Test Security Training

Office of Assessment

February 3, 2019

Agenda

- Test Integrity and Test Security
- Assessments and Timelines
- Preparation and Planning
- Test Administration
- Assessment Closeout

Office of Assessment Team

- **Danielle Branson**, Director of Assessments
- **Daniel-Alcazar Roman**, Assessment Specialist, Science
- **Chanon Bell**, Assessment Specialist Policy, Reporting, and Research
- **Michael Craig**, Assessment Specialist, Special Populations
- **Swea Hart**, NAEP State Coordinator
- **Cassie Lynott**, Assessment Specialist, Test Development, Administration, and Education

Test Integrity and Test Security

OSSE's goal is for schools and local education agencies (LEAs) to deliver a uniform and equitable statewide assessment program.

For assessments to yield fair and accurate results the assessments must be administered in consistent and standardized conditions; the best way to ensure that occurs is to ensure educators understand and recognize acceptable and unacceptable assessment practice.

Policy Overview and Documentation

Test Integrity and Test Security

Key Laws, Regulations and Compliance Documents

- Testing Integrity Act of 2013
- Testing Integrity Act Amendments in 2015
- District of Columbia Test Security Guidelines for 2019-20
- 2019 Post-Test Investigative Protocols
- Assessment Test Coordinator and Administrator Manuals

Test Integrity Act of 2013 + 2015 Amendments

Test Integrity Act of 2013

- Definition of key terms and roles
- Set requirements for OSSE, LEA, and School
- Prohibited Actions set for all Authorized Personnel

Test Integrity Act of 2015 Amendments

- Updates requirements for the School Test Plan submission and approval process
- Sets requirements for OSSE training and guidance document release
- Updates list of approved electronics during testing in special circumstances

Test Security Guidelines + Investigative Protocols

Test Security Guidelines

- Released annually by OSSE to LEAs and public stating minimum requirements for maintaining test security procedures
- Expounds on requirements set forth in TI Act of 2013, as amended
  - Ex. OSSE, LEA and School Roles and Responsibilities, Test Environment requirements and exceptional circumstances

Investigative Protocols

- Sets requirements for the post-test administration inquiry, findings and reconciliation process.

Test Coordinator + Administrator Manual

Assessment manuals are available for:

- PARCC & DC Science
- MSAA
- DLM
- ACCESS for ELLs 2.0

Assessment manuals provide:

- Critical instructions for Test Coordinators, Technology Coordinators, and Test Administrators
- Procedures and protocols to complete before, during, or after administration

Materials + References for this Training

- All test security forms and guidelines are posted at: https://osse.dc.gov/service/test-security-and-incident-forms

- Additional training materials and resources for this training are posted at: http://bit.ly/OSSETestSecurity

Authorized Personnel and LEA Test Coordinator Role

Test Integrity and Test Security

High-Level Test Security Responsibilities

OSSE, LEAs, and schools each have unique roles and responsibilities to ensure there is consistent and secure districtwide test administration.

Assessment Roles Include:

- State Education Agency (OSSE)
- Test Integrity Coordinator (LEA Test Coordinator)
- Test Monitor (School Test Coordinator)
- Test Administrator
- Test Proctor
- Special Populations Coordinator
- Technology Coordinator

Authorized Personnel

Any individual who has access to statewide assessment materials or are directly involved in the administration of a statewide assessment.

Requirements:

- Complete testing integrity training (by OSSE or LEA Test Coordinator)
- Receive the Test Integrity and Security Notification Statement
- Report breaches of Test Security and/or Integrity
- Cooperate in testing integrity and security inquires and investigations
- Refrain from prohibited actions
- Read all applicable directions and guidance

Test Integrity Coordinator (LEA Test Coordinator)

The individual(s) designated by the LEA to be responsible for testing integrity and security for the LEA and all of the schools/campuses under its purview during the statewide assessment.

Note: The LEA must designate a Test Integrity Coordinator to each assessment group (if administered) : PARCC/DC Science; MSAA/DLM; and ACCESS for ELLs 2.0

Test Integrity Coordinator Requirements:

- Designate, support, and train test monitors
- Attend testing security and integrity training
- Submit school test plans for each school/campus under the LEA's purview
- Monitor test administration at schools
- Report any breach of testing security or deviation from test plan
- Investigate, document and report to OSSE any breach or deviation
- Sign, collect (10 days post) and submit (15 days post) testing integrity affidavit

School Test Monitor (School Test Coordinator)

The individual designated by the Test Integrity Coordinator to be responsible for testing integrity and security for a school/campus site.

Note: The LEA must designate a School Test Monitor to each assessment group (if administered): PARCC/DC Science; MSAA/DLM; and ACCESS for ELLs 2.0

School Test Monitor Requirements:

- Create and submit school test plan to test integrity coordinator
- Conduct test administration training for all authorized personnel at school site
- Create and disseminate school test plan
- Oversee security of all secured materials while in school
- Support authorized personnel administering the test
- Sign and submit affidavits to test integrity coordinator post-testing

Test Administrator (TA)

An individual identified by the Test Monitor to be responsible for administering the assessment to students.

Test Administrator Requirements:

- Conduct the testing sessions as outlined in the appropriate test administrator manuals
- Establish the testing climate within the test location
- Coordinate the distribution and return of testing materials to and from students
- Ensure that students who require accommodations receive the appropriate accommodations in TA's testing group
- Account for and maintain the security of all test materials under TA's purview

Additional Authorized Personnel

Test Proctor

- Assist Test Administrator with test administration and classroom management, and work under their supervision
- May administer accommodations
- May be a volunteer

Special Populations Coordinator

- Assists the Test Monitor in identifying and documenting all testing accommodations needed for students
- Trains Test Administrators to administer accommodations
- Monitors testing for the correct and secure implementation of accommodations

Technology Coordinator

- Assists the Test Monitor in preparing administrator and student devices for secure testing according to vendor directions
- Troubleshoots any technology problems that may arise

Assessments and Timelines

Statewide Assessments

NAEP – National Assessment of ELA and Math, grades 4 and 8

ACCESS – English Language Proficiency, grades K-12

PARCC – ELA and Mathematics, grades 3-high school

MSAA – Alternate ELA and Mathematics, grades 3-11

DC Science – Science, grades 5, 8, and high school biology

DLM – Alternate Science, grades 5, 8, and high school biology

2019-20 Statewide Testing Windows		
NAEP *(Selected schools only)*	Jan. 6 – May 22, 2020	
ACCESS for ELLs 2.0	Feb. 17 – March 27, 2020	
MSAA & DLM	March 16 – May 1, 2020*	
	Online Testing	**Paper Testing** *(accommodations only)*
PARCC & DC Science	April 6 – May 22, 2020*	April 6 – May 15, 2020*

* includes a week for spring break

January

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
22	23	24	25	26

March

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

ACCESS for ELLs

NAEP LTT Samples

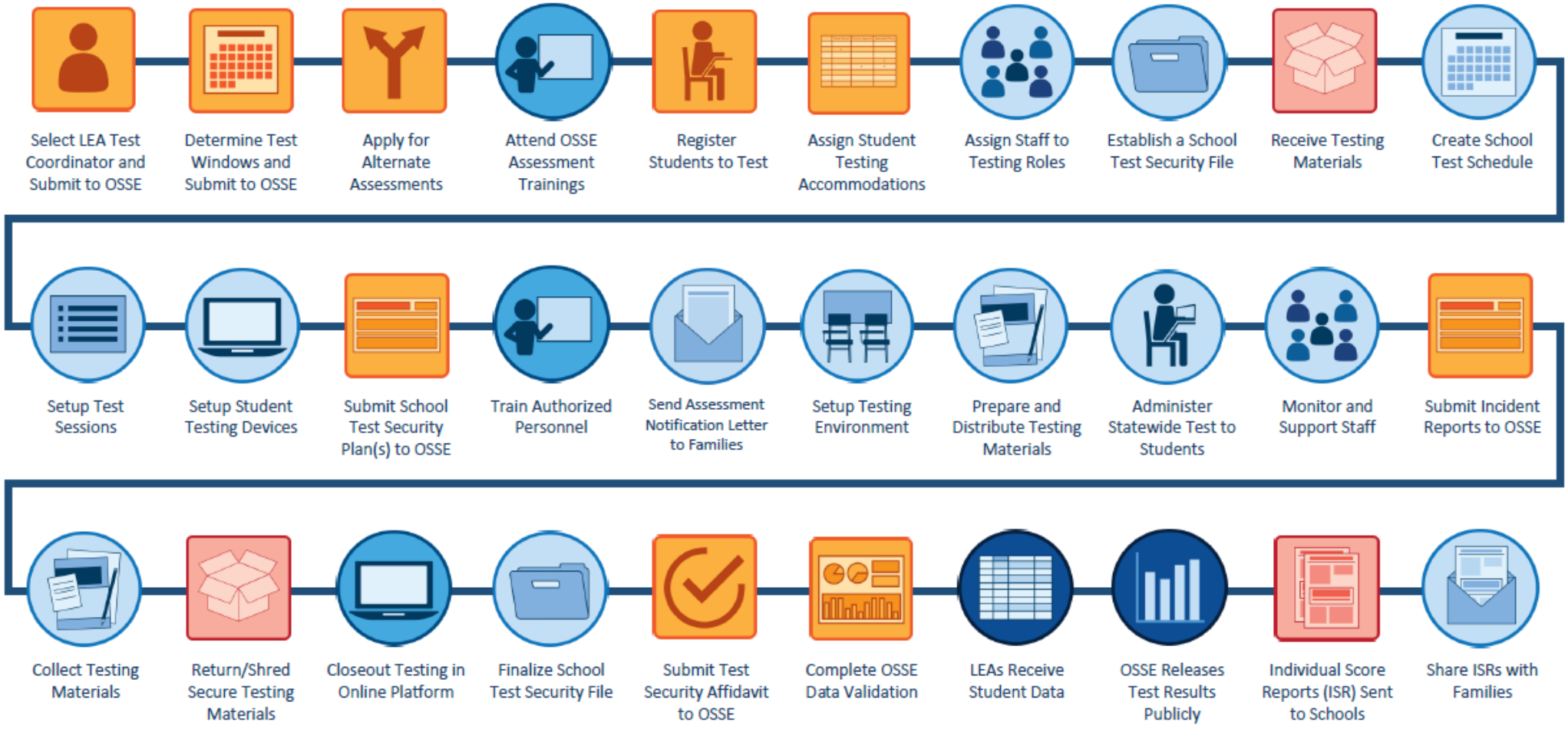
MSAA and DLM

Common School Break

PARCC and DC Science

District of Columbia Holiday

District of Columbia Assessment Coordination Timeline



Preparation and Planning

Select LEA Test Coordinator and Submit to OSSE

Preparation and Planning

Select LEA Test Coordinator and Submit to OSSE

The LEA Test Coordinator is responsible for maintaining test integrity and security for the LEA and all of the schools/campuses under its purview during the statewide assessment.

ACCESS for ELLs 2.0, MSAA/DLM, and PARCC/DC Science LEA Test Coordinator names and contact information must be submitted to OSSE each fall. Information can be shared or updated at **https://forms.gle/sc94VeTHopkjyMcc9**.

OSSE will use this LEA Test Coordinator information to provide access to online testing platforms and resources. Please ensure it remains up to date and accurate.

Determine Test Windows and Submit to OSSE

Preparation and Planning

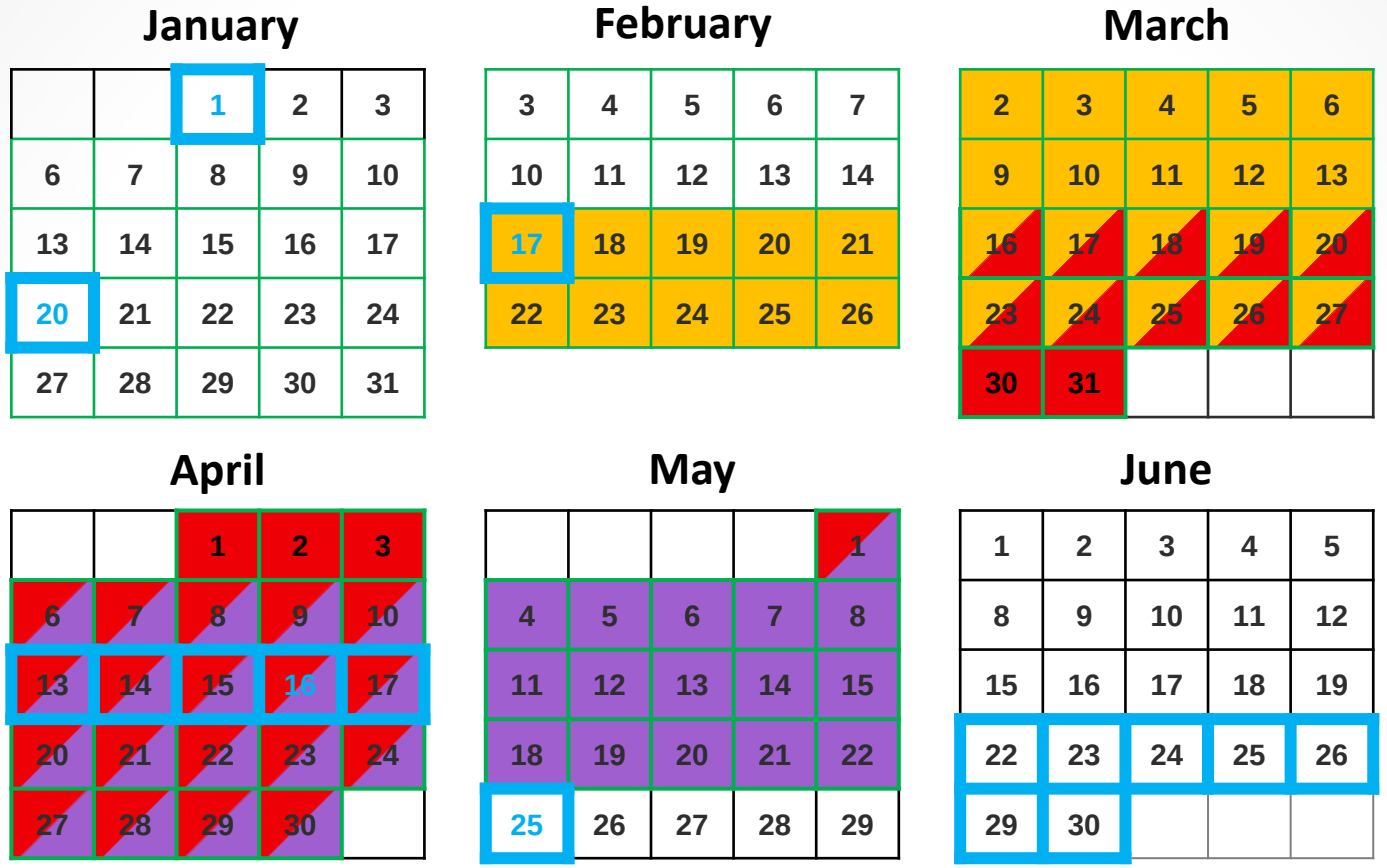
Determine Test Windows and Submit to OSSE

School test windows are an essential scheduling tool that serve as the foundation for all assessment planning at the LEA and school.

- The LEA Test Coordinator is responsible for determining school test windows for each school in their purview.
- For the ACCESS assessment, MSAA, and the DLM Science Alternate Assessment, schools may test students at any point during the state testing window.
- For the PARCC and DC Science assessments, schools must select a window of up to **30 consecutive school days** within the state testing window in which testing will occur.
- Testing windows can vary between schools within the same LEA, but must be defined in the testing schedule that each school submits with their school test security plan.
- Once the test windows are selected for schools, the LEA Test Coordinator must open a draft school test security plan and select the assessment type and test window in the OSSE School Test Plans QuickBase Application.
- Testing window should include time for makeup testing dates.

Testing Window Submission

Determine Test Windows and Submit to OSSE



ACCESS for ELLs

NAEP LTT Samples

MSAA and DLM

Common School Break

PARCC and DC Science

District of Columbia Holiday

Test Security Reminder

School test security plans are due **15 business days** before the start of each school's test window.

School test windows submitted to the OSSE School Test Plans QuickBase Application will be used to calculate when each school test plan is due.

Apply for Alternate Assessments

Preparation and Planning

Apply for Alternate Assessments

Eligibility for participation in any alternate assessment for the 2019-20 school year begins with LEAs completing the appropriate documentation in SEDS. During the Individualized Education Program (IEP) development process, or through an IEP amendment, IEP teams are to carefully review OSSE's participation criteria to identify individual students for whom it may be most appropriate to participate in the alternate assessment program.

Every fall, OSSE reviews student records to determine eligibility for alternate assessment participation for the current school year. The deadline for applying for alternate assessment participation for the 2019-20 school year was **Oct. 18**.

If you have not yet applied for alternate assessments and would like to learn more about the process, please contact Michael Craig at Michael.Craig@dc.gov.

Test Security Reminder

All statewide assessments,
including MSAA, and DLM, are considered
secure assessments and must adhere to all
test integrity and security requirements set forth
in all DC/OSSE laws, rules and regulations.

Attend OSSE Assessment Trainings

Preparation and Planning

Attend OSSE Assessment Trainings

- OSSE hosts many trainings between December and May to support LEA and school users with the administration of statewide assessments. To view the complete training schedule please visit: https://osse.dc.gov/page/test-coordinators-training
- All of OSSE's assessment trainings are optional except for **Test Security Training**.
  - All LEA Test Coordinators must attend one session of OSSE's Test Security Trainings each year
  - OSSE follows the "train-the trainer" model for Test Security Training

OSSE → LEA Test Coordinator → LEA and School Authorized Personnel

Attend OSSE Assessment Trainings

Test Security Train-the-Trainer Steps:

1. Attend OSSE's Test Security Training
2. Ask questions, participate, and learn!
3. Review test security resources provided by OSSE and assessment vendors
4. Plan LEA/school level test security and administration training for each assessment your LEA/school administers
5. Reach out to OSSE and assessment vendors for questions or clarification
6. Schedule training dates with your staff and include training dates in your school test security plan
7. Train all authorized personnel and share the Test Security and Integrity Notification Statement with them prior to test administration

Test Security Reminder

All LEA Test Coordinators must attend one session of Test Security Training.

School test security plans will not be approved if the LEA Test Coordinator listed in the plan did not attend Test Security Training.

Training	Date	Time
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 21	9 a.m.-12 p.m.
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 21	1-4 p.m.

ACCESS for ELLs 2.0

Attend OSSE Assessment Trainings

MSAA & DLM

Attend OSSE Assessment Trainings

MSAA Training	Date	Time
MSAA TC/TA Training Modules	*Available online in March*	
MSAA Test Administrator Webinar	March 3	2-3 p.m.

DLM Training	Date	Time
LEA and School Test Coordinator Training	Jan. 13	9 a.m.-3 p.m.
Required New and Returning Test Administrators Training Sessions ***(attend one session only)***	Feb. 7	8:30-11:30 a.m.
	Feb. 7	12:30-3:30 p.m.

Training	Date	Time
New PARCC/DC Science LEA Test Coordinator Training	Jan. 14	1:30-2:30 p.m.
PearsonAccessNext 101	Jan. 14	2:30-3:30 p.m.
New PARCC/DC Science LEA Test Coordinator Webinar	Jan. 27	1:30-2:30 p.m.
PearsonAccessNext 101 Webinar	Jan. 27	2:30-3:30 p.m.
PARCC/DC Science SRPNP Workshop	Feb. 13	2-3:30 p.m.
PARCC/DC Science Technology Webinar	Feb. 20	2-3:30 p.m.
PARCC/DC Science Test Session Workshop	March 10	2-3:30 p.m.
Technical Assistance during PARCC/DC Science Testing Webinar	March 16	2-3:30 p.m.
PARCC/DC Science Closeout Procedures Webinar	May 14	3-4 p.m.

PARCC & DC Science

Attend OSSE Assessment Trainings

Register Students to Test

Preparation and Planning

Register Students to Test

Each assessment includes a registration process that is completed by LEAs in partnership with OSSE.

The Office of Assessments releases a participation policy annually to guide the registration process and allow LEAs to choose the path that best aligns to their academic program.

The 2019-20 participation policy can be found here: https://osse.dc.gov/service/test-security-and-incident-forms

ACCESS for ELLs 2.0

Register Students to Test

Students identified as ELs who have not yet scored a 5.0 or higher on the ACCESS assessment will be registered by OSSE to take the ACCESS assessment.

Access coordinators will use the Pre-ID QuickBase application to:

- verify student demographic information and report any discrepancies to OSSE
- indicate required accommodations, if warranted
- identify which mode of administration (online or paper) a student will require

All ACCESS registration and verification must be completed by **Friday, Dec. 13**.

MSAA & DLM

Register Students to Test

MSAA

Students in grades 3-8 and 11 whose alternate assessment eligibility applications are approved will be registered by OSSE to take MSAA.

Alternate Assessment Coordinators will verify this registration information in the MSAA Online Assessment System in QuickBase and report any discrepancies to OSSE by the end of January 2020.

DLM

Students in grade 5 and 8 whose alternate assessment eligibility applications are approved will be registered for the DLM assessment by OSSE. Students taking a high school biology course will be registered by the LEA.

PARCC & DC Science

Register Students to Test

PARCC is taken annually by students in grades 3-8 and students registered to certain high school courses. Please review the updated 2020 participation policy for high school PARCC exams for additional details.

DC Science it taken in grades 5 and 8, and by students enrolled in a high school biology course.

PARCC & DC Science

Register Students to Test

PARCC and DC Science registration aligns with each student's enrolled grade or course.

- OSSE registers all students in grades 3-8 for the PARCC assessment
- OSSE registers all students in grades 5 and 8 for the DC Science assessment
- LEAs verify PARCC and DC Science registration for grades 3-8 and make adjustments for students in grade 7 and 8 taking advanced mathematics courses
- LEAs register all high school students for PARCC and DC Science, based on course enrollment

PARCC and DC Science registration information is uploaded into PearsonAccessNext through a spreadsheet called the **Student Registration and Personal Needs Profile** (SR/PNP).

- SR/PNP registration fields include:
  - LEA and school code
  - student name
  - unique student identifier (USI)
  - birthdate and current grade
  - other demographic information
- Directions for completing the SR/PNP file can be found in PearsonAccessNext

PARCC & DC Science

Register Students to Test

Test Security Reminder

Please ensure that students are accurately registered to test before submitting the school test security plan. OSSE will review assessment registration to ensure completion before approving test plans.

Assign Student Testing Accommodations

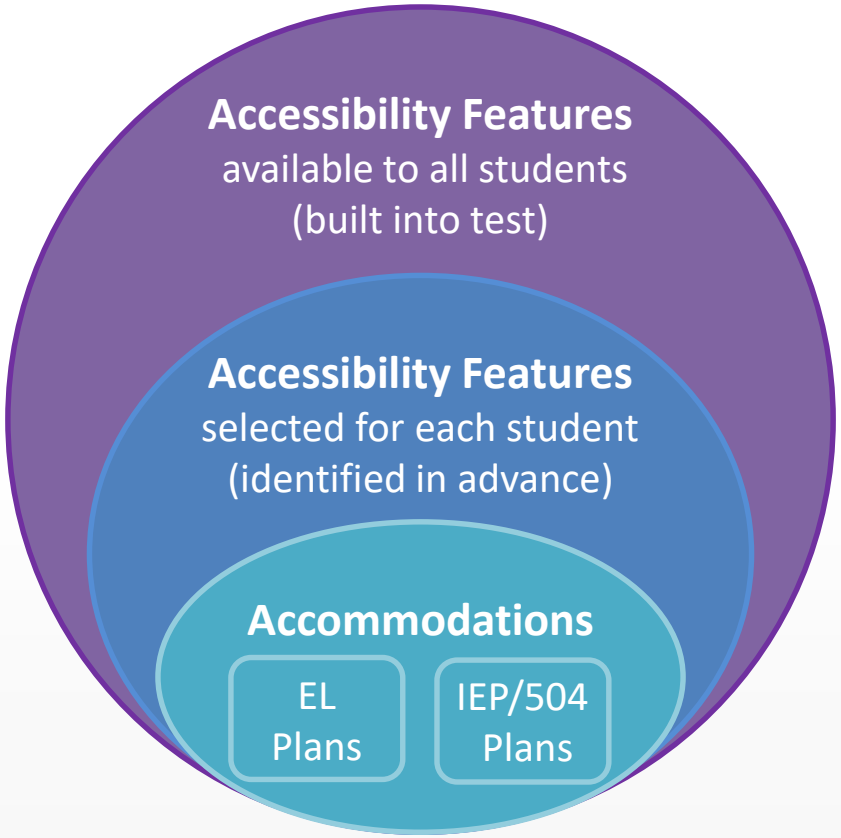
Preparation and Planning

Assign Students Testing Accommodations and Accessibility Features

Accommodations and accessibility features are identified for each student in advance through each assessment's online platform.

Accommodations require an **IEP, 504 plan**, or **EL plan**.

Accessibility features can be assigned to any student, based on the policies established by the LEA or school.



Test Security Reminder

Students are entitled to the accommodations in their IEP, 504 or EL plans. Failing to provide students with the accommodations listed in these plans is a violation of their rights and of test security.

Assign Students Testing Accommodations and Accessibility Features

Work with the **Special Population Coordinators** at your schools to create policies and assign accommodations and accessibility features effectively.

- LEA and school policies should be created to ensure accessibility features are assigned equitably
- Accommodations and accessibility features should be reflective of a student's typical testing experience
- Students should practice using accommodations and accessibility features prior to testing

ACCESS for ELLs 2.0

Assign Student Testing Accommodations

Student taking the ACCESS assessment may require the assignment of accommodations, universal tools, or administrative considerations.

- Accommodations must be assigned in the Pre-ID file during the registration process. ACCESS Coordinators will use the Pre-ID QuickBase application to assign accommodations.
- Universal tools and administrative considerations can be assigned to any student prior to or during testing, based on the discretion of the school or LEA. Documentation of the use of these tools is not required for the ACCESS assessment.

MSAA & DLM

Assign Student Testing Accommodations

MSAA

Students taking the MSAA will require the use of accommodations and/or accessibility features. Please reference the MSAA Test Administrator Manual for a list of available accommodations. Any accommodations listed in the student's IEP may be used during administration of MSAA.

DLM

The DLM Test Administrator is prompted to complete a first contact survey for each registered student. The results of this survey determine the accommodations in the DLM system. There is no additional action needed to assign accommodations for DLM.

PARCC & DC Science

Assign Student Testing Accommodations

PARCC and DC Science accommodations and accessibility features are identified for each student in the **Personal Needs Profile** section of the SR/PNP.

Information in the SR/PNP is used by Pearson to provide digital supports to students and to ship any necessary physical testing materials to schools.

- The SR/PNP accommodations should be completed by late February to ensure student materials are shipped to schools prior to testing
- If student accommodations change, due to updates to an IEP, 504, or EL plans, accommodations can be updated in the SR/PNP at any time before testing begins
- Accessibility features do not require materials from Pearson and can be completed in the SR/PNP any time before submission of the school test security plan

Test Security Reminder

Please ensure that accommodations and accessibility features are accurate and uploaded prior to submission of the school test security plan.

OSSE will review registration files to ensure completion before test security plans are approved.

Assign Staff to Testing Roles

Preparation and Planning

Assign Staff to Testing Roles

The LEA or School Test Coordinator must assign **authorized personnel** to the following roles prior to test administration:

- Test Integrity Coordinator (LEA Test Coordinator)
- Test Monitor (School Test Coordinator)
- Special Populations Coordinator
- Technology Coordinator
- Test Administrator
- Test Proctor

Assignments may require access to online systems. Review the test manuals to ensure authorized personnel have the access they need for their role.

Test Security Reminder

All authorized personnel must be trained on test security and administration and receive the Testing Integrity and Security Notification Statement, prior to the start of test administration.

ACCESS Test Coordinators who have registered with OSSE were recently provided with accounts in WIDA AMS. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

ACCESS for ELLs 2.0

Assign Staff to Testing Roles

MSAA

MSAA Test Coordinators who have registered with OSSE will receive access to their accounts in the MSAA system in March. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

MSAA & DLM

Assign Staff to Testing Roles

DLM

The DLM Assessment Coordinator is the main point of contact between OSSE, the DLM Service Desk, and the LEA. A key duty of the Assessment Coordinator is managing staff and educator roles and responsibilities in the Educator Portal.

- Monitor staff roles and whether an account is active, pending, or inactive in the Educator Portal
- Monitor Test Administrator completion of the security agreement and training in the Educator Portal

Before serving in this role, DLM Test Administrators must:

- Complete the Required Test Administrator Training online or in person at OSSE
- Complete the DLM security agreement

MSAA & DLM

Assign Staff to Testing Roles

PARCC & DC Science

Assign Staff to Testing Roles

PARCC and DC Science Test Coordinators who have registered with OSSE were recently provided with accounts in PearsonAccessNext. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

Resources for each PARCC and DC Science role can be found in the PARCC and DC Science Test Coordinator and Test Administrator Manuals.

- Manuals will be available online in January and paper copies are shipped to schools in March
- Test Coordinators and Test Administrators are responsible for reading the manuals and performing their duties as outlined

Establish a School Test Security File

Preparation and Planning

Establish a School Test Security File

Every school is required to establish and maintain a School Test Security File, in hard copy format and keep it on file for **four years**.

School Test Security Files must include the following information:

- Approved School Test Security Plan
- Up-to-date Authorized Personnel Roster
- Up-to-date School Test Schedule
- Test Security Training Attendance Sheet
- Test Security Training Materials
- Parent Notification Letters (with notes on accommodations)
- Test Material Chain of Custody Forms
- During Testing Notes, including Minor Deviations from School Test Plan
- Fact-Finding Inquires and Plan to Improve Documents (if applicable)

Test Security Reminder

Please ensure that the test security file is updated as often as possible during and after the test administration window.

OSSE will request to see the test security file during every monitoring visit.

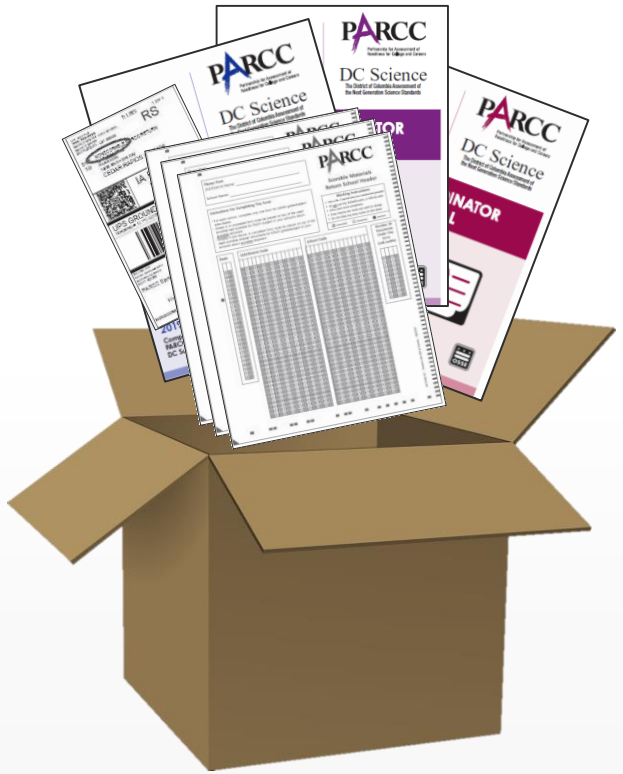
Receive Testing Materials

Preparation and Planning

Receive Testing Materials

Assessment often require secure and accommodated materials, shipped from the vendor to the school

- Materials may include:
  - test manuals
  - test booklets and answer sheets
  - accommodated test materials
  - return shipping materials
- When receiving a shipment, check to ensure all ordered materials have been provided
- Keep secure testing materials **locked away** in a secure location prior to testing



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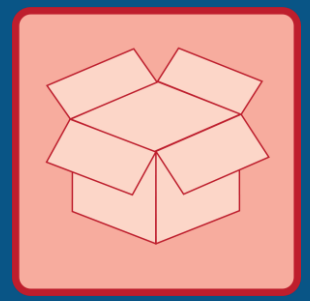


Receive Testing Materials

Ordering ACCESS assessment materials takes place during the student registration process through the Pre-ID file. Please ensure this file is accurate and complete, so that all students receive the materials they need for testing in a timely manner.

Test Coordinators should complete the following when materials are received:

- Watch the Managing Test Materials tutorial
- Receive, inventory, and distribute test materials to designated staff
- Report the amount and type of overage to OSSE

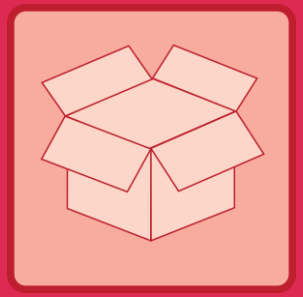
MSAA

MSAA testing materials can be downloaded from the MSAA Online System. To administer the assessment, Test Coordinators will need to download the following materials:

- Directions for Test Administration (DTA)
- Test Administration Manual (TAM)

Students with a paper-based accommodation will require paper testing materials. Test Coordinators will use the additional materials ordering process to order any accommodated paper materials.

MSAA & DLM

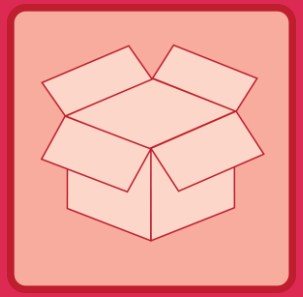


Receive Testing Materials

DLM

The DLM assessment does not have any physical testing materials that will ship to schools. All supports are provided through the online system.

MSAA & DLM

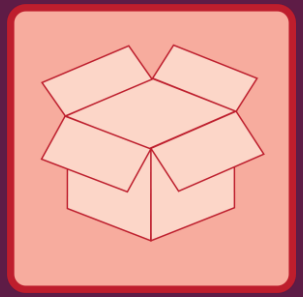


Receive Testing Materials

The SR/PNP file is used to determine what materials each school needs to support students with accommodations. Please ensure accommodations are accurately updated in this file by late February. Materials will begin to arrive in March.

If an accommodation changes and additional materials are needed, an additional order can be placed in the PearsonAccessNext system. These orders take 1-2 weeks to arrive at schools, so please plan additional orders accordingly.

PARCC & DC Science



Receive Testing Materials

Each school will receive a Test Coordinator Manual and Test Administrator Manuals. They will arrive with your school's assessment materials shipments. Review the contents of the manuals and share the Test Administrator Manuals with your staff members, so they are aware of their testing responsibilities.

Test Coordinator and Test Administrator manuals will be available online in January. If you'd like to review the manuals prior to receiving your materials shipment, you can download and print copies.

https://dc.mypearsonsupport.com/manuals/

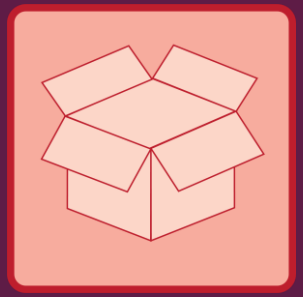
PARCC & DC Science

Receive Testing Materials

Secure and scorable materials will need to be returned to Pearson at the end of testing. Until they are returned, they must be kept in a locked space.

- Shipments from Pearson will include labels and packaging for returning secure materials. Keep these materials for use at the end of testing.
- Additional orders do not include return shipment materials. If you will need return materials that you do not already have, please order them with your additional order.
- Return shipments must be sent to Pearson within **5 school days** of the last day of testing. Contact UPS to schedule a pickup for your materials and provide them with the details on the shipping label Pearson has provided.

PARCC & DC Science



Receive Testing Materials

Test Security Reminder

Any testing material that includes test content, or that could assist in unauthorized access to the testing platform is considered a **secure material** and must be securely stored as soon as it is delivered or printed.

Examples: paper test booklets/answer documents, read-aloud scripts, testing tickets, etc.

Create School Test Schedule

Preparation and Planning

Create School Test Schedule

Each school is required to prepare a testing schedule for each statewide assessment administered and submit the schedule(s) to OSSE as part of their school test security plan(s). Schedules will be used to determine test monitoring, support staff, and deadlines for deliverables to OSSE.

A template is available in the OSSE School Test Security Plan tool, but schools may choose to use their own schedule format, as long it as it includes all required elements. Testing schedules must include the following information:

- Testing Dates
- Testing Times
- Grades/Courses
- Room Numbers
- Test Administrator Names
- Proctor Names (if applicable)
- PAN Sessions (if applicable)

Test Security Reminder

The most updated version of the school test schedule must be uploaded into the School Test Plan QuickBase Application at all times.

OSSE will use these schedules to determine monitoring visits during test administration.

ACCESS for ELLs 2.0

Create School Test Schedule

LEA/School Test Coordinators will create an ACCESS testing schedule.

- View the Testing Scheduling Tutorial
- All testing must be completed by **Mar. 27**
- Kindergarten and Alternate ACCESS test session should be scheduled as one-on-one sessions

LEA/School Test Coordinators will create a testing schedule for MSAA and DLM.

- Test administration for MSAA and DLM is one-on-one
- MSAA test sessions may consist of one or two items at a time, or ten or more items depending on the student's ability level
- The DLM assessment includes 9-10 testlets that take about 15 minutes each to administer (the DLM system takes 10-15 minutes to generate information for the subsequent testlet)
- Test Administrators may pause the MSAA or DLM tests at any time, based on student needs
  - Students are allowed to take breaks when needed
  - Breaks may consist of a few minutes or a few days
- All MSAA and DLM testing must be completed by **May 1**

MSAA & DLM

Create School Test Schedule

PARCC & DC Science

Create School Test Schedule

LEA/School Test Coordinators will create a testing schedule for PARCC and DC Science.

- PARCC and DC Science testing windows may not exceed 30 consecutive school days. School holidays and weekends do not count as school days.
- PARCC and DC Science windows can be established separately.
- Units and unit times can be found in the PARCC and DC Science Test Coordinator Manual.
  - The 2020 ELA field test will be taken by students in **grades 6** and **10 (ELA II)**. Field testing requires one additional unit (totaling 4 units) of ELA to be added to the school testing schedule.
- Accommodated paper testing must be complete by **May 15**.
- Online testing must be completed by **May 22**.

Setup Test Sessions

Preparation and Planning

Setup Test Sessions

Before testing can begin, students must be assigned to a testing session in many of the online assessment systems. Test sessions allow the LEA and School Test Coordinators to group students who are testing together and to schedule and manage student testing in the online platform.

ACCESS for ELLs 2.0

Setup Test Sessions

ACCESS is a computer-based assessment and requires that student and staff information is loaded into the system. WIDA AMS is the online platform used for test administration and materials management.

Test Coordinators are responsible for:

- Confirming that all students are listed in WIDA AMS and assigned to test sessions
- Adding any new students to WIDA AMS and assigning them to test sessions

MSAA & DLM

Setup Test Sessions

MSAA

Students taking MSAA must be assigned to testing sessions called “classrooms” for testing. This allows the Test Administrator to obtain testing and login information for the student.

DLM

Test Administrators for DLM should take the following steps to set students up for testing:

- Create student rosters for each test administrator
- Submit the first contact survey for each student

PARCC & DC Science

Setup Test Sessions

Each student taking PARCC or DC Science must be assigned to a test session in the PearsonAccessNext system.

- Directions for setting up test sessions can be found in the PARCC and DC Science Test Coordinator Manual.
- Test sessions must be created in the format of the naming conventions below, prior to approval of the school test security plan.
- Each test session that is created must be assigned a Test Administrator. The use of the Test Administrator naming convention below is also required.

SR/PNP Field	Naming Convention	Sample Name
Session Name	SUBJECT.grade.TAintials.regular(R)/makeup(M)	ELA.03.JD.R
Test Administrator	Lastname.Firstname	Doe.Jane

Test Security Reminder

Please ensure that test sessions have been accurately created before submitting a school test security plan. OSSE will review test sessions to ensure they are complete before test plan approval.

Setup Student Testing Devices

Preparation and Planning

Setup Student Testing Devices

Prior to testing, student devices must be prepared for test administration. Technology Coordinators should review the technical specifications for each assessment and ensure that devices are ready.

- Review device requirements
- Update device software, if needed
- Download applications or create shortcuts to website links
- Ensure appropriate bandwidth for administration

Failure to complete these steps appropriately, could result in testing delays and student device issues.

ACCESS for ELLs 2.0

Setup Student Testing Devices

WIDA AMS is the online platform used for test administration and materials management.

Technology Coordinators are responsible for:

- Installing Central Office Service (COS) Service Device (SD) on all testing devices
- Refer to the Technology User Guide for support

MSAA & DLM

Setup Student Testing Devices

MSAA and DLM are computer-based assessments, managed through the MSAA Online Assessment System and the KITE Suite. Students take the assessments through these platforms.

Before testing, Test Administrators should log in to the MSAA Online Assessment System and the KITE Suite to ensure that the computer, laptop, or tablet, login information, and any necessary assessment features are working as intended. Make sure that the computer, any AAC and assistive technology device a student may use meets the minimum requirements, are in working order, are available for testing, and are compatible with the systems.

Refer to the MSAA Online Assessment System User Guide for Test Administrators and the KITE Suite Requirements for information on compatibility and requirements.

PARCC & DC Science

Setup Student Testing Devices

The PARCC and DC Science assessments are computer-based tests. Student tests are taken in the TestNav application.

- TestNav must be accessible on all student testing devices and can be downloaded as an app. Updating the TestNav app annually is required.
- For details about compatibility between TestNav and the devices used at your school, read the TestNav System Requirements. To better understand how to use TestNav, visit the TestNav 8 Online User Guide.

Submit School Test Security Plan(s) to OSSE

Preparation and Planning

Submit School Test Security Plan(s) to OSSE

OSSE requires **every school** that will administer a statewide assessment to complete and submit a school test security plan prior to the start of the school's testing window.

The school test security plan serves as an official communication with OSSE of a school's plan for administering districtwide assessments. OSSE monitors will visit schools during testing and assess the accuracy of these plans.

School plans must be submitted to OSSE for final approval at least **15 business days prior to the first day of testing**.

Submit School Test Security Plan(s) to OSSE

Each school test security plan must include the following information:

- Names and contact information for test coordinators and key test administration staff
- A secure materials management plan
- A plan for school staff and authorized personnel to report irregularities in test administration and security
- A plan for key school staff to conduct inquiries on reported test irregularities during test administration
- Affirmation that the school staff are aware and have access to the complete list of prohibited actions as defined by the state
- A plan for handing logistical, technical, and communication issues that may arise during test administration
- Affirmation that the school has met a number of actions as required by the state
- Affirmation that Test Sessions and Test Administrators have been entered into PAN (PARCC/DC Science test plans only)
- A list of authorized personnel
- A detailed testing schedule

Submit School Test Security Plan(s) to OSSE

OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing.

Characteristics of a Strong School Test Plan	Characteristics of a Weak School Test Plan
• Clear • Organized • Thoughtful and Thorough Responses • Complete Authorized Personnel List • Complete School Test Schedule • Complete SRPNP File in PAN (Test Sessions, Accommodations, Test Administrators) if applicable	• Disorganized or Difficult to Understand • Incomplete Responses • Generic Responses or Responses Copied Directly from OSSE's School Test Plan Exemplar • Missing Authorized Personnel • Incomplete or Missing Test Schedule • Incomplete or Missing SRPNP File in PAN

Submit School Test Security Plan(s) to OSSE

School Test Plan Completion Supports Include:

- School Test Plan Instructions
- School Test Plan Exemplar
- Authorized Personnel and Test Schedule Templates
- OSSE Office Hours

All school test plan support documents can be located at OSSE test security and incident forms webpage: https://osse.dc.gov/service/test-security-and-incident-forms

Test security plan application walkthrough: https://octo.quickbase.com/db/bmiq8feda

Test Security Reminder

School test security plans must be submitted **15 business days before the first day of testing**. OSSE's review period is typically 5-10 days. If the plan is submitted late or revisions are not reconciled within 5 days of the start of testing, testing may be delayed.

Testing cannot begin until the school test security plan is approved by OSSE.

Train Authorized Personnel

Preparation and Planning

Train Authorized Personnel

LEA or School Test Coordinators must train all authorized personnel on test security and administration policies and practices prior to the start of test administration.

OSSE → LEA Test Coordinator → LEA and School Authorized Personnel

If the School Test Coordinator will be training school staff, the LEA Test Coordinator must train the School Test Coordinator before the school-wide training takes place.

Train Authorized Personnel

LEA/ School Test Security Training Requirements:

Train test monitors and all authorized personnel at LEA/school in state, LEA, and school policy and procedures.

Training must include:

- Distribution of Testing Integrity and Security Notification Statement to all authorized personnel
- Review of School Test Plan
- Review of Test Security Guidelines
- Review of Test Administration Procedures
- Review of vendor-supplied testing manual(s)

Train Authorized Personnel

Who requires training?

- Test Monitors
- Test Administrators
- Test Proctors
- Other Authorized Personnel
  - Nurse, Custodial Staff, Office Manager etc.

How should training be documented?

The following must be placed in the school's Test Security File:

- Training Materials
- Sign-In Sheets
- Test Security and Integrity Notification Statement

Test Security Reminder

All authorized personnel must receive test security training **before** test administration can begin. Test security training dates must be entered in school test security plans.

ACCESS for ELLs 2.0

Train Authorized Personnel

The ACCESS assessment is administered to small groups or individual students by a trained Test Administrator. The ACCESS Test Administrator Manual provides testing times, guidance on room setup, information about materials, and directions on how to use the online testing system.

Test Administrators must take the following actions prior to administering any ACCESS assessment:

- View online training modules
- Complete the Online Administration Quiz and pass with a score of 80% or higher (first year Test Administrators only)
- Re-certify in the speaking domain (recommended)

MSAA

The MSAA is administered to individual students by a Test Administrator. The Directions for Test Administration (DTA) provide scripts and instructions and should be used throughout the testing process.

Test Administrators must take the following actions prior to administering the MSAA:

- View the online training modules
- Complete the Online Training Module Quizzes
- Pass with a score of 80% or higher

MSAA & DLM

Train Authorized Personnel

DLM

The DLM assessment requires Test Administrators to complete New and Returning Test Administrators Training, prior to serving in this role during test administration. This training is available online.

Test Administrators who prefer to attend in-person training sessions can register below. Test Coordinators interested in attending optional in-person training can also register below.

DLM Training	Date & Time	Register
LEA and School Test Coordinator Training	Jan. 13, 2020 9 a.m.-3 p.m.	Register
Required New and Returning Test Administrators Training Sessions ***(attend one session only)***	Feb. 7, 2020 8:30-11:30 a.m.	Register
	Feb. 7, 2020 12:30-3:30 p.m.	Register

MSAA & DLM

Train Authorized Personnel

DLM

DLM Test Coordinators who are not able to attend the in-person training can find the necessary information on the District Staff Training page of the DLM portal.

DLM Test Administrators interested in completing their training requirement online should review the Guide to DLM Required Test Administrator Training. This guide includes information about accessing the online DLM Moodle training site. The module for new Test Administrators takes approximately two hours and the module for returning Test Administrators is 35 minutes.

MSAA & DLM

Train Authorized Personnel

PARCC & DC Science

Train Authorized Personnel

The PARCC and DC Science assessments **do not** require Test Administrators to complete online training, prior to serving in this role during test administration. Test Administrators receive their test security and administration training from their LEA or School Test Coordinator.

OSSE offers optional trainings that support new and experienced Test Coordinators. Optional PARCC and DC Science trainings can be found here: https://osse.dc.gov/page/test-coordinators-training

Send Assessment Notification Letter to Families

Preparation and Planning

Send Assessment Notification Letter to Families

Every school is required to send home a notification letter to families letting them know their student will participate in statewide testing. A sample letter is available on OSSE's website, and it may be used or modified to fit the needs of each school.

The following information must be included in the letter:

- School/LEA must provide families with a letter regarding the dates and purpose of the statewide assessments
- Copies of letters sent home must be kept in the school test security file
- A template with English and other translated versions of the letter will be available on the OSSE website for school use

Test Security Reminder

Please ensure that a copy of the notification letter to families is included in the test security file at every school. OSSE will ask to see a copy of the letter during every monitoring visit.

Break

Test Administration

OSSE's goal is for schools and local education agencies (LEAs) to deliver a uniform and equitable statewide assessment program.

For assessments to yield fair and accurate results the assessments must be administered in consistent and standardized conditions; the best way to ensure that occurs is to ensure educators understand and recognize acceptable and unacceptable assessment practice.

Setup Testing Environment

Test Administration

Setup Testing Environment

To facilitate consistency and security during test administration throughout the District, it is essential that students only have access to the allowable testing materials outlined in the assessment manuals. Access to additional resources or tools is prohibited.

All authorized personnel are responsible for ensuring that the testing environment is free of content that may provide students with an unfair advantage.

College

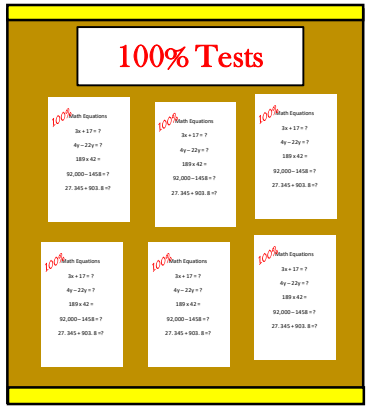
Washington DC School

$a^2 + b^2 = c^2$

Daily Schedule

8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

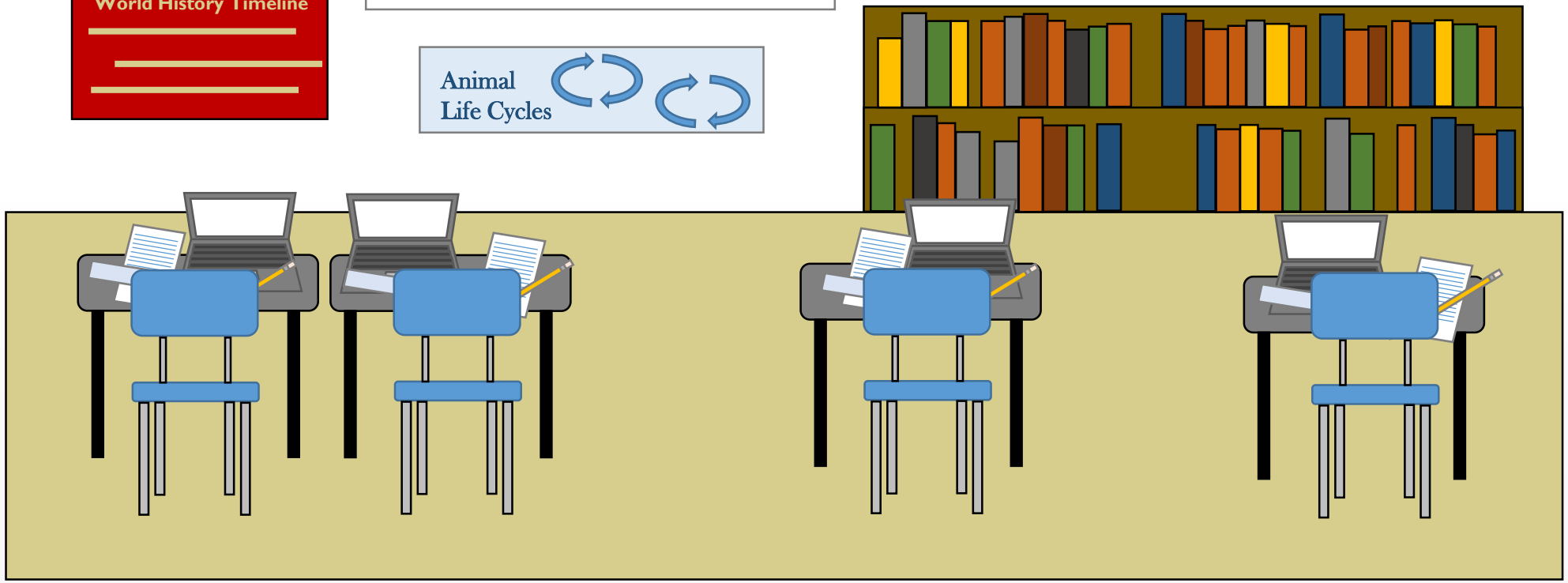


Steps for Success!

- Read the question
- Find evidence
- Select an answer
- Check your work

World History Timeline

Animal Life Cycles



Non Permissible Bulletin and Wall Displays

Wall displays with tested content or test taking strategies must be removed or covered in testing room, hallways, stairwells, bathrooms, etc. throughout testing.

Displays must be removed or covered prior to the first day of testing and remain removed or covered for the duration of active statewide assessments.

College

Washington DC School

Daily Schedule

8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

Unit Name: Unit 2
Unit Testing Time: 90 minutes
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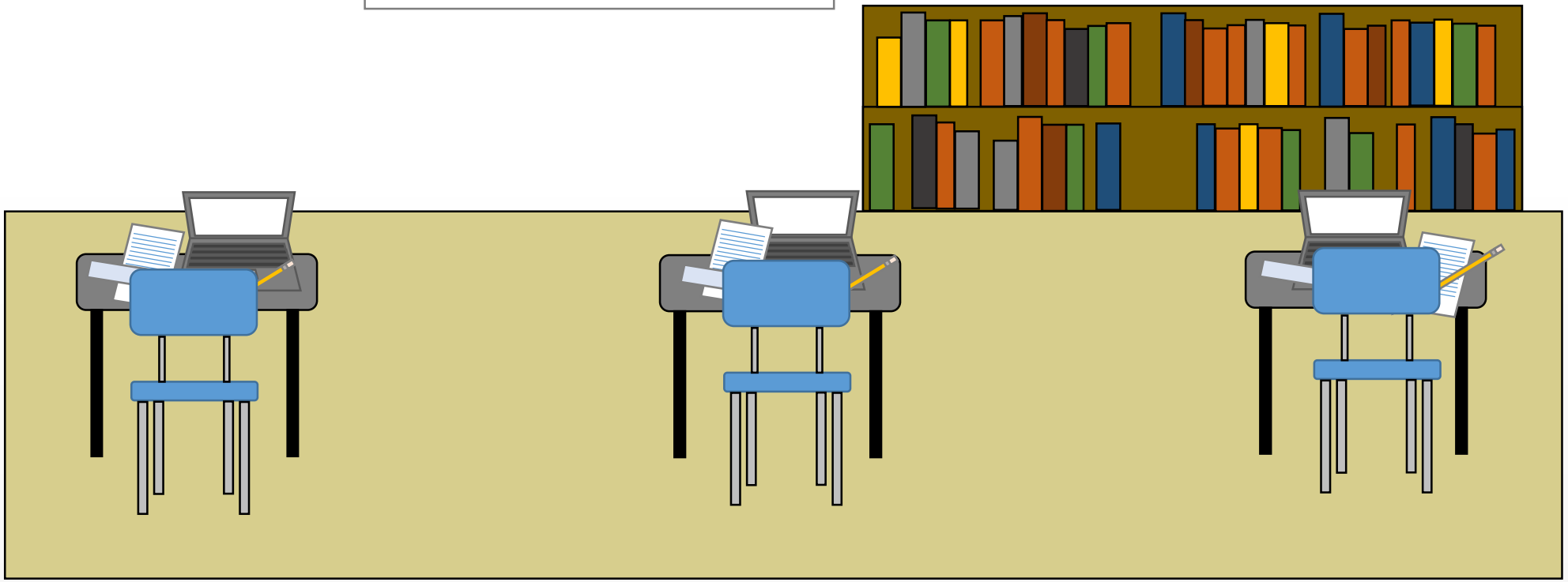

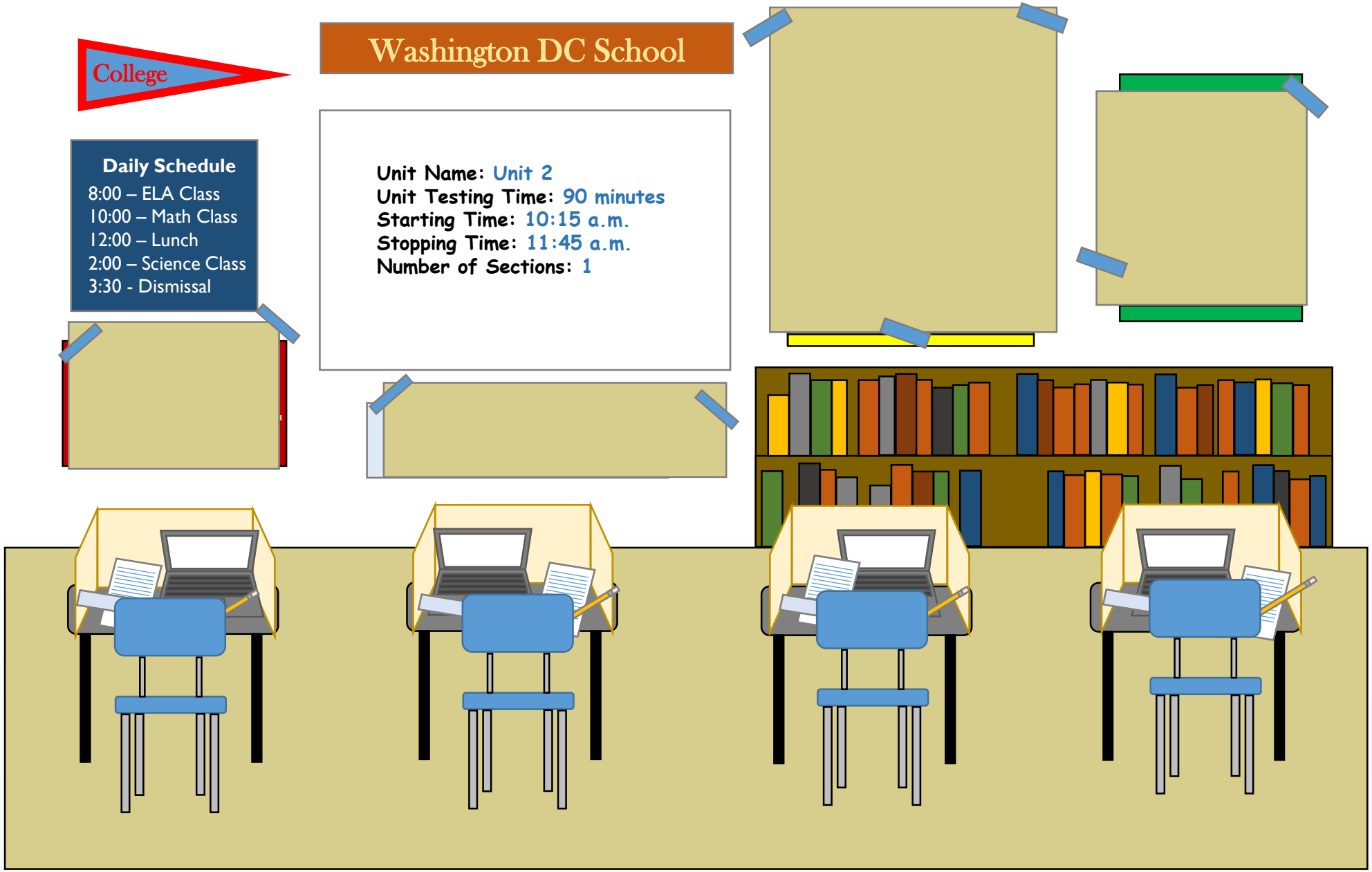
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Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

Room/ Desk Arrangements

Seating Recommendations for Testing Environment

- Seat students in every other seat
- Arrange monitors back-to-back
- Seat students back-to-back
- Seat students in a semi-circle
- Seat students in widely spaced rows or in every other row

Special Considerations

- Test students in a one-on-one setting in the following circumstances:
  - If the student requires the human scribe accommodation on any assessment
  - To complete the speaking unit of ACCESS for ELLs 2.0

Test Security Reminder

Tested content and test-taking strategies must be covered during testing. Schools may choose to uncover these wall displays during times when students are not testing.

If you have questions about if a particular wall display is permissible during testing, please reach out to OSSE's Office of Assessments for guidance.

Prepare and Distribute Testing Materials

Test Administration

Prepare and Distribute Testing Materials

The School Test Coordinator is responsible for ensuring that Test Administrator and Proctors know how to properly prepare and distribute testing materials.

Some testing materials are intended for all students, while others are only provided to students with specific accommodations.

If a student is provided with an accommodated material they are not eligible to receive, or does not receive a material they require based on their IEP, 504, or EL plan, tests may be invalided and require re-administration.

Please take every precaution to avoid accommodation errors and the challenges they cause for students.

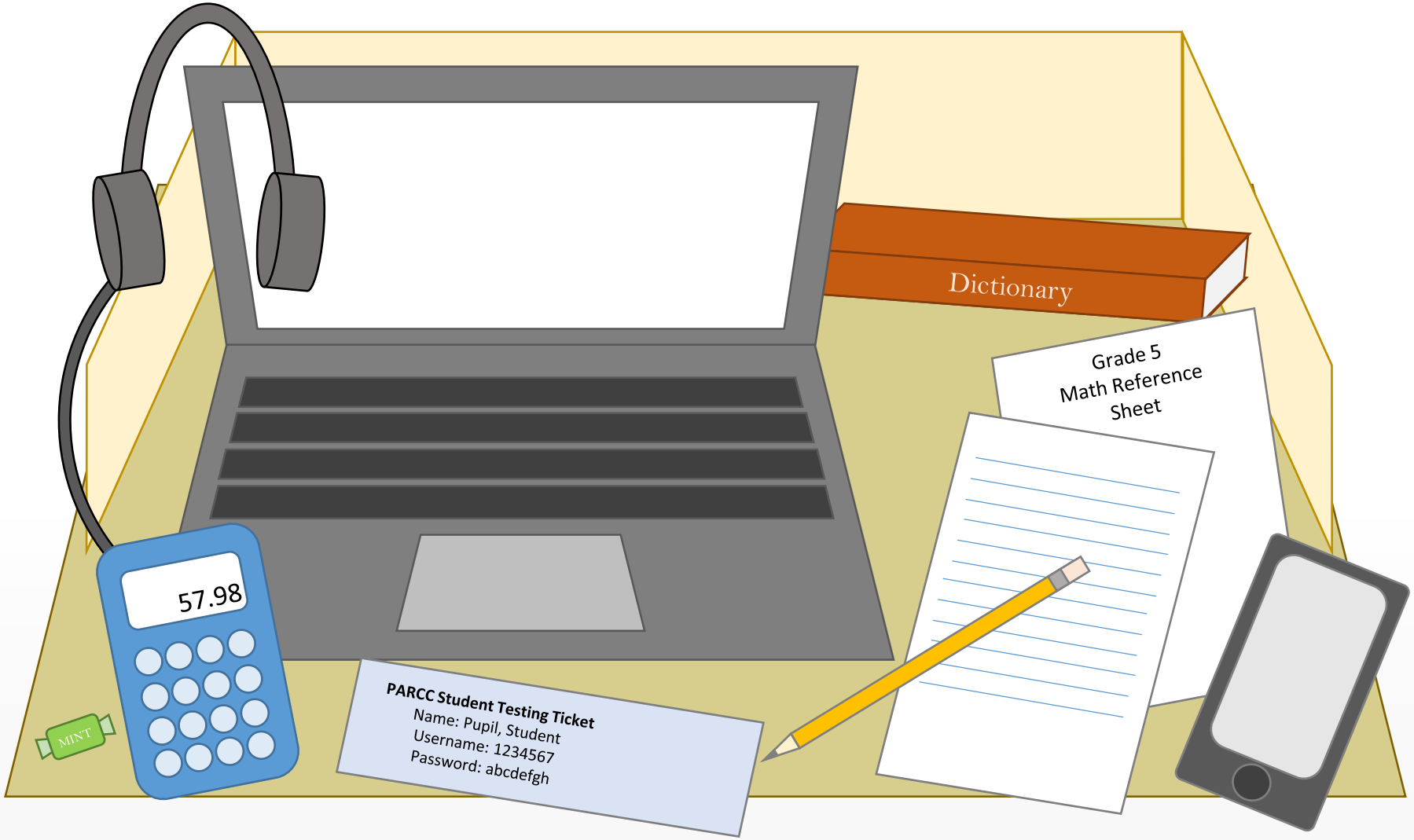
Prepare and Distribute Testing Materials

Secure materials (testing tickets, test booklets, answer documents, etc.) must be kept secure prior to distribution.

When Test Administrators receive secure materials from Test Coordinators, **a chain of custody form must be signed by both parties**. The form must be signed again when the documents are returned and accounted for.

When materials are destroyed, the Test Coordinator and a witness must sign the chain of custody form. Completed forms should be kept in the school test security file.

Chain of custody forms can be found here: https://osse.dc.gov/service/test-security-and-incident-forms


Dictionary
Grade 5
Math Reference
Sheet
57.98
MINT
PARCC Student Testing Ticket
Name: Pupil, Student
Username: 1234567
Password: abcdefgh

Cell Phones and Prohibited Electronics

- Cell phones may not be used in the testing environment **by students or test administrators**.
- During the administration of paper based tests, no cell phones may be in the testing environment at any point during testing.
- During the administration of computer-based tests, school test monitors and school technology coordinators may use cell phones for technical support.
- If a student or students' testing device(s) experiences technical problems that prevent the student(s) from normal continuation of testing, the test administrator must alert the School Test Coordinator and Technology Coordinator.
- All technical problems and delays which significantly impact the administration of the assessment must be reported and documented by the test monitor as an incident through the incident reporting protocol.

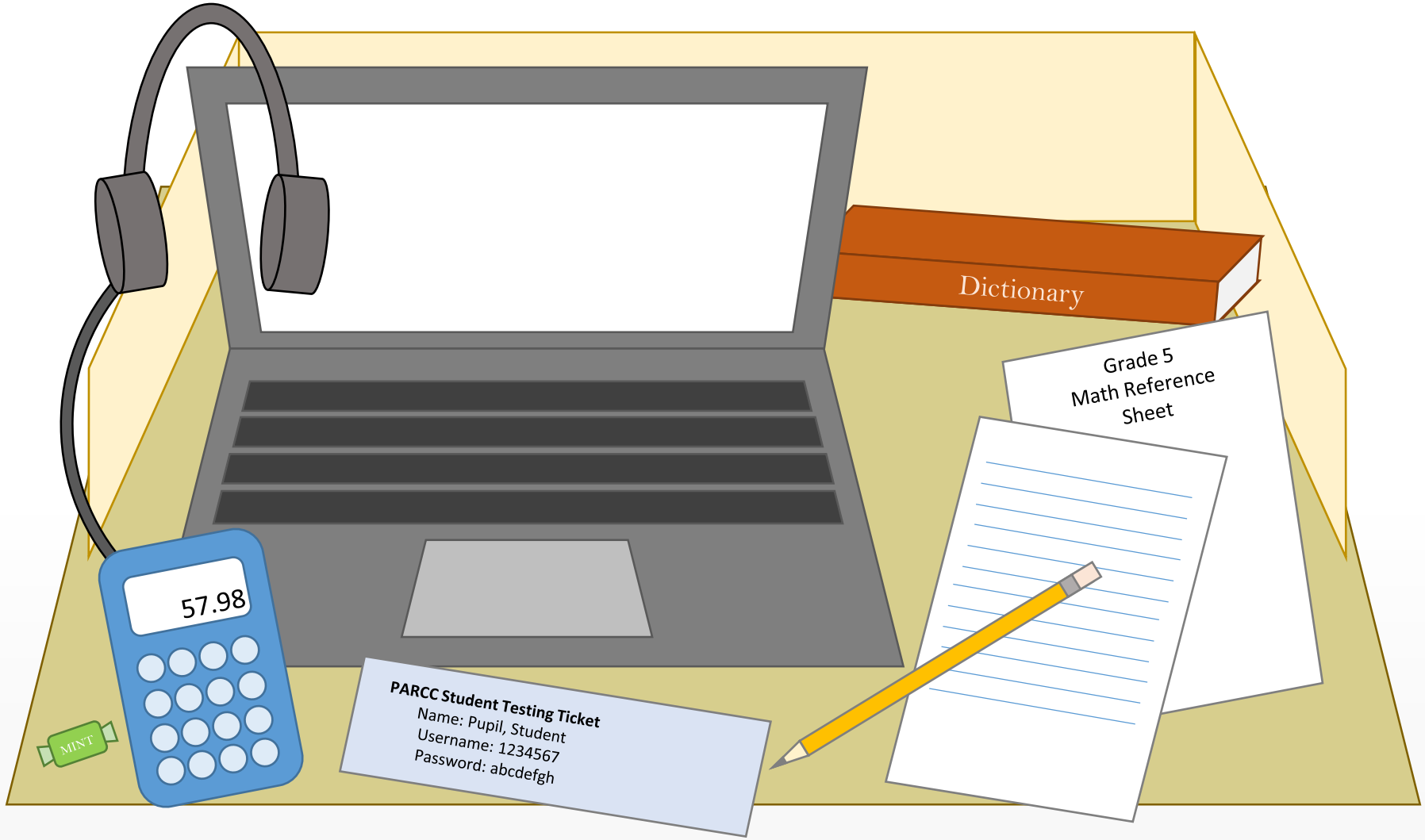
Prohibited Materials

English Language Arts/ Literacy

- Dictionary or thesaurus
- Bilingual, word-to-word dictionaries, without definitions, phrases, sentences, or pictures, are an allowable accommodation for English Learner (EL) students
- Any unauthorized resource or reference material that defines, explains, or illustrates ELA terminology or concepts or otherwise provides unauthorized assistance during testing.

Mathematics/ Science

- Mathematical formulas and conversion tables other than the grade-specific, vendor-supplied material
- Mathematics Reference Sheets other than the grade-specific, vendor-supplied material.
- Any resources that define, explain, or illustrate mathematical terminology or concepts or otherwise provides unauthorized assistance during testing;
- Non approved or unauthorized calculators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PARCC Student Testing Ticket
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Use of Calculators and Devices

- Grade-level appropriate calculators will be available in the test platform on calculator sections of mathematics units for computer based tests.
- Students may use hand-held, grade appropriate calculators on calculator sections of assessments.
- No calculators are allowed on non-calculator sections, except when specified by a student's IEP and documented as an accommodation.
- Test administrators must confirm that calculator memories have been cleared prior to testing.
- Prohibited calculating devices:
  - Calculators with College Algebra System (CAS) features;
  - Tablets, laptops or personal digital assistants (PDAs) or phone-based calculators, except those that are being used as devices for computer-based testing; and
  - Calculators and electronic devices with "QWERTY" keyboards, except where expressly mandated by an IEP or Section 504 plan.

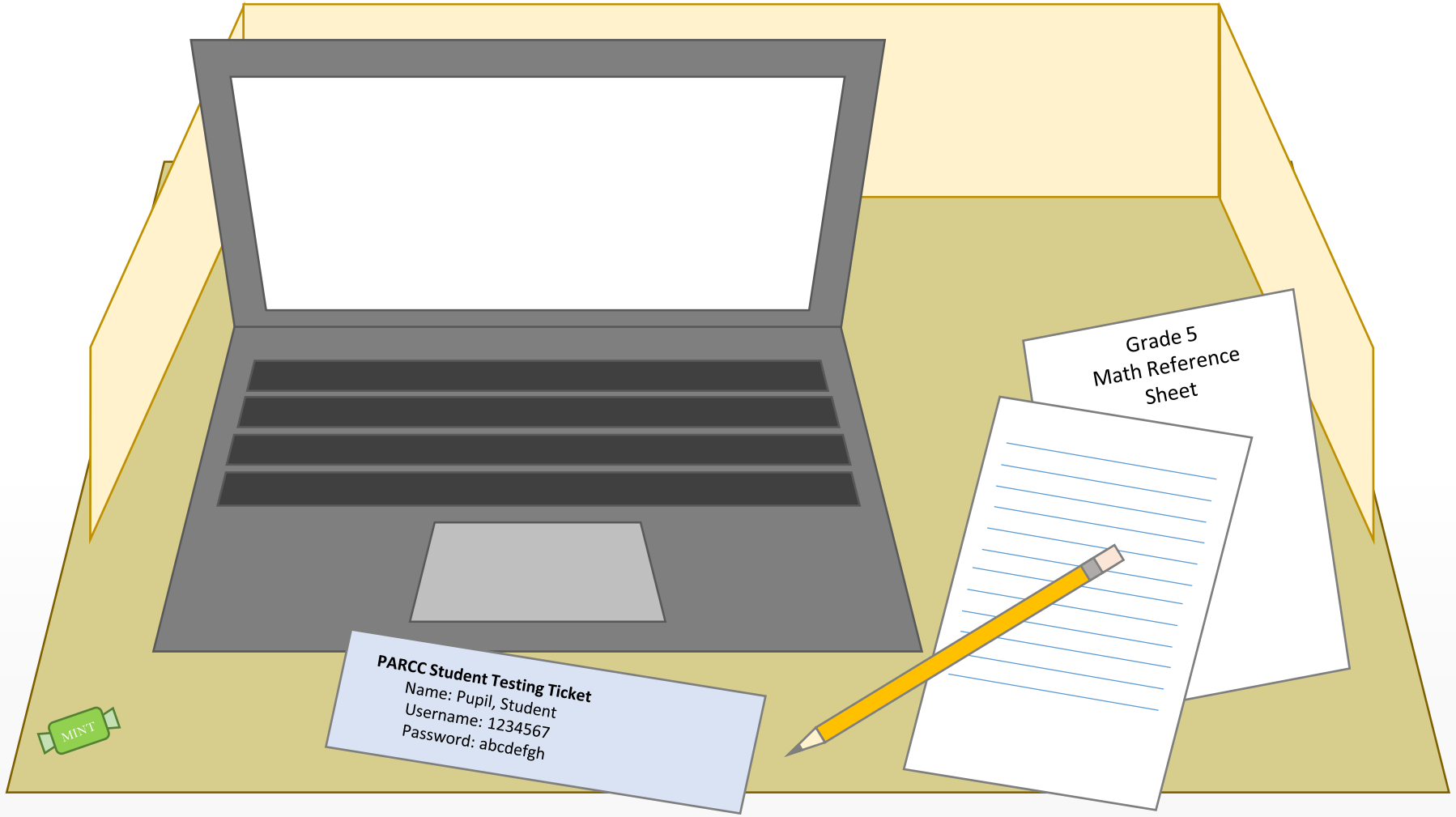
Test Integrity and Accommodations

- It is a violation of a student's rights and test integrity for a student to not receive their appropriate testing accommodations or to receive an accommodation they are not entitled to.
- Students need to be familiar and comfortable with all necessary accommodation(s) **before** the assessment – practice tests and tutorials are a useful resource.
- Any unique/non-standard accommodations not included in the manuals for an assessment must be approved by OSSE prior to their use on statewide tests.
- An emergency accommodations form will be available online for temporary accommodations in the event of student injury (e.g. a scribe for a student with a broken wrist).

Unique Accommodations

Individual statewide assessments may permit unique accommodations, which require advanced approval from OSSE.

- LEAs may apply for a unique accommodation by completing the 2020 Unique Accommodation Request Form online. OSSE must approve the accommodation prior to use on the assessment.
- If schools allow students to bring their own permissible/specific unique accommodation materials, they must be given to the school test monitor or test administrator prior to testing to ensure that the tools are appropriate for testing (e.g., tools do not have any writing or pre-stored information on them).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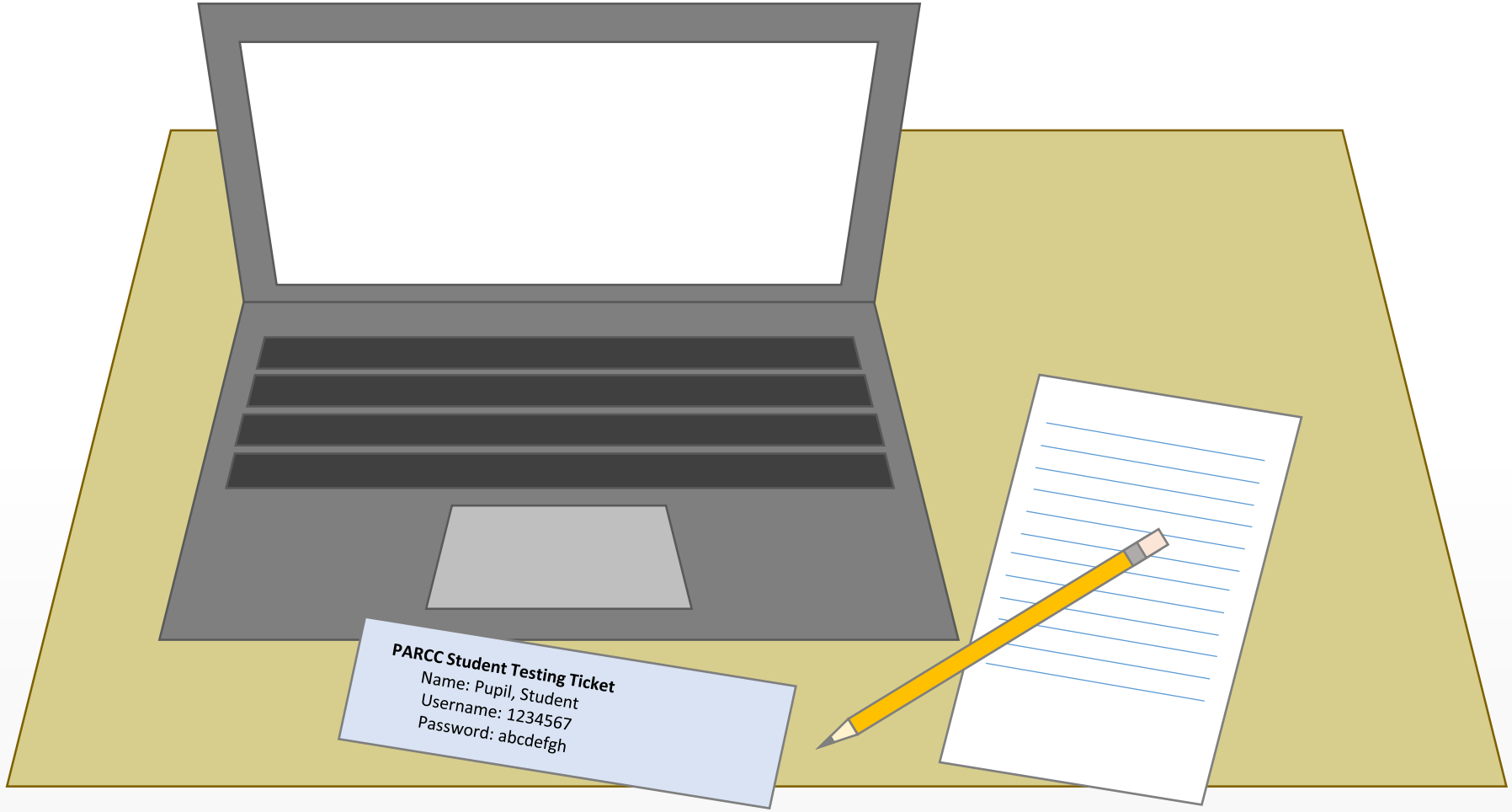

PARCC Student Testing Ticket
Name: Pupil, Student
Username: 1234567
Password: abcdefgh

Test Security Reminder

The School Test Coordinator is responsible for ensuring that Test Administrator and Proctors know how to properly prepare and distribute the appropriate testing materials for each testing room.

All applicable authorized personnel should review the test administrator manual for additional instructions.

All paper-based materials should be stored in a secure location prior to testing. Test Coordinators should provide Test Administrators with the following:

- Test Administrator Script
- Test Administrator Manual
- Testing tickets
- Test Roster
- Writing Test Booklets

ACCESS for ELLs 2.0

Prepare and Distribute Testing Materials

MSAA & DLM

Prepare and Distribute Testing Materials

MSAA

MSAA student materials are available online. Test Administrators will have a testing ticket, the Directions for Test Administration (DTA), and the Assessment Manual with them during testing.

DLM

DLM Test Administrators will retrieve the Testlet Information Page (TIP) for the first testlet. Gather needed materials before beginning assessment (*Educator Portal > Manage Tests > Select Test Management*).

They will also retrieve student's username and password from Educator Portal. Click the Credentials Icon in the Instruction and Assessment Planner to retrieve them. They are also located in the Test Management section of Educator Portal (*Educator Portal > Manage Tests > Select Test Management*)

During the PARCC ELA assessment, all student should be provided with headphones, as some ELA units include texts with audio or video content. Headphones are not needed for PARCC math or DC Science assessments, unless students have an accommodation or accessibility feature that requires them.

Test Administrators should be aware of all accommodations and accessibility features provided to students in their testing groups. Training for how to administer these accommodations or accessibility features should be provided in advance, and students should already be familiar with any tools or resources they will be using.

PARCC & DC Science

Prepare and Distribute Testing Materials

Administer Statewide Test to Students

Test Administration

Test Security Reminder

All authorized personnel are required to maintain the security and integrity of all testing materials, locations, and content during the testing window.

Any deviations, breaches, or incidents must be reported to OSSE as soon as they are discovered.

Administer Statewide Test to Students

The following directives must be followed by all authorized personnel during test administration for all statewide assessments:

- Test Administrators and Proctors should follow all test security and administration guidance to securely administer assessments to students.
- All authorized personnel should refrain from committing prohibited actions during test administration.
- In instances where there are exceptional or special circumstances during test administration, the School Test Coordinator must make a plan with OSSE to ensure administration can continue.

Prohibited Actions During Test Administration

Under the Testing Integrity Act of 2013, all authorized personnel are prohibited from:

- Test Fraud: Academic Coaching
- Cheating
- Test Tampering

Failure to comply with these prohibitions is a violation of test security.

Prohibited Actions: Test Fraud and Coaching

Reviewing, reading, or looking at test items or student responses before, during, or after administering the statewide assessment, unless specifically permitted in the test administrator's manual

- Authorized personnel should not interact with the content on any secure assessment.
- Authorized personnel should not look at or review any test content or student responses (including on scratch paper).

Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessments

Examples may include:

- Answering test or content-specific questions posed by students
- Interacting in any way with student responses, including on scratch paper
- Providing verbal or nonverbal cues to indicate performance (e.g., "good job," "check your work," shaking head) that are not provided in the test manual

Prohibited Actions: Cheating

- Allowing any form of cheating
- Failing to actively supervise students at all times during test sessions
- Allowing students to view or practice secure test items before or after the scheduled testing time
- Using or allowing students use of unapproved electronics or cell phone during the administration of a Statewide assessment
- Allowing students to use notes, references, or other aids, unless the test administrator's manual or an approved accommodation specifically allows

Prohibited Actions: Test Tampering

- Altering student responses in any manner
- Photocopying, or in any way reproducing , or disclosing secure test items or other materials related to Statewide assessments
- Altering the test procedures stated in the formal instructions accompanying the Statewide assessments
- Having in one's personal possession secure test materials except during the scheduled testing dates and times
- Making or having in one's possession answer keys before the administration of the Statewide assessment; except that it shall not be prohibited to have an answer key for a Statewide assessment that has already been administered and released by OSSE

Prohibited Actions: Test Tampering

- Leaving secure test materials in a non-secure location or unattended by authorized personnel
- Making a false certification on any Statewide assessment forms established and required by OSSE
- Being present in the test environment or handling the test materials for one's own child or family member
- Failing to count all test booklets and answer documents before allowing any pupil to leave the testing room and/or to ensure that all pupils have properly logged off the computer system
- Failing to observe the test material chain of custody procedures as outlined in the school test security plan.

Additional Test Administrator Guidance

In addition to the guidance in the Testing Integrity Act, the assessment administration manuals clearly specify what can and cannot be said during secure testing.

Test administrators are expected to follow the scripts provided in the assessment administration manuals.

Test administrators and proctors may provide support to students with logging in. Technology coordinators may address technology issues such as computers freezing, batteries dying, student getting kicked off the platform.

- Note: This does not include guidance on how to use the accessibility features on the platform. Practice with the platform functionalities must be completed prior to testing.

Exceptions to Prohibited Actions

Failure to comply with the prohibitions will not be considered a violation if an action is:

- Necessary to provide for an accommodations explicitly identified in an IEP, 504 Plan, or EL Plan; or
- Limited to supporting students to stay on task and focused.

Supporting students to stay on task and focused includes:

- Announcing to entire testing group of time remaining on test
- Announcing to entire testing group reminding students to stay on task
- Announcing to entire testing group reminding students to abide by school and/or LEA rules and/or processes
- Verbally, but with minimal disruption to other students, waking up a student who has fallen asleep while testing
- Verbally, but with minimal disruption to other students, addressing an individual student's disruptive behavior
- Reminding individual students to stay on task and focused during the assessment,
- Providing visual cues to an individual student to remain on task.

Exceptional Circumstances During Test Administration

- **Absences/Makeups**
  - Makeup testing should be included in the schedule in the School Test Plan.
  - Schools may schedule makeup tests across grades/subjects in the same room, but timing should be the same.
  - Students are not allowed to return to a testing session which they have exited after starting (except if approved by OSSE).
- **Homebound students**
  - Homebound students must participate in testing.
  - Test monitor works with test integrity coordinator and notify OSSE in the School Test Plan.
- **Testing at alternative sites**
  - All eligible public school students must participate in testing.
  - Test monitor works with test integrity coordinator and OSSE.

Exceptional Circumstances During Test Administration

- **Homeschool students**
  - Homeschool students in public education must participate in testing.
  - Test monitor works with LEA on participation and notifies OSSE in School Test Plan.
- **Significant medical emergencies**
  - May apply for Medical Exemption with support from physician.
  - School may apply to OSSE for an exemption using the Medical Exemption Form.
- **Weather, Natural Disaster, Fire Alarm or School-wide Emergency**
  - If there is a school-wide emergency requiring evacuation, follow the LEA/school-wide emergency protocol.
  - Student safety first, then document and submit an incident report to OSSE.

Exception Circumstances – Non Public Placements

LEAs must ensure that all eligible students enrolled at their LEA, including students in non-public settings participate in statewide assessments. Non-publics are considered a school/campus under the purview of the LEA.

Non-public requirements:

- Compliance with Testing Integrity Act of 2013, Amendment of 2015, Test Security Guidelines and vendor manuals
- Creation and submission to LEA of enrollment School Test Plan for students at that site

Makeup Testing

Every effort should be made to ensure that all students complete each unit or testlet of each assessment. A makeup window should be included in the testing schedule to accommodate students who were absent from testing during the initial test sessions.

Makeup testing should be handled with the same level of care and security as all other testing sessions, including the removal/covering of prohibited wall displays and materials, the use of the chain of custody forms, accounting for and locking away secure testing materials, and shredding used scratch paper on a regular schedule.

Assessment Manuals

Manuals should be provided to Test Administrators prior to testing, so they are able to review the details and prepare for administration.

During testing, Test Administrators should have a copy of the test administrator manuals with them. Test Administrators should follow all directions provided in the assessment manual and reference it as needed throughout test administration.

It is important to give kindergarten students taking the ACCESS assessment some mild positive reinforcement on the assessment. Refer to the Test Administrator script for acceptable positive phrases such as “Good job,” and “very good.”

These phrases may only be used for kindergarten students and only during the ACCESS for ELLs assessment.

ACCESS for ELLs 2.0

Administer Statewide Test to Students

MSAA & DLM

Administer Statewide Test to Students

MSAA

- MSAA is administered to individual students by a Test Administrator. The Directions for Test Administration (DTA) provide scripts and instructions and should be used throughout the testing process.

DLM

- DLM is administered to individual students by a Test Administrator.
- Begin by assessing students on the first testlet. As each remaining testlet becomes available, retrieve the TIP, gather materials, and assess the student.
- Use the test progress column in educator portal on the test management screen to confirm that all testlets are complete.

PARCC & DC Science

Administer Statewide Test to Students

- Test Administrators should be familiar with testing policies and scripts within the PARCC and DC Science Test Administrator Manual prior to the first day of testing.
- At the beginning of testing, Test Administrators must read the scripts in the Test Administrator Manual **verbatim**.
- If technical issues arise, the Test Coordinator or Technology Coordinator should be contacted for support. Test Administrators **should not view student content** on the testing screen or troubleshoot technical issues occurring within the testing platform.
- Students should practice using the TestNav tools during a practice test, prior to the first day of testing. Test Administrators cannot explain how to use tools in the TestNav system during the test, unless a direction is explicitly written in the testing script.

PARCC & DC Science

Administer Statewide Test to Students

- Once students begin to take the test independently, the Test Administrators and Proctors should circulate the room to monitor testing. They should not view student screens or engage with testing content.
- Conversations between authorized personnel and students during testing should only occur when they are essential and brief.

Monitor and Support Staff

Test Administration

Support during Testing

When technical support is needed, Test Coordinators should contact the assessment vendor. Each vendor has a support hotline that is available during testing hours.

For support with urgent incidents or policy questions, contact the OSSE Assessment Hotline at **(202) 304-3269**.

A printable document with all hotline support numbers is available online at https://osse.dc.gov/page/test-coordinator-resources.

2019-20 Assessment Administration Support

Assessment Customer Support
Contact assessment vendors for technical support with their testing platforms.

WIDA | ACCESS for ELLs 2.0 English Language Proficiency Test

WIDA: (866) 276-7735
Contact about test administrator online modules
M-F, 8 a.m.-5p.m. EST
help@wida.us

DRC: (855) 787-9615
Contact about test platform and technical questions
M-F, 5:30 a.m.-6:30 p.m. EST
WIDA@datarecognitioncorp.com

msaa

(866) 834-8879
M-F, 8 a.m.-5p.m. EST
MSAAServiceCenter@measuredprogress.org

DYNAMIC LEARNING MAPS

(855) 277-9751
8:00 a.m.–6:00 p.m. EST, M–F
DLM-support@ku.edu

PARCC | DC Science

(866) 688-9555
M-F, 6:30 a.m.-7:30 p.m. (EST)
parcc@support.pearson.com

OSSE Stakeholder Support
Contact OSSE for guidance regarding assessment policy and test administration.

OSSE EDUCATION

OSSE Assessment Hotline
(202) 304-3269
M-F, 8 a.m.-4 p.m. (EST)

OSSE Support Tool (OST)
https://octo.quickbase.com/

OSSE.Assessment@dc.gov
(To protect student privacy and data security do not send student information via email)

Supporting Staff

LEA and School Test Coordinators are responsible for supporting authorized personnel during testing.

Ensure that your staff know how they can reach you if support is needed during testing. Do not use cell phones as part of this communication plan. A detailed description of your plan for supporting staff will be included in the school test security plan.

LEA Test Coordinators who oversee multiple schools should plan to visit schools during testing to provide support and to monitor the application of test security policies and administrative procedures.

Monitoring Visits

Both OSSE and the LEA Test Coordinator are responsible for monitoring test security for all statewide assessments throughout the testing window.

OSSE monitoring visits are conducted by OSSE staff members. They are not announced and can occur on any scheduled day of testing.

OSSE monitors use the Statewide Assessment Auditor General Observation Checklist to guide their visit. This checklist may be helpful to Test Coordinators, because it outlines OSSE's expectations for what a successful test administration and testing environment should look like.

Test Security Reminder

OSSE auditors **cannot** provide feedback or technical assistance during OSSE monitoring visits. Their role is to observe.

Please provide monitors with the documents they request and allow them to move freely throughout the testing environment, once testing begins.

Submit Incident Reports to OSSE

Test Administration

Submit Incident Reports to OSSE

There are many incidents, deviations, or issues that may occur during test administration that should be promptly communicated to OSSE.

School Test Security Plan (Minor Deviations)

- Minor deviations from the testing plan (change in authorized personnel, minor timing changes, changes in the information presented in the approved test plan etc.)
- Changes to testing schedule should be reported by re-uploading a new test schedule into the school's test security plan

Test Security File

- All reported Test Security/Integrity Incidents
- Additional test administration concerns not resulting in a breach of the security of test materials, test content or testing devices.

Incident Report (OSSE Support Tool, Hotline, or OSSE Website)

- All breaches to test security and integrity during test administration
- Accommodation misadministration

When to Submit an Incident Report to OSSE

The following **should be documented** with an incident report to OSSE:

- Student becomes ill or injured and cannot complete a testing session they have already started
- Student or staff member is in possession of a cell phone/unauthorized device or uses said device in an active testing environment
- **Students and/or staff take actions that could constitute as cheating/coaching**
- Students and/or staff are in possession of materials that could constitute as cheating
- Secure testing materials are lost of left unsupervised
- **Student does not receive the appropriate accommodations**
- All students must leave the testing environment due to an emergency or drill
- **A technical issue causes students to not complete an active testing session before the close of a school day**

The following **do not need to be documented** with an incident report:

- Technical issues that cause minor delays in test timing for a student or group of students (test security file)
- Assigning a student a different device during testing (test security file)
- Student behavior that does not disrupt a test session or interfere with that students', or other students, ability to complete the test session (test security file)
- Substituting test administrators and/or proctors (test plan)

Incident Report Activity

Please break into groups of 5-7 and sort through each of the scenarios listed on the *Test Security Training- Incident Report Scenario Activity*. Please be prepared to discuss your choices.

Time: 5 Minutes

How to Submit an Incident Report to OSSE

OSSE Support Tool QuickBase Application (OST)

- LEA Test Coordinators

OSSE Incident Reporting Form

- Authorized personnel
- Anyone else

Assessment Hotline: (202) 304-3269

- Authorized personnel
- Anyone else

Updates or Deviations to School Test Plan

Minor Deviations from School Test Security Plan

- Listed (log-style)

Plan to Improve Test Plan Document*

- Required document that explains your school's plan for correcting issues described in initial incident report.

Fact- Finding Inquiry Document*

- Required document that provides OSSE with additional information about the incident reported to determine if any additional steps are required.

* Must be completed and uploaded into the school test security plan within 24 hours of request.

Test Security Reminder

Incident Reports must be submitted to OSSE as soon as they are discovered. It is essential that OSSE have time to mitigate any issues that arise from an incident as soon as possible.

Collect Testing Materials

Test Administration

Collect Testing Materials

- Test Administrators must follow the closeout protocol detailed in the assessment manual for each test. Scripted closeout instructions may be required.
  - TAs are not permitted to tell/ask students to check their work.
  - Sample approved statement: “Are you finished and ready to close out your test?”
- After the student has exited a test, the Test Administrator must collect all testing materials and keep them in their possession until materials are returned to the secure storage location.
- After collection, Test Administrators may dismiss students or students may sit quietly or read books or complete activities not related to the assessed subject.
  - Examples: Crossword puzzle after math; Sudoku puzzle after ELA

Test Security Reminder

Test Administrators must ensure that all secure materials are collected and in their possession prior to the student receiving any other materials or beginning any other activities.

Assessment Closeout

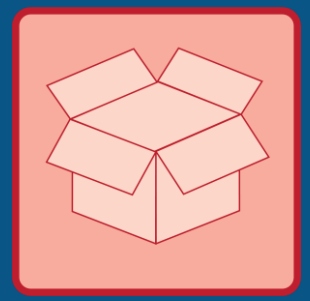
Return/Shred Secure Testing Materials

Assessment Closeout

Return/Shred Secure Testing Materials

- Test Administrators must return all testing materials to the secure storage location as soon as testing is over and sign the chain of custody form.
- The School Test Coordinator is responsible for securely storing all secure testing materials as soon as they are returned.
- The School Test Coordinator should review test coordinator manuals to determine which materials to shred and which to return to the vendor. All secure materials that will not be returned to the testing vendor following test administration should be securely shred with a witness present.

ACCESS for ELLs 2.0

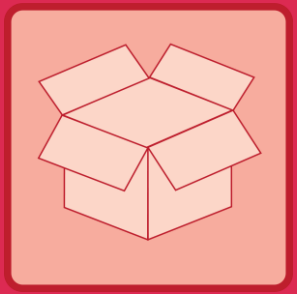


Return/Shred Secure Testing Materials

- When returning test booklets to WIDA, any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information.
- Test Coordinators should refer to the Test Administrator Manual for details on returning materials.

- At the end of MSAA testing, Test Coordinators should destroy secure MSAA materials. All printed materials should be collected and securely shredded.
- Collect and securely destroy username and password information, TIP pages, and related materials.

MSAA & DLM



Return/Shred Secure Testing Materials

PARCC & DC Science

Return/Shred Secure Testing Materials

Secure and scorable materials will need to be returned to Pearson at the end of testing. Each item that must be returned will include a secure material label.

- Shipments from Pearson will include labels and packaging for returning secure materials. Keep these materials for use at the end of testing.
- Return shipments must be sent to Pearson within **5 school days** of the last day of testing.
- Contact UPS to schedule a pickup for your materials.
- Additional details about returning secure materials can be found in the PARCC & DC Science Test Coordinator Manual.

Closeout Testing in Online Platforms

Assessment Closeout

Closeout Testing in Online Platform

Some testing platforms require closeout actions at the end of student sessions or the testing window. Ensure that all steps in the testing manual are followed for the online closeout process.

ACCESS Test Coordinators must complete the data validation process (separate from OSSE's data validation process) in WIDA AMS at the end of testing.

Tutorials of the data validation process and after testing activities are available in WIDA AMS.

ACCESS for ELLs 2.0

Closeout Testing in Online Platform

MSAA

Test administrators should ensure all tests have been submitted and/or closed by the School Test Coordinator in the MSAA platform. They should also complete the Accommodations: After Test tab in the testing platform, and the End of Test Survey.

DLM

Once the final unit of testing is complete, not additional actions need to be taken for closeout.

MSAA & DLM

Closeout Testing in Online Platform

When a PARCC or DC Science test session is complete, the session should be “stopped” in PearsonAccessNext. This action will close that session for all students.

All efforts should be made to complete makeup testing. If a student has an incomplete unit and was unable to complete testing during the makeup window, the student’s unit can be “marked complete” and the session can be closed after the last day of testing at the school.

PARCC & DC Science

Closeout Testing in Online Platform

Finalize School Test Security File

Assessment Closeout

Finalize School Test Security File

The School Test Coordinator must ensure that all required information in the School Test Security File is updated after test administration. Every school is required to keep the updated file in hard-copy format for **four years**.

Test Security Reminder

Every school must keep an updated version of the Test Security File in hard-copy format at their school for four years. OSSE may request to see the test security file at any time within the four year time frame.

Submit Test Security Affidavit to OSSE

Assessment Closeout

Submit Test Security Affidavit to OSSE

Within 10 days after the conclusion of each school's testing window, the LEA Test Coordinator must obtain signed affidavits from the LEA and School Test Coordinator **for each assessment**.

Within 15 days after the conclusion of each school's testing window, the LEA Test Coordinator must submit all affidavits to OSSE using the OSSE Support Tool.

Test Security Reminder

An affidavit must be submitted for the LEA and School Test Coordinator for every assessment.
If you are both the LEA and School Test Coordinator please indicate that on the affidavit upon submission.

Data and Reporting

Assessment Closeout

Data and Reporting

Complete OSSE Data Validation

LEAs Receive Student Data

OSSE Releases Test Results Publicly

Individual Score Reports (ISR) Sent to Schools

Share ISRs with Families

End of Training and Q&A

OSSE's goal is for schools and local education agencies (LEAs) to deliver a uniform and equitable statewide assessment program.

For assessments to yield fair and accurate results the assessments must be administered in consistent and standardized conditions; the best way to ensure that occurs is to ensure educators understand and recognize acceptable and unacceptable assessment practice.

Resources

OSSE Test Security: https://osse.dc.gov/service/test-security-and-incident-forms
OSSE Test Coordinator Resources: https://osse.dc.gov/page/test-coordinator-resources
OSSE Assessment Training Schedule: **(PLACEHOLDER)**

ACCESS for ELLs: https://wida.wisc.edu/content-moved and https://www.drcedirect.com/all/eca-portal-ui/welcome/WIDA

MSAA: https://www.msaaassessment.org/user?destination=tap-dashboard

DLM: https://dynamiclearningmaps.org/district-of-columbia

PARCC and DC Science: https://dc.mypearsonsupport.com/

NAEP: https://nces.ed.gov/nationsreportcard/

Office of Assessment Team

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- **Daniel-Alcazar Roman**, Assessment Specialist, Science
- **Chanon Bell**, Assessment Specialist Policy, Reporting, and Research
- **Michael Craig**, Assessment Specialist, Special Populations
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