DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

LEA Guide to the 2016-2017 Health and Physical Education Assessment

Division of Health & Wellness
April 3, 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 basic information about the assessment format and provides next steps for the LEA and schools. 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

☐ Attend Health and Physical Education Assessment LEA POC webinar to learn more about the timeline and process for the assessment. **March 3, 2017.**

☐ By **March 15, 2017,** provide OSSE with rosters of high school students enrolled in health education classes during the 2016-17 school year and will therefore be taking the Health and Physical Education Assessment. Submit rosters through the secure upload site (https://upload.dc.gov/ossedata/nclb/login) *(see High School Rosters, p. 6).*

☐ By **March 15, 2017,** notify OSSE of your LEA's intended timeline for the assessment administration by email OSSE.schoolhealth@dc.gov. *Be sure to include LEA's name followed by the words "Health Assessment Timeline" in the subject line.*

☐ By **March 15, 2017,** inform OSSE of any student who requires accommodations for the Health and Physical Education Assessment through the secure upload site (https://upload.dc.gov/ossedata/nclb/login) *(see Accommodations for Students with Disabilities, p. 9-12).*

☐ Beginning **March 24, 2017,** cdwnload students' assessment IDs from secure upload site. *(see Assessment Administration, p. 7.)*

☐ Distribute the assessment links and assessment IDs to all schools within the LEA administering the assessment *(see Assessment Administration, p. 7).*

☐ 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. 7.*

☐ 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. 8).*

☐ Schools administer the assessment during the window of **April 3 and June 16.**

Assessment Window

The assessment window will extend from April 3 through June 16, 2017. By March 15, 2017, 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

The **Health and PE Assessment Coordinator** is responsible for the overall coordination of the assessment administration, including the LEA's intended timeline for the assessment (which must fall completely within April 3 to June 16). The Health Assessment Coordinator will receive the assessment link and student IDs through the secure upload site and will be responsible for distributing the link and assessment IDs to the "Health Assessment Proctor(s)" in the necessary schools (fifth, eighth, and high school grades).

At the school level, **Health Assessment Proctor(s)** will be required to prepare the assessment environment, receive and track materials provided by the Health Assessment Coordinator, and read the scripted administration directions to students on the assessment date. 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. **The LEA must disseminate this script to the Health Assessment Proctors.**

Secure Upload Site

LEAs will use OSSE's secure upload site (https://upload.dc.gov/ossedata/nclb/login) to transfer assessment materials securely. The following are examples of Health Assessment data that will be shared between the LEA and OSSE through the secure site:

Table 1: Data Transfer Examples

OSSE Uploads	LEA Uploads
Sexual health exemption letters	High school rosters
Assessment IDs	Outline of student accommodations
Proctor guide and LEA guide	

High School Rosters

Because high school students take the Health and Physical Education Assessment only during the year they take a health education course, OSSE requires rosters of all high school students enrolled in a health course for the 2016-17 school year.

By March 15, the Assessment Coordinator must upload to https://upload.dc.gov/ossedata/nclb/login a spreadsheet indicating which high school students have been enrolled in a health class during the 2016-17 school year and will therefore be taking the Health and Physical Education Assessment. *(See attached High School Health Class Roster Template.)*

Assessment Content

The majority of the questions in the assessment were derived from the DC CAS Health Assessment 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

SurveyGizmo will draw and assign three questions randomly from each of the seven categories below, for a total of 21 assessment questions. Along with this memo, you will find the assessment's Blueprint. Note that the questions in the assessment are all weighted equally.

Assessment Categories: Alcohol, Tobacco, and Other Drugs; Disease Prevention; Human Body Systems; Mental and Emotional Health; Nutrition; Safety Skills; and Physical Education

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 exempt students from answering sexual health questions.** To assist schools in this process, OSSE has created a letter to distribute to guardians to exempt their students from 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 the administration dates listed in the letter as needed to reflect

the LEA's or school's own administrative timeline, as long as the dates are within OSSE's administration window.

How to track and monitor sexual health question exemptions:
1. **Teachers** will distribute the attached letter to their students' guardians
2. **Teachers** will 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
3. **Assessment proctors** will confirm the appropriate checkbox is marked on the login page of each student's assessment. 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* include any sexual health questions for this student.

Assessment Administration

The assessment will be available through SurveyGizmo, an online survey platform. Prior to the start of the assessment window, OSSE will distribute the printable student assessment IDs* through the secure upload site. **LEAs will then be responsible for distributing the links and IDs to all schools administering the assessment.**

Students will use the assessment IDs to log on to the SurveyGizmo application (as demonstrated in p.13). Prior to the assessment, schools should download, print, and cut out the assessment ID tickets into quarter sheets. On the day of the assessment, students should be handed the quarter-sheet containing their name and assessment ID. Performing this task ahead of time will ensure efficient time management on the administration day.

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 based upon the LEA's discretion. **As with any assessment, OSSE expects all LEAs to administer this assessment with fidelity to student confidentiality and assessment integrity.**

* OSSE will create assessment IDs using the Statewide Longitudinal Education Data (SLED) for fifth- and eighth-grade students and using high school rosters provided by LEAs.

Table 2: Administration Time
Administration time may be distributed as follows:

Task	Administration Time
1. **Student Preparation:** Read instructions to students and answer 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)	10 minutes

7

b) Sheet containing the student's name and assessment ID

3. Administer assessment	30 minutes recommended (more time as needed)

Prepare Student Computers

To avoid problems accessing the assessment on the day of administration, teachers and/or Assessment Proctor(s) should ensure that SurveyGizmo is not blocked on the school's network. The URL that should be tested is http://hpea.osse.dc.gov/s3/HPEA. More information is included in the Health Assessment Proctor Guide.

Assessment Materials

While hardship waivers and individualized development of assessments were offered last year, it is the expectation this year that all LEAs administer this short online assessment. Pencil-and-paper versions will not be provided. OSSE will provide the LEA's Health Assessment Coordinator with links and assessment IDs on **Friday, March 24, 2017.**

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 within the assessment 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 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 into the assessment.

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 learners (ELs). 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 a similar format to those listed on the SEDS crosswalk for consistency across assessments. **While all accommodations are the responsibility of the LEA, if a student requires accommodations for the Health and Physical Education Assessment, it is the responsibility of the LEA to notify OSSE by March 15, 2017 via the secure upload site.** Please refer to the table below for available accommodations for the assessment.

Table 3: Accommodations for Students with Disabilities
All accommodations are the responsibility of the LEA.

Student Need	Health and Physical Education 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	
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	Use human signer

selected responses on ELA/Literacy assessments	
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

Paper-and-pencil versions will not be available for the 2017 Health and Physical Education Assessment.

1. Enter the student's assessment ID to login **(A).** Select the checkbox at the bottom of the page **(B)** to denote whether or not the student's parent has selected to exempt the student from sexual health questions. Once this is verified by the Assessment Administrator, the student can click on the "Next" button **(C)**. A student will not be able to change the status of their exemption after the "Next" button is clicked.
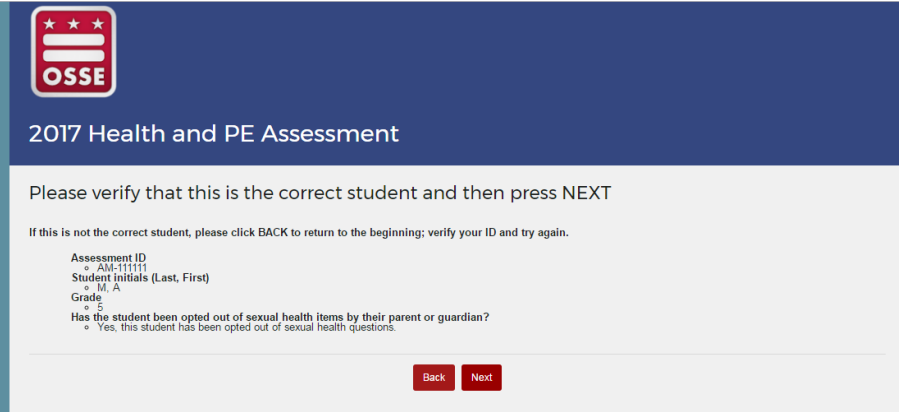
2. Review and confirm all student information before clicking "Next."

3. Click "Next" to begin the exam.
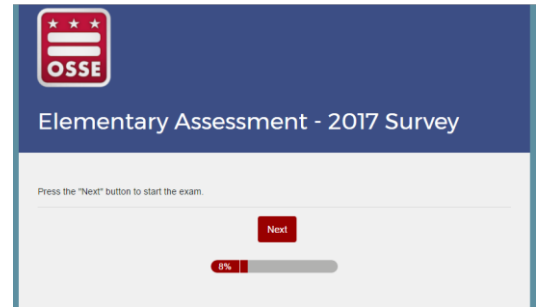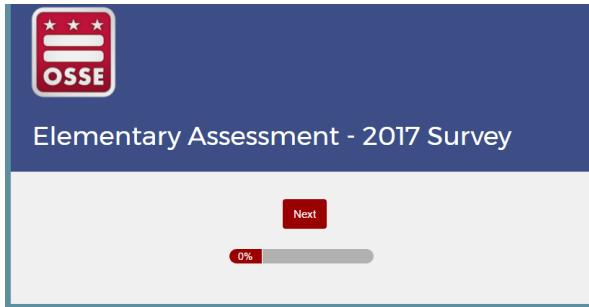
4. The student begins the multiple choice assessment. The "Back" and "Next" button can be used to move ahead and backward. *Note that all questions must be completed in order for the student to be able to submit the assessment.*

5. After completing all questions and reviewing their answers as needed using the "Next" and "Back" buttons, the student will see a page indicating the conclusion of the assessment. The completion bar will mark 100 percent completion. The student must click "Submit" on this page to enter their answers.
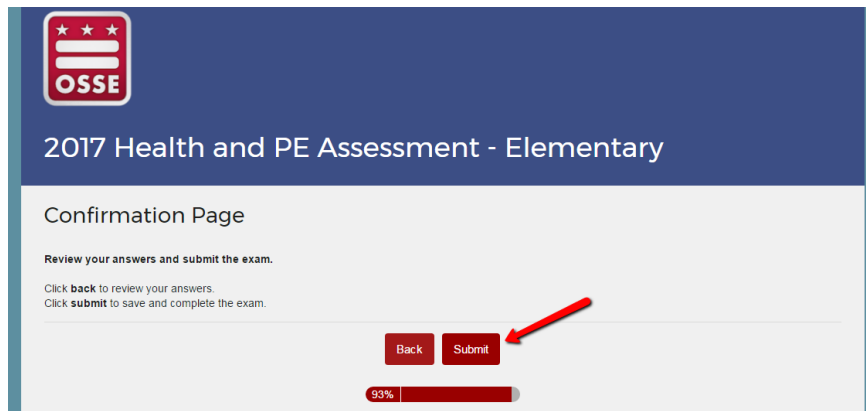
6. After clicking "Submit," the assessment will be completed, and the completion bar will mark 100 percent completion. The student will not be allowed to log back in to review or change answers.
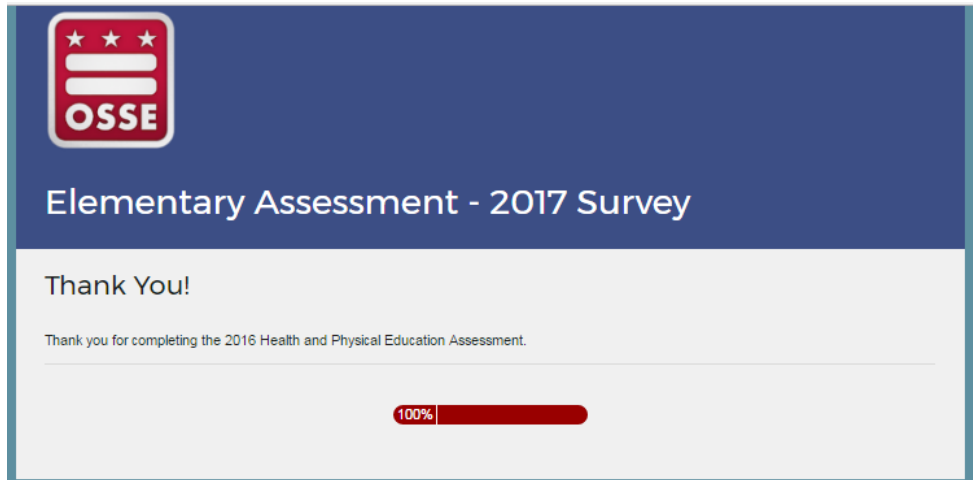
Technical Assistance

Systems Support osse.callcenter@dc.gov or (202) 719-6500	Programmatic Support osse.schoolhealth@dc.gov
Q: "I'm not able to access SurveyGizmo assessment on my school's computers."	**Q:** "I have questions about accommodations for the assessment."
Q: "I need assistance uploading documents through the secure upload."	**Q:** "I need guidance regarding the timeline of the assessment."
Q: "I need help navigating my LEA's data in Qlik."	

Technical assistance will be provided through the OSSE Call Center via email at osse.callcenter@dc.gov or telephone at (202) 719-6500. Programmatic support should be directed to Aimee McLaughlin at osse.schoolhealth@dc.gov.

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, OSSE will provide LEAs with District-, LEA-, and school-level results through the Qlik online data portal. Access to the results will be limited to the LEA data manager, whose responsibility it will be to download the results to Excel and distribute to schools as desired. Additional guidance for navigating Qlik will be provided prior to the start of the assessment window.