



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

# **LEA Guide to the 2017-18 Health and Physical Education Assessment**

**Division of Health & Wellness  
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# Health and Physical Education Assessment

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## Introduction

The District of Columbia's *Healthy Schools Act of 2010* requires the Office of the State Superintendent of Education (OSSE) to collect and report student performance on DC Health and Physical Education Standards. To comply with this requirement, **District students are tested annually in fifth grade, eighth grade, and high school (during the year in which health class is provided) on their health and physical education knowledge.**

This guide outlines basic information about the Health and Physical Education Assessment (HPEA) format and provides next steps for the LEA and schools. If you have any questions regarding this guide or any part of the assessment, please send an email to [OSSE.Schoolhealth@dc.gov](mailto:OSSE.Schoolhealth@dc.gov).

## Assessment Prep Checklist

- Attend the [Administering the 2018 Health and Physical Education Assessment](#) webinar to learn about the timeline and process for administering the assessment. **March 9, 2018.**
- By **March 15, 2018**, provide to OSSE rosters of all high school students who are enrolled in health education classes during the 2017-18 school year and will therefore be taking the HPEA. Submit rosters through Box (<https://dcgov.app.box.com>) (see *High School Rosters*, p. 6).
- By **March 15, 2018**, notify OSSE of your LEA's intended timeline for the assessment administration by email [OSSE.Schoolhealth@dc.gov](mailto:OSSE.Schoolhealth@dc.gov). Be sure to include LEA's name followed by the words "Health Assessment Timeline" in the subject line.
- By **March 15, 2018**, provide to OSSE a list of all students who require accommodations for the Health and Physical Education Assessment. Submit this list through Box <https://dcgov.app.box.com> (see *Accommodations for Students with Disabilities*, p. 9-12).
- At least 10 days before** your planned HPEA start date, test all computers and networks to ensure SurveyGizmo is not blocked on your schools' networks (see *Prepare Student Computers for Testing*, p. 8).

- Beginning **March 26, 2018**, download students' assessment IDs from Box and distribute test tickets to schools (*see Assessment Administration, p. 7*) along with the Proctor Script and any other needed materials for the assessment administration.
- **At least 5 days before** students will take the assessment, make sure schools send home letters offering parents the option to exempt their children from completing questions about sexual health (*see Sexual Health Questions, p. 7*).
- From **April 2 through June 15, 2018** track HPEA completion regularly using Qlik. Follow up with schools to ensure 100 percent completion rate before the assessment end date (*see Monitoring and Managing Assessment Completion, p. 13*)

## Assessment Window

**The assessment window will start April 2 and end June 15, 2018.**

By March 15, 2018, please send an email with your LEA's intended assessment start and end dates to [OSSE.Schoolhealth@dc.gov](mailto:OSSE.Schoolhealth@dc.gov). The subject line should include your LEA's name followed by the words "Health Assessment Timeline."

## Roles of LEA Health Assessment Coordinator, School Health Assessment Proctor

The **LEA Health Assessment Coordinator** is responsible for the overall planning and coordination of the assessment for students in grades five, eight and high school (high school students who are enrolled in a health class in the 2017-18 school year). The Health Assessment Coordinator will serve as the liaison between OSSE and schools, and this person is responsible for sharing LEA assessment dates, high school health rosters, and planned accommodations with OSSE as well as distributing all assessment materials to their schools in preparation for HPEA administration. During the assessment window, the Health Assessment Coordinator is responsible for monitoring progress of the assessment regularly using [Qlik](#) and following up with schools to ensure 100% completion by the end of the testing window. After the assessment window, the Health Assessment Coordinator will determine how to share HPEA scores with individual schools, teachers, and/or parents. OSSE will also publish school-level HPEA results on the OSSE website during the summer of 2018.

The **School Health Assessment Proctor** is responsible for preparing the assessment environment within a school, receiving and tracking materials provided by the Health Assessment Coordinator, and reading the scripted administration directions to students on the assessment date. The following individuals may serve as School Health Assessment Proctors:

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

**Box: OSSE’s Secure Upload Site**

LEAs will transfer assessment materials to and receive materials from OSSE using the new secure upload site, Box. <https://dcgov.app.box.com> Within Box, each LEA’s Health Point of Contact (POC), as listed in ESchoolPLUS, has access a Health and Physical Education Assessment folder and will be tasked with managing the materials listed below for the school(s) within their LEA. If an additional user is needed, contact Shenee Akinmolayan at [Shenee.Akinmolayan@dc.gov](mailto:Shenee.Akinmolayan@dc.gov).

**Table 1: Data Transfer using Box**

Documents from OSSE	Documents to OSSE
Sexual health exemption letter template	Completed high school rosters*
Accommodations template	Outline of planned student accommodations*
High school roster template	
Proctor guide and LEA guide	
Assessment IDs*	

\* These documents contain personally-identifiable information (PII) and must NOT be emailed between OSSE and the LEA.

LEAs will also send OSSE their planned HPEA administration start and end dates, but this should be done via email at [OSSE.SchoolHealth@dc.gov](mailto:OSSE.SchoolHealth@dc.gov).

**High School Rosters**

Because high school students take the Health and Physical Education Assessment only during the year they take a health education course, OSSE requires rosters of all high school students enrolled in a health course for the 2017-18 school year in order to create and distribute the Test ID tickets to LEAs.

The Assessment Coordinator must complete the high school roster template (<https://osse.dc.gov/node/1303586>) indicating which high school students have been enrolled in a health class during the 2017-18 school year and will therefore be taking the Health and Physical Education Assessment. This is **due March 15, 2018** and must be submitted via Box. (<https://dcgov.app.box.com>)

## Assessment Content

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

## Assessment Format

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

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

## Sexual Health Questions

The Health and Physical Education Assessment will contain questions on sexual health. These questions will appear in the Safety Skills category for fifth graders, in the Disease Prevention and Human Body and Personal Health categories for eighth graders, and in the Human Body and Personal Health category for high school students.

The questions are grade appropriate and aligned to the health standards. These questions will not present any content or require any knowledge about sexual health material above each grade level's expected level of knowledge.

**Every year, students' guardians are given the opportunity to exempt students from answering sexual health questions.** To assist schools in this process, OSSE has created a letter to distribute to guardians. This letter has been translated into Amharic, French, Korean, Spanish, Traditional Chinese, and Vietnamese and can be found on the OSSE website at <https://osse.dc.gov/node/1303586>. LEAs may modify the administration dates listed in the

letter as needed to reflect the LEA’s or school’s own administrative timeline, as long as the dates are within OSSE’s administration window.

How to track and monitor sexual health question exemptions:

1. **Before the assessment, teachers** distribute letters to their students’ guardians
2. **Before the assessment, teachers** create a log of students whose guardians have indicated they do not wish the student answer the sexual health questions
3. **During the assessment, proctors** confirm the exemption checkbox is marked appropriately on the login page of each student’s assessment to determine whether or not the student will be asked sexual health questions on the assessment.

## Assessment Administration

The assessment will be available through SurveyGizmo, an online survey platform. Prior to the start of the assessment window, OSSE will distribute the printable student assessment IDs\* through Box. **LEAs will then be responsible for printing and distributing the IDs to all schools administering the assessment.** Students will login to the assessment using the 16-digit code printed on their ID ticket as demonstrated on p.13 of this guide.

Due to the short nature of this assessment, OSSE anticipates students will need no longer than 30 minutes to answer all questions. However, additional time may be granted to students as needed. As with any assessment, OSSE expects all LEAs to administer this assessment with fidelity to student confidentiality and assessment integrity.

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

**Table 2: Administration Time**

Administration time may be planned for as follows:

Task	Administration Time
1. <b>Student Preparation:</b> Read instructions to students and answer questions	10 minutes
2. <b>Distribute test materials to students.</b> These include: <ol style="list-style-type: none"> <li>a) Test link (the OSSE recommends entering for the students prior to their arrival to the administration site)</li> <li>b) Assessment ID tickets</li> <li>c) Any accommodations materials needed</li> </ol>	10 minutes
3. <b>Administer assessment</b>	30 minutes recommended (more time as needed)
4. <b>Close out the assessment by</b>	5 minutes

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- a) collecting the Assessment Tickets,
  - b) scanning student's screens to insure assessment submissions.
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### Prepare Student Computers

To avoid problems accessing the assessment on the day of administration, teachers and/or Assessment Proctor(s) should ensure that SurveyGizmo is not blocked on the school's network. The URL that should be tested is <http://hpea.osse.dc.gov/s3/2018HPEA>. More information is included in the Health Assessment Proctor Guide.

### Assessment Materials

It is the expectation this year that all LEAs administer this assessment online. Pencil-and-paper versions will not be provided. OSSE will provide the LEA Health Assessment Coordinator with the assessment link as well as assessment IDs on **March 26, 2018**.

Calculators are not necessary. Please do *not* allow the use of cellular phones, non-assessment-related personal electronic equipment, instructional aids, reference books, or resources that provide unauthorized assistance during the assessment.

### Headphones

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

### Make-up Testing

Students who cannot take the assessment on the regular administration date should be offered a make-up date. It may be scheduled any day after the original assessment date so long as it falls within the assessment window (April 2 through June 15, 2018).

If a student starts the assessment and has to leave unexpectedly without completing the assessment, or if there are any technical difficulties that log the student out of the assessment, he or she may be allowed to complete the assessment on a different day. If this occurs, the student should log in with their originally-assigned assessment ID. SurveyGizmo will automatically route the student to the last question they answered. Please note: If a student has pressed "submit" on the final page of the assessment, they will not be able to log back into the assessment.



## Breaks

If breaks are provided, there should not be conversations among students, and students are not permitted to use electronic devices, play games, or engage in other activities that may violate the validity of the assessment. Individual restroom breaks may be provided at the discretion of the Assessment Proctor.

## Accommodations for Students with Disabilities

OSSE supports the use of appropriate accommodations for all District of Columbia’s students with disabilities and English learners (ELs). As described on the OSSE website, four distinct groups of students may receive accommodations on assessments:

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

If a student requires accommodations for the Health and Physical Education Assessment, it is the responsibility of the LEA to plan for and provide the accommodation. By March 15, the LEA Health Assessment Coordinator must inform OSSE of its planned accommodations by completing the accommodations template (<https://osse.dc.gov/node/1303586>) and submitting to OSSE via Box. For guidance, please refer to the table of available accommodations below, laid out in a similar format to those listed on the SEDS crosswalk.

**Table 3: Accommodations for Students with Disabilities**

All accommodations are the responsibility of the LEA.

<b>Student Need</b>	<b>Health and Physical Education Assessment Accommodation</b>
<b>Setting accommodations</b>	
Specialized equipment, furniture, or lighting	Specialized equipment or furniture, as considered appropriate and determined by LEA
Noise buffer or headphones	Noise buffer or headphones

Preferential seating	Specified area or seating, as considered appropriate and determined by LEA
Separate/Alternate location	Separate/alternate location
Individual testing	Small group testing, as considered appropriate and determined by LEA
Small group testing	Small group testing, as considered appropriate and determined by LEA
Unique/non-standard accommodation	Unique accommodation request

### Timing and scheduling Accommodations

Extended time	Extended time
Flexibility in scheduling	Time of day, as considered appropriate and determined by LEA
Assessment administered over several days	Not applicable, as the assessment is contains only one unit of 21 questions
Frequent breaks	Frequent breaks, as considered appropriate and determined by LEA
Unique/non-standard accommodation	Unique accommodation request

### Presentation Accommodations

Audio amplification	Not available
Magnification	Administrative consideration to use paper version with magnifier and/or human reader
Large print materials	Print materials will not be provided. Hold "Ctrl" while pressing "+" until the text is magnified to the desired level in browser
Paper-based materials	Print materials will not be provided. Hold "Ctrl" while pressing "+" until the text is magnified to the desired level in browser
Clarification/repetition of directions	Directions must be read aloud and repeated as needed by the assessment administrator
Directions available in American Sign Language (ASL)	Not available, LEA may use human signer for assessment directions

Student reads assessment aloud to themselves	Student reads assessment aloud to themselves
Masking tools	Not available
Markup tools	Not available
Read aloud for non-ELA/literacy assessments	Use human reader, Google Read & Write, or human signer
ASL presentation of ELA/literacy assessments	Not available
ASL presentation of Non-ELA/literacy Assessments	Not available, may use human signer
Closed captioning of multimedia	Not available, may use human signer
Braille materials	Use human reader, Google Read & Write, or human signer
Screen reader technology	Not available
Tactile graphics	Not applicable
Redirect student to assessment	Assessment administrator may redirect student to the assessment
Color contrast	Not available
Unique/non-standard accommodation	Unique accommodation request
<b>Response Accommodations</b>	
Braille writer or note-taker device	Not available, may use human scribe
Non-standard calculation device or calculator sections	Not applicable
Calculation device on non-calculator sections	Not applicable
Human scribe, speech-to-test, human signer, or external assistive technology for	Use human signer

selected responses on ELA/Literacy assessments	
Human scribe, speech-to-test, human signer, or external assistive technology for selected responses on non-ELA/Literacy assessments	Use human scribe or external device
Word prediction external device	Not applicable
Answers recorded in assessment book (paper-based materials)	Not applicable
Unique/non-standard accommodation	Unique accommodation request

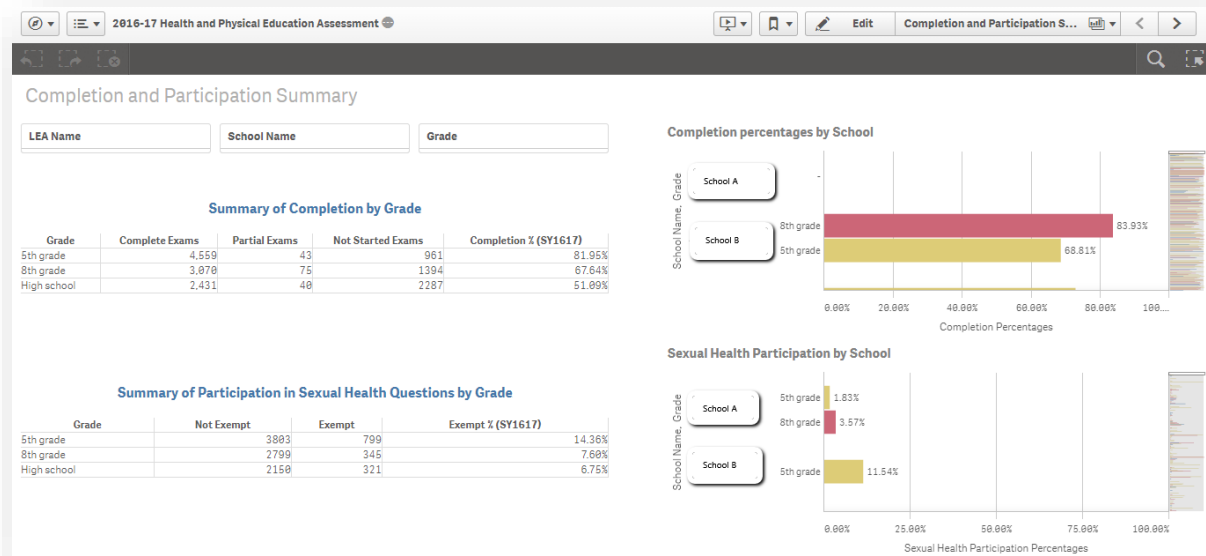
**Items not available for selection as an accommodation on the IEP**

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

**Paper-and-pencil versions will not be available for the 2018 Health and Physical Education Assessment.**

## Monitoring and Managing Assessment Completion

During the assessment window, the LEA Health Assessment Coordinator is tasked with monitoring completion rates for the school(s) within the LEA to ensure 100% assessment completion. Participation rates are updated daily and can be monitored in Qlik. See instructions below:



### To monitor completion rates, follow these steps:

1. Login to Qlik and open the Health and Physical Education Assessment Tool.
2. Open the *Completion and Participation Summary* sheet.
3. Filter by school or by grade to review completion at a more granular level. Remove any filters from the filters menu if you want to see participation rates for the entire LEA. Through the assessment window, work with schools to bring “complete” exams as close to 100% as possible.
  - a. **Complete Exams:** The percentage of eligible students who have completed the assessment. This denotes that a student has logged into SurveyGizmo, answered all questions, and clicked “Submit” to complete the assessment.
  - b. **Partial Exams:** The percentage of eligible students who have partially finished the assessment. This denotes that a student has logged into SurveyGizmo, answered at least one set of questions, but has not clicked the Submit button to close the assessment.
  - c. **Not Started Exams:** The percentage of students who have not logged into SurveyGizmo and have therefore not started the exam.

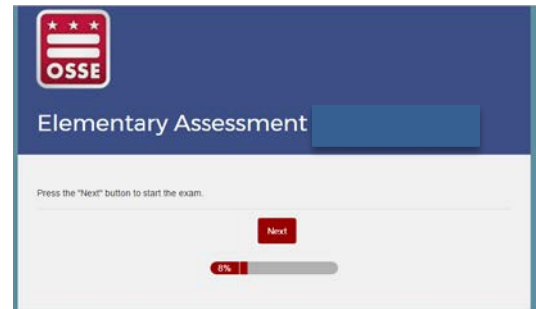
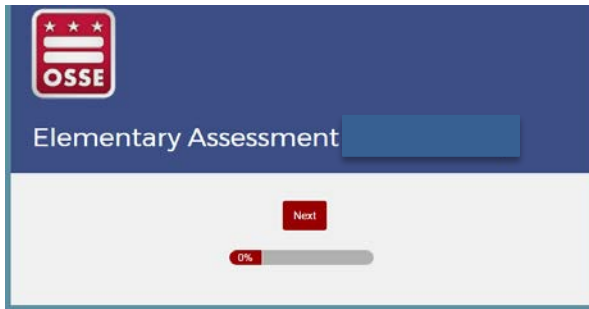
4. To view a student-level completion report, navigate to the *Student-Level Participation* sheet and apply filters as needed to determine which students have not taken the assessment.

## Test Platform

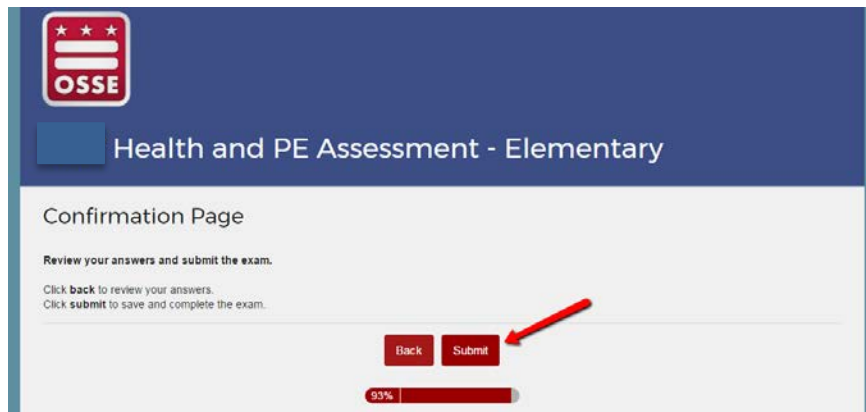
1. Enter the student's assessment ID to login **(A)**. Select the checkbox at the bottom of the page **(B)** to denote whether or not the student's parent has exempted the student from sexual health questions. Once this is verified by the Assessment Administrator, the student can click the "Next" button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

2. Review and confirm all student information before clicking "Next."

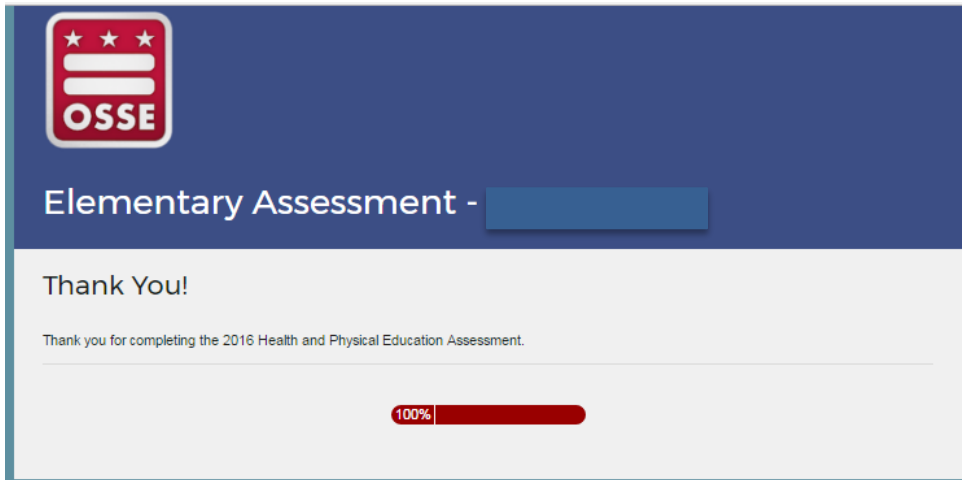
3. Click “Next” to begin the exam.



4. The student begins the multiple choice assessment. The “Back” and “Next” button can be used to move ahead and backward. *Note that all questions must be completed in order for the student to be able to submit the assessment.*
5. After completing all questions and reviewing their answers as needed using the “Next” and “Back” buttons, the student will see a page indicating the conclusion of the assessment. The completion bar will mark 100 percent completion. The student must click “Submit” on this page to enter their answers.



6. After clicking “Submit,” the assessment will be completed, and the completion bar will mark 100 percent completion. The student will not be allowed to log back in to review or change answers.



## Technical Assistance

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

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