Proctor Script for the
2017 Health and Physical Education Assessment

Division of Health & Wellness
February 28, 2017

Contents

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.

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

Use the following checklists to guide you through the necessary steps 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). Test this link and confirm that you can see the assessment login page shown to the right.

   Platform used: SurveyGizmo http://hpea.osse.dc.gov/s3/HPEA

   Browser compatibility: latest versions of Google Chrome, Mozilla Firefox, and Microsoft Internet Explorer (10 or above)

2. Ensure that appropriate accommodations are available for students who require them *(see Accommodations for Students with Disabilities, Appendix).*

3. Confirm and communicate online assessment dates, times, and locations with your LEA Health Assessment Coordinator.

4. Obtain students' assessment IDs from the LEA Health Assessment Coordinator *(see Overview of Assessment Materials, p. 8).*

5. Cross-check assessment IDs against student rosters to ensure all have been given IDs *(see Assessment Administration, p. 6).*

6. Review Health Assessment Proctor Script *(see Health Assessment Proctor Script, p.9).*

7. Work with the LEA Health Assessment Coordinator to ensure OSSE is notified of your intended timeline for the assessment administration no later than **March 15, 2017**.

8. Work with your LEA Health Assessment Coordinator to upload high school health class rosters (if applicable) as well as a spreadsheet of students with accommodation needs to the secure upload site by **March 15, 2017**. DO NOT email this list of accommodations (in order to protect student privacy and confidentiality).

9. Distribute and collect the Sexual Health Exemption Letters from students/students' guardians and keep a list of students who are exempt.

1. Bring Assessment Tickets to the assessment room.

2. Guide students to the SurveyGizmo assessment site. http://hpea.osse.dc.gov/s3/HPEA

3. Distribute Assessment Tickets to students.

4. Read the Health Assessment Proctor Script aloud *(see Health Assessment Proctor Script, p.9).*

5. Assist students that will not answer the sexual health questions to ensure the checkbox is checked *(see Sexual Health Questions, p. 8).*

6. Administer the assessment.

7. Make sure all students have reviewed their answers and clicked the "Submit" button before exiting the assessment.

8. Collect Assessment Tickets.

Preparation of the Students

It is important that students anticipate the Health and Physical Education Assessment with interest rather than 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.
- 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 as needed.

Assessment Administration

The assessment will be available through SurveyGizmo, a straightforward, user-friendly online platform. Prior to the start of the assessment window, the Health Assessment Proctor will obtain the assessment link and receive student assessment IDs from the LEA Health Assessment Coordinator. The assessment IDs are generated by OSSE for students in fifth grade, eighth grade, and high school. Schools should print and cut out the assessment IDs, which will be referred to as the "Assessment Tickets." On the day of the assessment, students should be handed their Assessment Ticket to facilitate the login process.

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 at the discretion of the LEA)

4. Close out the assessment by   5-10 minutes
   a) collecting the Assessment Tickets,
   b) scanning student's screens to insure assessment submissions.

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 learners. Required accommodations must be communicated to the LEA's Health Assessment Coordinator, who shall inform OSSE of the accommodations provided to students by **March 15, 2017.**

All accommodations are the responsibility of the school or LEA. Paper-and-pencil versions will not be offered for the 2017 Health and Physical Education Assessment *(see Accommodations for Students with Disabilities, Appendix).*

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 will contain the student's name and assessment ID. 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.

Sexual Health Questions

The screenshot below is of the login screen that students will see once on the assessment platform. If a parent has requested through an exemption form that their student will not answer sexual health questions on the assessment, the checkbox **(A)** at the bottom of the page *must* be selected. 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 begin the assessment.

Health Assessment Proctor Script

The 2017 Health and Physical Education Assessment contains one session of 21 questions. Please follow the script below on the day of administration.

Table 2: Fonts and Icons

Italicized font	*Directions for Health Assessment Proctor*
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 2017 Health and Physical Education Assessment. Be sure that each student has his/her assessment ticket. Guide students to the SurveyGizmo assessment page. 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 <u>do not</u> 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.8). 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 we 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 circle next to that answer choice. Answer all questions on the page, and then click "Next." Please note that there are no practice questions.**

SAY | **Continue completing the questions and clicking "Next." 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 by clicking the "Back" button.**

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 (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 the students' progress. 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 within the assessment's window (April 3 through June 16).

If a student starts the assessment and has to leave unexpectedly without completing the assessment, or if there are any technical difficulties that cut the assessment short, the student 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" at the end of the assessment, they will not be able to log back in.

Appendix

Accommodations for Students with Disabilities | All accommodations are the responsibility of the LEA.

Student Need	Health Assessment Accommodation
Setting accommodations	
Specialized equipment, furniture, or lighting	Specialized equipment or furniture, as considered appropriate and determined by LEA
Noise buffer or headphones	Noise buffer or headphones
Preferential seating	Specified area or seating, as considered appropriate and determined by LEA
Separate/alternate location	Separate/Alternate location
Individual testing	Small group testing, as considered appropriate and determined by LEA
Small group testing	Small group testing, as considered appropriate and determined by LEA
Unique/non-standard accommodation	Unique accommodation request
Timing and scheduling Accommodations	
Extended time	Extended time
Flexibility in scheduling	Time of day, as considered appropriate and determined by LEA
Assessment administered over several days	Not applicable, as the assessment is contains only one unit of 21 questions
Frequent breaks	Frequent breaks, as considered appropriate and determined by LEA
Unique/non-standard accommodation	Unique accommodation request
Presentation Accommodations	
Audio amplification	Not available
Magnification	Administrative consideration to use paper version with magnifier and/or human reader

Large print materials	Print materials will not be provided. Hold "Ctrl" while pressing "+" until the text is magnified to the desired level in browser
Paper-based materials	Print materials will not be provided. Hold "Ctrl" while pressing "+" until the text is magnified to the desired level in browser
Clarification/Repetition of directions	Directions must be read aloud and repeated as needed by the assessment administrator
Directions available in American Sign Language (ASL)	Not available, LEA may use human signer for assessment directions
Student reads assessment aloud to themselves	Student reads assessment aloud to themselves
Masking tools	Not available
Markup tools	Not available
Read aloud for non-ELA/literacy assessments	Use human reader, Google Read & Write, or human signer
ASL presentation of ELA/literacy assessments	Not available
ASL presentation of non-ELA/literacy Assessments	Not available, may use human signer
Closed captioning of multimedia	Not available, may use human signer
Braille materials	Use human reader, Google Read & Write, or human signer
Screen reader technology	Not available
Tactile graphics	Not applicable
Redirect student to assessment	Assessment administrator may redirect student to the assessment
Color contrast	Not available
Unique/non-standard accommodation	Unique accommodation request
Response Accommodations	

810 First St. NE, Ninth Floor, Washington, DC 20002 • Phone: (202) 727-6436 TTY: 711 • osse.dc.gov

Braille writer or note-taker device	Not available, may use human scribe
Non-standard calculation device or calculator sections	Not applicable
Calculation device on non-calculator sections	Not applicable
Human scribe, speech-to-test, human signer, or external assistive technology for selected responses on ELA/literacy assessments	Use human signer
Human scribe, speech-to-test, human signer, or external assistive technology for selected responses on non-ELA/literacy assessments	Use human scribe or external device
Word prediction external device	Not applicable
Answers recorded in assessment book (paper-based materials)	Not applicable
Unique/non-standard accommodation	Unique accommodation request

Items not available for selection as an accommodation on the IEP

Assistive technology	Not applicable
Notepad	Not applicable
Pop-up glossary	Not applicable
Writing tools	Not applicable
Blank scratch paper	Documentation not needed
Spell check or external spell check device	Not applicable
Monitor assessment response (only available for paper-based assessments)	Unique accommodation request must be submitted