

## **A1. Ballou High School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**BALLOU HIGH SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Ballou High School
School Address	3401 4 <sup>th</sup> St. SE
Date Interviews Conducted	March 27, 2012 and April 11, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Yes	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Oversight	School	Yes
		Testing Coordinator		Yes (4/11/12)
		Oversight	School	Yes
		Test Administrator	School	Yes
		Proctor	School	No – at a conference
		Test Administrator	School	Yes
		Student	School	Yes
		Student	School	Yes

#### IV. SUMMARY OF FINDINGS

Our investigation process at Ballou HS included seven interviews and a document review. We conducted a follow-up interview with the Test Coordinator, [REDACTED] on April 11, 2012, who recently transferred to another school ([REDACTED]). The 2011 Test Security Binder was found to be organized and complete.

The administrator of the flagged classroom, [REDACTED], is regarded by students and the administration to be one of the school's most effective teachers. We found no evidence to indicate that s/he violated DC CAS testing guidelines. S/he taught 10<sup>th</sup> grade honor students, and started preparing for the 2011 DC CAS test in November (four months before the test) while most of the other teachers started in January.

The Test Coordinator reported that the DCPS Monitor ([REDACTED]) noticed a student in the makeup testing room was switching between sections. The Monitor addressed this with the teacher, and the Administrator redirected the student. A Test Administrator and Proctor were present in the room of 35 students, and they were both required to walk around to monitor the students during the test. The situation was addressed immediately during testing and is, therefore, not considered to be a potential testing violation.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations were identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	Reviewed.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	None noted.
Other Documents Reviewed	DC CAS Testing Schedule; Internal Training Materials.

**A2. Benjamin Banneker Academic High School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**BENJAMIN BANNEKER ACADEMIC HIGH SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Benjamin Banneker Academic High School
School Address	800 Euclid Street, NW
Date Interviews Conducted	March 30, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No		X
2			No	X	
3			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Chairperson	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Student	School	Yes
		Student	School	Yes
		Student	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Proctor	School	Yes
		Principal	School	Yes

#### IV. SUMMARY OF FINDINGS

On March 20, 2012, the interviewers conducted eleven interviews at Banneker High School. There were three tenth grade classrooms flagged; however, there were four tenth grade classrooms where the test was administered so the interviewers interviewed all four test administrators. Overall, everyone was calm and very consistent in their descriptions of the DC CAS testing process at Banneker. The interviewers noted that, in general, the teachers seem to have a general apprehension about voicing concerns at Banneker. No one had a problem with raising a test-related concern in the past or the future, but based on other previous concerns raised, they felt either they would be punished or their concerns would not be addressed. There were no State Security and Non-Disclosure Agreements signed by anyone at Banneker. ██████████ stated agreements were not signed because the Washington Teachers Union advised all teachers not to sign. One of the three students interviewed stated that one student attempted to look at another student's test, but this was not reported. The incident was also not corroborated by anyone else interviewed.

Overall, based on the relative severity of the findings at Banneker, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

#### V. DETAILED DESCRIPTION OF FINDINGS

The interviewers identified the following irregularities during the course of the interviews conducted:

1. State Security and Non-Disclosure Agreements: No agreements were signed at Banneker. The school's Test Plan states that ██████████ and Principal ██████████ are responsible for ensuring that all staff involved in the administration of the state test signed the form. However, ██████████ released a letter on April 5, 2011 to the teachers at Banneker stating that the Washington Teacher's Union, "has advised that ALL teachers NOT sign the DC CAS Security Statement."
2. Possible Student Cheating Incident: A student interviewed stated that a student attempted to cheat during the DC CAS by looking at another student's test. However, s/he specifically stated that no one else was aware of this situation, including the Principal, Test Coordinator, Test Administrator, or Proctors. This incident was not corroborated by the other two students interviewed. The Principal and other test interviewees stated that desks were spaced in a way that students were unable to cheat off each other.

## VI. DOCUMENTS REVIEWED

██████████ provided the interviewers with a DC CAS Test Binder that included several tabs. The interviewers note that this binder was very organized. However, there were no signed Non-Disclosure Agreements because the Washington Teachers Union advised all teachers not sign. Additionally, the teachers did not sign any form stating that they received training.

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed. Student's initialed by their names on the sheet.
State Test Security and Non-Disclosure Agreement	Reviewed. A Note dated April 5, 2011 stating The Washington Teacher's Union has advised that ALL teachers NOT sign the DC CAS Security Statement. Signed by ██████████ the WTU Building Rep.
Test Site Observation Report	Reviewed.
Other Documents Reviewed	DC CAS Assessment Spring Administration Reading/Mathematics Test Administrator Sign & Out Sheets; Test Coordinator's Checklist; 2011 Test Schedules; Accommodations Lists; Student Absentee Reports; Training Package.

### **A3. Brightwood Education Campus**



ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**BRIGHTWOOD EDUCATION CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	Brightwood Education Campus
School Address	1300 Nicholson Street, NW, Washington, DC
Date Interviews Conducted	March 21, 2012 and April 12, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No	X	X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Principal	School	Yes
		Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes (4/12/2012)
		Student	School	Yes
		Student	School	Yes

**IV. SUMMARY OF FINDINGS**

Our investigation process included seven interviews and a topical overview of the school's test security binder. Our exchanges indicate all parties involved with testing – the school administration, the faculty, and any pertinent staff – take the testing procedure and security protocol very seriously.

No irregularities or variances were reported and it appears that testing at Brightwood is executed in conformity with the official test procedure and security protocol. All parties were happy to meet with us. The testing team expressed a general concern over the fact that their school received a flag.

Overall, we found no potential testing violations at this school.

#### **V. DETAILED DESCRIPTION OF FINDINGS**

No potential testing violations were identified.

#### **VI. DOCUMENTS REVIEWED**

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed. Test Administrator's initials appear by the first test booklet number and an arrow was drawn to the last one he/she received.
Test Site Observation Report	N/A
Other Documents Reviewed	Seating charts by class; Classroom testing group rosters.

#### **A4. Browne Education Campus**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**BROWNE EDUCATION CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	Browne Education Campus
School Address	850 26 <sup>th</sup> Street NE
Date Interviews Conducted	March 26, 2012 and April 10, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS OSSE
1			No	X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Coordinator	School	Yes
		Alternate Test Coordinator	School	Yes
		Test Administrator	School	Yes
		5 <sup>th</sup> Grade Student	School	Yes
		5 <sup>th</sup> Grade Student	School	Yes
		Principal	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Testing	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Committee		
		Test Administrator		Yes (4/10/2012)
		Proctor	n/a	No
		Proctor	n/a	No

#### IV. SUMMARY OF FINDINGS

Our investigation included ten interviews and a document review. The school's staff was knowledgeable in OSSE's processes and procedures, especially in their respective roles during testing. However, the school was unable to locate 2011 DC CAS State Test Security and Non-Disclosure Agreements for the Test Coordinator or Principal.

Browne EC reported two teacher testing violations to DCPS during 2011 testing. These instances were resolved by removing the teachers from the classrooms during test administration. One instance had two separate violations reported; however, the latter violation may have been reported as a form of retaliation. The school reported these instances as soon as they occurred and action was taken.

Overall, based on the relative severity of the findings at Browne EC, this school has been classified as minor (i.e., having minor test administration errors).

#### V. DETAILED DESCRIPTION OF FINDINGS

1. Missing State Test Security and Non-Disclosure Agreements: School administrators were unable to locate 2011 DC CAS State Test Security and Non-Disclosure Agreements for the Test Coordinator or Principal.

The other violations noted had already reported to DCPS and OSSE. Three incident reports were filed last year with DCPS regarding testing violations and were handled through the removal of the test administrators from the classrooms where the violations reportedly took place.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	Reviewed. There were 3 incident reports filed for the 2011 testing period. One report was filed for the flagged classroom by the proctor

Document	Notes
	and principal. The flagged teacher also filed an incident report against the [REDACTED]. The third incident report was filed by another test administrator against a 4 <sup>th</sup> grade test administrator for going over a test question prior to testing. All reports were mentioned during interviews.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed. There were no signed agreements for [REDACTED] (Test Coordinator) and [REDACTED] (Principal).
Test Site Observation Report	There were no reports to be reviewed.
Other Documents Reviewed	DC CAS Observer Training PowerPoint; DC CAS Training Sign-in Sheet; Seating charts; DC CAS 2011 Test Coordinator Deliverables Checklist; Testing Cohort Report; DCPS Roles & Responsibilities during DC CAS; DC CAS 2011 Answers to Frequently Asked Questions; Overview of Browne EC DC CAS Training; DC State Test Security Guidelines (Jan. 2011); DC OSSE Test Accommodations Manual; DC OSSE Assessment & Accountability Manual.

## **A5. Cardozo High School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**CARDOZO HIGH SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Cardozo High School
School Address	2501 11 <sup>th</sup> Street, NW, Washington, DC 20001
Date Interviews Conducted	March 26, 2012

**II. CLASSROOM FLAG DATA**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No	X	
2			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Principal	School	Yes
		Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes
				No – Interviewers spent the entire day at school and ran past the close of the school day and ran out of time.
		Test Proctor	N/A	
		Student	School	Yes
		Student	School	Yes
		Student	School	Yes



#### IV. SUMMARY OF FINDINGS

On Monday, March 26, 2012, eight interviews were conducted at Cardozo High School, including the principal, test coordinator, both flagged test administrators, one flagged proctor, and a total of three students from the two flagged classrooms.

This school's Test Coordinator allowed Test Administrators and Test Proctors, interchangeably or alternatively, to pick up and sign out tests or return and sign in testing materials. This practice is a potential area for process improvement; however, it is not a DC CAS testing violation.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations were identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	The was no report to review.
Other Documents Reviewed	Seating Charts by class; Classroom/Testing Group Rosters

## **A6. Columbia Heights Education Campus**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**COLUMBIA HEIGHTS EDUCATION CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	Columbia Heights Education Campus
School Address	3101 16 <sup>th</sup> Street NW
Date Interviews Conducted	March 28, 2012; March 29, 2012 and April 13, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By	
				DCPS	OSSE
1			Yes	X	
2			Yes	X	
3			Yes	X	
4			Yes	X	
5			Yes	X	
6			No	X	
7			Yes	X	
8			No	X	
9			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Alternate Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes
		Test Proctor	School	Yes
		Test Administrator	School	Yes
		Test	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Administrator		
		Alternate Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Principal	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		6 <sup>th</sup> Grade Student	School	Yes
		6 <sup>th</sup> Grade Student	School	Yes
		Test Administrator	School	Yes
		6 <sup>th</sup> Grade Student	School	Yes
		6 <sup>th</sup> Grade Student	School	Yes, but ended interview shortly into it since s/he speaks primarily Spanish and translation was not available.
		Test Proctor	n/a	No. S/he has moved to outside the Metro area.
		Test Proctor	School	Yes
		Student	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
[REDACTED]	[REDACTED]	10 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	10 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	10 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	10 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	11 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	10 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	10 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	10 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	Test Administrator	School	Yes
[REDACTED]	[REDACTED]			No. [REDACTED]
[REDACTED]	[REDACTED]	Test Coordinator	n/a	[REDACTED]
[REDACTED]	[REDACTED]	Test Proctor	n/a	No. [REDACTED]
[REDACTED]	[REDACTED]			Yes, but ended interview shortly into it since s/he speaks primarily Spanish and stated s/he did not remember taking the test. (4/13/2012)
[REDACTED]	[REDACTED]	8 <sup>th</sup> Grade Student	School	
[REDACTED]	[REDACTED]	8 <sup>th</sup> Grade Student	School	Yes (4/13/2012)
[REDACTED]	[REDACTED]	DCPS Monitor	Phone	Yes (4/13/2012)
[REDACTED]	[REDACTED]			Yes (4/13/2012) – [REDACTED]
[REDACTED]	[REDACTED]	Test Administrator	Phone	[REDACTED]

#### **IV. SUMMARY OF FINDINGS**

Our investigation included 34 interviews and an extensive document review which included the test security binder and other materials developed by the school to assist in the test administration process. The staff was extremely well-versed in OSSE's processes and procedures regarding testing security, especially in their respective roles during testing. The majority of the nine classrooms flagged by DCPS had test administrators who were not the student's homeroom teacher or, in some instances, their teacher in any capacity. For the most part the school has teachers serve as test administrators for classes of students in which the teacher is not their primary teacher or in which the teacher has very little interaction with the group of students being tested. Most of the teachers interviewed over the course of two days reported feeling that the school has an environment in which they are comfortable voicing concerns to the administration.

During the course of our interviews, we also noted that a high school counselor, when filling out student answer sheets with the students' demographics, made some mistakes on the correct demographic. These were erased and left to be filled it by the students. In addition, the principal noted that the school filed an incident report regarding a student possibly cheating. S/he also noted that a teacher called the OSSE hotline about a student who may have opened an answer booklet ahead of time. The DCPS monitor also recalled the two aforementioned incidents and follow-up with DCPS revealed that both issues have been resolved.

Our interviews revealed three potential testing violations. First, the test security checklist for high school grades included test booklet numbers but was missing student names. Second, a student reported that his/her Test Administrator would not give the answer to questions but would provide "hints" by giving the definition of words. This report was not corroborated by three other students from the class who we interviewed; and third, a test booklet was left in the hallway by a teacher. This incident was brought to the attention of the Test Coordinator who allegedly stated that it "didn't matter" as this wasn't a "scored" test.

Overall, based on the relative severity of the findings at Columbia Heights EC, this school has been classified as minor (i.e., having having minor test administration errors).

#### **V. DETAILED DESCRIPTION OF FINDINGS**

1. When reviewing the School Test Security Checklist, we found that, for the high school students, the student names were not included on the test checklist. The test book numbers were present but the names were omitted. Upon interviewing one of the school's Alternate Test Coordinators s/he indicated that the Test Coordinator (no longer employed at school) was in charge of the high school checklists. S/He also stated that the school's grade counselors are the ones who fill out the checklists and is not sure why the Test Coordinator did not have them correct the checklists to include the student's names next to each test booklet number.
2. A student, [REDACTED] stated that his/her test administrator (i.e., [REDACTED]) would not show what the answer was on the test, but would provide the students "hints." When asked to explain, s/he said that the test administrator would give a definition of a word to the

student that s/he didn't know. However, [REDACTED]'s statement was not corroborated by the three other students interviewed from [REDACTED]'s testing class.

3. A teacher, [REDACTED], mentioned an incident in which a DC CAS test booklet was discovered by another teacher, [REDACTED], in the hallway after the DC CAS testing period was completed. [REDACTED] reported the incident it to the Test Coordinator ([REDACTED]) who stated that the test found did not count. This incident occurred after all the DC CAS tests were turned in and was not reported to DCPS.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	Reviewed.
School Security Checklist	Reviewed. The high school grade's checklists do not list student names next to the test booklet numbers.
State Test Security and Non-Disclosure Agreement	Reviewed. A signed form could not be located for the Test Coordinator, [REDACTED].
Test Site Observation Report	Reviewed.
Other Documents Reviewed	DC CAS 2011 Data Verification Form; IEP Forms; Attendance Lists; DC CAS 2011 Answers to FAQ; Columbia Heights EC DC CAS 2011 Test Administrator & Proctor Training PowerPoint; Staff Training Sign-in Sheet; OSSE DC Comprehensive Assessment System Test Chairperson Training PowerPoint; Faculty Meeting 3/31/2011 Sign-in Sheet; OSSE Assessment & Accountability Manual; Test Chairperson Manual.

**A7. Hamilton Center Special Education School**



ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**HAMILTON CENTER SPECIAL EDUCATION SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Hamilton Center Special Education School
School Address	1401 Brentwood Pkwy NE #3, Washington, DC 20002
Date Interviews Conducted	March 15, 2012 and April 10, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Testing Administrator – Hamilton Center		Yes
		Test Coordinator		Yes (4/10/12)

**IV. SUMMARY OF FINDINGS**

Hamilton Center was closed by DCPS at the end of the 2010-2011 school year. Our investigation of Hamilton Center included two interviews.

The flagged Test Administrator, [REDACTED], transferred to [REDACTED] in August 2011, after Hamilton Center closed. The interviewers did not have access to the 2011 Test Files because the school closed down. The Test Coordinator, [REDACTED], gave the

school's test files to the Principal, [REDACTED], when the school closed and does not have access to the test files anymore.

During the course of the interviews, it was revealed and confirmed that the Test Coordinator at Hamilton was out sick for 2-3 days during the testing period last year. [REDACTED] served as [REDACTED]'s backup while s/he was out sick. [REDACTED] had to return to the school twice while s/he was sick – once at the request of the Principal to meet with the OSSE Monitors to review the school's measures to prepare for the DC CAS test and once on a Saturday to check in with the [REDACTED] and to give him/her the key to the stored test materials.

[REDACTED] described an incident with a student who was removed from the testing room for bad behavior. The test was taken back to the administrator and the child was allowed to complete the test the following day. This is not a reportable incident as it was immediately addressed by the school and testing was not impacted.

The Test Coordinator described a similar incident last year where a student ripped the test sheet in half out of frustration; [REDACTED] believed this was during the DC CAS and said this incident was reported. S/he recalled the student was required to transcribe the answers onto a new answer sheet, but couldn't remember if the DCPS Monitor was present during the transcribing. The interviewers were unable to interview any other teachers from Hamilton Center because the school was closed by DCPS at the end of the 2010-2011 school year.

Overall, we found no potential testing violations at this school.

## V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations identified.

## VI. DOCUMENTS REVIEWED

Because the school closed last year, we did not have access to the 2011 Test Files.

Document	Notes
School Test Plan	Not Available.
State Test Security Incident Reporting Form	Not Available.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Not Available; Test Coordinator stated that all of the tests and answer books were signed in/out; there were no blank spaces.
State Test Security and Non-Disclosure Agreement	Not Available; Test Coordinator stated that s/he was required to keep copies of all of the NDAs in the school's DC CAS Test Files.
Test Site Observation Report	Not Available

Contains Confidential  
Information

Other Documents Reviewed.

None.

**A8. E.L. Haynes Public Charter School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**E. L. HAYNES PUBLIC CHARTER SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	E. L. Haynes Public Charter School
School Address	3600 Georgia Avenue, NW
Date Interviews Conducted	March 27, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Yes		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Chairperson/Chief Academic Officer	School	Yes
		Test Administrator	School	Yes
		No Direct Role with Test	School	Informal interview regarding tone at school and testing violation in 2011
		No Direct Role with Test	n/a	No; Was not available for interview.
		Principal	n/a	No; Was not available as s/he is out of the country.

#### IV. SUMMARY OF FINDINGS

On March 27, 2012, interviews were held with the test chairperson and the flagged test administrator at Haynes Public Charter School. As the interviews were held during the spring break of the school, the Principal, students, and other teachers were unavailable for interviews. On arrival, the [REDACTED] was very upset with the interviewers based on our requests to interview during the school's spring break and review the school's test plan. S/He stated that communications could have been better as people are on spring break. (Haynes is a year-round school. Their spring break is three weeks long.) The [REDACTED] interrupted the interview with the Test Chairperson, and was very adamant that s/he was going to be in the room during both interviews. During the first interview, the 2011 Test Chairperson disclosed that s/he transitioned from [REDACTED] to the school's [REDACTED]. Although s/he does not have an active role with the school, s/he was very willing to interview and very knowledgeable about the DC CAS testing process. The flagged test administrator is a special education teacher at Haynes. S/he appeared very nervous, but answered questions openly and honestly. The flagged test administrator stated s/he had three special education students that s/he was responsible for. One specific student had a break down during the tests, and after the student recovered, s/he did recall the student erasing his previous answers. Also during the interviews, it was noted that last year the school had fired two teachers since one had a 2008 DC CAS test booklet that they had kept and taught from and the other teacher was aware of the situation but did not disclose it to the administration immediately. The school self-reported this incident to OSSE, and the school determined the punishment for the situation.

Our interviews revealed a previously unreported incident of cell phone use in a classroom during testing.

Overall, based on the relative severity of the findings at Haynes, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

#### V. DETAILED DESCRIPTION OF FINDINGS

Cell phone in classroom: When a special education student being tested had a meltdown over a hard question, the teacher suspended the test, and texted another teacher whom the child trusts and called the parent using his/her cell phone. The incident was not reported to administration until the end of the test, and no incident forms were completed.

#### VI. DOCUMENTS REVIEWED

The [REDACTED] was unable to locate all of the Test Security File. S/He did provide a supplemental binder that had a few sign in and out sheets. The binder also included the extra barcode stickers for the test.

Document	Notes
School Test Plan.	Not Available.
State Test Security Incident Reporting Form	None Noted.

Contains Confidential  
Information

School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Not Available.
State Test Security and Non-Disclosure Agreement	Not Available.
Test Site Observation Report	Not Available.
Other Documents Reviewed.	Not Available.

**A9. Hyde Leadership Public Charter School**



ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**HYDE LEADERSHIP PUBLIC CHARTER SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Hyde Leadership Public Charter School (Perry Preparatory Public Charter School for 2011/2012 school year)
School Address	1800 Perry St. NE
Date Interviews Conducted	March 30, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Not Applicable	School	Yes
		Testing Coordinator	School	Yes
		Test Administrator	School	No – No longer with Hyde and current location unknown.
		Test Administrator	School	Yes
		Proctor	School	No
		Student	School	Yes
		Student	School	Yes

#### IV. SUMMARY OF FINDINGS

Our investigation process, including five interviews and a document review, revealed two instances of irregularity in the DC CAS testing procedures at the Hyde Leadership Public Charter School. First, the Test Security Plan was incomplete; records of the sign in/out sheets were not in the file and could not be found. Second, interviews with two students revealed a possible test security violation in the flagged classroom. This violation could not be addressed with any of the other interviews, as both the flagged classroom Test Administrator and Proctor were no longer at the school.

Since the 2011 DC CAS test, the school has rewritten its charter and changed its name to Perry Preparatory Public Charter School. The school includes a Pre-Kindergarten through 8<sup>th</sup> grade and a high school. The elementary school has replaced a large percentage of staff which impacted our investigation. We were unable to interview the Administrator and the Proctor of the flagged classroom.

Overall, based on the relative severity of the findings at Hyde, this school has been classified as critical (i.e., having definitive test security violations; test tampering or academic fraud).

#### V. DETAILED DESCRIPTION OF FINDINGS

1. Missing School Security Checklists – During our review of Hyde’s test security materials, [REDACTED], the Test Coordinator, was unable to produce completed copies of the sign in/out lists. Therefore, we were unable to verify that Hyde’s test administrators and proctors complied with the test distribution security guidelines. [REDACTED] had blank copies of the forms, but misplaced the completed copies after s/he sent the originals to OSSE. Other than the sign in/out sheets the security book appeared to be organized and complete.
2. Teacher Assistance during the Test – During our interview with two [REDACTED] students (3<sup>rd</sup> grade students for 2011 DC CAS test), [REDACTED], they each stated that [REDACTED] would help them during the test by letting them know if they had answered a question incorrectly. [REDACTED] stated that s/he would whisper to him/her to look again at a particular question, but s/he did not give him/her the correct answer. [REDACTED] said that [REDACTED] let him/her know that an answer was incorrect but could not remember how. Each student confirmed that the test s/he helped them on was specifically the DC CAS test.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan.	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Blank sign-in/out sheet for each student’s test materials organized by classroom were included in the binder but the signed copy

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Document	Notes
	could not be found.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	None noted.
Other Documents Reviewed.	DC CAS Testing Schedule; Training Attendance Sheets; Accommodations Report.

**A10. J.O. Wilson Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**J.O. WILSON ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	J.O. Wilson Elementary School
School Address	660 K Street, NE, Washington, DC 20002
Date Interviews Conducted	March 22, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No	X	
2			No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Principal	School	Yes
		Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes
		Student	School	Yes
		Student	School	Yes
		Test Proctor	N/A	No – Due to time constraints and fact that previous interviews had corroborated apparent integrity of

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
				testing process.

#### IV. SUMMARY OF FINDINGS

Our investigation process included seven interviews and a physical review of the school's test security binder with special focus on the Security Lists, the Seating Charts and the Test Plan. Our interviews indicate all parties involved with testing – the school administration, the faculty, and the students – take the testing procedure and security protocol very seriously.

█████ gave A&M unfettered access to his/her staff and students. █████ used specific source documents to support his/her responses to our interview questions or for reference in order to provide us with an exact answer. █████ reported that, upon receipt of the testing booklets, one was damaged and the seal was broken at which point s/he consulted with █████ and followed protocol by emailing their Cluster Contact. Although A&M did not see the actual test book we did verify that a test book, and its associated bar code, was marked as "Damaged" on the Security List. Ultimately, this is not considered a testing violation and A&M's interviews appear to support that testing at J.O. Wilson ES is executed in conformity with the official test procedure and security protocol.

Following his/her interview, █████ left the Security Binder in our possession for use in subsequent interviews, as needed. All parties interviewed were cooperative and appeared to be transparent in their responses. The testing team expressed a general concern over their school receiving a flag in view of positive feedback they reported they had received regarding their testing processes.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations were identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed. Interviews supported that no test booklets were distributed to Test Administrators until OSSE Monitor, █████, arrived.

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State Test Security and Non-Disclosure Agreements	Reviewed.
Other Documents Reviewed	Seating Charts by class; Classroom/Testing Group Rosters

**A11. Kimball Elementary School**



ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**KIMBALL ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Kimball Elementary School
School Address	3375 Minnesota Ave SE, Washington, DC 20019
Date Interviews Conducted	March 15, 2012; April 11, 2012 and April 13, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1	[REDACTED]	[REDACTED]	No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
[REDACTED]	[REDACTED]	Test Coordinator	School & Phone	Yes – (3/15/2012 and 4/13/2012)
[REDACTED]	[REDACTED]	Test Administrator	School	Yes
[REDACTED]	[REDACTED]	Test Administrator	School	Yes
[REDACTED]	[REDACTED]	Proctor in Flagged Class Room		No ([REDACTED])
[REDACTED]	[REDACTED]	Proctor in Flagged Class Room		No ([REDACTED])
[REDACTED]	[REDACTED]	Student [REDACTED]	School	Yes
[REDACTED]	[REDACTED]	Student – [REDACTED]	School	Yes
[REDACTED]	[REDACTED]	Proctor	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Principal	School	Yes
		DCPS Monitor	Phone	Yes (4/11/2012)

#### IV. SUMMARY OF FINDINGS

Our investigation, consisting of eight interviews and a document review, revealed that test materials are not consistently signed in/out during testing days; there were several instances of blank spots where the materials should have been recorded at the end of the day. One Test Administrator stated that s/he counts the test materials when s/he returns to the classroom, not when the materials are picked up from the Test Coordinator. The Principal stated that the Test Administrators look through the answer sheets for stray marks in front of the Test Coordinator. [REDACTED], the Test Coordinator, said that towards the end of the testing period (not on each individual test day), while s/he was sorting the answer booklets, if s/he noticed a stray mark, s/he would call the relevant Test Administrator and student to his/her office. Under his/her supervision and that of the Test Administrator, the student would erase the stray marks.

During the course of our interviews, a student recalled that a helper returned the test books to the office, not the Test Administrator (the school's Test Plan states that Test Administrators will bring tests back to the office); however, this is not considered as a potential testing violation.

For the most part, the teachers and staff interviewed felt they could voice concerns, but one teacher, [REDACTED], felt that there might be general apprehension because teachers don't want to tell on their colleagues. Note that a [REDACTED] grade class had been flagged for possible violations, but students from that class could not be interviewed because they are no longer at the school. Instead, 2 students were interviewed who are currently in the [REDACTED] grade.

Overall, based on the relative severity of the findings at Kimball, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

#### V. DETAILED DESCRIPTION OF FINDINGS

1. [REDACTED], a Test Administrator for the 4<sup>th</sup> grade, picks up the test materials from the Test Coordinator, and then counts the materials back at her classroom. The school's Test Plan states that books will be counted and signed off upon receipt and return of the test materials
2. The Sign-in and Sign-out sheets were not properly documented; some teachers didn't sign in their testing materials at the end of the testing period. The dates weren't filled out on every page of the Sign-in and Sign-out sheet, either. A review of the documents revealed that [REDACTED] signed out the test materials on the mornings of 4/5/11,

4/7/11 and 4/12/11, but didn't sign the answer docs back in on those days. [REDACTED] wrote "11:15" underneath the checkout time 8:45 for the answer docs and test booklets on 4/7 and 4/12; the check-in time was blank. Similarly, [REDACTED] checked out materials one day (date was not listed on the page), and did not sign the Sign-in sheet to check the materials back in. There is, therefore, no evidence that test materials were signed back in to test coordinator on certain testing days.

3. The Principal also stated that the Test Administrators look through the answer sheets for stray marks, and usually do so in front of [REDACTED], but noted they can't do anything with the books. [REDACTED], the Test Coordinator, said that towards the end of the testing period (not on each individual test day), while s/he was sorting the answer booklets, if s/he noticed a stray mark, s/he would call the relevant Test Administrator and student to his/her office. Under his/her supervision and that of the Test Administrator, the student would erase the stray marks. [REDACTED] described stray marks as "things which interfere with the scoring process" and are usually designs in the margins or filling of bubbles which went outside the bubble area. S/he recalled that during the 2011 DC CAS test there were probably one or two students (mostly special education students) who were asked to erase stray marks.

## VI. DOCUMENTS REVIEWED

The 2011 Test Security File was maintained in a binder, organized by tabs. It was easy to flip through, and well organized to find information requested.

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed. There are two spots to sign in/out: one for the answer doc, and one for the booklet. 4/5/11, [REDACTED] signed out the materials in the morning but didn't sign the answer docs back in. Similar situation occurred on 4/7 and 4/12. [REDACTED] checked out material at 8:45 a.m. but didn't check the material back in; the date was not listed on this page.
State Test Security and Non-Disclosure Agreement	Reviewed. All three teachers interviewed had signed copies on file; each was signed on 3/31/11.
Testing Site Observation Report	Reviewed.
Other Documents Reviewed.	Calendar; Contact Information; Accommodations Report / Checklist (Special Ed); Letter to Parents / Guardians; Packing

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Document		Notes	
		slips for Testing Materials	

**A12. King Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**KING ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	King Elementary School
School Address	3200 6th St. SE
Date Interviews Conducted	March 22, 2012; April 11, 2012 and April 12, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No		X
2			No	X	
3			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		N/A	King ES	Yes
		Testing Coordinator	King ES	Yes
				No - On leave during site visit and resigned from DCPS effective 4/27/12. Note that [REDACTED] was interviewed by DCPS in Fall 2011.
		Test Administrator	King ES	
		Test Administrator	King ES	Yes
		Test Administrator	King ES	Yes
		Test	King ES	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Administrator		
		Proctor	King ES	Yes
		Proctor	King ES	Yes
		Proctor	King ES	Yes
		Student	King ES	Yes
		Student	King ES	Yes
		Student	King ES	Yes
		Student	King ES	Yes
		DCPS Monitor	Phone	Yes (4/11/2012)
		Student	Hart MS	Yes (4/12/2012)
		Student	Hart MS	Yes (4/12/2012)
				No - Was going to be a follow-up interview at [REDACTED] on 4/12/2012 but s/he was at home
		Student	N/A	
				No - Was going to be a follow-up interview at [REDACTED] on 4/12/2012 but s/he was at home
		Student	N/A	

#### IV. SUMMARY OF FINDINGS

Our investigation included sixteen interviews and a document review. During this process we were provided the State Test Security Incident Reporting Form for King Elementary which reported a testing violation with regards to the 2011 DC CAS testing procedures. In September 2011, a parent raised concerns to the new principal, [REDACTED], regarding his/her child's high achievement level on the 2011 DC CAS test because his/her child had stated that [REDACTED] pointed out the answers to him/her. The parent, [REDACTED], did not think his/her child was capable of achieving the level of proficiency s/he achieved on the test due to his/her learning disabilities. S/he asked him/her about the test and s/he stated that cheating occurred. During our own interview of his/her child, [REDACTED], s/he commented that in addition to [REDACTED] pointing out answers, [REDACTED] would read the questions and answer choices aloud, and raise his voice at the correct answer. This alleged violation by [REDACTED] was not reported in [REDACTED]'s letter.

Separately, [REDACTED], a [REDACTED] grade teacher, was accused by other teachers, [REDACTED] and [REDACTED], of giving the answers to some students during the Interim Assessments administered in January 2012. A formal investigation, conducted by DCPS Office of Data and Accountability (ODA) began in January 2012; however, the investigation has been put on hold until this investigation is complete. We were unable to interview [REDACTED], as s/he has been on medical leave since January 2012 (his/her leave came on shortly after the DCPS investigation began.). S/he was originally not due to return from leave until June 2012; however, we have recently been updated that [REDACTED] has resigned from DCPS effective April 27, 2012.

We believe the testing environment at King ES has significantly improved under the leadership of [REDACTED]. Since becoming the Principal in July 2011, s/he has shown no hesitation to escalate issues appropriately and has changed the way Proctors are assigned to testing classrooms.

We conducted follow-up interviews on April 12, 2012 with two former students of King Elementary School. DCPS gave us a list of four students in which we were to choose two students to interview at [REDACTED]. Two of the four students were not available to be interviewed as they were at home.

Overall, based on the relative severity of the findings at King ES, this school has been classified as critical (i.e., having definitive test security violations; test tampering or academic fraud).

#### V. DETAILED DESCRIPTION OF FINDINGS

1. Pointing to answers. In our interviews with students from [REDACTED]'s classroom for the 2011 DC CAS test, two students ([REDACTED]) stated that [REDACTED] would point to answers on students' tests. A third student ([REDACTED]) we interviewed did not observe any irregularities in the testing process.
2. Reading answers aloud. One student, [REDACTED], commented that [REDACTED] (Proctor in [REDACTED]'s classroom) would read the questions and answers aloud, raising his voice at the correct answer. [REDACTED]'s statements did not confirm the students' story; however, we believe that [REDACTED] was not forthcoming during our interview. This statement made by [REDACTED] was not corroborated by the other two students interviewed who tested in the same classroom.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan.	Reviewed.
State Test Security Incident Reporting Form	Reviewed.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed.



Document	Notes
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	Reviewed.
Other Documents Reviewed	DC CAS Testing Schedule; Testing Materials Accountability Sheet – April 2011.

**A13. KIPP DC: Key Academy PCS**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

CONTAINS CONFIDENTIAL INFORMATION

KIPP DC: KEY ACADEMY PCS

I. IDENTIFYING INFORMATION

School Name  
School Address  
Date Interviews Conducted

KIPP DC: Key Academy PCS  
4801 Benning Road SE  
March 13, 2012 and April 12, 2012

II. CLASSROOM FLAG INFORMATION

Flag No.	Teacher	Grade	Testing Accommodation Reported	DCPS	Flagged By OSSE
1			No		X

III. INTERVIEWS SCHEDULED AND CONDUCTED

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		LEA Assessment Coordinator	School – Cafeteria	Yes
		Test Coordinator	School – Cafeteria	Yes
		Principal	School – Cafeteria	Yes
		Test Administrator	School – Cafeteria	Yes
		Test Administrator	School – Cafeteria	Yes
		Test Proctor	School – Cafeteria	Yes
		Test Proctor	N/A	Not available as reported

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
[REDACTED]	[REDACTED]	6 <sup>th</sup> Grade Student	School	Yes (4/12/2012)
[REDACTED]	[REDACTED]	6 <sup>th</sup> Grade Student	School	Yes (4/12/2012)

KIPP DC: Key Academy ("KIPP") notified OSSE that it would not allow Alvarez & Marsal to interview any students at the school. The principal was made aware of our interest in interviewing students during this process. After clearing up the misunderstanding, a team completed the investigation by interviewing two students on April 12, 2012.

#### IV. SUMMARY OF FINDINGS

Our investigation at KIPP included eight interviews and a document review.

During our interviews, a teacher mentioned one instance in which a student performed better than expected on the test. This instance was not mentioned by any of the other interviewees and is not a reportable incident.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	None noted.
State Test Security Incident Reporting Form	Reviewed. There were 8 incidents reported to OSSE with corrective actions taken. A few instances involved students writing outside the designated area on the answer sheet; students crossing out wrong answers on their answer sheets; one student bubbled in answers across instead of down on the answer sheet; two students did not finish their tests before the end of the day's dismissal; and one student was being disruptive and not following the teacher's directions during testing. All of these reported incidents were for students in classrooms other than the flagged classroom.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed. School created its own version (used DC CAS form as a template).

Document	Notes
State Test Security and Non-Disclosure Agreement	Reviewed. [REDACTED] (proctor not interviewed) signed an NDA. We did not review (and would not expect to review) an NDA at the school for the LEA Director of Accountability and Assessment.
Test Site Observation Report	Reviewed.
Other Documents Reviewed.	Letter to Parents; Signed Proctor Guidelines and Procedures; DC CAS Test Chairperson's Training PowerPoint; DC State Test Security Guidelines.

**A14. Kramer Middle School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**KRAMER MIDDLE SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Kramer Middle School
School Address	1700 Q St. SE
Date Interviews Conducted	March 21, 2012; April 11, 2012, and April 13, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Yes	X	
2			Yes	X	X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Oversight	Kramer Middle School	Yes
		Testing Coordinator		Yes (4/11/2012)
		Test Administrator	N/A	No - On leave since the end of January 2012.
		Test Administrator		Yes (4/13/2012)
		Monitor	Kramer Middle School	Yes
		Test Administrator	Kramer Middle School	Yes
		Proctor	Kramer Middle School	Yes
		Student	Kramer Middle School	Yes
		Student	Kramer Middle School	Yes

#### IV. SUMMARY OF FINDINGS

Our investigation process, including eight interviews, revealed one instance of a testing irregularity in the 2011 DC CAS testing procedures at Kramer Middle School (Kramer MS). The Principal was unable to produce the Test Security Binder for 2011. Due to an extended period of poor performance, the school was "reconstituted" by DCPS in the summer of 2011. This process resulted in the replacement of 98 percent of Kramer's 2011 staff. During the turnover, which included the dismissal of the Test Coordinator, [REDACTED], the Test Security Binder was lost and likely thrown away. Even though we could not review the binder, everyone we interviewed was informed of the testing procedures. The reconstitution also affected our interview process as the Test Administrators of one flagged classroom, [REDACTED], was not available to be interviewed. Besides the missing Test Security binder for 2011, we did not find any other evidence of testing violations during the 2011 DC CAS test. Despite this irregularity, our overall impression of Kramer was that the school, as currently organized, promotes a culture of compliance and accountability.

Overall, based on the relative severity of the findings at Kramer MS, this school has been classified as minor (i.e., having minor test administration errors).

#### V. DETAILED DESCRIPTION OF FINDINGS

Missing 2011 Test Security Binder – Principal [REDACTED] was unable to produce the Test Binder for our review. S/He stated that the former Test Coordinator, [REDACTED], was responsible for keeping the records but had been let go after the 2010-2011 school year. Any of his/her belongings that were not specifically marked to be saved were thrown away by custodians. [REDACTED] believes that is what happened to the binder. [REDACTED] stated that when s/he went on medical leave in May 2011, the binder was stored securely in the locked vault in [REDACTED]' office.

#### VI. DOCUMENTS REVIEWED.

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Not Available.
State Test Security and Non-Disclosure Agreement	Not Available.
Test Site Observation Report	Not Available.
Other Documents Reviewed	Not Available.



## **A15. Langdon Education Campus**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**LANGDON EDUCATION CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	Langdon Education Campus
School Address	1900 Evarts St. NE Washington, DC 20018
Date Interviews Conducted	March 21, 2012; March 22, 2012; April 11, 2012 and April 12, 2012.

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No		X
2			No	X	
3			No		X
4			Yes		X
5			No	X	X
6			Yes		X
7			No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Administrator		
		Test Proctor	School	Yes
		Test Proctor	School	Yes
		Oversight	School	Yes – 3/22/12 with follow-up on 4/12/12
		Test Coordinator	School	Yes
		Assistant Test Coordinator	School	Yes – 3/22/12 with follow-up on 4/12/12
		Student	School	Yes
		Student	School	Yes
		Student	School	Yes
		Student	School	Yes
		Student	School	Yes
		Student	School	Yes
		Student	School	Yes
		DCPS Monitor	Phone	Yes (4/11/2012)
		Student	School	Yes (4/12/2012)
		Student	School	Yes (4/12/2012)
		Student	School	Yes (4/12/2012)
		Student	School	Yes (4/12/2012)
		Student	School	Yes (4/12/2012)
		Test Proctor	School	Yes (4/12/2012)

#### IV. SUMMARY OF FINDINGS

During the interview process, twenty-five interviews were conducted, including the test administrators assigned to the seven flagged classrooms and their respective proctors, if

available. During the course of the interviews, we found five potential testing violations. First, we found that there are conflicting stories on who has access to the secured location where the test materials are stored. Second, we were told that the Assistant Test Coordinator would go through the answer books and erase doodles and any other stray marks. Third, the testing sign in sheets were unavailable for our review. Fourth, two students said a Test Administrator/Teacher would provide assistance during the test by helping them understand a question. And fifth, a special education student said s/he was left unsupervised for about two minutes during the test.

Only three of the five proctors were interviewed since one of the proctors was a parent, another proctor was no longer with the school, and the school was unsure which of the [REDACTED] proctored with [REDACTED] (i.e., the first [REDACTED] that was called to be interviewed has never been involved in testing at the school).

In addition, three students (currently in the [REDACTED] grade) were interviewed who tested in [REDACTED]'s classroom. Though two of the students responded in ways that may indicate potential testing violations by the teacher, the interviewers do not feel that the responses of the students were reliable as the students did not appear to fully comprehend some of the questions being asked.

Overall, based on the relative severity of the findings at Langdon, this school has been classified as critical (i.e., having definitive test security violations; test tampering or academic fraud).

## V. DETAILED DESCRIPTION OF FINDINGS

1. Access to secured testing materials – The school's test plan states that only the Principal and Test Coordinator will have access to the key to the cabinet where the materials are stored. Based on our interviews, we found that it is not the test coordinator, [REDACTED], but the Assistant Test Coordinator, [REDACTED], and the Principal who had keys to access to the secured materials (both the room and the cabinet). [REDACTED] said s/he has a key to the cabinet, not the room. [REDACTED] said s/he had a key to the room, not the cabinet. The Test Coordinator said s/he doesn't have a key to either the room or the cabinet, and that the principal had relinquished that duty to [REDACTED].
2. Erasure of marks on answer sheets – The Principal said that some of the students doodle on their answer sheets; one of the proctors ([REDACTED]) and the Assistant Test Coordinator ([REDACTED]) would go through the tests and remove anything they believe the machines might pick up, and notify the Principal that they erased the stray marks. During follow-up interviews, [REDACTED] denied ever touching a DC CAS test booklet and said s/he never helped [REDACTED] with anything during the testing process. [REDACTED] corroborated [REDACTED]'s story. [REDACTED] also denied erasing any stray marks on the DC CAS, but said s/he had noticed a doodle on the DC BAS for one student, and had to monitor while the student transcribed answers to the new answer sheet; [REDACTED] reported this incident to the Principal ([REDACTED]). [REDACTED] reiterated that [REDACTED] had told him/her that s/he erased stray marks on the DC CAS, and that s/he didn't believe [REDACTED] helped during the DC CAS ([REDACTED] was involved in the Kindergarten and 1<sup>st</sup> Grade testing), but that s/he thought the DCPS Monitor would have been present while [REDACTED] was erasing the stray marks.

3. Assistance by Test Administrator during the test – One of the [REDACTED] grade students, [REDACTED], stated that s/he could ask the teacher for help understanding a hard question during the Reading portion of the DC CAS, and the teacher would help him/her understand the question so s/he could figure out how to answer the question. S/He said the teacher helped other students, too. The same student also indicated that s/he had seen the same questions before, but said that the answers were in a different order, so you had to be very careful with the questions. Follow-up interviews with two other students from the same classroom indicated that the students received help during the DC BAS and DC CAS tests. [REDACTED] said s/he could ask [REDACTED] and the Proctor, [REDACTED], for help on the Reading and Math sections and they would help clarify the meaning of the word or help them understand the context clues; [REDACTED] said they never gave students the answers. [REDACTED] said that [REDACTED] wouldn't help him/her on the DC CAS, but that s/he helped him/her during the DC BAS when s/he had questions.
4. Test Sign In/Out Sheets Unavailable: The 2011 Test Sign In and Out sheets were not available for review. The school did not keep the sheets.
5. Students were left unattended during test. One of the Special Education students said that his/her Test Administrator left him/her and another student alone in the classroom for about two minutes during the DC CAS last year. There were no other adults in the room during the time the Test Administrator was absent. This statement was not corroborated by other students interviewed.

## VI. DOCUMENTS REVIEWED

[REDACTED] and [REDACTED] provided the interviewers with a DC CAS Test Binder that included several tabs. The interviewers note this binder was organized.

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	There were none to review as the original sheets were returned with the test materials and the school did not maintain copies.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	Reviewed daily observation forms. On April 5, 2011, the checklist had several "adequate" checks. All other days were marked as "excellent."
Other Documents Reviewed	Test Calendar; Deliverable Checklist; Packing Checklist; Parent Letters of Accommodations.

**A16. LaSalle-Backus Education Campus**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**LASALLE-BACKUS EDUCATION CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	LaSalle-Backus Education Campus
School Address	501 Riggs Rd NE, Washington DC 20011
Date Interviews Conducted	March 26, 2012; April 11, 2012 and April 13, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Coordinator	LaSalle-Backus Education Campus	Yes
		Test Administrator	LaSalle-Backus Education Campus	Yes
		Test Administrator	Paul Public Charter School	Yes (4/11/2012)
		Test Proctor for	n/a	No – no longer at LaSalle; currently at
		Test Proctor	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
[REDACTED]	[REDACTED]	4 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	6 <sup>th</sup> Grade Student	School	Yes
[REDACTED]	[REDACTED]	Assistant Test Coordinator	School	Yes
[REDACTED]	[REDACTED]	Test Administrator	n/a	No – refused to participate in interview without representative from the Union present. Wouldn't allow the school's Union rep to sit in.
[REDACTED]	[REDACTED]	DCPS Monitor	Phone	Yes

#### IV. SUMMARY OF FINDINGS

The interview process involved the Principal (Test Coordinator), Assistant Principal (Assistant Test Coordinator), two teachers (Test Administrators), one paraprofessional (Proctor), two students, and one of the DCPS monitors assigned to the school. The teacher whose class was flagged is no longer teaching at LaSalle; that teacher has moved over to [REDACTED] where we conducted a follow-up interview on April 11, 2012. The flagged teacher's primary focus this past year has been on testing scores since it counts for 50% of the performance evaluation. The Proctor from the flagged classroom is likewise no longer at LaSalle; that teacher is now at [REDACTED]. Because the flag was an 8<sup>th</sup> grade class, none of the students are currently at LaSalle since they graduated last year. We randomly selected another teacher to interview, [REDACTED], not knowing that s/he had been flagged in 2009-2010. S/he refused to participate in the interview without having a Union representative present; the school's union rep was not sufficient for him/her.

The interviews revealed one potential testing violation where it was determined that there were missing items from the Test File. In addition, it was noted that multiple teachers have been instructing their students to fill in bubbles darker on their answer sheets; they have also identified when students were answering the incorrect question on their answer documents; and have told students to erase stray marks. They believe they are allowed to do this as part of the testing process. One DCPS Monitor was asked to watch over a student while the incorrect answers were lined up to the correct test question (a line had been skipped). Another DCPS Monitor observed a different Proctor pointing out to a student that they had skipped a line and needed to make sure the test questions aligned with the answer booklets. The students interviewed were not very forthcoming; the [REDACTED] student was very slow to answer our questions and indicated that on other



tests, students had shared answers during class. During the interview with the flagged teacher, [REDACTED], s/he reported that his/her proctor turned in testing materials after the test was completed. S/he also stated that some teachers had old copies of DC BAS tests they would give their students to prepare for the test. It was, however, determined that this is not an issue as the tests were provided by DCPS.

Overall, based on the relative severity of the findings at LaSalle, this school has been classified as minor (i.e., having minor test administration errors).

## V. DETAILED DESCRIPTION OF FINDINGS

**Incomplete Test File:** The 2011 DC CAS Test Files were unorganized and took time to go through. There was no signed NDA for the Principal, who served as the Test Coordinator last year. There were no Sign-in/Sign-out sheets, and the Principal couldn't find those documents. There was a copy of the Test Coordinator Checklist which was not filled out or signed by the Principal.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Not available for review.
State Test Security and Non-Disclosure Agreement	Reviewed. Could not locate agreement for Principal and Test Coordinator.
Test Site Observation Report	None noted.
Other Documents Reviewed	Test Coordinator Checklist; Accommodations Checklist; Letter from Parent of Student who refused to take the DC CAS; Testing Schedule.

**A17. Leckie Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**LECKIE ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Leckie Elementary School
School Address	4201 M.L. King Ave. SW
Date Interviews Conducted	March 26, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No	X	X
2			No		X
3			No	X	
4			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Oversight	School	Yes
		Testing Coordinator	School	No – Retired August 2011.
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Proctor	School	Yes
		Proctor	School	Yes
		Proctor	School	Yes
		Proctor	School	Yes
		Proctor	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Student	School	Yes
		Student	School	Yes

#### IV. SUMMARY OF FINDINGS

Our investigation process, including twelve interviews and a document review, revealed no irregularities in the 2011 DC CAS testing procedures at Leckie ES. Due to a late courier pickup, the tests were held at the school two days longer than expected, however the administration closely followed protocol. We do not believe that security was compromised.

We were unable to interview the Test Coordinator, who recently retired, but found the Test Security Binder to be organized and complete. We believe the testing environment at Leckie ES fosters adherence to both the spirit and letter of the DC CAS guidelines.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF POSSIBLE FINDINGS

No potential testing violations were identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	Reviewed.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed
Test Site Observation Report	Not Reviewed.
Other Documents Reviewed	DC CAS Testing Schedule; Testing Materials Accountability Sheet – April 2011.

**A18. Ludlow-Taylor Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**LUDLOW-TAYLOR ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Ludlow-Taylor Elementary School
School Address	659 G. St. NE, Washington, DC 20002
Date Interviews Conducted	March 20, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Proctor	School	Yes
		Proctor or Administrator	School	Yes
		Student	School	Yes
		Student	School	Yes
		Principal	School	Yes

**IV. SUMMARY OF FINDINGS**

In our eight interviews we uncovered one potential testing irregularity. [REDACTED], [REDACTED], [REDACTED], and [REDACTED] provided inconsistent responses when asked who has access to the room where the tests are kept. From these inconsistent responses we conclude that there was inadequate security over the test materials.

██████████ indicated that DCPS does not allow the school's Instructional Coach (██████████) to be the Test Coordinator, however, after trying unsuccessfully in two different years to give the role to two other staff members, due to mistakes being made in the testing preparations, ██████████ told DCPS that s/he had to give it back to ██████████. This instance, however, is not considered as a potential testing violation.

From our interviews, it was very clear that that staff at Ludlow-Taylor and ██████████ are very committed to following the test security requirements set out by DCPS. In both instances in which ██████████ had to remove the test coordinators, s/he reported that it was because they were not paying close enough attention to detail and s/he reiterated several times about how important it was for their school to follow the test guidelines. All of the teachers and staff members with whom we spoke conveyed that maintaining test integrity was very important to them; interviewees appeared surprised at our questions regarding testing violations, and they were all direct and frank about previously-reported testing incidents at the school.

Overall, based on the relative severity of the findings at Ludlow-Taylor, this school has been classified as minor (i.e., having minor test administration errors).

#### V. DETAILED DESCRIPTION OF FINDINGS

██████████, ██████████, ██████████, and ██████████ all gave us different responses when we asked about access to the secure room where the tests are kept. ██████████ told us the tests are locked away once they arrive in the school and only s/he and ██████████ have access to them. ██████████ said all four of them have access and ██████████ said s/he chose the cabinet in which the tests are stored and that s/he and ██████████ have keys, but s/he wasn't sure where his/hers was (s/he thought it was on his/her desk). ██████████ told us they were kept in a lockbox in the school's business manager's office, which revealed that anyone with access to that office presumably could also access the tests as the key to the lockbox is stored in the office.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-In/Sign-Out Sheets)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	Reviewed.

Other Documents Reviewed	Test Coordinator's Deliverables Checklist; Instruction for DC CAS 2011 Data Verification; DC CAS 2011 Data Verification Form; Printed accommodations, Cohort and Student admit-withdrawal report; DCPS Roles and Responsibilities during CAS; Student Absentee Report; Training Handouts; Make-up Test List; Accommodation Letters; Test Security Guidelines; Accommodations Manual; AYP Manual
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**A19. Mary McLeod Bethune Day Academy Public Charter School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**MARY MCLEOD BETHUNE DAY ACADEMY PUBLIC CHARTER SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Mary McLeod Bethune Day Academy Public Charter School
School Address	1404 Jackson St NE, Washington DC 20017
Date Interviews Conducted	March 13, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Y		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Coordinator	School	Yes
		Assistant Test Coordinator	School	Yes
		Test Administrator		Yes – moved to ; interviewed on 3/29/12
		Test Administrator	School	Yes
		n/a	n/a	No – Absent from School.
		Student	School	Yes
		Student	School	Yes
		Principal	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
Due to two (2) teachers not being available for interviews on 3/13/12, we interviewed the following individuals in their place:				
[REDACTED]	[REDACTED]	n/a	School	Yes
[REDACTED]	[REDACTED]	Test Administrator	School	Yes

#### IV. SUMMARY OF FINDINGS

On March 13, 2012, eight interviews were conducted at Mary McLeod Bethune Day Academy Public Charter School. [REDACTED], the flagged teacher, had been moved to another DCPS school, [REDACTED]. [REDACTED], another teacher on the list to be interviewed, was absent that day, as was the school's guidance counselor and psychologist. [REDACTED]'s contract was not renewed in June 2011. There were many inconsistencies noted surrounding the following: 1) The DC CAS test administrator training; 2) The ability of teachers to voice test-related concerns; 3) The existence of the 2011 test file; and 4) Access to the secure location of overnight storage of the DC CAS tests.

CTB/McGraw-Hill (CTB) notified [REDACTED] last year that a packet of science material was missing after receiving the test materials from the school. [REDACTED] emailed the UPS receipt and heard nothing further from CTB. OSSE subsequently confirmed with CTB that all testing materials and documentation were received from the school.

On March 29, 2012, we interviewed the flagged test administrator, [REDACTED], at his/her current school, [REDACTED]. [REDACTED] indicated that the tests were picked up by him but were returned by his/her classroom proctor; however, this is not a testing violation.

Overall, based on the relative severity of the findings at Mary McLeod Bethune, this school has been classified as minor (i.e., having minor test administration errors).

#### V. DETAILED DESCRIPTION OF FINDINGS

The following irregularities were identified during the course of the interviews conducted:

1. Test Security Files Purged: The 2011 Test Security Files were not available for review, due to the files being purged after the school received the test results in July/August 2011. As a result, interviewers were not able to confirm if all State Test Security Non-Disclosure Agreements were signed, nor were interviewers able to review the sign-in/sign-out sheets for the testing materials to determine if any irregularities exist. Additionally, most teachers did not remember if they signed the State Security and Non-Disclosure Agreement. The Principal believed the Sign-in and Sign-out sheets, in addition to the Non-Disclosure Agreements are held at the school.

2. Access to Secured Location: There are inconsistencies in who has keys to the secure location, [REDACTED]'s office, where the test materials are stored. The Test Coordinator stated that the Principal has access. However, the Principal stated that s/he does not have access but the Business Manager, the Test Coordinator, and possibly a custodian have access.
3. Voicing Test Concerns: Several teachers were unsure of the process to voice a test-related concern, and indicated that the school has no written policy.
4. DC CAS Test Administrator Training: Multiple teachers stated they did not receive training in 2011.

## VI. DOCUMENTS REVIEWED

[REDACTED] served as the Test Coordinator for Mary McLeod Bethune PCS for the first time last year. S/he indicated that s/he did not keep the files from 2011. The files were purged after the test scores were received by the school. [REDACTED] was unable to provide any of the 2011 documents; instead, s/he provided the 2012 forms (listed below) and the Draft Testing schedule.

Document	Notes
School Test Plan	Not Available.
State Test Security Incident Reporting Form	Not Available.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet	Not Available.
State Test Security and Non-Disclosure Agreement	Not Available.
Test Site Observation Report	Not Available.
Other Documents Reviewed	2012 LEA Test Security Plan and Contact Information Form; 2012 Draft DC CAS Testing Schedules: Reading, Math, and 7 <sup>th</sup> -8 <sup>th</sup> Grade Math; 2012 Appendix B: State Test Security and Non-Disclosure Agreement Form; 2012 DC CAS Special Education List; Separate Room / Extra Time; 2012 DC State Test Security Guidelines.

**A20. Maury Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**MAURY ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Maury Elementary School
School Address	1250 Constitution Avenue, NE, Washington, DC 20002
Date Interviews Conducted	March 27, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Principal	School	Yes
		Test Coordinator	School	Yes
		Test Administrator -	School	Yes
		Test Administrator - SPED	School	Yes
		Test Proctor (to )	N/A	No – s/he is a contracted educational assistant and was not at school the day we interviewed.
		Student	School	Yes
		Student	School	Yes

#### IV. SUMMARY OF FINDINGS

On Tuesday, March 27, 2012, six interviews were conducted at Maury Elementary School; including the principal, the test coordinator, the flagged test administrator, a second test administrator and two students from the flagged teacher's current classroom [REDACTED]

[REDACTED]. The flagged administrator's proctor was not at the school on the day that we performed our interviews.

One of the students interviewed, [REDACTED], mentioned that s/he saw his/her classmate use a calculator during a portion of the exam on which calculators were not authorized. The Principal indicated that [REDACTED] has an IEP and tests in an accommodations classroom, where some or all students would have had a calculator as an accommodation.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF POSSIBLE FINDINGS

No potential testing violations identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	Reviewed.
Other Documents Reviewed	Seating Charts by class; Classroom/Testing Group Rosters

**A21. Maya Angelou Public Charter School – Middle School**



ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**MAYA ANGELOU PUBLIC CHARTER SCHOOL – MIDDLE SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Maya Angelou Public Charter School – Middle School
School Address	5600 East Capitol St. NE
Date Interviews Conducted	March 13, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No		X
2			Yes		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted (Y/N)
		Oversight	School	Yes
		Oversight	School	Yes
		Testing Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	No - Dismissed from school.
		Test Administrator	School	Yes
		Student	School	Yes
		Student	School	Yes

#### IV. SUMMARY OF FINDINGS

Our investigation process, including eight interviews and a document review, revealed a general testing irregularity in the 2011 DC CAS test administration regarding the use of cell phones during testing. The Assistant Principal indicated that, during the testing, teachers communicate any issues that arise during the testing process to school administrators via text messaging.

No other irregularities were noted at the Maya Angelou Public Charter School – Middle School (“MAPCS”). We conducted eight interviews in which the responses to our detailed questions were clear and consistent, indicating that the testing process was adequately observed.

Overall, based on the relative severity of the findings at MAPCS, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

#### V. DETAILED DESCRIPTION OF FINDINGS

Cell phone used during test administration: During our interview with the Assistant Principal, [REDACTED], s/he indicated that during testing, cell phones are used as a method of communication between the test administrators and the MAPS school administration so that any issues can be immediately communicated and addressed via text messaging. The DC CAS test security guidelines prohibit the use of cell phones by test administrators during testing.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	Reviewed. There was a letter from OSSE indicating missing test response on 5/24/2011
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	None noted.
Other Documents Reviewed	DC CAS Test Chairperson Training Presentation; Training Teacher Sign in Sheet – March 2011; Teacher Training Presentation; Testing Materials Accountability Sheet – April 2011; Test Materials Letter of Verification; MAPCS Testing Schedule; Proctor Assignment Sheet; Test Book Security Number List

**A22. MC Terrell Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**MC TERRELL ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	MC Terrell Elementary School
School Address	3301 Wheeler Avenue, NE, Washington, DC
Date Interviews Conducted	March 19, 2012, April 10, 2012, April 11, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Yes		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		N/A	Mc Terrell ES	Yes
		Principal	N/A	No – s/he was an interim principal – retired in July 2011.
		Test Coordinator	DCPS Office	Yes (4/11/12)
		Test Admin.	MC Terrell ES	Yes
		Test Admin.	MC Terrell ES	Yes
		N/A	MC Terrell ES	Yes
		Test Admin.		Yes (4/10/2012)
		Test Proctor	N/A	No – Out on leave.

#### IV. SUMMARY OF FINDINGS

Our investigation process included six interviews, four of which were with individuals who were present during the 2011 DC CAS administration. It revealed one instance of a testing irregularity - the Principal was unable to produce the Test Security Binder for 2011.

Due to an extended period of poor performance, the school was "reconstituted" by DCPS, resulting in the replacement of a significant portion of MC Terrell's 2011 teaching staff. The school has had three principals in the past three years. [REDACTED], was an interim principal who was present during the administration of the 2011 DC CAS and retired in July 2011. S/he was replaced by [REDACTED] who previously worked in the another state's public school system.

In addition to the unavailability of [REDACTED] and the lack of a 2011 Test Security Binder, we were limited in our investigation due to the following circumstances:

1. Both test coordinators, [REDACTED] and [REDACTED], have been on extended leave from MC Terrell since November/December 2011. A follow-up interview was conducted with [REDACTED] on April 11, 2012.
2. A [REDACTED] grade class was flagged and, as of this school year, [REDACTED]. The students who tested with [REDACTED] are therefore not available to be interviewed.
3. There was no proctor assigned to [REDACTED]'s testing classroom.
4. Only a few teachers remained with MC Terrell after the reconstitution, so there was a limited number of staff to select from for an interview.

We ultimately interviewed three test administrators, a student who tested in the prior year, and the current Principal. Our interview of the flagged Test Administrator, [REDACTED], occurred four weeks after the initial interviews were conducted at MC Terrell. We were able to speak with him/her at his/her current school, [REDACTED], on April 10, 2012.

Overall, based on the relative severity of the findings at MC Terrell this school has been classified as minor (i.e., having minor test administration errors).

#### V. DETAILED DESCRIPTION OF FINDINGS

Missing 2011 Test Security Binder – Principal [REDACTED] was unable to produce the Test Security Binder for our review. S/He stated that Test Coordinators, [REDACTED] and [REDACTED] would have been responsible for maintaining the records but they were both out on extended sick leave. S/He mentioned that during the reconstitution a lot of documents were thrown out and it is possible that the binder may have been disposed of but s/he is not certain.

#### VI. DOCUMENTS REVIEWED

The school was unable to provide its 2011 DC CAS Test Security Binder for our review.

Contains Confidential  
Information

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None Noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Not Available.
State Test Security and Non-Disclosure Agreement	Not Available.
Test Site Observation Report	Not Available.
Other Documents Reviewed.	Not Available.

**A23. Meridian Public Charter School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**MERIDIAN PUBLIC CHARTER SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Meridian Public Charter School
School Address	1328 Florida Avenue, NW
Date Interviews Conducted	March 14, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Yes		X
2			No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Oversight	School	Yes
		Oversight	School	Yes
		Testing Coordinator	School	Yes
		Test Administrator	N/A	No - Transferred to school outside of the District.
		Test Administrator	School	Yes
		Test Proctor	School	Yes
		Test Administrator	School	Yes
		Student	School	Yes
		Student	School	Yes



Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted

#### IV. SUMMARY OF FINDINGS

Our investigation process, including eight interviews and a document review, revealed two instances of testing irregularity in the DC CAS testing procedures at the Meridian Public Charter School. First, the Test Security Plan was incomplete; records of the signed State Test Security Plan and Non-Disclosure Agreements for the staff administering the test were not in the file and could not be found. Second, an interview with a student revealed a possible cheating violation in one of the flagged classrooms. This violation was not substantiated by any of the other interviews.

We were unable to interview [REDACTED], the administrator of a flagged classroom, because s/he has moved on to another school outside of the District.

Despite these irregularities, our overall impression of Meridian was that the school promotes a culture of compliance and accountability.

Overall, based on the relative severity of the findings at Meridian, this school has been classified as minor (i.e., having minor test administration errors).

#### V. DETAILED DESCRIPTION OF FINDINGS

1. Missing State Test Security and Non-Disclosure Agreements (NDAs) – During our review of Meridian’s test security materials, [REDACTED], the Test Coordinator, was unable to produce signed copies of the NDAs. Per DC Test Security Guidelines, refusal to sign the NDA is a violation of the testing process. We were unable to verify that Meridian’s testing staff has complied with this guideline. [REDACTED] stated that s/he believes s/he sent the originals to OSSE without keeping a copy on site.
2. Teacher Assistance during the Test – During our interview with a 4th grade student (3rd grade student for 2011 DC CAS test), [REDACTED], s/he stated that the teachers pointed at his/her answer. [REDACTED] stated that s/he knew this meant they were most likely wrong and that s/he should review the question again. When asked if s/he thought the teacher pointing at the answer may have meant that s/he needed to make her answer circle darker or colored in more completely, s/he answered in the negative. This statement was not corroborated by other interviews. A [REDACTED] was in [REDACTED]’s testing classroom in 2011.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Not applicable as it is a charter school.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed.
State Test Security and Non-Disclosure Agreement	Not Available.
Test Site Observation Report	None noted.
Other Documents Reviewed.	DC CAS Testing Schedule; Testing Materials Accountability Sheet – April 2011; Test Materials Letter of Verification; Proctor Assignment Sheet; Daily Logs – School/Group Lists; Meridian Internal Flagged Classroom Analysis.

**A24. Moten Elementary School @ Wilkinson**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**MOTEN ELEMENTARY SCHOOL @ WILKINSON**

**I. IDENTIFYING INFORMATION**

School Name	Moten Elementary School @ Wilkinson
School Address	2330 Pomeroy Rd. SE
Date Interviews Conducted	March 27, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Yes	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes
		Test Administrator	School	Yes
		3 <sup>rd</sup> Grade Student	School	Yes
		Principal	School	Yes
		Assistant Test Coordinator	N/A	No
		Test Proctor	N/A	No
		Test Proctor	N/A	No

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted

#### IV. SUMMARY OF FINDINGS

Our investigation included six interviews and a document review. The staff at Moten ES was knowledgeable in OSSE's processes and procedures, especially in their respective roles during testing.

We were not able to interview three people, as they no longer work at the school, two of whom were assigned as proctors for the flagged classroom. However, during the interviews we were able to perform, we detected no irregularities.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed. We noted that signed NDAs were on hand for each of the individuals selected for interview who are no longer at the school.
Test Site Observation Report	Reviewed.
Other Documents Reviewed	DCPS DC CAS 2011 Test Administrator & Proctor Training PowerPoint; IEP Classroom Accommodations; DCPS Roles & Responsibilities; DC CAS 2011 Answers to Frequently Asked Questions.

**A25. Murch Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**MURCH ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Murch Elementary School
School Address	4810 36 <sup>th</sup> St. NW, Washington DC 20008
Date Interviews Conducted	March 28, 2012 and April 10, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes
		Test Proctor	School	Yes
		No Role	School	Yes
		4 <sup>th</sup> Grade Student	School	Yes
		4 <sup>th</sup> Grade	School	Yes
		Test Chairperson/ Assistant Principal	Maury ES	Yes – at [redacted] on 4/10/12
Dawn Ellis	No longer employed by DCPS	Principal	School	No- Resigned in June 2011; No longer in the DCPS system

#### IV. SUMMARY OF FINDINGS

On March 28, 2012, the interviewers conducted seven interviews at Murch Elementary School. Overall, everyone was cooperative and very descriptive of the DC CAS testing process at Murch. Most notably, the Principal and Assistant Principal/Test Coordinator from 2011 were no longer employed at the school.

On April 10, 2012, an interview was conducted with the former Assistant Principal/Test Coordinator at his/her current school, [REDACTED].

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed. Some teachers just initialed the sheet; others initialed the first student and drew a line down the rest of their students.
State Test Security and Non-Disclosure Agreement	Reviewed. No NDA was found for Assistant Principal [REDACTED], although [REDACTED] recalled signing one.
Test Site Observation Reports	Reviewed. All days labeled with "Exceeds", two days noted Student Absentee Reports, and the report for 4/12/11 noted that [REDACTED] was "so organized; pleasant atmosphere for students to take the test."
Other Documents Reviewed	Packing Lists; Test Coordinator's Checklist Testing Schedule; DC CAS 2011 Data Verification Form; Make-up Testing List; Seating Charts



**A26. Nia Community Public Charter School**

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**A27. Oyster-Adams Bilingual School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**OYSTER-ADAMS BILINGUAL SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Oyster-Adams Bilingual School
School Address	2801 Calvert Street, NW, and 2020 19 <sup>th</sup> Street, NW Washington, DC 20008
Date Interviews Conducted	March 28, 2012 and April 12, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Principal	Adams Bldg – 19 <sup>th</sup> St.	Yes
		Test Coordinator	Adams Bldg – 19 <sup>th</sup> St.	Yes
		Test Coordinator (Co-Chair)	Adams Bldg – 19 <sup>th</sup> St.	Yes (4/12/2012)
		Test Administrator	Adams Bldg – 19 <sup>th</sup> St.	Yes
				Yes – Original interview on March 28, 2012 and follow-up interview on April 12, 2012
		Test Administrator	Adams Bldg – 19 <sup>th</sup> St.	
		Test Proctor	Adams Bldg – 19 <sup>th</sup> St.	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Student	Adams Bldg – 19 <sup>th</sup> St.	Yes
		Grade Student	Adams Bldg – 19 <sup>th</sup> St.	Yes
		Grade Student	Adams Bldg – 19 <sup>th</sup> St.	Yes
		DCPS monitor	Phone	Yes (4/12/2012)

#### IV. SUMMARY OF FINDINGS

On Wednesday, March 28, 2012, eight interviews were conducted at the Adams Campus of Oyster-Adams Bilingual School. Those interviews included the principal, the test coordinator, the test administrator and proctor associated with the flagged classroom, a second test administrator and three students from the flagged classroom. On April 12, 2012, a follow-up interview was conducted with the DCPS monitor of the Adams campus during the 2011 DC CAS testing. [REDACTED] was identified as the flagged test administrator, however, based on the school's test plan and based on our visit to the school; we noted that [REDACTED] was the proctor to the flagged classroom while [REDACTED] was the test administrator.

During the course of our interviews, we noted one potential testing violation regarding the use of cell phones during testing. The Acting Assistant Principal noted that if teachers needed help while administering the test, they would send him/her a text. We also noted instances of process weaknesses where the test coordinator stated that s/he sometimes erases stray marks on student answer sheets and the test administrators and test proctors interchangeably picked up and returned testing materials to the testing coordinator.

Two students indicated they practiced for the 2011 DC CAS using an exam copy from a prior year which the teacher shared with the class, however the teacher clarified that s/he uses the released items available on OSSE/DCPS website for practice tests and not an actual DC CAS test. Additionally, a student noted that his/her class was given an answer by the test administrator during the 2011 DC CAS test – a statement not corroborated by others interviewed; and a student stated that his/her teacher received the plastic container with the 2011 DC CAS tests in his/her classroom the day before the exams commenced – this also was not corroborated by others interviewed.

Overall, based on the relative severity of the findings at Oyster-Adams, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

## V. DETAILED DESCRIPTION OF FINDINGS

Use of Cell Phones During Testing - [REDACTED], the Co-Test Coordinator/Assistant Principal, noted that if the Test Administrators needed help while administering the test, one of the ways they could reach him/her is by sending her a text. The use of cell phones during testing is prohibited.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Testing Site Observation Report	Reviewed.
Other Documents Reviewed.	DC CAS - 2009 Released Items Fifth Grade Reading.

**A28. Phelps Senior High School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**PHELPS SENIOR HIGH SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Phelps Senior High School
School Address	704 26 <sup>th</sup> Street NE
Date Interviews Conducted	March 30, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Yes	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes
		Test Proctor	School	Yes
		10 <sup>th</sup> Grade Student	School	Yes
		10 <sup>th</sup> Grade Student	School	Yes
		Principal	School	Yes
		Test Administrator	n/a	No
		Alternate Test Coordinator	n/a	No

**IV. SUMMARY OF FINDINGS**

Our investigation included eight interviews and a document review. The staff was extremely well versed in OSSE's processes and procedures regarding testing security, especially in their

respective roles during testing. The Testing Coordinator was extremely well prepared for the DC CAS Test last year and made sure his/her test administrators knew how important test security was for the test.

A proctor mentioned that s/he helped his/her test administrator hand out and collects student tests during testing; however, although this may be a procedural weakness that should be addressed by OSSE and DCPS, this is not a defined testing violation.

Overall, we found no potential testing violations at this school.

## V. DETAILED DESCRIPTION OF FINDINGS

None potential testing violations identified.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed. The Test Coordinator created a different form from the CTB/McGraw-Hill Test Security Checklists that would help him/her better to distribute tests to Test Administrators. S/He did record student's names on the CTB/McGraw-Hill Test Security Checklists but created a cover form for the sign-out/in of the tests. When s/he returned the materials and checklists to CTB/McGraw-Hill s/he would include these cover sheets with the checklists.
State Test Security and Non-Disclosure Agreement	Reviewed. There were no signed agreements for Principal and [REDACTED] (Alternate Test Coordinator).
Test Site Observation Report	There was no observation report.
Other Documents Reviewed	DC CAS 2011 Testing Cohorts; Attendance Rosters; Test Coordinator's Daily Reminders for Test Administrators and Proctors; CTB/McGraw Hill Short/Add Form; Inventory Lists; Phelps HS Daily Test Schedule; Phelps HS DC CAS Testing Guidelines Packet; DC CAS Training Workshop PowerPoint; DC CAS Test Security Test Administrator and Proctors Training; DCPS DC CAS Training FAQ; DCPS Roles & Responsibilities during DC CAS; DC CAS Training Handouts; Make-up Testing List; Letter to Parents about DC CAS test; IEP Forms; DC State Test Security



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Information

Document	Notes
	Guidelines; OSSE Test Accommodations Manual; OSSE Assessment & Accountability Manual; Phelps HS Acknowledgement of Receipt of State Test Security & Non-Disclosure Agreement; Training Workshop Sign-in Sheet

## **A29. Prospect Learning Center**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**PROSPECT LEARNING CENTER**

**I. IDENTIFYING INFORMATION**

School Name	Prospect Learning Center
School Address	920 F St., NE
Date Interviews Conducted	March 21, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			Yes	X	
2			Yes	X	
3			Yes	X	X
4			Yes		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Proctor	School	Yes
		Proctor	School	Yes
		Student	School	Yes
		Student	School	Yes
		Principal	School	Yes

#### IV. SUMMARY OF FINDINGS

In our 11 interviews we uncovered the following two possible testing violations:

1. [REDACTED] (Test Administrator) indicated that a test administrator from last year was seen, by a monitor (s/he did not specify whether the monitor was a DCPS or OSSE monitor), talking on his/her cell phone during the reading portion of the test. No other interviewees, including the Principal and Test Coordinator, corroborated this incident and an incident report was not filed.
2. [REDACTED] (Test Administrator) mentioned that when s/he picked up the testing materials, s/he took the envelope of tests and did not individually check each one to ensure the codes and names all matched with the security list, as mandated by the test plan.

A Proctor, [REDACTED], also mentioned that s/he did not receive any training for his/her role as a proctor and did not know why. S/He indicated that s/he was notified close to the test date that s/he would be proctoring and with no training, s/he used her professional judgment to perform the proctoring duties. [REDACTED]'s recollection, however, is inconsistent with Prospect's records which reflect that s/he attended the school's DC CAS training and also signed a state test security and non-disclosure agreement.

The Principal, [REDACTED], assumed the position in February 2011, after the previous principal was placed on administrative leave. S/He has indicated that, since being at Prospect, s/he has focused on cultivating an open environment for all staff which is a departure from the school culture under the previous principal.

Overall, based on the relative severity of the findings at Prospect, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

#### V. DETAILED DESCRIPTION OF FINDINGS

1. When asked if anything unusual occurred during the 2011 DC CAS testing, [REDACTED] reported that s/he was aware of an incident in which a test administrator, [REDACTED], was seen by a monitor talking on his/her cell phone during the reading section of the testing. [REDACTED] reported that it was thought to be not that big of a deal (and became a "joke") because it occurred during the reading portion when no talking is permitted by administrator, as opposed to the math section, in which the administrators dictate the questions and multiple

choice answers to the students as part of their accommodations. S/He did not indicate that the incident was reported and no one else we interviewed mentioned it. We were told that [REDACTED] moved to another school in the district, [REDACTED].

2. When asked about the process for picking up the tests for his/her classroom, [REDACTED] said s/he picked up the brown envelope that contained the tests, took them upstairs to his/her classroom, and if there was a mistake in the materials s/he was given, s/he would come back to the testing center. When asked if s/he looked at the tests individually to determine if the barcodes and names on them matched those on the security checklist, s/he said no, since the test committee does a pretty good job of preparing the packets. His/Her account of the procedure to sign-out tests does not align with the test plan or anyone else's account of the process, which clearly stated that each test is verified against the security checklist, initialed and signed-out, before it can leave the test center.

## VI. DOCUMENTS REVIEWED

Due to time constraints only a portion of the Security Binder was able to be reviewed.

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Not reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	Not reviewed.
Other Documents Reviewed	Classroom Seating Plan; Accommodations Report; Prospect 2011 DC CAS training sign-in sheet.

**A30. Raymond Education Campus**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**RAYMOND EDUCATION CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	Raymond Education Campus
School Address	915 Spring St. NW
Date Interviews Conducted	March 19, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Oversight	School	Yes
		Testing Coordinator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Proctor	School	Yes
		Proctor	School	Yes
		Student	School	Yes
		Student	School	Yes

#### IV. SUMMARY OF FINDINGS

Our investigation process, including nine interviews and a document review, revealed one historical instance of testing irregularity in the DC CAS testing procedures at the Raymond Educational Campus. Through our interviews, we learned of a possible instance of cheating during the 2010 DC CAS that was allegedly reported to the Principal but was not reported to OSSE or DCPS. A proctor, then first year teacher [REDACTED], allegedly witnessed a Test Administrator in a different classroom hovering over and appearing to point at a student's sheet on more than one occasion as [REDACTED] escorted students to the restroom. This 2010 incident is being reported as it requires further investigation by OSSE and DCPS. However, it has not been considered in our rating of Raymond EC which relates to our investigation of the 2011 DC CAS administration.

[REDACTED], a proctor for the 2011 DC CAS test, mentioned that on occasion s/he, not the Test Administrator, picked up and returned testing material to the testing coordinator, each time initialing his/her signature on the sign-in and sign-out sheet. This may be a procedural issue to be addressed by OSSE and DCPS; however, it is not a testing violation. We did not find any other evidence of testing violations during the 2011 DC CAS test.

Our overall impression of Raymond was that the school suffers from a lack of trust among the administration, new teachers and older teachers. In more than one case, conflicting accounts were given about facts or events. We believe it impacts the likelihood that future incidents will be reported and dealt with in an appropriate and productive manner.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	Reviewed.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets	Reviewed.
State Test Security and Non-Disclosure Agreements	Reviewed.
Test Site Observation Report	Reviewed.
Other Documents Reviewed	DC CAS Testing Schedule; Proctor Assignment Sheet



**A31. Ron Brown Middle School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**RON BROWN MIDDLE SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Ron Brown Middle School
School Address	4800 Meade Street NE
Date Interviews Conducted	March 19, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			Yes		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		7 <sup>th</sup> Grade Teacher	School	Yes
		Assistant Principal	School	Yes
		8 <sup>th</sup> Grade Proctor	School	Yes
		7 <sup>th</sup> Grade Student	School	Yes
		7 <sup>th</sup> Grade Student	School	Yes
		8 <sup>th</sup> Grade SPED Teacher	School	Yes
		Principal	School	Yes
		Test Coordinator	N/A	No. S/he no longer works at the school. Works at .

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
[REDACTED]	[REDACTED]	Alternate Test Coordinator	N/A	No. S/he no longer works at the school.
[REDACTED]	[REDACTED]	7 <sup>th</sup> Grade Proctor	N/A	No. S/he no longer works at the school. Principal thinks s/he is working in another state.

#### IV. SUMMARY OF FINDINGS

Our investigation included seven interviews and a document review. The staff was fluent in OSSE's processes and procedures, especially in their respective roles during testing.

The only instance which raised a flag was the transition from the 2011 Test Coordinator to the 2012 Test Coordinator, as the 2011 Test Security Binder was not transferred and does not appear to be in the school.

Overall, based on the relative severity of the findings at Ron Brown MS, this school has been classified as minor (i.e., having minor test administration errors).

#### V. DETAILED DESCRIPTION OF FINDINGS

When asked to review the 2011 Test Security Binder, the Assistant Principal (2012 Test Coordinator) did not know where it was or whether it was even at the school, suggesting that the former Test Coordinator has it in his/her possession. Upon review of the School Test Plan for 2011, it states that the DC CAS 2011 Binder is maintained by the Test Coordinator and will remain in the school for four years. However, the Principal indicated that s/he did not know there was a binder and thinks that the former Test Coordinator, [REDACTED], has it.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	Reviewed. The incident reported was not for the flagged classroom and OSSE deemed it to not be a testing violation.
State Test Security and Non-Disclosure Agreement	Not available for review.
Test Site Observation Report	Not available for review.
Other Documents Reviewed	No other documents were available for review.

**A32. Simon Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**SIMON ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Simon Elementary School
School Address	401 Mississippi Avenue, SE
Date Interviews Conducted	3/19/2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Chairperson	School	Yes
		Test Proctor	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Proctor	School	Yes
		Student	School	Yes
		Student	School	Yes
		Principal	School	Yes

#### IV. SUMMARY OF FINDINGS

On March 19, 2012, eight interviews were conducted at Simon Elementary School. There were several inconsistencies around the test security process.

Two potential testing violations were identified regarding some testing materials not having been signed in at the end of testing and potential access to secured materials due to the combination of the vault where the materials were stored having been located on the back of the vault.

Inconsistencies were noted in the answers of the Test Administrator and Proctor as to who was responsible for the tests, including who took the tests to and from the test center room. Both [REDACTED], the identified flagged classroom teacher, and [REDACTED], the Proctor for the flagged classroom, stated they controlled this process.

Both the Principal and the Test Chairperson recalled an incident with a student who used a highlighter on the exam; however, no report was found in the DC CAS Binder. The Principal followed up on 3/23/12, and reported that s/he was unable to locate copies of the incident reports. Follow-up with DCPS indicated that this incident would have been a report made by the school to CTB, not to OSSE and DCPS.

Overall, based on the relative severity of the findings at Simon Elementary School, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

#### V. DETAILED DESCRIPTION OF FINDINGS

The interviewers identified the following irregularities during the course of the interviews conducted:

1. A review of the Sign-in and Sign-out sheets revealed for multiple classrooms that not all tests were signed back in; there were instances of this across all days of testing.
2. Combination Code on back of vault: The Test Chairperson told the interviewers that the security code for the large metal vault container's combination lock is located on the back of the vault; s/he doesn't think anyone else knows it is on the back.

#### VI. DOCUMENTS REVIEWED

[REDACTED] provided the interviewers with a DC CAS Test Binder that included several tabs. The interviewers noted that this binder was not organized, and had many papers stuck in between various sections. Most notably, the interviews did not note an incident report for the highlighter incident.

Document	Notes
School Test Plan	Reviewed.

State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets)	Reviewed dozens of checklists, and estimate 50+ open spots where the Test Administration should have signed-in/out. In addition, on 4/5/11, none of the booklets were noted as being checked in or out.
State Test Security and Non-Disclosure Agreement	██████████, ██████████, ██████████, ██████████, and ██████████ signed on March 18, 2011.
Test Site Observation Report	Reviewed.
Other Documents Reviewed	DC CAS Training PowerPoint & Agenda, Accommodations Checklists, Principal's letter to Parents (dated March 24, 2011).

**A33. Stuart-Hobson Middle School**



ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**STUART-HOBSON MIDDLE SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Stuart-Hobson Middle School
School Address	410 E St NE, Washington DC 20002
Date Interviews Conducted	March 29, 2012 and April 10, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No	X	
2			Yes	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Coordinator	Stuart-Hobson MS	Yes
		Principal		Yes (4/10/2012)
		Assisted the Principal w testing duties	Stuart-Hobson MS	Yes
		Test Administrator	Stuart Hobson MS	Yes
		Test Administrator		Yes (4/10/2012)
		Test Administrator	Stuart-Hobson MS	Yes
		Proctor	Stuart-Hobson MS	Yes

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
[REDACTED]	[REDACTED]	Test Administrator	Stuart-Hobson MS	Yes
[REDACTED]	[REDACTED]	6 <sup>th</sup> grade student	Stuart-Hobson MS	Yes

#### IV. SUMMARY OF FINDINGS

Seven interviews were conducted on March 29, 2012 in the Assistant Principal's office at Stuart-Hobson MS. Interviews were concluded on April 10, 2012 for two staff members who had transferred to [REDACTED]. There were two flagged classrooms at Stuart-Hobson. Notably, the former Principal and one of the flagged teachers have moved to [REDACTED]. During the course of the interviews, some teachers were slightly defensive and asked a lot of questions about the investigation process and how they specifically were selected to be interviewed. One Proctor refused at one point to answer a question, and told the interviewers that if teachers knew their names would be in the report that they wouldn't answer the questions.

Two potential testing violations were identified at Stuart-Hobson MS. Multiple people were reported to have access to the secure room where the testing materials were locked up and the Assistant Principal disclosed a previously-unreported incident involving a Special Education Teacher allegedly helping students by reading aloud during the test.

The interviews also revealed that two students had medical issues and required visiting instructional service, but their testing materials were not checked in to the school daily. A follow-up with DCPS revealed that VIS teachers checked materials in daily with their "principal." A Proctor also stated that s/he could pick up and return the test materials to the Test Coordinator; however, this is not considered as a potential testing violation. It was also revealed that the Proctor was assigned to multiple classrooms, but this is consistent with the school's test plan.

The school was very slow to facilitate the interview process resulting in long gaps of time between each of the interviews. There were also numerous interruptions. In one instance, a student was brought in accompanied by an adult at 3:10 p.m. at which time the interviewers were told the student would have to be finished at 3:15 p.m. because school let out. The interviewers requested to speak with the Proctor that was in [REDACTED]'s classroom, one of the flagged teachers - the school's test plan listed "[REDACTED]" as the Proctor. However, the interview with [REDACTED] revealed that s/he was a Test Administrator. The school was unable to identify who the Proctor was for [REDACTED]'s classroom, but we noted an NDA signed by a "[REDACTED]."

The interviewees appeared to be consistent about the school's process for administering the DC CAS and voicing test related concerns. However, three of the seven interviewees appeared to be defensive and very concerned about the DC CAS investigation process at the school.

Overall, based on the relative severity of the findings at Stuart-Hobson MS, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

## V. DETAILED DESCRIPTION OF FINDINGS

The following potential test violations were observed:

1. Control of testing materials: Multiple people were reported to have access to the secure room where the testing materials were locked up. The Assistant Principal recalled that two coaches might have also shared the space where the tests were secured, but said these people are no longer at the school. Follow-up interviews with the former Principal revealed that a nurse and the guidance counselor used to share the space where the tests were stored; however, s/he also noted that the tests were locked in a cabinet in that room and that only the counselor and Test Coordinator had keys to the cabinet. The guidance counselor indicated that s/he did not know where the tests were stored.
2. Possible testing violation not reported: The Assistant Principal had heard rumors of a Special Ed Teacher, [REDACTED], helping students by reading aloud during the test. This was never reported or investigated. The former Principal was not aware of any rumors, and stated s/he had never heard of any of his/her teachers assisting their students during the test.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed. A different person signed out the test materials for [REDACTED]'s class than signed back in.
State Test Security and Non-Disclosure Agreement	Reviewed signed NDAs for [REDACTED] (4/6/11), [REDACTED] (4/4/11), [REDACTED] (3/30/11) and [REDACTED] (3/30/11)
Test Site Observation Report	Reviewed. The Monitor Report for 4/5/11 had been changed – someone used white out to change the rating “Adequate” to “Not Observed” for the following: Test materials checked to ensure answer booklets correspond to correct test booklets. Also, it was noted by the Monitor at the bottom of multiple reports that the Principal was not present during multiple days of the DC CAS.

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Document	Notes
Other Documents Reviewed	Test Coordinator Checklist; Testing Schedule; Short Term Accommodations Form; Seating Charts; Visiting Instruction Service – Office of Youth Engagement; Testing Schedule; Test Person's Kit; Training List; Packing Slips

**A34. Tree of Life Public Charter School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**TREE OF LIFE PUBLIC CHARTER SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Tree of Life Public Charter School
School Address	2315 18 <sup>th</sup> Place NE
Date Interviews Conducted	March 14, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			N		X

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Principal	School	Yes
		Assistant Test Chairperson	School	Yes
		5 <sup>th</sup> Grade Test Administrator	School	Yes
		5 <sup>th</sup> Grade Test Administrator	School	Yes
		5 <sup>th</sup> Grade Student (SPED)	School	Yes
		5 <sup>th</sup> Grade Student	School	Yes
		Test Chairperson	School	Yes

**IV. SUMMARY OF FINDINGS**

Our investigation included seven interviews and a document review. The staff was not fluent in OSSE's processes and procedures, specifically the various official roles as described in the state-

issued guidelines. All staff understood the general process, but they lacked certain knowledge of their respective roles. This seems to be an education/training issue.

Our interviews reveal one instance of a possible testing violation regarding State Test Security and Non-Disclosure Agreements not signed for the Principal or the Test Chairperson.

Two interviewees, [REDACTED] and [REDACTED], mentioned that the school paid out financial incentives for high test scores in previous years, but not in 2011. The first instance involved a 3<sup>rd</sup> grade teacher receiving a \$500 bonus and another instance involved one of the interviewees, [REDACTED], a 5<sup>th</sup> grade teacher who received a bonus check from the school's business office.

Overall, based on the relative severity of the findings at Tree of Life, this school has been classified as minor (i.e., having minor test administration errors).

#### V. DETAILED DESCRIPTION OF FINDINGS

Signed State Test Security and Non-Disclosure Agreements were not signed for the Principal, [REDACTED] and the Test Chairperson, [REDACTED].

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Report Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed. Did not have signed agreements for the following: [REDACTED] (Principal) & [REDACTED] (Test Chairperson).
Test Site Observation Report	There was no observation report.
Other Documents Reviewed	DC CAS 2011 Resource Guide; DC CAS 2011 Test Chair Manual (Reading, Mathematics, Composition, Science, & Biology); DC CAS Assessed Standards/ANET Trainings (February 9, 2011); Testing Schedule; DC Test Security Guidelines; DC CAS Testing Options; Student Pre-ID Roster DC CAS Spring 2011

**A35. Truesdell Education Campus**



ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**TRUESDELL EDUCATION CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	Truesdell Education Campus
School Address	800 Ingraham St. NW
Date Interviews Conducted	March 29, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Not Applicable	School	Yes
		Oversight	School	Yes
		Test Coordinator	School	Yes
		Test Administrator	School	No
		Proctor	School	Yes
		Test Administrator	School	Yes
		Student	School	Yes
		Student	School	Yes

**IV. SUMMARY OF FINDINGS**

Our investigation process, including seven interviews, revealed two potential violations in the 2011 DC CAS testing procedures at Truesdell EC. First, the Test Security Binder was missing, presumed to be misplaced during the renovation of Truesdell's offices in November 2011.

Second, an interview with a Test Administrator revealed a possible violation in one of the flagged classrooms. The administrator, [REDACTED], stated that teachers would communicate with each other via cell phones to coordinate classroom coverage during bathroom breaks. This violation was not substantiated by any of the other interviews.

During our interviews with the Principal and Assistant Principal, it was mentioned that while inventorying the test booklets after the 2011 DC CAS tests were completed, a test booklet was missing and the problem was reported to OSSE or DCPS. OSSE was subsequently able to verify that that all test materials were reported as received by CTB.

We were unable to interview the administrator of the flagged classroom, [REDACTED], because s/he had left the school system. S/He did not have a Proctor in his/her testing classroom.

Overall, based on the relative severity of the findings at Prospect, this school has been classified as moderate (i.e., having defined violations; not test tampering or academic fraud).

## V. DETAILED DESCRIPTION OF FINDINGS

1. Missing State Test Security Binder – [REDACTED], the Test Coordinator, was unable to produce the Test Security Binder for our review. S/He stated that the binder was kept in his/her office, which was recently renovated over the Thanksgiving 2011 holiday. S/He believes the binder was lost or destroyed during the renovation.
2. Use of Unapproved Electronic Devices – During our interview with a Testing Administrator, [REDACTED], s/he stated that s/he would communicate with other teachers via cell phones to coordinate classroom coverage if they needed to use the bathroom. Every classroom did not have a proctor, requiring monitors to be shared. Per DC State Test Security Guidelines, use of cell phones is prohibited during the test. This violation was not substantiated by any of the other interviewees. When asked directly whether cell phones were used during the exam, Assistant Principal [REDACTED] stated that they were not allowed, a fact that was communicated during the training of all testing faculty.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	Reviewed four incident reports.
School Security Checklist	Not Available.
State Test Security and Non-Disclosure Agreement	Not Available.
Test Site Observation Report	Not Available.

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Document		Notes	
Other Documents Reviewed		Not Available.	

**A36. Harriet Tubman Elementary School**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**HARRIET TUBMAN ELEMENTARY SCHOOL**

**I. IDENTIFYING INFORMATION**

School Name	Harriet Tubman Elementary School
School Address	3101 13 <sup>th</sup> St NW, Washington DC 20010
Date Interviews Conducted	March 30, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
				Yes – [redacted] is on leave until s/he retires in June, but came to the school for the interview
[redacted]	[redacted]	Test Coordinator	School	
[redacted]	[redacted]	Test Administrator	School	Yes
[redacted]	[redacted]	Test Proctor	School	Yes
[redacted]	[redacted]	4 <sup>th</sup> grade student	School	Yes
[redacted]	[redacted]	4 <sup>th</sup> grade student	School	Yes
[redacted]	[redacted]	Principal	School	Yes

**IV. SUMMARY OF FINDINGS**

On March 30, 2012, six interviews were conducted at Harriet Tubman Elementary School, including the Test Coordinator, the flagged Test Administrator, the Proctor, the Principal and

two students from the flagged classroom. The school had a half-day, which let out at 12:15pm, and no additional interviews were conducted.

One testing violation was identified at Harriet Tubman Elementary School regarding testing booklets that were not consistently signed back into per the daily sign-in sheets.

Overall, based on the relative severity of the findings at Harriet Tubman Elementary School, this school has been classified as minor (i.e., having minor test administration errors).

## V. DETAILED DESCRIPTION OF FINDINGS

Testing Booklets were not consistently signed back in on April 13, 2011.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed. Booklets were not consistently signed back in on 4/13
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	Reviewed. Adequate marks given on 4/5/11, 4/6/11, 4/7/11, and 4/12/11.
Other Documents Reviewed	Test Coordinator's Deliverables Checklist; Packing slips from delivery of the test materials; Accommodations Letters – ELL and Special Ed students.

**A37. West Education Campus**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**WEST EDUCATION CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	West Education Campus
School Address	1338 Farragut St. NW
Date Interviews Conducted	March 28, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	OSSE
1			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Oversight	School	Yes
		Testing Coordinator	School	Yes
		Test Administrator	School	No
		Test Administrator	School	Yes
		Proctor	School	Yes
		Student	School	Yes

**IV. SUMMARY OF FINDINGS**

Our investigation process, including five interviews and a document review, revealed no irregularities in the 2011 DC CAS testing procedures at West EC. We were unable to interview the Test Administrator of the flagged classroom, [REDACTED], who recently moved out of state. Our interviews of the proctor and former students in his/her classroom did not give any indication of violations during the 2011 DC CAS. We believe the testing environment at West EC fosters adherence to both the spirit and letter of the DC CAS guidelines.

Overall, we found no potential testing violations at this school.



## V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations identified.

## VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheet)	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	Reviewed.
Other Documents Reviewed	DC CAS Testing Schedule; Internal Training Materials.

**A38. Winston Education Campus**

ALVAREZ & MARSAL  
2011 District of Columbia Comprehensive Assessment System  
Test Security Investigation  
School Summary Report

**CONTAINS CONFIDENTIAL INFORMATION**

**WINSTON EDUCATIONAL CAMPUS**

**I. IDENTIFYING INFORMATION**

School Name	Winston Education Campus
School Address	3100 Erie Avenue, SE, Washington, DC
Date Interviews Conducted	March 20, 2012

**II. CLASSROOM FLAG INFORMATION**

Flag No.	Teacher	Grade	Testing Accommodation Reported	Flagged By DCPS	Flagged By OSSE
1			No		X
2			Yes		X
3			No	X	

**III. INTERVIEWS SCHEDULED AND CONDUCTED**

Name	Current Position	2011 Testing Role/Position	Interview Location	Interview Conducted
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Test Administrator	School	Yes
		Monitor	School	Yes
		Test Coordinator	School	Yes
		Alternate Test Coordinator	School	Yes
		Student	School	Yes
		Student	School	Yes

#### IV. SUMMARY OF FINDINGS

Our investigation process at Winston included nine interviews and a document review. The administration and faculty at Winston was cooperative and it appears that overall, it maintains a controlled testing environment that students and staff alike take seriously. Emphasis is placed on the test throughout the year by the administration and faculty and during the weeks preceding the DC CAS.

While there were no irregularities to report, the interviewers note that an interviewee, [REDACTED], disclosed during the interview that there is an inhospitable culture experienced by some educators at this school. While [REDACTED] very explicitly stated that s/he had no concerns with respect to the integrity with which the DC CAS was administered, s/he expressed strong feelings that reporting any information that might be perceived as being generally adverse to the school, its administration, or fellow faculty members would invite consequence. S/He indicated that s/he has experienced negative consequences as a result of voicing concerns in the past.

Overall, we found no potential testing violations at this school.

#### V. DETAILED DESCRIPTION OF FINDINGS

No potential testing violations identified.

#### VI. DOCUMENTS REVIEWED

Document	Notes
School Test Plan	Reviewed.
State Test Security Incident Reporting Form	None noted.
School Security Checklist (Daily Test Admin Sign-in/Sign-out Sheets	Reviewed.
State Test Security and Non-Disclosure Agreement	Reviewed.
Test Site Observation Report	Reviewed.
Other Documents Reviewed	Seating charts by class; Classroom/Testing Group Rosters