**Sample School ABC Testing Plan**

**2014 DC CAS**

*Please be advised, OSSE is posting this document as an example of a School Test Plan. The document is not a template and thus should not be reproduced. The purpose of the sample plan is to provide guidance on the content and effective communication of a Test Plan. The document does not contain all elements that you may want to convey to your staff and stakeholders.*

1. **Calendar**

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| --- | --- | --- | --- | --- |
| **Monday, March 31** | **Tuesday, April 1** | **Wednesday, April 2** | **Thursday, April 3** | **Friday, April 4** |
| **No Testing Today**  Grades tested at school ABC: 3rd-8th | Reading Session 1  **Start Time** – 9:30am  Math Session 1  **Start Time** – 10:45am (approx. start time) | Reading Session 2  **Start Time** – 9:30am  Math Session 2  **Start Time** – 10:45am (approx. start time) | Reading Session 3  **Start Time** – 9:30am  Math Session 3  **Start Time** – 10:45am (approx. start time) | Reading Session 4  **Start Time** – 9:30am  Math Session 4  **Start Time** – 10:45am (approx. start time) |
| **Monday, April 7** | **Tuesday, April 8** | **Wednesday, April 9** | **Thursday, April 10** | **Friday, April 11** |
| **Make-Ups**  Reading/Math  **Start Time-**8:30am going on throughout the day. | Composition Sessions 1 and 2 **\*Grade 4,7**  **Start Time** – 9:30am  Science Sessions 1, 2, and 3 **\*Grades 5, 8**  **Start Time –** 9:30am  **Make-Ups**  Reading/Math | Health Sessions 1 and 2  **\*Grade 5,8**  **Start Time** – 9:30am  **Make-Ups** All subject areas, all sessions  **Start Time** – 8:30am going on throughout the day. | **Final Make-Ups** All subject areas, all sessions  **Start Time** – 8:30am – 12:00pm | **Materials scheduled for 1pm Pick-up** |

1. **Testing Plan Overview**

* All Staff and authorized personnel were trained on the DC CAS test administration, proctoring, monitoring, and general support on March 7th. A make-up training session will be provided on March 14th. Anyone not trained will not be participating in this year’s test administration.
* Parent letters were sent out on March 10, 2014.
* Materials will arrive at Sample School ABC on March 26, 2014. Upon receipt of the materials, a verification process will be implemented.
* Test materials will remain secure at all times under double lock in Room 123 in a locked cabinet. Only key authorized personnel will have access to the test materials outside of normal testing times.
* At the start of each test day, testing students will be met at the entrance and all electronic devices will be collected at this time. Any students in non-tested grades will maintain their normal routine.
* During the entire test window all classrooms, bulletin boards, and hallways will be cleared of all curriculum related materials. Monitoring will occur at the beginning of each day to ensure that all materials have been removed or covered.
* Every morning of testing, the Test Administrators will report to Room 125 by 8:30 to collect test materials for the day. The Test Administrator will sign out the material that is needed for the days testing.
* At the end of the test day, the Test Administrator will sign in the materials that were used for that test day.
* An overflow room will be setup to accommodate students that need extra time to complete the test or who may become disruptive and need individual test administration.
* Upon completion of all testing, the materials will be boxed and sealed as specified by OSSE/CTB and stored in the Room 123.
* Pick up is scheduled for Friday, April 11th. All testing make-ups will be completed by the morning of Thursday, April 10th. The final packing will begin on Thursday afternoon.

1. **Testing Schedule**

**Example of Daily Testing Schedule**

*Reading Session 1* (recommended time: 45 minutes)

8:30 – 9:00am- Retrieve Testing Supplies from the distribution location

8:55am- Begin Room Setup; Arrange tables, setup stands/dividers, scratch paper and pencils), Setup Whiteboards, Students to Bathroom/H20 break, check in books. Take attendance.

9:10am– Doors closed, students seated, distribute testing materials

9:15am– Go to directions on Page \_\_\_\_

Begin reading directions, complete sample questions, answer student questions

9:30am – Begin testing - record start time on board

Walk around to ensure students STAY in correct section

When each student has finished, ensure the answer booklet is inside the test book which is closed & placed in center of table; students can not reopen test book.

10:15am Follow your Test Directions

Give your Hall monitor a count of students “not completed”

When all students have completed Session 1 follow instructions.

COLLECT BOOKS BEFORE STUDENTS ARE ALLOWED OUT OF CHAIRS FOR BREAK.

Follow Hall Monitor directions for hallway access.

Students given 10 minute in classroom “Snack Break”

*Math Session 1* (recommended time: 50 minutes)

10:30am- Resume Testing Environment Check tables, stands/dividers, scratch paper and

pencils, Erase times from Whiteboards.

10:35am – Doors closed, students seated, distribute testing materials

10:40am – Begin reading instructions/test directions verbatim

10:45am – Begin testing - record start time on board

Walk around to ensure students STAY in correct section

When each student has finished, ensure the answer booklet is inside the test book which is closed & placed in center of table students can not reopen test book.

11:35am– After 50 minutes follow your Test Directions.

All scrap paper, sticky notes, or draft paper (whichever is relevant) must be collected at this time with the answer booklets.

Ensure that the students’ name, grade and content area are included at the top of each loose paper.

Give your Hall monitor a count of students “not completed”.

When all students have completed Session 1 follow instructions.

11:50 -12:20pm- Return Testing Supplies from the distribution location

Wait for direction from your Hall Monitor

Follow the Direction to “Transition Students to Over Flow Testing”

1. **Secure material handling, verification and storage:**

The verification process will involve accounting for all test materials for each student identified and eligible for the DC CAS. The Test Chairperson/Test Monitor will take inventory of the testing materials and ensure appropriate quantities of materials are available. In addition, the Test Chairperson/Test Monitor will check the Student Precode roster and verify the accuracy of the student data on the student barcode labels. If the numbers do not correspond, or a shortage exists, or the wrong materials are sent, the Test Chairperson will immediately contact OSSE/CTB to communicate the error. Once the inventory is verified, the test materials will be secured. The Principal and Test Chairperson/Test Monitor will be the only individuals with access to the secure contents, unless testing is in process.

1. **Material distribution process:**

Each day the Test Administrators must report to the pickup location in Room 125 between 8:30am and 9:00am to check out secure test materials under the supervision of the Test Chairperson/Test Monitor. The Test Administrators are responsible for verifying against the testing group roster the correct count of each test booklet, answer booklet, and additional resources that are needed during testing. The verification will be acknowledged by the Test Administrators’ signature.

Tests are scheduled to be returned by the Test Administrator to the same location between 11:50pm and 12:20pm when students finish testing (times may vary per classroom). Every piece of testing material must be delivered and signed by the Test Administrator over to the Test Chairperson/Test Monitor. If there was an overflow situation, the materials will be handled by the overflow Test Administrator.

The test materials of students moved to the overflow room become the responsibility of the overflow room Test Administrator. The Test Administrator will check booklets back in to Room 125 when all students have finished testing.

After all Test Administrators return the test materials, the materials will be returned to Room 123 and securely stored until the next testing session.

1. **Monitoring classrooms, testing groups, and school during testing:**

The school Test Chairperson/Test Monitor will observe daily all test environments to ensure that all testing policies and procedures are being followed, including that accommodations are being appropriately delivered. The LEA Assessment Coordinator/Test Integrity Coordinator will also observe a sample of classrooms across the LEA to ensure all policies and procedures are being followed. Any irregularities will be documented by the Test Chairperson/Test Monitor or Test Integrity Coordinator and reported to OSSE.

1. **Reviewing test irregularities, misadministration and violations:**

Any person who witnesses or believes a test security violation occurred, either by school personnel or by a student, must report it as soon as possible but no later than 24 hours after the alleged violation occurred. There will be three ways to report a violation: (1) Report directly to the principal, head of the school, or Test Chairperson/Test Monitor, (2) Report directly to the OSSE Office of Elementary and Secondary Education, or (3) Anonymously report to the OSSE Office of Elementary and Secondary Education.

If a Test Chairperson believes a testing irregularity, violation, or misadministration has occurred she will contact the LEA Assessment Coordinator/Test Integrity Coordinator who will contact OSSE within 24 hours of the violation occurring, and submit all necessary paperwork. The violations will be documented including the classroom location, the Test Administrator and/or Test Proctor involved, the time of the incident, the students who were in the room, and a complete description of the situation. If follow up is necessary, the LEA Assessment Coordinator/Test Integrity Coordinator in conjunction with the school Test Chairperson/Test Monitor will work with OSSE to provide all necessary information.

1. **Response to Disasters and Emergencies:**

In any unexpected situation, ABC school will first act to assure the safety of all children and adults, and to protect property from damage. Beyond that, and to the greatest extent practicable, test integrity will be maintained. Test Administrators, Test Chairpersons, and authorized personnel must secure the testing environment(s). Remove students from the room, securing all testing materials. The Test Administrator will ensure students are kept in a location where they cannot discuss the test. Testing will resume as soon as feasibly possible.

1. **Procedure for Testing Students outside of Regular Classroom Settings:**
2. ***Tardy Students***

Students who arrive after testing has begun will remain in the overflow testing room (Room 108) until the second testing session of the day begins. Those students will be escorted to their classroom during the break (between 10:20 – 10:30) prior to the start of the second session. At that time they will be permitted to complete that session and any future sessions for the day. The session missed will have to be completed during the make-up sessions on a subsequent day.

1. ***Make-up Sessions***

Any student who was absent or arrives too late to take an assessment session will be given the assessment session during a make-up time period. Students who have missed a session will be identified at the end of each testing day and will be scheduled to take the make-up assessment as soon as possible. Make-up tests will take place on the following days: April 7-10 (see Calendar, Page 1).

1. ***Disruptive Students***

If a student is disruptive and unable to be re-directed, the Test Administrator or Test Proctor will immediately notify a hall monitor. The hall monitor or Test Proctor will collect the student’s test materials and immediately escort the student to the overflow classroom, be assigned a new test administrator and will continue testing. The Test Chairperson/Test Monitor will create written documentation of the incident including the student’s name, original testing classroom, a description of the incident and a rationale for moving the student to a new test setting.

1. ***Additional Time Needed***

Students who need extra time to complete a session will be escorted to the overflow room (Room 108). The hall monitor or Test proctor will be responsible for escorting students to the overflow room and transporting the testing materials. In the case where there is only a Test Administrator, such as small group testing rooms, an authorized staff member will be responsible for escorting the student(s) to the overflow room and transporting the testing materials.

1. **Accommodations Plan:**

An additional roster of room assignments for students with individualized needs and/or small group accommodations has been developed. Each student’s stated accommodations have been examined and will be provided with their test administration. Copies of IEPs, 504 plans, or ELL plans indicating allowable accommodations for testing students of special education populations and ELLs will be kept in the Test Chairpersons binder. A copy will be provided to the Test Administrators with the secure test materials. An inventory of items used to accommodate special needs students will also be provided and logged in the Test Chairpersons binder.

After test administration has ended, the accommodations page will be completed by the Test Administrator in the presence of the Test Monitor to accurately capture those accommodations a student actually received during testing.

1. **Process for Reporting of Test Results:**

Written documentation will be provided to each family about their child’s score, after the information has been received from OSSE. If a parent has a question about the score or needs help understanding the report, the child’s teacher or a school administrator will schedule a meeting with the parent to answer their questions.

1. ***Testing Group Roster (****for every classroom that will be testing****)***

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| --- | --- | --- | --- | --- |
| **Test Admin** | **Test Proctor** | **Room #** | **Grade Level** | **Student Name** |
|  |  |  |  |  |
|  |  |  |  |  |

1. ***Small Group Testing (****Students with Disabilities or ELL****)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Test Admin/**  **Test Proctor** | **Student Name** | **Room #** | **Grade Level** | **Dis** | **Accommodations** |
|  |  |  |  |  |  |

1. ***Authorized Personnel Roster***

Name, Current Position, Role during DC CAS

**Contact Information:**

Ms. Smith Mr. Baker

Test Integrity Coordinator Test Chairperson/Test Monitor

[rsmith@abc.org](mailto:rsmith@abc.org) [tbaker@abc.org](mailto:tbaker@abc.org)

202-222-2222 202-222-2233