



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

LEA Guide to the 2016 Health and Physical Education Assessment

**Division of Health & Wellness
March 15, 2016**

Contents

Introduction	3
Assessment Checklist	4
Assessment Window	5
Roles of Health Assessment Coordinator and Health Assessment Proctor	5
Secure File Transfer Protocol	6
High School Rosters	6
Assessment Content	6
Assessment Format.....	7
Sexual Health Questions	7
Assessment Administration	8
Prepare Student Computers	9
Assessment Materials	9
Headphones	9
Make-up Testing	10
Breaks.....	10
Accommodations for Students with Disabilities.....	10
Test Platform.....	15
Errors.....	19
Technical Assistance	19
Reporting of Data.....	19

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 page 3 for the Assessment Checklist. If you have any questions regarding this guide or any part of the assessment, please send an email to osse.schoolhealth@dc.gov.

Assessment Checklist

- Send the name, title, email, and telephone number of your LEA's Health and Physical Education Assessment point of contact(s) to osse.schoolhealth@dc.gov by **March 17, 2016** (see *Roles of Health Assessment Coordinator and Health Assessment Proctor*, p. 12).
- Administer the assessment during the window of **March 28 and June 3**.
- Notify OSSE of your LEA's intended timeline for the assessment administration by **March 25, 2016** through osse.schoolhealth@dc.gov (see *Assessment Window*, p. 5).
- Inform OSSE of any student who requires accommodations for the Health and Physical Education Assessment through the Secure File Transfer Protocol site (SFTP) by **March 21, 2016** (see *Accommodations for Students with Disabilities*, p. 10).
- Download students' assessment IDs from the SFTP folder (see *Assessment Administration*, p. 8).
- Distribute the assessment links and assessment IDs to all schools within the LEA administering the assessment (see *Assessment Administration*, p. 8).
- Create a sheet that contains the name of each student, along with their assessment ID for use on the assessment administration day (see *Assessment Administration*, p. 8).
- Indicate which high school students, if any, will be taking the Health and Physical Education Assessment through your LEA's SFTP site by **April 29, 2016** (see *High School Rosters*, p. 6).
- To avoid problems accessing the assessment on the day of administration, ensure that SurveyGizmo is not blocked on your schools' network (see *Prepare Student Computers for Testing*, p. 9).
- If paper-and-pencil versions of the assessment are required for students with disabilities, the Health Assessment Coordinator must make arrangements with OSSE to receive the completed assessment(s) by **June 4, 2016** (see *Accommodations for Students with Disabilities*, p. 10)

Assessment Window

The assessment window will extend from March 28 through June 3, 2016.

This extended assessment window was designed to provide maximum flexibility for schools to administer the assessment. Each LEA must notify OSSE of its intended assessment administration timeline. **By March 25, 2016, please send an email with an intended assessment start and end date to osse.schoolhealth@dc.gov with your LEA's name followed by the words "Health Assessment Timeline" in the subject line.**

Roles of Health Assessment Coordinator and Health Assessment Proctor

To optimize communications around the assessment between OSSE and local education agencies (LEAs), we ask that each LEA submit information on their point of contact for all future notifications. **By March 17, 2016, please send an email to osse.schoolhealth@dc.gov with your LEA's name followed by the words "Health Assessment Coordinator" in the subject line. In the body of this email, please list the name, title, email address, and telephone number of your LEA's Health and Physical Education Assessment point of contact.**

For the purpose of this document, we will refer to the above-referenced point of contact as the LEA's "Health Assessment Coordinator." Similar to the PARCC Test Coordinator, this person should be responsible for the overall coordination of the assessment administration, including the LEA's intended timeline for the assessment administration (which must full completely within March 28 to June 3). **Once the Health Assessment Coordinator is identified, he/she will receive more information on and access to the Health and Physical Education Assessment folder, which will be within each LEA's Secure File Transfer Protocol site (SFTP).** This folder will be used to transmit information regarding the assessment between OSSE and the LEA. Through the SFTP, the Health Assessment Coordinator will receive the link and assessment IDs that will be used to administer the exam, and will be responsible for distributing the link and assessment IDs to the "Health Assessment Proctor(s)" in the necessary schools.

At the school level, Health Assessment Proctor(s) will be required to read the scripted administration directions, prepare the assessment environment, and receive and track materials provided by the Health Assessment Coordinator. The following individuals may serve as Health Assessment Proctors:

- Individuals employed by the LEA as teachers;
- LEA and school-level administrators; and
- Other certified educational professionals employed by the LEA.

A script and additional guidance for the Health Assessment Proctor(s) regarding the day of the assessment will be provided to the Health Assessment Coordinator prior to the assessment window. **This script should be disseminated to the Health Assessment Proctors.**

Secure File Transfer Protocol

A Secure File Transfer Protocol site (SFTP) will be used to transfer data securely between OSSE and each LEA. SFTP is a computing network protocol that enables secure file transfer capabilities between networked hosts. Data and commands are encrypted, preventing sensitive information from being exposed to the network in plain text.

A Health and Physical Education Assessment folder will be within each LEA's SFTP site. Access will **ONLY** be granted to the Health Assessment Coordinator, as described in the Roles of Individuals section. The following are examples of data that will be shared through the SFTP:

Table 1: SFTP Data Examples

OSSE Uploads	LEA Uploads
Assessment IDs	High school rosters
Paper-and-pencil version of assessment	Requests for student accommodations

High School Rosters

LEAs with high school students must submit a roster of the high school students who will participate in the assessment to OSSE. Note this requirement is only for schools that have high school students. Because high school students take the Health and Physical Education Assessment during the year they take a health education course, LEAs will need to upload the rosters (names only and date of birth only) to the Health and Physical Assessment Folder in their SFTP. Obtaining this information will allow OSSE to better assist schools and to track LEAs' completion rates.

The Health Assessment Coordinator must indicate which high school students will be taking the Health and Physical Education Assessment through the LEA's SFTP site by April 29, 2016.

Assessment Content

As stated in the [Health and Physical Education Data Collection memo](#) released in October 2015, for the 2016 assessment, LEAs were provided with the opportunity to create a plan to assess students' knowledge of the current health and physical education standards. The Health and Physical Education Assessment will assess the proposed standards that were previously shared with the LEAs.

The majority of the questions in the assessment were derived from the DC CAS Health and the Health Education Assessment Project (HEAP). These questions were then aligned to a subset of the latest draft of the [DC Health Education Standards](#), which LEAs were asked to field test, as stated in the previously released [DC Health Standards Memo](#). These questions were identified by a qualified vendor and reviewed by OSSE staff, DC health educators, and DC students for content and face validity, and grade appropriateness.

Assessment Format

In order to field test a maximum number of the proposed health standards, SurveyGizmo will randomly draw and assign questions from each category. These questions will be administered to students in the following manner:

- Fifth grade: 13 questions
- Eighth grade: 14 questions
- High school: 14 questions

Along with this memo, you will find the assessment's Blueprint, which indicates the total questions (items) by category. Note that the questions in the assessment are all weighted equally.

Sexual Health Questions

The Health and Physical Education Assessment will contain questions on sexual health. These questions will appear in the Safety Skills category for fifth graders, in the Disease Prevention and Human Body and Personal Health categories for eighth graders, and in the Human Body and Personal Health category for high school students. Every year, students' guardians are given the opportunity to opt students out of answering sexual health questions. To assist schools in this process, OSSE has created a template of letters for LEAs that would allow guardians to opt their students out of the sexual health questions. This letter has been translated into Amharic, French, Korean, Spanish, Traditional Chinese, and Vietnamese. All versions are included along with this document. LEAs may modify these letters as needed to suit their needs. For instance, a LEA may wish to insert a date by which guardians should return a signed letter to the school, as dictated by the school's own administrative timeline.

We encourage teachers to distribute the letters to their students' guardians and keep a log of students whose guardians have indicated they do not wish the student answer the sexual health questions in this year's assessment. As indicated in the Assessment Administration section of this document, there will be a checkbox on the initial login page which will ask the student whether or not he/she will be answering sexual health questions. If a student's guardian has indicated they do not wish their student answer any sexual health questions, this checkbox *must* be checked so that SurveyGizmo does *not* select any sexual health questions for this student.

In the assessment administration script, Health Assessment Proctors will be prompted to have the students wait to press the “Next” button until they have verified that the checkbox has been selected for the necessary students. **Please note: Health Assessment Proctors will be responsible for opting the student out of the sexual health questions by selection the option reading: “This student has been opted out of receiving sexual health questions.”** This checkbox is found on the bottom of the initial login page, as demonstrated below.

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, OSSE will distribute the assessment link to the Health Assessment Coordinator. LEAs will then be responsible for distributing the links to the schools administering the assessment.

Using the Statewide Longitudinal Education Data (SLED), OSSE will generate an assessment ID for students in fifth grade, eighth grade, and high school. Assessment IDs, along with the corresponding student information, will be provided to LEAs through the SFTP. These assessment IDs will be used by students to log on to the SurveyGizmo application (as demonstrated in p.13). Schools should download and print the assessment IDs on individual sheets. On the day of the assessment, students should be handed the sheet containing their name and assessment ID. Performing this task ahead of time will ensure efficient time management on the administration day.

It will be the responsibility of each LEA to distribute the assessment links and assessment IDs to all schools administering the assessment.

Due to the short nature of this assessment, OSSE anticipates students will require no longer 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, the OSSE expects all LEAs to administer this assessment with fidelity to student confidentiality and assessment integrity.**

Administration time may be distributed as follows:

Table 2: Administration Time

Task	Administration Time
1. Preparation after students arrive (includes reading instructions to students and answering questions)	10 minutes
2. Distribute test materials to students. These include: a) Test link (the OSSE recommends entering for the students prior to their arrival to the administration site) b) Sheet containing the student’s name and assessment ID	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).

Prepare Student Computers

To avoid problems accessing the assessment on the day of administration, ensure that SurveyGizmo is not blocked on your school’s network.

Assessment Materials

Assessment materials for the Health and Physical Education Assessment include the assessment links and assessment IDs, which will be distributed to Health Assessment Coordinators on **Friday, March 25, 2016**.

When applicable, schools must provide students with No. 2 pencils 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.

Headphones

Stand-alone headphones may be used by students as noise buffers to minimize distractions or filter external noise. Health Assessment Proctors must ensure the headphones are not plugged into any device.

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 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.

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 Assessment Administrator.

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). As described on the OSSE website, four distinct groups of students may receive accommodations on assessments:

- Students with disabilities who have an individualized education program (IEP);
- Students with a Section 504 plan who have a physical or mental impairment that substantially limits one or more major life activities, have a record of such an impairment, or are regarded as having such an impairment, but who do not qualify for special education services;
- Students who are English learners; and
- Students who are English learners and with disabilities who have an IEP or 504 plan. These students are eligible for both accommodations for students with disabilities and English learners.

Accommodations for the Health and Physical Education Assessment have been laid out in the same format as those listed on the [SEDS crosswalk](#) for consistency across assessments. **If a student requires accommodations for the Health and Physical Education Assessment, it is the responsibility of the LEA to notify OSSE by March 21, 2016.** Notification will be performed through the SFTP (*see section on Secure File Transfer Protocol, p.5*). Please refer to the table below for available accommodations for the assessment.

With the exception of the soft copy of the paper-and-pencil version (see below at page 15), all accommodations are the responsibility of the LEA.

Table 3: Accommodations for Students with Disabilities

Student Need	Health and Physical Education Assessment Accommodation
<u>Setting accommodations</u>	
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
<u>Timing and scheduling accommodations</u>	
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 contains only one unit of 13-14 questions
Frequent breaks	Frequent breaks, as considered appropriate and determined by LEA
<u>Presentation Accommodations</u>	
Audio amplification	Not available
Magnification	Administrative consideration to use paper version with magnifier and/or human reader

Large print materials	Must make request for paper-and-pencil version by March 21, 2016
Paper-based materials	Must make request for paper-and-pencil version by March 21, 2016
Clarification/Repetition of directions	Directions must be read aloud and repeated as needed by the assessment administrator
Directions available in ASL	Not available, LEA may use human signer for assessment directions
Students read assessment aloud to themselves	Students read assessment aloud to themselves
Masking tools	Not available, LEA may consider paper-and-pencil version and request by March 21, 2016
Markup tools	Not available
Read aloud for non-ELA/literacy assessments	Use human reader 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	Not available, may use human reader
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, LEA may consider paper-and-pencil version and request by March 21, 2016

Response accommodations

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
<u>Items not available for selection as an accommodation on the IEP</u>	
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

Paper-and-pencil versions will be available in large print *only*. If a student requires either a paper-and-pencil accommodation or a large print accommodation, please note they will receive a paper-and-pencil version of the assessment in large print. After notification, OSSE will communicate directly with LEAs that require paper-and-pencil accommodations for students with disabilities. A soft copy of the paper-and-pencil version will be uploaded to the LEA's SFTP Health and Physical Education Assessment folder. The LEA will be responsible for printing the

assessment for administration purposes. **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.”

Arrangements for OSSE to receive the completed paper-and-pencil assessment must be determined in coordination with the Health Assessment Coordinator by June 4, 2016 (OSSE will grade the assessments and the results will be included in the analyses).

Test Platform

The screen shots below will demonstrate what the assessment will look like, and will walk you through what the student will see from the beginning to the end of the assessment.

1. Each student must enter their assessment ID to log in **(A)**. Assessment IDs will be distributed by OSSE to the Health Assessment Coordinator through the SFTP. If a student will opt out of sexual health questions, the checkbox at the bottom of the page must be selected **(B)**. Once this is verified by the Assessment Administrator, the students can click on the “Next” button **(C)**. A student will not be able to log back on after the “Next” button is clicked.

OSSE

DC Health and Physical Education Assessment (Example)

A Student ID

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

B Student has been opted out of sexual health items

C Next

0%

2. The student will be routed to the first question upon clicking next **(D)**. The “Back” and “Next” buttons can be used to move ahead and backward **(E)**. *Please note: All questions must be completed in order for the student to be able to submit the assessment.*

OSSE

DC Health and Physical Education Assessment (Example)

D 1. Stress affects every person differently. One physical effect of stress is that stress may:

- lower blood pressure
- cause withdrawal from friends and family
- lead to headaches and upset stomachs
- change how we feel about ourselves and those around us

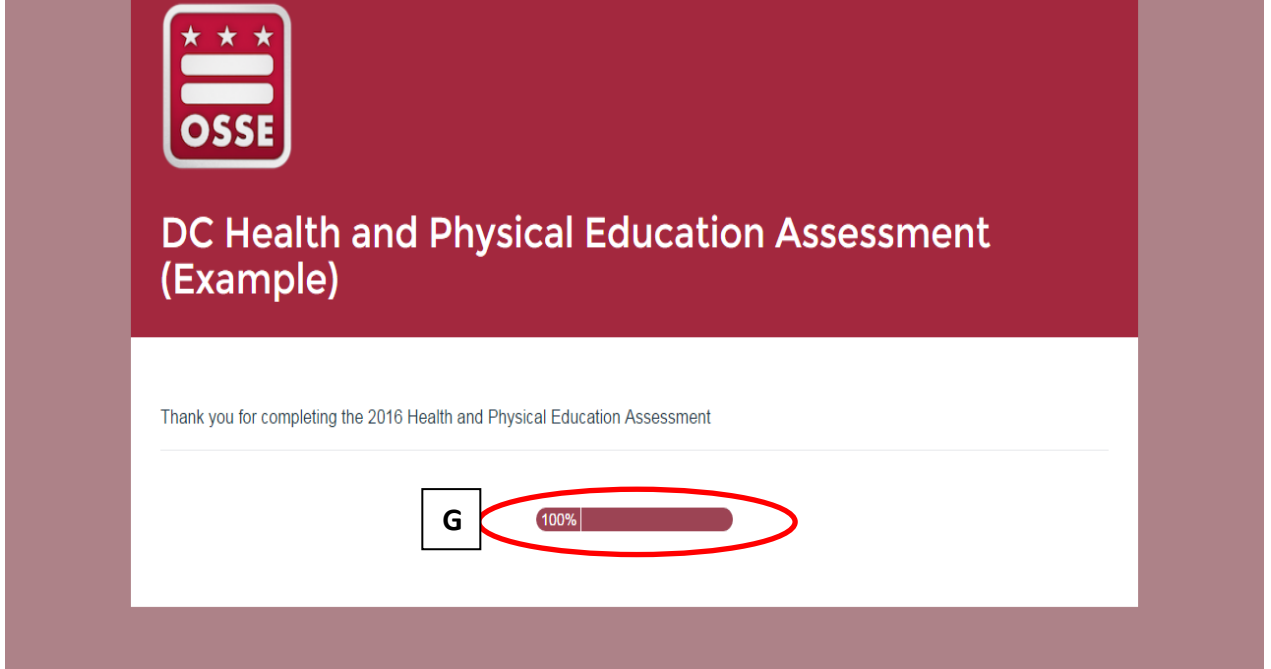
E Back Next

17%

3. Student progress is tracked at the bottom of the page **(F)**.

The screenshot shows the OSSE logo at the top left, followed by the title "DC Health and Physical Education Assessment (Example)". Below the title is a multiple-choice question: "1. Stress affects every person differently. One physical effect of stress is that stress may:" with four options: "lower blood pressure", "cause withdrawal from friends and family", "lead to headaches and upset stomachs", and "change how we feel about ourselves and those around us". At the bottom of the page, there are "Back" and "Next" buttons, a progress bar showing "17%", and a box containing the letter "F". A red circle highlights the "17%" progress bar.

4. This page indicates the student has completed the assessment. The completion bar will mark 100 percent completion (**G**).



Errors

1. If an assessment ID is entered more than once, you will receive this message **(H)**. *Please note: The ID entered is the assessment ID provided by OSSE for the purpose of this assessment only.*

The screenshot displays the OSSE logo at the top left, followed by the title "DC Health and Physical Education Assessment (Example)". Below the title is a yellow error banner with a warning icon and the text: "There was an error on your page. Please correct any required fields and submit again. [Go to the first error](#)". Below this is another yellow error banner with a warning icon and the text: "I'm sorry, that password is incorrect." This second error message is circled in red. To the left of this error message is a white box containing the letter "H". Below the error messages is a form with a "Student ID" label and a text input field containing "1212". At the bottom of the form is a "Next" button and a progress bar showing "0%".

Technical Assistance

Technical assistance will be provided by the OSSE Call Center via email at osse.callcenter@dc.gov or telephone at 202-719-6500.

Reporting of Data

Once a student has completed the assessment, results will be delivered to OSSE through SurveyGizmo. After the close of the assessment window, and following an analysis of the assessment data, OSSE will provide LEAs with District-, LEA-, school-, and student-level results through the Health and Physical Education Assessment folder on each LEA's SFTP site.