealth@dc.gov.
8. Work with the Health Assessment Coordinator to ensure OSSE is notified if paper-and-pencil versions of the assessment are needed for students who require accommodations and for what grades no later than **March 29, 2016** through osse.schoolhealth@dc.gov. **DO NOT** send OSSE a list of students with accommodation needs via email (in order to protect student privacy and confidentiality).
9. Distribute and collect the Sexual Health Letters to students/students' guardians.
10. Print any required paper-and-pencil versions of the assessment (*see Paper-and-pencil Versions, p. 8*).

11. Work with the Health Assessment Coordinator to inform OSSE of all students who require accommodations for the assessment no later than **April 29, 2016** via the Secure File Transfer Protocol site (SFTP) (*as described in the LEA Guide*).

During the Health and Physical Education Assessment Administration

1. Bring Assessment Tickets to the assessment room.
2. Guide students to the SurveyGizmo assessment site (*link will be provided by OSSE through each LEA's SFTP*).
3. Distribute Assessment Tickets to students.
4. Read the Health Assessment Proctor Script aloud (*see Health Assessment Proctor Script, p.11*).
5. Assist students that will not answer the sexual health questions to ensure the checkbox is checked (*see Sexual Health Questions, p. 10*).
6. Administer the assessment.
7. Make sure all students have reached the "Completed" screen before exiting the assessment.
8. Collect Assessment Tickets.

After the Health and Physical Education Assessment Administration

1. Notify the Health Assessment Coordinator of any students that took the paper-and-pencil versions of the assessment (*as described in the LEA Guide*).
2. Return all assessment materials, when applicable, to the Health Assessment Coordinator.

Preparation by the Health Assessment Proctor

As the Health Assessment Proctor for the Health and Physical Education Assessment (the assessment), we encourage you to become thoroughly familiar with the guidelines provided before administering the assessment. The guidelines and procedures have been created to assist you in successfully planning for and conducting the assessment.

Preparation of the Students

It is important that students anticipate the Health and Physical Education Assessment with interest rather than with anxiety. Prepare students by establishing a relaxed atmosphere and inspiring confidence in them.

Health Assessment Proctor Guidelines

The number of proctors needed for a testing period depends on the grade tested and the level of the students' experience. As a general rule, one proctor for every 15 students is recommended.

Proctors should adhere to the following guidelines:

- Make certain that each student enters the assessment site successfully and is able to complete the questions.
- Make sure that all students understand the directions for taking the test.
- Prevent talking or sharing of answers.
- Do not suggest the correct answer to the students (e.g. if a student asks, "Is this right?" the proctor should give a neutral response such as "Decide what you think is correct and then go on.>").
- Encourage students to choose the best answer. Please note: In order to submit and complete the assessment, all questions must be answered.
- Allow adequate time for giving assistance to all students who need it.

Assessment Administration

The assessment will be available through SurveyGizmo, an online platform chosen because of its capabilities and user-friendly features. Prior to the start of the assessment window, the Health Assessment Proctor must obtain the assessment link from the Health Assessment Coordinator.

The Health Assessment Proctor must also obtain the assessment IDs from the Health Assessment Coordinator, which are generated by OSSE for students in fifth grade, eighth grade,

and high school. These assessment IDs will be used by students to log onto SurveyGizmo. Schools should download and print the assessment IDs on individual sheets. These sheets will be referred to as the 'Assessment Tickets.' Each assessment ticket should contain a student's name and assessment ID printed in legible font. On the day of the assessment, students should be handed their Assessment Ticket to facilitate the login process. Performing this task ahead of time will ensure efficient time management on the administration day.

It will be the responsibility of each LEA's Health Assessment Coordinator to distribute the assessment links and assessment IDs to all schools administering the assessment.

Timing the Assessment

The Health and Physical Education Assessment is not a timed assessment. Due to the short nature of this assessment, OSSE anticipates students will require no more than 30 minutes to answer all questions. However, additional time may be granted to students that require it based upon the LEA's discretion. **As with any student assessment, OSSE expects all LEAs to administer this assessment with fidelity to student confidentiality and assessment integrity.**

OSSE recommends that the assessment be administered in the following manner:

Table 1: Administration Time

Task	Administration Time
1. Preparation after students' arrival, which includes reading instructions to students and answering questions.	10 minutes
2. Distribute student test materials, including a) the test link (the OSSE recommends entering for the students prior to their arrival to the administration site), and b) Assessment Tickets	10 minutes
3. Administer assessment.	30 minutes recommended (additional time may be granted to students that require it based upon the discretion of the LEA).

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- | | |
|---|--------------|
| 4. Close out the assessment by | 5-10 minutes |
| a) collecting the Assessment Tickets, | |
| b) if applicable, collecting paper versions (along with the pencils and scratch paper), and | |
| c) scanning student's screens to insure assessment submissions. | |
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Breaks

If breaks are provided, there should not be conversations among students, and students are not permitted to use electronic devices, play games, or engage in other activities that may violate the validity of the assessment. Individual restroom breaks may be provided at the discretion of the Health Assessment Proctor.

Accommodations for Students with Disabilities

OSSE supports the use of appropriate accommodations for all District of Columbia's students with disabilities and English language learners (ELLs). Required accommodations must be communicated to the Health Assessment Coordinator, who shall inform OSSE of the accommodations provided to students by **April 29, 2016**.

Please refer to the table in the LEA Guide for available assessment accommodations. **With the exception of the soft copy of the paper-and-pencil version, all accommodations are the responsibility of the LEA.**

Overview of Assessment Materials

The following materials are required on the day of administration (for all grades):

- ☐ Health Assessment Proctor Script
- ☐ Assessment link
- ☐ Student Assessment Tickets

As stated above, Assessment Tickets should contain the student's name and assessment ID (printed in legible font). When applicable, schools must provide students with a paper-and-pencil version of the assessment, a No. 2 pencil with eraser(s), and blank scratch paper. Calculators are not necessary. Please do *not* allow the use of cellular phones, non-assessment-related personal electronic equipment, instructional aids, reference books, or resources that

provide unauthorized assistance during the assessment. The use of stand-alone headphones as noise buffers to minimize distractions or filter external noise must be monitored by Health Assessment Proctors to ensure headphones are not plugged into any device.

Paper-and-pencil Versions

A soft copy will be uploaded to the LEA's SFTP Health and Physical Education Assessment folder. It is the responsibility of each LEA to print out these versions for the students who need them. Please note that paper-and-pencil versions will *only* be available in large print. **Do not copy, share or keep this version.** You will note the following is printed at the bottom of each paper-and-pencil version of the assessment **"OSSE reserves all right to the questions in this assessment. Unauthorized copying or sharing of this assessment, or any of its questions, is not permitted. You must properly dispose of any remaining copies once the assessment window is over."**

Details regarding transmission of the paper-and-pencil version from the Health Assessment Coordinator to OSSE will be provided via email to LEAs who require this accommodation.

Sexual Health Questions

The screenshot below is of the login screen that students will see once on the assessment platform. If a student will not answer the sexual health questions on the assessment, the checkbox **(A)** at the bottom of the page *must* be selected. As indicated in the Health Assessment Proctor Script, once this action is verified by the Health Assessment Proctor, the students can click on the "Next" button **(B)**. Students will be unable to alter this selection once they click "Next."



DC Health and Physical Education Assessment (Example)

Student ID

Please check the checkbox below if this student has been opted out of sexual health items.

A

☐

Student has been opted out of sexual health items

B

Next

0%

Health Assessment Proctor Script

The 2016 Health and Physical Education Assessment contains one session of 13 to 14 questions. Please follow the script below on the day of administration.

Table 2: Fonts and Icons

<i>Italicized font</i>	<i>Directions for Health Assessment Proctor</i>
SAY	Icon contains script for the Health Assessment Proctor to read aloud. This text is in bold font.

Before beginning this test session, make sure you have reviewed all information in this document on how to administer the 2016 Health and Physical Education Assessment. Be sure that each student has his/her assessment ticket. Guide students to the SurveyGizmo assessment page (link will be distributed by OSSE through the SFTP site). Once all students are in the correct page,

SAY

Today you will be taking the Health and Physical Education Assessment. In front of you, you should see a screen that says, “DC Health and Physical Education Assessment.” Type your assessment ID as shown on your Assessment Ticket. Please do not click on the “Next” button. I will walk around the room to verify the information on your screen is correct. Once I have verified everyone’s information, we will click on the “Next” button together.

For students whose guardians have signed and returned the Sexual Health Letters so the student does not participate in the sexual health portion of the assessment, the checkbox at the bottom of the screen must be checked (see Sexual Health Questions, p.10). Go around the classroom and ensure this checkbox has been selected for the necessary students. Also ensure the assessment IDs have been entered correctly.

SAY

Please listen carefully: After you click on the “Next” button, you will see the first Assessment question on your screen. Remember to read each question and look through all the answer choices before selecting. When you find the answer choice you wish to select, click on the circled letter next to that answer choice. Please note that there are no practice questions.

SAY

When you come to the page with the “Submit” button, you have come to the end of the assessment. Once you have clicked on the “Submit” button, you will NOT be allowed to log back in. If you would like, you may go back and check your work in this session. Please note: If you click the “Back” button all the way back to the login page, you may be required to re-enter your assessment ID.

SAY

Please raise your hand now if you have any questions.

When you are sure that the students understand the directions, continue.

SAY

You will have approximately 30 minutes to complete the assessment. You may begin now. Please click on the “Next” button and get started.

Make sure that the assessment is displayed on all the screens and that students are able to complete the questions.

During testing, if a student has a problem using the computer, assist the student. If the student cannot continue testing, contact the OSSE Call Center at osse.callcenter@dc.gov or telephone at 202-719-6500 to document the issue. Collect the assessment ticket from the student. Please note that students who cannot take the assessment during the regular administration time, including for technical reasons, should be offered a make-up date.

After 30 minutes, check where the students stand. Additional time may be granted to a student who requires it. If all students have finished,

SAY

Stop.

After Testing

Make-up Testing

Students who cannot take the assessment on the regular administration date should be offered a make-up date. It may be scheduled any day after the original assessment date so long as it falls between the assessment’s window (March 28 through June 3).

If a student starts the assessment and has to leave unexpectedly without completing the assessment, or if there are any technical difficulties that log the student out of the assessment, he or she may be allowed to complete the assessment on a different day. If this occurs, the student will log in with their originally assigned assessment ID. SurveyGizmo will automatically route the student to the last question they answered. Please note: If a student has pressed “submit,” they will not be able to log back on.

Return All Test Materials

After the assessment has been administered, the Health Assessment Proctor must provide the Health Assessment Coordinator all paper-and-pencil versions in a sealed manila envelope. The envelope must be signed and dated by the Health Assessment Proctor. OSSE will grade these assessments and the results will be included in the analyses. **Details regarding transmission of the paper-and-pencil from the Health Assessment Coordinator to OSSE will be provided via email to LEAs who require the use of this accommodation.**

Complete Health Assessment Proctor Survey

After the assessment has been administered, OSSE asks that Health Assessment Proctors participate in a brief online survey about the 2016 Health and Physical Education Assessment. Your responses will help us better serve you and your students in the future. OSSE will follow up with the survey's link following the completion of the assessment. We thank you in advance for your participation.