OSSE Test Security Training Modules Transcript 2023-24

Contents

OSSE Test Security Training Module 0 – Overview of 2023-24 Statewide Assessments

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Slide 1	• Welcome to 2023-24 Test Security Training Series. • OSSE's Office of Assessments has developed a series of training modules to prepare for the spring 2024 statewide assessments' administrations.	
Slide 2	• We look forward to speaking with you today! • If you are participating in the meeting remotely, please mute your microphone and turn off video if you are not speaking to preserve bandwidth. • We will be recording this meeting.	Sign-in Test Security and Test Integrity Information and Documents
Slide 3	• Today's training is specific to test security and test integrity. We will share some general information about administering the individual assessments. More detailed information will be shared during vendor assessment training.	

Slide 4	• The OSSE Office of Assessments' Mission Statement guides our work together.
	• In partnership with key stakeholders, we create a comprehensive educational assessment program that:
	    o accurately measures student performance;
	    o produces actionable data; and
	    o provides tools, guidance, and training to empower LEAs to meet the needs of all learners and make informed decisions.	

Slide 5	• LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators are required to complete the OSSE Test Security Training. • These roles are responsible for ensuring that all school-based personnel involved in assessment administration receive training on test integrity and security, and assessment administration procedures.	
Slide 6	• In addition to this Assessment Training Module Overview, there are five required training modules. The modules are required for all LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators, including those responsible for ACCESS and Alternate ACCESS, MSAA, DLM, DC CAPE. • All LEA and nonpublic coordinators are required to participate in one of the live Test Security Training sessions, either in-person or virtually, and may use these modules as an ongoing resource for reference. The dates and times of the live Test Security Training sessions are posted on OSSE's website on the Test Coordinators Resource page. • While these required test security training modules are intended for assessment points of contact at the LEA level, the resources and information provided in these modules can be adapted by LEAs to train authorized personnel at the school level, inserting LEA- or school-specific policies as applicable. All authorized personnel	

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	are required to be trained by the LEA or School Test Coordinator prior to test administration.
	• The modules follow the order of activities in the Assessment Coordination Timeline shown on the next slide.
	• Upon the completion of all training modules, coordinators will need to complete a quiz and certification form, verifying that they have viewed and understood all content.
	• A score of 80 percent (out of 100 total points) or higher on the quiz will serve as the official attendance and completion of the 2024 Test Security Training.
	• School test security plans will not be approved if the LEA Assessment Manager or LEA Test Coordinator listed in the plan did not complete the Test Security Training.
	• The required Test Security Training modules include:
	   o Module 0: Overview of 2023-24 Statewide Assessments
	   o Module 1: Test Integrity Policy, Roles & Responsibilities
	   o Module 2: School Test Security Plans
	   o Module 3: Assessment Preparation and Administration
	   o Module 4: Prohibited Actions & Incident Reporting
	   o Module 5: Administration Closeout & Reporting	

Slide 7	• Welcome to Module 0 of the 2023-24 Test Security Training Series. This module will serve as the Overview of 2023-24 Statewide Assessments.	
Slide 8	• First, we will discuss the 2023-24 Assessment and Timelines.	

Slide 9	• Here you can see each of the OSSE statewide assessments.
	• These assessments include:
	   o **NAEP** is the National Assessment of Educational Progress. It is administered for reading and math in grades 4 and 8. Only select schools administer this assessment. If your school was selected for NAEP, you have already been notified.
	   o **WIDA ACCESS for ELLs and WIDA Alternate ACCESS** is the English Language Proficiency assessment and is available for grades K-12.
	   o **DC CAPE** begins in the 2023-24 school year, DC has implemented a new name for its general statewide assessment system, which includes assessments in English language arts/literacy (ELA), mathematics and science. DC CAPE is the general assessment for English language arts (ELA) and Mathematics and is administered in grades 3 through high school. Science will be administered in grades 5,8, and high school biology.
	   o **MSAA** is the Multi-State Alternate Assessment. MSAA is the Alternate ELA and Mathematics for grades 3 through 8 and grade 11.
	   o **DLM** stands for Dynamic Learning Maps. DLM is the alternate Science assessment administered in grades 5, 8, and high school biology.
	• All of these assessments will be administered in 2024.	

Slide 10	• This slide shows the assessment windows for each of the OSSE statewide assessments discussed on the	

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	previous slide.	
	o The NAEP field test assessment window will run from January 29-March 8, 2024. As a reminder, selected schools for NAEP have already been notified.	
	o WIDA ACCESS for ELLs and WIDA Alternate ACCESS assessment windows run from Feb. 12- March 22, 2024. The spring 2024 Alternate ACCESS Field Test will also be administered during this window.	
	o MSAA and DLM assessment windows run from March 11-April 26, 2024.	
	o DC CAPE windows for computer-based testing run from April 1-May 24, 2024. The paper accommodation window for DC CAPE is from April 1-May 17, 2024.	
	• LEAs are responsible for creating a testing schedule that allows all testing to be completed within the established statewide window for each assessment.	
	• Once again, this year, the DC CAPE window starts 2 weeks before spring break. LEAs should keep this in mind as they are planning their testing schedules to ensure they can get all their testing in before the close of the paper accommodation window and the close of the computer-based testing window.	
Slide 11	• This slide also shows the 2024 assessment windows discussed on the previous slide. If you would like to print this slide, it should be interpretable in greyscale. That said, you may want to add any LEA- or school-specific holidays that are not included in this calendar view.	
Slide 12	• This Assessment Coordination Timeline shows the activities needed to prepare for and complete statewide assessment administration in the District of Columbia.	
	• The color and shape of each icon indicates who is performing each action.	
	o The orange squares indicate a required LEA submission to OSSE.	
	o The navy-blue circles indicate an OSSE action.	
	o The medium blue circles indicate an LEA action.	
	o The light blue circles represent a school action with LEA oversight.	
	o The red squares indicate a shipment either to or from a school.	
Slide 13	• Readiness Guides have been developed for each assessment highlighting key activities for test coordinators to complete each month to prepare for administration.	Test Coordinator Resources | osse (dc.gov)
	• The readiness guides will help LEA Test Coordinators better understand when the listed activities are happening for each assessment and provide links to relevant resources.	
	• Readiness guides can be accessed at https://osse.dc.gov/page/test-coordinator-resources	
Slide 14	• OSSE, in partnership with assessment vendors, offers assessment-specific training to prepare test coordinators to administer each statewide assessment.	Test Coordinator Resources | osse (dc.gov)
	• To view the complete training schedule, and more, the Test Coordinator website, linked in the chat.	
Slide 15	• If you have questions about OSSE assessment policies or specific assessment programs, please feel free to use the information on this slide to reach out to the appropriate member of the OSSE Office of Assessments.	
Slide 16	• If you need to reference any resources, documents, or policies specific to DC Assessments, the first three links are	

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	helpful. • For assessment-specific details, including training information and test specific items, see the second set of links on this slide. • This concludes **Module 0**: the Assessment Training Module Overview.	

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Slide 1 *Slide 17*	• Welcome to Module 1 in the 2023-24 school year Test Security Training Series: Test Integrity Policy, Roles & Responsibilities.	
Slide 2 *Slide 18*	• For those who have attended Test Security Training in previous years, you may recognize this statement from OSSE. It is something that we share at the beginning of our trainings, as it is important to remember why we ask for the standardization we do. • "OSSE's goal is to develop and provide statewide assessments that yield fair and accurate results. To do this, schools and local education agencies (LEAs) are to administer assessments in consistent and standardized conditions. The best way for us to support schools and LEAs in administering quality assessments is to ensure educators understand and recognize acceptable and unacceptable assessment practices." • OSSE's goal is to provide clear and robust guidance to LEAs such that students experience as consistent and equitable testing conditions as possible.	
Slide 3 *Slide 19*	• Let's start with an overview of our test integrity and security policy documents.	
Slide 4 *Slide 20*	• In the District of Columbia, we are bound by a number of laws, regulations and compliance documents detailing our test security requirements. These include the Testing Integrity Act of 2013 and the Testing Integrity Act Amendments in 2015. Additional compliance documents include the 2023-24 District of Columbia Test Security Guidelines and the Assessment Test Coordinator and Administrator manuals for each summative assessment. We will go over each of these pieces individually.	
Slide 5 *Slide 21*	• The foundational document that is the root of our requirements is the Testing Integrity Act of 2013 and its two amendments from 2015. • The Testing Integrity Act of 2013 provides definitions of key terms and roles, sets requirements for OSSE, LEA, and schools, and describes prohibited actions set for all authorized personnel. • The Testing Integrity Act of 2015 Amendments provide updated requirements for the School Test Plan submission and approval process, set requirements for OSSE training and guidance document release, and update the list of approved electronics during testing in special circumstances.	

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Slide 6 *Slide 22*	• In addition to the guidance presented in the Testing Integrity Act of 2013 (as amended), OSSE releases annual policy, documents and guidance that further clarifies what's presented in the act. • The first annual piece of guidance is the 2023-24 Statewide Assessments Participation and Performance Policy. It details the required assessments for this school year, as well as how participation rates and performance calculations are determined. All public elementary and secondary students, including students with disabilities, English learner (EL) students, and EL students with disabilities, enrolled in tested grades and courses are required to participate in statewide testing in accordance with this policy. • The next is the Test Security Guidelines are released annually by OSSE to LEAs and the public stating minimum requirements for maintaining test security procedures. These guidelines expound on requirements set forth in the Testing Integrity Act of 2013, as amended. For example, it includes details on OSSE, LEA and School Roles and Responsibilities, Test Environment requirements, and exceptional circumstances. • Additionally, Investigative Protocols set requirements for the post-test administration inquiry, findings and reconciliation process. • As a reminder, OSSE has released the Test Security Guidelines for the 2023-24 school year, and those are available on the test security section of OSSE's assessment webpage.	Test Security and Test Integrity Information and Documents | osse (dc.gov)

Slide 7
 	
Slide 23
	• In addition to the Test Security Guidance that OSSE releases, our Test Administration vendors also release annual test coordination and administration manuals for LEA and School staff.
	• Assessment manuals are available for all spring 2024 assessments, which include:
	    ○ DC CAPE
	    ○ MSAA
	    ○ DLM
	    ○ ACCESS for ELLs and WIDA Alternate ACCESS
	• Assessment manuals provide:
	    ○ Critical instructions for Test Coordinators, Technology Coordinators, and Test Administrators
	    ○ Procedures and protocols to complete before, during, and after administration	

Slide 8 *Slide 24*	• All of the documents mentioned in this module as well as all other test security documents can be found on our Test Security and Incident Report webpage. The link is listed here: osse.dc.gov/service/test-security-and-incident-forms. You can search "OSSE Test Security" in most search engines and it will also bring up this webpage. • Please use this webpage as a first step to inquire about any test security information or documentation. We regularly update this page with any new documentation or policy throughout the year. The 2023-24 Statewide Assessments Participation and Performance Policy can also be accessed through the Test Security page. This document details the required assessments, how participation	osse.dc.gov/service/test-security-and-test-integrity-information-and-documents

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	and performance are calculated, and final business rules for the District of Columbia's administration of statewide assessments during the 2023-24 school year. • In addition to our test security webpage, the Test Coordinator Resources webpage contains several helpful resources, including the assessment windows, overview of assessment roles and responsibilities, training schedule, contact information for administration support, and more.	[Test Coordinator Resources | osse (dc.gov)](#)
Slide 9 *Slide 25*	• Now that we have discussed our policy, we can go over the different authorized personnel during test administration as well as your role as the LEA Test Integrity Coordinator, LEA Assessment Manager, LEA Test Coordinator, and/or Nonpublic School Test Coordinator. • We're going to breeze right through, keep in mind: all this information is available on the OSSE Office of Assessments webpage under the Test Coordinator Resources link, so don't think you have to remember it all now. To get there, go to: Osse.dc.gov/assessments, then scroll down to the Test Coordinator Resources Link.	[Osse.dc.gov/assessments](#)

Slide 10
 	
Slide 26
	• There are several formal roles established in the Testing Integrity Act of 2013 (as amended). Each of those roles has unique responsibilities to ensure test administration is secure and consistent. Specifically, formal assessment roles include:
	    o State Education Agency (OSSE)
	    o Test Integrity Coordinator (LEA Assessment Manager and/or LEA Test Coordinator)
	    o Test Monitor (School Test Coordinator)
	    o Test Administrator
	    o Test Proctor
	    o Special Populations Coordinator
	    o Technology Coordinator	

Slide 11
 	
Slide 27
	• We will speak about each of those roles individually in a moment, but we can first talk about the general term of **authorized personnel**.
	• **Authorized personnel** are defined as "Any individual who has access to statewide assessment materials or are directly involved in the administration of a statewide assessment."
	• That means any person who will be involved in testing and all the individuals we will discuss in the next few slides are considered authorized personnel. These individuals have general requirements as established in the Testing Integrity Act of 2013 (as amended). Those requirements include:
	    o Complete testing integrity training (by OSSE or LEA Test Coordinator)
	    o Receive the Test Integrity and Security Notification Statement
	    o Report breaches of Test Security and/or Integrity	

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	o Cooperate in testing integrity and security inquires and investigations. o Refrain from prohibited actions o Read all applicable directions and guidance	

Slide 12
 	
Slide 28
	• The first role we will discuss is the role you will likely play, which is the Test Integrity Coordinator. In some documentation you may see the role called the LEA Assessment Manager or LEA Test Coordinator instead of the Test Integrity Coordinator. Just know that they are the same role, one is just a legal term (Test Integrity Coordinator) while the others are what we use for administration purposes.
	• The Test Integrity Coordinator is defined as "The individual(s) designated by the LEA to be responsible for testing integrity and security for the LEA and all the schools/campuses under its purview during the statewide assessment."
	• The LEA can choose up to three different individuals to serve as the Test Integrity Coordinator role for their assessments. For example, a larger LEA could have one person as the DC CAPE Test Integrity Coordinator, a different person as the MSAA/DLM Test Integrity Coordinator and a third person as the ACCESS and Alternate ACCESS Test Integrity Coordinator. This is NOT a requirement, so all of these roles can certainly be the same person, but the opportunity is there for LEAs who choose to delegate different Test Integrity Coordinators by assessment program.
	    o The LEA Assessment Manager may serve as the single Test Integrity Coordinator across all assessment programs.
	    o For nonpublic schools, the Test Integrity Coordinator will likely be the Nonpublic School Test Coordinator.
	• In addition to the requirements for all authorized personnel, the Test Integrity Coordinator is also required to:
	    o Designate, support, and train test monitors
	    o Complete test security and integrity training
	    o Submit school test plans for each school/campus under the LEA's purview
	    o Monitor test administration
	    o Report any breach of testing security or deviation from test plan
	    o Investigate, document, and report to OSSE any breach or deviation
	    o Sign, collect (10 days post), and submit (15 days post) testing integrity affidavits	

Slide 13 *Slide 29*	• Similarly, to the LEA Test Coordinator, the School Test Coordinator (or the School Test Monitor, which is the legal term used in the Testing Integrity Act), is responsible for test integrity and security for a school or campus site. These individuals may be assigned this role by the LEA Test Coordinator. • Also, like the LEA Test Coordinator, any school may have up to three different personnel designated in this role by assessment (one for DC CAPE, one for MSAA/DLM, and one for ACCESS and Alternate ACCESS).	

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	• Specific requirements for School Test Coordinators include:
	    o Create and submit school test plan to LEA Test Integrity Coordinator
	    o Conduct test administration training for all authorized personnel
	    o Create and disseminate school test plan
	    o Oversee security of all secured materials
	    o Support authorized personnel administering the assessment
	    o Sign and submit affidavits to LEA Test Integrity Coordinator post-testing	

Slide 14
 	
 Slide 30
	• The next two authorized personnel roles that we will discuss are the Special Populations Coordinator and the Technology Coordinator.
	 • The Special Populations Coordinator:
	    • Assists the Test Monitor or School Test Coordinator in identifying and documenting all testing accommodations needed for students
	    • Trains Test Administrators to administer accommodations; and
	    • Monitors testing for the correct and secure implementation of accommodations.
	 • The Technology Coordinator assists the Test Monitor or School Test Coordinator in preparing administrator and student devices for secure testing according to vendor directions and troubleshoots any technology problems that may arise.	

Slide 15
 	
 Slide 31
	• The next role is the Test Administrator (TA). An individual identified as the Test Administrator is responsible for administering the assessment to students.
	 • Test Administrator Requirements include:
	    o Conduct the testing sessions as outlined in the appropriate Test Administrator Manuals
	    o Establish the testing climate within the test location
	    o Coordinate the distribution and return of testing materials to and from students
	    o Ensure that students who require accommodations receive the appropriate accommodations in the Test Administrator's testing group
	    o Account for and maintain the security of all test materials under their purview
	 • Continuing in 2024, to provide logistical and scheduling flexibility for schools, the teacher of record may serve as the test administrator for their students without the need of an additional proctor present.	

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Slide 16 *Slide 32*	• Test Proctors are defined as "An individual identified by the Test Monitor to be responsible for assisting the Test Administrator with test administration and classroom management." The Test Proctor's primary responsibility is to assist the Test Administrator with test administration and classroom or session management as needed. Unlike other formal roles, the test proctor does not have a specific set of duties, and their duties may vary greatly based on the needs of the administrator and classroom. • Although there is not a formal list of duties, the Test Proctor is still required to fulfill ALL requirements for authorized personnel including being trained, reporting breaches of security or integrity and participating in any investigations. This individual does not have to be employed by the school or LEA and can be a volunteer. OSSE has stated that parents or family members may serve as the role of proctor in a school but CANNOT proctor their own students.	
Slide 17 *Slide 33*	• Next, we will go over preparation and planning.	
Slide 18 *Slide 34*	• More than likely, you have already been selected to take on the role of LEA Test Coordinator for at least one of the assessments at your LEA. • Here is the link we use to access the most up to date information to assign access to your testing platforms, the School Test Plan Application, and for other record keeping purposes, so it's important to provide OSSE with the most up-to-date information. Please ensure that this information is accurate and up to date throughout assessment administration windows. • If there are changes to the information you previously provided, please update using this link and notify the OSSE Office of Assessments at OSSE.Assessment@dc.gov.	https://bit.ly/47blH6G
Slide 19 *Slide 35*	• Here is the link to the complete training schedule: osse.dc.gov/page/test-coordinator-resources -Also shared in NGA bulletins! • Completion of OSSE Test Security Training is required for LEA coordinators • All LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators must complete OSSE's Test Security Training each year • OSSE follows a train-the-trainer model for Test Security Training, meaning OSSE provides training for LEA-level staff and then the trained LEA-level staff must train the School Test Coordinators. • Depending on the needs or decisions from the LEA, the School Test Coordinator then trains all authorized personnel at the school, or the LEA Test Coordinator can choose to train the School Test Coordinator and all of the school-level authorized personnel.	Test Coordinator Resources	osse (dc.gov)

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Slide 19

Slide 36 | • For Test Security Training, here are the steps that need to occur to ensure everyone who must be trained is trained: All of these steps need to be executed by either the LEA or School Test Coordinator depending on whether your LEA chooses to train the School Test Coordinator and all authorized personnel at the school level or decides to have the School Test Coordinator train all authorized personnel at the school level.
• Please ensure that all authorized personnel are trained and share the Test Security and Integrity Notification Statement with them prior to test administration. | |
| Slide 20

Slide 37 | • All LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators must complete OSSE Test Security Training and pass the associated quiz with a score of 80% or higher.
• School test security plans cannot be submitted if the LEA Test Coordinator or Nonpublic School Test Coordinator listed in the plan has not completed the Test Security Training.
• Additional information about school test security plan submission appears in Module 2 of this series.

• This concludes **Module 1** of this training series. | |

Slide Number	Transcript	Link
Slide 1 *Slide 38*	• Welcome to Module 2: School Test Security Plans in the 2023-24 Test Security Training Series.	
Slide 2 *Slide 39*	• The next step that we will cover is "Submit School Test Security Plans to OSSE."	
Slide 3 *Slide 40*	• OSSE requires every school, including nonpublic schools, 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 statewide assessments and is submitted via the NEW OSSE Assessment Portal application in QuickBase. • School test security plans must be submitted to OSSE for final approval at least 15 business days prior to the first scheduled day of testing.	[OSSE Assessment Portal - Administrator Home Page (quickbase.com)](#)
Slide 4 *Slide 41*	• Nonpublic schools are required to create school test security plans for their respective assessment(s) and submit them directly to OSSE for review and approval at least **15 business days** before the school's first planned day of testing. • All other schools submit plans to the LEA, which then submits to OSSE • For this reason, School Test Coordinators should confirm submission timelines with their LEA to ensure that final plans are submitted to OSSE with the appropriate lead time.	

Slide 5
 	
Slide 42
	• A school must submit a school test security plan for each assessment administered at the school.
	• A school may decide to submit a separate plan for each assessment or combine plans. The following plans may be combined:
	    • ACCESS and WIDA Alternate ACCESS
	    • MSAA and DLM
	• If a plan including more than one assessment, it must address security protocols and logistics for each included assessment.
	• In 2023-24, DC CAPE plans will include DC ELA, DC Math, and DC Science (if applicable).	

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Slide 6
 	
Slide 43
	• Schools must submit to OSSE the expected start and end dates for assessment administration for each assessment. Start and end dates are submitted using the School Test Security Plan section in the OSSE Assessment Portal.
	• As part of the STSP development process, start and end dates for each assessment must be submitted to OSSE by the dates shown.
	   • ACCESS for ELLS start and end dates are due no later than Jan 16, 2024
	   • MSAA and DLM start and end dates are due no later than Feb. 12, 2024.
	   • DC CAPE start and end dates are due no later than Mar. 4, 2024.	

Slide 7 *Slide 44*	• How do you submit the start and end dates to OSSE in the new OSSE Assessment Portal? Great question! • Follow the step-by-step directions on this slide to submit your start and end dates. • Note that Steps 3-5 must be completed for each school and each assessment by the established deadlines, shared in the previous slide.	

Slide 8
 	
Slide 45
	• We will now discuss what each School Test Security Plan must include.
	• Each plan must have:
	   • Names and contact information for Test Coordinators and key test administration staff
	   • A secure materials management plan
	   • A plan for all authorized personnel to be trained on and/or receive, before the first day of testing:
	      • OSSE's test security and test integrity requirements
	      • How to report incidents to OSSE
	      • prohibited actions during test administration
	      • the OSSE Test Integrity and Test Security Notification Statement	

Slide 9 *Slide 46*	• School Test Security Plans must also include the following: • 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 • A plan for handling logistical, technical, and communication issues that may arise during test administration • A list of authorized personnel • A detailed test schedule	
Slide 10 *Slide 47*	• And the contents of the School Test Security Plan must include: • An affirmation that the school has met all actions as required by the state such as: • There are established processes and procedures to monitor test security and administration procedures • There are established processes and procedures to ensure students with disabilities and English learners	

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	receive appropriate accommodations on the assessment • There are established processes and procedures to implement makeup testing and remediate student absences and tardiness as needed • An affirmation that the school has verified all student accommodations are assigned in the assessment management platform for all applicable assessments	
Slide 11 *Slide 48*	• The next step that we will cover is "School Test Schedule Considerations."	
Slide 12 *Slide 49*	☐ As previously stated, each school is required to prepare a test schedule for each statewide assessment administered and submit the schedule(s) to OSSE as part of their school test security plan(s). ☐ Schools must consult vendor materials for assessment-specific guidance on timing and scheduling. Each assessment has a unique structure and allotted times for each section/unit. ☐ Students' accommodations and administrative considerations should be considered when creating testing groups and selecting testing locations.	
Slide 13 *Slide 50*	☐ A template is embedded in the School Test Security Plan section of the OSSE Assessment Portal QuickBase app. ☐ However, if you want to use their own template, one can do so, provided that all the information included in the OSSE template is present.	
Slide 14 *Slide 51*	• Test Security Reminder: The most updated version of the school test schedule must always be uploaded into the School Test Plan QuickBase Application. • OSSE will use these schedules to plan for staff support and assessment monitoring visits.	
Slide 15 *Slide 52*	• OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing. • Take a moment to read the differences between a strong and weak school test plan.	

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Slide 16
 	
Slide 53
	• OSSE wants to make sure that each school has the support they need to meet all expectations named in this training. School Test Plan Completion Supports Include:
	   o School Test Plan Instructions
	   o School Test Plan Exemplar
	   o Authorized Personnel and Test Schedule Templates
	   o OSSE Technical Assistance Bookings
	• All school test plan support documents are posted on the OSSE test security and incident forms webpage
	• The OSSE Assessment Portal QuickBase application will launch in December.
		OSSE Assessment Office Hours (office365.com)
		
		Test Security and Test Integrity Information and Documents
			osse (dc.gov)

Slide 17 *Slide 54*	• Test Security Reminder: School test security plans must be submitted 15 business days before the first scheduled day of testing. • OSSE's review period is typically five to 10 days. • If the plan is submitted late or requested revisions are not completed in a timely manner, testing may be delayed. • Testing cannot begin until the school test security plan is approved by OSSE. • This concludes **Module 2** of this training series. We will take a 10/15 minute break. Please return at _____.	

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Slide 1 *Slide 55*	• Welcome to Module 3 in the 2024 Test Security Training Series: Assessment Preparation and Administration.	
Slide 2 *Slide 56*	• You should familiarize yourselves with assessment resources including the OSSE State Assessments Webpage, Test Security Forms and Guidelines, Test Coordinator Resources, and Testing Accommodations Information! • The first link here will take you to OSSE's main state assessments webpage. From there, you can find detailed information about each statewide assessment and other important resources from the Office of Assessments. • The Test Security Forms and Guidelines link, will take you to the landing page for test security resources, including Test Security Guidelines, test security notification statements and affidavits, test security incident reporting forms, and forms to request medical exemptions or unique or emergency accommodations for assessments. The required test security training modules are also located on this page. • The Test Coordinator Resources link is the main landing page for administration resources for LEA Test Coordinators and Nonpublic School Test Coordinators. This page contains the 2023-24 testing windows and test administration training schedule, and customer support information for each assessment program. • The final link contains guidance documents for selecting appropriate accommodations and accessibility features for students, and links to manuals for each assessment program for assessment-specific guidance. • As a reminder, these resources are available to help you prepare to administer the assessments.	
Slide 3 *Slide 57*	• Each assessment includes a registration process that is completed by LEAs in partnership with OSSE. • To determine which students should be registered for a given assessment, consult the 2023-24 Statewide Assessments Participation and Performance Policy, linked on the slide. • Assignment of accommodations and accessibility features for individual students occurs as part of the registration process.	[Statewide Assessments Participation and Performance Policy | osse (dc.gov)](#)
Slide 4	• Accommodations and accessibility features are identified for each student through each assessment's online platform.	[Testing Accommodations | osse (dc.gov)](#)

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Slide 58	• There are differences between accommodations and accessibility features as illustrated in the visual aid on this slide.
	    ○ There are some accessibility features that are available to **all students** already built into test platforms.
	    ○ There are also some accessibility features in the test platforms that must be selected in advance for **individual students**.
	• Accessibility features may be assigned to any student based on policies established by the LEA or school.
	• Accommodations must be identified and selected in advance. Accommodations can only be assigned if they are included in a student's IEP, 504 or EL plan.
	• Additional guidance on assigning accommodations and accessibility features for each assessment can be found at the link on the slide.	

Slide 5 *Slide 59*	• 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.	
Slide 6 *Slide 60*	• Test Coordinators need to work with the Special Populations Coordinators at your schools to create policies and assign accommodations and accessibility features to students 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 • Schools and LEAs are encouraged to consult the 2023-24 OSSE Testing Accommodations Guide linked on the slide for additional guidance on assigning accessibility features and accommodations for all assessments. • Also, please note that registration for certain accommodations will trigger shipment of the appropriate secure materials, so it's important to ensure that student accommodations are entered appropriately before established deadlines so that the correct materials are received in time for testing.	Testing Accommodations	osse (dc.gov)

Slide Number	Transcript	Link
Slide 7 *Slide 61*	• 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 the registration files to ensure completion before test security plans are approved.	
Slide 8 *Slide 62*	• The next step we will discuss is what to do when you "Receive Testing Materials."	
Slide 9 *Slide 63*	• Assessments often require secure and accommodated materials, to be shipped from the vendor to the school. Materials may include: • test manuals • test booklets and answer sheets • accommodated test materials, and • return shipping materials • All hard copy materials shipped by the testing vendor must be accepted in person. • 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. • Nonsecure materials, such as manuals, may have electronic versions available. Refer to assessment-specific guidance on how to obtain your test manuals. • Materials may not be transported outside of where they are shipped.	
Slide 10 *Slide 64*	• The next step that we will cover in this module is the "Setup Student Testing Devices."	
Slide 11 *Slide 65*	• 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. • Things to consider when the LEA/School Test Coordinator and Technology Coordinator plans for device preparation: o Review device requirements o Update device software, if needed o Download applications or create shortcuts to website links o Ensure appropriate bandwidth for administration	

Slide Number	Transcript	Link
	• Failure to complete these steps appropriately could result in testing delays and student device issues.	
Slide 12 *Slide 66*	• The next step that we will cover is "Train Authorized Personnel."	
Slide 13 *Slide 67*	• 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. • As a reminder, OSSE follows a train-the-trainer model for Test Security Training, meaning OSSE provides training for the LEA Test Coordinators and then the LEA Test Coordinator must train the School Test Coordinator(s). • Depending on the needs or decisions from the LEA, the School Test Coordinator then trains all authorized personnel at the school, or the LEA Coordinator can choose to train the School Test Coordinator and all the authorized personnel. • **Note**: 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. • LEA or School Test Coordinators may use and adapt these OSSE training materials for school-specific test security trainings if helpful. Please note that school-specific policies must be addressed for all school authorized personnel.	

Slide 14 *Slide 68*	• OSSE does not have specific requirements for the method LEA and/or School Test Coordinator(s) use to train authorized personnel at their school. (For example, video modules, live webinar, in-person training, or another method that works for your school). Some LEAs and schools use these OSSE Training Materials as the basis of their training. OSSE will post both the PowerPoint and PDF version of this training with the transcript on our Test Security Information webpage.
	• While there is not a requirement for the *way* authorized personnel must be trained, there are several items that must be covered during the training. Those requirements include:
	    o Distribution of Testing Integrity and Security Notification Statement to all authorized personnel
	    o Review of School Test Security Plan
	    o Review of Test Security Guidelines
	    o Review of Test Administration Procedures
	    o Review of vendor-supplied testing manual(s)	

Slide Number	Transcript	Link
	o Process to follow for technology issues during testing o Process to follow to report testing incidents	
Slide 15 *Slide 69*	• Some additional information about Authorized Personnel Test Security Training: • Who is required to receive training? Any LEA or school staff who may meet testing materials or student testing. These individuals may include: o Test Monitors o Test Administrators o Test Proctors o Other Authorized Personnel: Nurse, Custodial Staff, Office Manager, or anyone who may come in contact with secure test materials at any point during assessment administration. • Once training is completed, how should proof of training be documents and where? • The following must be placed in the school's Test Security File: o Training Materials o Attendance Certification o Test Security and Integrity Notification Statement	
Slide 16 *Slide 70*	• Test Security Reminder: Assessment-specific trainings provided by vendors may also be required for Test Coordinators and/or Test Administrators. See OSSE guidance on assessment-specific training here:	[Test Coordinator Resources	osse (dc.gov)](#)
Slide 17 *Slide 71*	• The next step is how to "Send Assessment Notification Letter to Families."	
Slide 18 *Slide 72*	• Every school is required to send home a notification letter to families letting them know that 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: o School/LEA must provide families with a letter regarding the dates and purpose of the statewide assessments o Copies of letters sent home must be kept in the school test security file o A template with English and other translated versions of the letter will be available on the OSSE website for school use	[Assessments Parent Letter Template	osse (dc.gov)](#)

Slide Number	Transcript	Link
Slide 19 *Slide 73*	• The next step we will discuss is how to " Establish a School Test Security File."	
Slide 20 *Slide 74*	• Please note the following two slides are a change from prior years' requirements, in response to LEA's feedback. • Every school is required to establish and maintain a hard copy Test Security File for each school under their control for a minimum of four years (an electronic file may be kept in addition to the required hard-copy version) which includes at a minimum: o School Test Security Plan o Test Security Training Materials o During Testing Notes, including Minor Deviations from School Plan o Plan to Improve School Policies and Procedures Forms (if applicable) o Test Security Fact Finding Inquiry Forms (if applicable) o Test Integrity and Test Security Affidavits • **Please note:** The files listed on this slide can be maintained **electronically** during test administration but must be printed and filed for a minimum of four years at the end of testing.	
Slide 21 *Slide 75*	• The items on this slide must be printed and maintained **during** administration and filed for a minimum of four years at the end of testing. • Test Security Training Attendance for Authorized Personnel, Family Notification Letters, Test Materials Chain-of-Custody Forms, and Incident Reports should always be printed and accessible during assessment administration and for at least four years after testing.	
Slide 22 *Slide 76*	• Test Security Reminder: Please ensure that the test security file is updated as often as needed and possible during and after the test administration window. • During monitoring visits, OSSE will request to see components of the test security file. • OSSE may request to see any document from the test security file at any time in a four-year period.	
Slide 24	• The next step we will discuss is what are the "Expectations for Creating a Secure Testing Environment."	

Slide Number	Transcript	Link
Slide 77		
Slide 23 *Slide 78*	• It's essential that students ONLY have access to allowable testing materials outlined in the assessment manuals. Access to additional resources or tools is prohibited. • Authorized personnel are responsible for ensuring that the testing environment is free of content that may provide students with an unfair advantage.	
Slide 24 *Slide 79*	• Any information regarding the content being assessed or test-taking strategies (including word walls and multiplication tables) are prohibited in the testing environment. • The testing environment includes, but is not limited to, the testing room, hallways, stairwells, and bathrooms where testing students travel during the testing session. • Such displays should be removed or covered prior to the first day of the statewide assessment administration and should remain removed or covered for the duration of active statewide assessment.	
Slide 25 *Slide 80*	• Maintaining test security is an important factor when setting up a testing environment. Here are seating recommendations to ensure the testing environment is secure. Making sure adequate space exists between student seating during testing is key! • Special considerations may be permitted when assessing students with disabilities 1:1 such as with the MSAA or DLM assessments and when assessing English learners. Additional details regarding administrative conditions and special considerations for students can be found in the test administrator manuals for each statewide assessment. • School Test Coordinators and Test Administrators should adhere to their LEAs and school's established protocols, while also ensuring the security of assessment content and a consistent testing experience for all students.	
Slide 26 *Slide 81*	• A typical learning environment may look like the one on this slide. To prepare for testing, non-permissible wall and bulletin displays will need to be covered or removed. • Non-Permissible Bulletin and Wall Displays include any information regarding the content being assessed or test-taking strategies (including word walls and multiplication tables) and are prohibited in testing environments. • The testing environment includes, but is not limited to, the testing rooms, hallways, stairwells, and bathrooms where testing students travel during the testing session. • Such displays should be removed or covered prior to the first day of the statewide assessment administration and should remain removed or covered for the duration of	

Slide Number	Transcript	Link
	active statewide assessments. • In the instance that a student is taking the ACCESS for ELLs or Alternate ACCESS assessment, content is defined as English word translations from other languages or visual aids; conjugations of verbs from other languages; grammar and syntax rules; or any other English Language Arts writing strategies, vocabulary aids or any other content or strategies that may assist a student in completing the reading, writing, listening or speaking domains. • Take a moment to consider what may need to be covered or removed from this image. Follow the general rule that if the material in question may help the student answer or find an answer, post or copy materials, it is not allowed in the testing environment.	

Slide 27
 	
Slide 82
	• You may have noticed that there were multiple wall displays that could have been considered a test security violation. These included:
	   o the math formula that was in purple
	   o the steps to success in green
	   o the student work bulletin board
	   o the "world history timeline."
	   o the animal life cycle poster
	• All of these are examples of non-permissible wall displays because they may include content related to what will be assessed or test-taking strategies.
	• You also may have noticed that the desks on the previous slide were too close to each other. On this slide, desks are adequately separated to ensure test security.
	• Note that the "Timing Box" that displays information about the unit testing time, start and stop time should be present and visible to all students in the testing environment. Refer to the Test Administrator Manuals for additional information.	

Slide 28 *Slide 83*	• Rather than remove these wall displays as we say on the previous slide, it is also permissible to cover them as seen on this slide. Additionally, if desks are not able to be adequately separated as seen on the previous slide, desk dividers can be used to ensure students are unable to see the testing content of their peers. • Both this slide and the previous slide are examples of secure testing environments where all non-permissible wall displays are not in view and students are adequately separated from each other during testing. • Additional details on how to set up testing environments can be found in the test administrator trainings and/or manuals.	

Slide Number	Transcript	Link
Slide 29 *Slide 84*	• The next step we will discuss is how to " Maintain Test Integrity during Administration."	
Slide 30 *Slide 85*	• A major way to main test integrity is through proper preparation and distribution of testing materials, which is the responsibility of the School Test Coordinator. • 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 that they are not eligible to receive or they do not receive an accommodated material they require based on their IEP, Section 504, or EL plan, their tests may be invalidated and require re-administration. • Please take every precaution to avoid accommodation errors and the challenges they cause for students.	
Slide 31 *Slide 86*	• 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 at the link on the slide.	[Test Security and Test Integrity Information and Documents | osse (dc.gov)](#)
Slide 32 *Slide 87*	• Prior to testing, Test Administrators should be given Test Administrator Manuals that they will keep throughout testing. • This way they may review them to further prepare for test administration, after all, they must follow all directions and scripts provided in the assessment manual and reference it throughout test administration.	[Test Security and Test Integrity Information and Documents | osse (dc.gov)](#)
Slide 33 *Slide 88*	• 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. • A student may require an electronic device (e.g., for medical purposes) as a unique/non-	

Slide Number	Transcript	Link
	standard accommodation that is not listed above and does not change the construct being measured by the test. A separate request form must be submitted to OSSE for review.	
Slide 34 *Slide 89*	• Calculators are available within the test platform on calculator sections of math units for computer-based tests, hand-held grade appropriate calculators are another option for use on calculator sections of math units. • The only times a calculator is permitted for non-calculator sections of a math assessment, is when specified by a student's IEP or 504 plan and documented as an accommodation. • Test Administrators must confirm that calculator memories have been cleared prior to testing. • **Here's a glance at Prohibited calculation devices**: • *Additional information regarding calculator usage is linked here.	dc.mypearsonsupport.com/documents/
Slide 35 *Slide 90*	• Here's a list of prohibited materials for statewide content assessments, which include DC CAPE, MSAA, and DLM. • Consult the Test Administrator Manual and Accommodations/Accessibility Manual for each assessment for complete lists of allowable and prohibited materials during testing.	

Slide 36
 	
Slide 91
	• As mentioned earlier, Bilingual word-to-word dictionaries are not permitted the ACCESS or Alt Access assessments.
	• Here are prohibited actions during Access assessment:
	    o Reading aloud test items or passages on the Reading test
	    o Translating test items into a language other than English
	    o Reading test items in a language other than English
	    o Using a bilingual word-to-word dictionary
	    o Responding to test questions in a language other than English
	• *Additional guidance can be found in the ACCESS test manuals available on the WIDA website.	

Slide 37 *Slide 92*	• 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 to which they are not entitled. • If you discover that a test was administered with incorrect accommodations, you should stop the session, immediately notify the appropriate authorized personnel per LEA policy and submit an incident report to OSSE. Do not take further action (i.e., continuing to test, starting a new unit) without direction from OSSE.	

Slide Number	Transcript	Link
	• 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 accommodation request form is available online for temporary accommodations in the event of student injury (e.g., a scribe for a student with a broken wrist).	
Slide 38 *Slide 93*	• Individual statewide assessments may permit unique/non-standard accommodations not included in the manuals for an assessment. Use of these accommodations must be approved by OSSE in advance. • LEAs may apply for a unique accommodation by completing Unique Accommodation Request Form and submitting it via the OSSE Support Tool (OST). **OSSE must approve the accommodation prior to use on the assessment**. • If schools allow students to bring their own permissible and 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). • Accommodations forms are available on the page linked on this slide.	Testing Accommodations	osse (dc.gov)

Slide 39
 	
Slide 94
	• Authorized personnel must:
	   o Follow test security and administration guidance to securely administer assessments to students.
	   o Refrain from committing prohibited actions during test administration, *and*
	   o In instances where there are exceptional or special circumstances, namely incidents the School Test Coordinator must contact OSSE via the OST for next steps.	

Slide 40 *Slide 95*	• A makeup test window must be included in the test schedule uploaded with the school test security plan. This tells OSSE that your test plan can accommodate students who were absent from testing during the initial test sessions. • Makeup testing sessions are to mirror initial test sessions in adhering to test security and integrity standards.	
Slide 41	• The final component of this module is how to " Monitor Administration and Support Staff."	

Slide Number	Transcript	Link
Slide 96		
Slide 42 *Slide 97*	• Each vendor has a support hotline that is available during testing hours, displayed here and accessible on the test coordinators resource page linked here. • A printable version is linked on the slide: • Test Coordinators should contact the appropriate assessment vendor when technical support is needed during testing. The Test Administrator or Technology Coordinator should provide the Test Coordinator with the error code(s), where applicable. • For support with urgent incidents or policy questions, contact the OSSE Assessment Hotline at (202) 304-3269.	[Office of Assessments Contact Us Page	osse (dc.gov)](#)
Slide 43 *Slide 98*	• LEA and School Test Coordinators must ensure that a specific and detailed system is in place for authorized personnel to contact them during testing. This plan is documented in your school test security plan. • When overseeing multiple schools, LEA School Test Coordinators should plan school visits or virtual meetings to support School Test Coordinators during testing as well as to monitor the application of test security policies and administrative procedures.	
Slide 44 *Slide 99*	• OSSE will conduct in-person monitoring of 23-24 test administration! • OSSE may also request virtual meetings with the LEA and/or School Test Coordinators during administration! • 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 test administration and testing environments. • During monitoring OSSE will review school test administration and security procedures to ensure compliance with federal and local law, state regulations, policies, and guidance.	
Slide 45 *Slide 100*	• Test Security Reminder: OSSE auditors will not provide feedback or technical assistance during OSSE monitoring. OSSE's role is to observe and/or request information. • Please provide monitors with the documents they request and allow them to move freely throughout the testing environment once testing begins.	

OSSE Test Security Training Module 4 – Prohibited Actions & Incident Reporting

Slide Number	Transcript	Link
Slide 1 *Slide 101*	• Welcome to Module 4 in the 2024 Test Security Training Series.	
Slide 2 *Slide 102*	• We will now discuss prohibited actions.	

Slide 3
 	
Slide 103
	• Under the Testing Integrity Act of 2013, all authorized personnel are prohibited from:
	   o Test Fraud: Academic Coaching
	   o Cheating
	   o Test Tampering
	• The following slides will go into more details about each of these prohibited actions.
	• **Failure to comply with these prohibitions is a violation of test security.**	

Slide 4
 	
Slide 104
	• This slide will cover the prohibited actions of test fraud and coaching. The following actions are considered test fraud/academic coaching and are prohibited during administration of all statewide assessments.
	• 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 Manual
	   o Authorized personnel should not interact with the content on any secure assessment.
	   o 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:
	   o Answering test or content-specific questions posed by students
	   o Interacting in any way with student responses, including on scratch paper
	   o Providing verbal or nonverbal cues to indicate performance (for example, "good job," "check your work," shaking head) that are not provided in the test manual
	• **Note:** A Test Administrator may need to read test content if they are administering an accommodation that	

Slide Number	Transcript	Link
	requires it (for example, human reader or human signer). In these cases, Test Administrators are to follow all appropriate directions in the Test Administrator Manual to ensure they are maintaining test security.	

Slide 5
 	
Slide 105
	• This slide will cover the prohibited actions of cheating. The following actions are considered cheating and are prohibited during administration of all statewide assessments
	  o Allowing any form of cheating
	  o Failing to actively supervise students at all times during test sessions
	  o Allowing students to view or practice secure test items before or after the scheduled testing time
	  o Allowing students to complete a single DC CAPE test unit over multiple days.
	  o Allowing more than the allotted unit time to students without an approved extended time accommodation
	  o Using or allowing students use of unapproved electronics or cell phone during the administration of a statewide assessment
	  o Allowing students to use notes, references, or other aids, unless the Test Administrator Manual or an approved accommodation specifically allows
	  o Some examples of cheating include:
	  o Giving students answers
	  o Changing answers or responses of student work at any point
	  o Administering a single DC CAPE unit over multiple days. Even for students with an extended time accommodation, once they have begun a single test unit, they may only have until the end of the school day to complete it.
	  o Allowing students to use notes, textbooks, or other aids for which they do not have an accommodation.	

Slide 6
 	
Slide 106
	• This slide will cover the prohibited actions of test tampering. The following actions are considered test tampering and are prohibited during administration of all statewide assessments.
	  o Altering student responses in any manner
	  o Photocopying, or in any way reproducing, or disclosing secure test items or other materials related to statewide assessments
	  o Altering the test procedures stated in the formal instructions accompanying the statewide assessments
	  o Having in one's personal possession secure test materials except during the scheduled testing dates and times
	  o Making or having in one's possession answer keys before the administration of the statewide assessment.
	• **Note**: The MSAA and DLM assessments allow or require certain materials to be printed and reviewed by	

Slide Number	Transcript	Link
	Test Administrators prior to administration. Consult the manuals for each assessment for further details.	

Slide 7
 	
Slide 107
	• Additional examples of the prohibited action of test tampering include…
	   o Leaving secure test materials in a non-secure location or unattended by authorized personnel
	   o Making a false certification on any statewide assessment forms established and required by OSSE
	   o Being present in the test environment or handling the test materials for one's own child or family member
	   o Failing to count all test booklets and answer documents and/or failing to ensure that all pupils have properly logged off the computer system before allowing any pupil to leave the testing room
	   o Failing to observe the test material chain of custody procedures as outlined in the school test security plan	

Slide 8
 	
Slide 108
	• Exceptions to prohibited actions are covered on this slide.
	• Failure to comply with the prohibitions will not be considered a violation if an action is:
	   o Necessary to provide for an accommodations explicitly identified in an IEP, Section 504, or EL Plan; or
	   o Limited to supporting students to stay on task and focused.
	• Supporting students to stay on task and focused includes:
	   o Announcing to entire testing group of time remaining on test
	   o Announcing to entire testing group reminding students to stay on task
	   o Announcing to entire testing group reminding students to abide by school and/or LEA rules and/or processes
	   o Verbally, but with minimal disruption to other students, waking up a student who has fallen asleep while testing
	   o Verbally, but with minimal disruption to other students, addressing an individual student's disruptive behavior
	   o Reminding individual students to stay on task and focused during the assessment
	   o Providing visual cues to an individual student to remain on task	

Slide 9 *Slide 109*	**Test Security Reminders: Exceptions** • **Exception to Prohibited Actions: Test Fraud and Coaching** o If students need a specific electronic device or aid that isn't part of a standard accommodation, they need to submit a unique accommodation request. • **Exception to Prohibited Actions: Cheating** • A Test Administrator may need to read test content if they are administering an accommodation that requires	

Slide Number	Transcript	Link
	it (for example, human reader or human signer).	
	○ In these cases, Test Administrators are to follow all appropriate directions in the assessment-specific manuals to ensure they are maintaining test security.	
Slide 10 *Slide 110*	Exceptional Circumstances during test administration are covered on this slide. • **Absences/Makeups** ○ Makeup testing must 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 initiating (except if approved by OSSE). • **Homebound students** ○ Homebound students must participate in testing. ○ The Test Monitor should work with the Test Integrity Coordinator to determine how these students will be assessed and notify OSSE in the School Test Plan. • Any non-traditional in-person testing requests (for example, testing at an alternate site or testing in specific hours) must be included in a school's test security plan.	
Slide 11 *Slide 111*	Additional exceptional circumstances during test administration include… • **Homeschool students** ○ Homeschool students may participate in testing, but testing is voluntary. ○ If a homeschool student wishes to participate, the test monitor works with the LEA to determine a plan for participation and notifies OSSE in the School Test Plan. • **Significant medical emergencies** ○ Students experiencing medical conditions that substantially prevent them from participating in instruction may apply for an Assessment Medical Exemption with support from a treating physician. ○ The student's school must submit the Statewide Assessments Medical Exemption Form to OSSE for review. • **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. ○ In the event of an emergency, it is expected that schools will first ensure student safety, then document and submit an incident report to OSSE.	

Slide Number	Transcript	Link

Slide 12
 	
Slide 112
	• LEAs must ensure that all eligible students enrolled at their LEA, including students in nonpublic settings, participate in statewide assessments. While LEAs are responsible for liaising with nonpublic schools to confirm students' test registrations, nonpublic schools are responsible for maintaining test security and reporting test security incidents that occur on their campuses to OSSE.
	• Nonpublic responsibilities include:
	   o Compliance with Testing Integrity Act of 2013, Amendment of 2015, Test Security Guidelines and vendor manuals
	   o Creation and submission to OSSE of School Security Test Plan for students enrolled at that site	

Slide 13 *Slide 113*	• We will now cover submitting incident reports to OSSE.	

Slide 14
 	
Slide 114
	• The following should be documented via an incident report to OSSE:
	   o If a student becomes ill or injured and cannot complete a testing session they have already started
	   o If a student or staff member is in possession of a cell phone/unauthorized device or uses said device in an active testing environment
	   o If students and/or staff take actions that could constitute cheating/coaching
	   o If students and/or staff are in possession of materials that could constitute as cheating
	   o If Secure testing materials are lost or left unsupervised
	   o If a student does not receive the appropriate accommodations
	   o If students must leave the testing environment due to an emergency or drill
	   o Or if a technical issue causes students to not complete an active testing session before the close of a school day	

Slide 15
 	
Slide 115
	• When incidents, deviations, or issues occur during test administration they should be promptly communicated to OSSE.
	• **Incident Report (OSSE Assessment Portal, Hotline, or OSSE Website)**
	   o All breaches to test security and integrity during test administration can be submitted to OSSE using the OSSE Support Tool, OSSE Assessment Hotline, or through the OSSE website.
	   o If you do not have access to the OSSE Assessment Portal, incidents may be reported via the Assessment Hotline at (202) 304-3269, or the public form via the OSSE website.
	   o Accommodation misadministration should be submitted as incident reports.
	• **Test Security File**
	   o All reported Test Security or Integrity Incidents should be included in the test security file
	   o Additional test administration concerns **not** resulting in a breach of the security of test materials, test content or testing devices should also be included in the test security file.	

Slide Number	Transcript	Link
Slide 16 *Slide 116*	• There are three ways that an incident report can be submitted to OSSE. • LEA Assessment Managers and Test coordinators, you can submit an incident report through the OSSE Assessment Portal. • Other authorized personnel and others who wish to submit an incident report can also do so using the form linked on the OSSE test security and incident reporting webpage or by calling the OSSE assessment hotline at (202) 304--3269. • **Note:** that the assessment hotline is only active Monday through Friday, from 8 a.m. to 4 p.m., during active statewide assessment administration.	OSSE Assessment Portal - Administrator Home Page (quickbase.com) Test Security and Test Integrity Information and Documents | osse (dc.gov)

Slide 17
 	
Slide 117
	• When reporting test incidents to OSSE, it is important that the test incident report form is completed with detailed and specific information related to the incident. Doing so will allow OSSE to review and make a determination on how to proceed or what additional information is needed in a timely manner.
	• The goal should be to ensure that any students impacted by the incident are able to complete testing, where applicable, before the close of the test window.
	• Incident reports should contain, at a minimum, the information listed on this slide:
	   o The name and role of all authorized personnel involved in the incident
	   o The name and 10-digit state student ID of any students involved
	   o The test unit or section affected
	   o Any steps the school has already taken to resolve the issue.	

Slide 18 *Slide 118*	• Issues that may cause a school to deviate from their approved school test security plan, but do not impact test integrity or test security, are considered **minor deviations.** • Any changes to the approved test schedule must be reported by uploading a new test schedule into the school's test security plan in the OSSE Assessment Portal.	

Slide 19
 	
Slide 119
	• The following should be documented as minor deviations:
	   o Changes to the approved test schedule, including substituting Test Administrators and/or Proctors (upload a new test schedule into the school's test security plan)
	   o Technical issues that cause minor delays in test timing for a student or group of students	

| --- | --- | --- |
	○ Assigning a student, a different device during testing ○ Student behavior that does not disrupt a test session or interfere with that student's, or other students', ability to complete the test session	

Slide 20
 	
Slide 120
	• In response to reported incidents, OSSE may request that a school provide additional details or complete corrective actions during administration for two reasons: a plan to improve test security school policies and procedures and or a test security fact finding inquiry.
	• A plan to improve test security school policies and procedures is a required document that explains your school's plan for correcting issues described in initial incident report.
	   ○ Must be completed and uploaded into the school test security plan within 48 hours of request.
	• A test security fact finding inquiry is a required document that provides OSSE with additional information about the incident reported to determine if any additional steps are necessary.
	   ○ Must be completed and uploaded into the school test security plan within 72 hours of request.	

Slide 21 *Slide 121*	• Test Security Reminder: As a test security reminder, incident reports must be submitted to OSSE as soon as potential test security violations are discovered. • It is essential that OSSE has time to mitigate any issues that arise from an incident as soon as possible. • This concludes Module 4: Prohibited Actions and Incident Reporting.	

Slide Number	Transcript	Link
Slide 1 *Slide 122*	• The final module is Module 5: Administration Closeout and Reporting.	
Slide 2 *Slide 123*	• The first step we will talk about in Assessment Closeout will be "Collect Testing Materials."	

Slide 3
 	
Slide 124
	• After a student has indicated that they have finished testing or after the time has run out if administering a timed test, Test Administrators must follow the closeout protocol detailed in the assessment manual for each test. Scripted closeout instructions may be required.
	• Some reminders for Test Administrators in the authorized personnel security training at your LEA/school:
	    o Test Administrators are not permitted to tell or ask students to check their work. Under the Testing Integrity Act asking or telling a student to check their work at any point during test administration or closeout is considered educator coaching and a violation of test security.
	    o If Test Administrators ask what phrase they can say instead of "Check your work," an approved phrase can be **"Are you finished and ready to close out your test?"**
	    o After the student has exited a test, the Test Administrator must collect all testing materials and keep them in their possession until the materials are returned to the secure storage location.
	    o After collection, depending upon LEA policy, Test Administrators may dismiss students or students may sit quietly or read books or complete activities not related to the assessed subject. Or other options could be a crossword puzzle after math or a Sudoku puzzle after ELA.	

Slide 4 *Slide 125*	• 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.	

Slide Number	Transcript	Link
Slide 5 *Slide 126*	• The next step in assessment closeout activities will be "Return or Shred Secure Testing Materials."	
Slide 6 *Slide 127*	• 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 Test Monitor/School Test Coordinator is responsible for securely storing all secure testing materials as soon as they are returned. • The Test Monitor/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 shredded with a witness present. 　o Some examples of materials to be securely destroyed include used scratch paper and testing ticket or login information.	
Slide 7 *Slide 128*	• The next step in assessment closeout is to "Finalize the School Test Security File."	
Slide 8 *Slide 129*	• 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**. • Schools may also maintain an electronic test security file in addition to the hard copy. • Final versions of the School Test Security File must be printed and include all components, including what was previously kept as electronic records only.	
Slide 9 *Slide 130*	• Test Security Reminder: Every school must keep an updated version of the Test Security File in hard-copy format on site for four years. • OSSE may request to see the test security file at any time within the four-year time frame.	
Slide 10 *Slide 131*	• The next step in assessment closeout is to "Submit Test Integrity and Test Security Affidavits to OSSE"	

Slide Number	Transcript	Link
Slide 11 *Slide 132*	• Within **10 business days** after the close of <u>each</u> statewide assessment window, the LEA Test Integrity Coordinator must obtain signed affidavits from the School Test Coordinator **for each approved test security plan**. • Within **15 business days** after the close of each statewide assessment window, LEAs must submit all school affidavits and one LEA-level affidavit for each assessment program (ACCESS/Alt ACCESS; MSAA/DLM; and DC CAPE) to OSSE via the OSSE Assessment Portal. • **Note:** Schools should refer to QuickBase for approved school test security plans to ensure that you are submitting an affidavit for all required assessments. • Nonpublic School Test Coordinators must sign affidavits and submit them to OSSE via the OSSE Assessment Portal.	OSSE Assessment Portal - Administrator Home Page (quickbase.com)
Slide 12 *Slide 133*	• This slide shows the due dates for test security affidavits by assessment program. • The "10 days from assessment end date" is the date by which LEAs must obtain signed affidavits from the School Test Coordinator for *each approved test security plan*. • **Please note:** The "Due to OSSE via OSSE Assessment Portal" date is no later than 15 business days after the close of the statewide window. Your submission date may be earlier depending on the final day of testing in your LEA.	OSSE Assessment Portal - Administrator Home Page (quickbase.com)
Slide 13 *Slide 134*	• Test Security Reminder: The LEA Test Coordinator must submit one affidavit for each assessment program. • School Test Coordinators must submit an affidavit for each approved school test security plan. • If you are both the LEA and the School Test Coordinator, please indicate that on the affidavit upon submission.	
Slide 14 *Slide 135*	• This completes Module 5 and the entire 2023-24 Test Security Training Module Series. • Please follow the link here to access the 2023-24 Test Security Training Quiz and Certification Form. Remember that you must receive a score of at least 80 percent (out of 100 total points) in order to receive credit for completing this training series. • As a reminder, OSSE will not approve School Test Security Plans if the LEA Test Coordinator listed has not completed this training series and the quiz.	https://forms.office.com/g/f9ZVmtsXS7
Slide 15 *Slide 136*	• If you have questions about OSSE assessment policies or specific assessment programs, please feel free to use the information on this slide to reach out to the appropriate member of the OSSE Office of Assessments.	