

Sign in →



# Test Security and School Test Security Plan Overview Training

*Office of Assessments*

December 2023



- 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.
- [Please sign-in here.](#)
- [Test Security and Test Integrity Information and Documents](#)



# Welcome!

# Agenda

- Welcome and Introductions
- Module 0: Overview of 2023-24 Statewide Assessments
- Module 1: Test Integrity Policy, Roles and Responsibilities
- Module 2: School Test Security Plans
- **BREAK**
- Module 3: Assessment Preparation and Administration
- Module 4: Prohibited Actions and Incident Reporting
- Module 5: Administration Closeout and Reporting

In partnership with key stakeholders, we create a comprehensive educational assessment program that:

- accurately measures student performance;
- produces actionable data; and
- provides tools, guidance and training to empower LEAs to meet the needs of all learners and make informed decisions.



# Office of Assessments

---

## Mission Statement

# Test Security Training Requirements

- Completion of OSSE Test Security Training is **required** for individuals in the following roles:
  - LEA Assessment Managers
  - LEA Test Coordinators
  - Nonpublic School Test Coordinators
- These individuals are responsible for ensuring that all school-based personnel involved in assessment administration receive training on test integrity and security, and assessment administration procedures

# Required Test Security Training Modules

- Module 0: Overview of 2023-24 Statewide Assessments
- Module 1: Test Integrity, Roles and Responsibilities
- Module 2: Test Security Documentation and School Test Security Plan
- Module 3: Assessment Preparation and Administration
- Module 4: Test Administration – Prohibited Actions and Incident Reporting
- Module 5: Administration Closeout and Reporting



## Module 0: Overview of 2023-24 Statewide Assessments

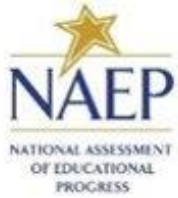
*Office of Assessments*

December 2023



# 2023-24 Assessments and Timelines





*National Assessment of Reading and Math, select schools, grades 4 and 8*



*English Language Proficiency, grades K-12*



*General Statewide Assessments  
ELA and Mathematics, grades 3 – high school  
Science, grades 5, 8, and high school biology*



*Alternate ELA and Mathematics, grades 3-8 and 11*



*Alternate Science, grades 5, 8, and high school biology*



## OSSE Office of Assessments

Statewide Assessments

# 2023-2024 Statewide Testing Windows

Assessment	2023-24 Statewide Test Window
<b>NAEP</b> (Selected schools only)	Jan. 29 – March 8, 2024
<b>ACCESS for ELLs</b>	Feb. 12 – March 22, 2024
<b>MSAA and DLM</b>	March 11 – April 26, 2024
<b>DC CAPE</b> DC ELA, DC Math, DC Science	April 1 – May 24, 2024 (April 1 – May 17, 2024: paper accommodation window)

# 2023-24 School Year Statewide Testing Windows

## January

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## February

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

## March

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

## April

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

## May

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



ACCESS for ELLs



MSAA and DLM



DC CAPE



NAEP



Common School Break/ District of Columbia Holiday



## District of Columbia Assessment Coordination Timeline



LEA Submission to OSSE Required



Shipment to/from School



LEA Action




OSSE Action




School Action with LEA Oversight

- Readiness guides have been developed for each assessment, highlighting key activities for test coordinators to complete each month to prepare for administration
- Readiness guides can be accessed at [osse.dc.gov/page/test-coordinator-resources](https://osse.dc.gov/page/test-coordinator-resources)

# Statewide Assessment Readiness Guides




DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**




### 2023-24 ACCESS for ELLs (ACCESS) Readiness Guide

The following are recommended steps to ensure a successful ACCESS administration in spring 2024.

November - December	Pre-ID Rostering Complete Self-Paced Trainings	<b>Complete ACCESS Pre-ID Roster in Quickbase: Nov. 10 – Dec. 13</b> <ul style="list-style-type: none"><li>• <a href="#">Pre-ID Assessment Quickbase application</a> opens to LEAs on Nov. 10.</li><li>• Batch uploads using the template must be uploaded by Dec. 6.</li><li>• Manual uploads must be completed by Dec. 13.</li></ul>
		<b>Complete Required and Recommended Trainings</b> <ul style="list-style-type: none"><li>• Information on required and recommended trainings for LEA Coordinators and Test Administrators is available on the <a href="#">ACCESS for ELLs website</a>.</li><li>• Test Administration Manuals are available on the <a href="#">ACCESS for ELLs website</a>.</li><li>• Checklists available on <a href="#">DC's WIDA page</a> for Online ACCESS for ELLs and Paper ACCESS for ELLs.</li><li>• LEA ACCESS Test Coordinators are responsible for creating staff user accounts in the WIDA system.</li></ul>
		<b>Participate in OSSE-sponsored ACCESS Training</b> <ul style="list-style-type: none"><li>• LEA/school Coordinators and Test Administrators should attend the OSSE ACCESS Test Coordinator training and/or OSSE ACCESS Test Administrator Training. Training details and registration links can be found on the <a href="#">OSSE Test Coordinator page</a>.</li></ul>



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**



### State Alternate Assessment (MSAA) Readiness Guide


The following are recommended steps to ensure a successful MSAA administration in spring 2024.

**Alternate Eligibility Determinations Finalized**


- The local education agency (LEA) will receive final eligibility determinations from OSSE in the Special Programs database.

**MSAA Student Registration Begins**

- Registration for eligible students in grades 3-8 will be completed by OSSE and should be verified/adjusted by LEAs. High school registration should be completed in [Kite Educator Portal](#) by the LEA. Student registration should align to the [2023-24 OSSE Statewide Assessments Participation and Performance Policy](#).



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**



### 2024 Dynamic Learning Maps (DLM) Readiness Guide

The following are recommended steps to ensure a successful DLM administration in spring 2024.

January	Jan. 5	<b>Alternate Eligibility Determinations Finalized</b> <ul style="list-style-type: none"><li>• The local education agency (LEA) will receive final eligibility determinations from OSSE in the Special Programs database.</li></ul>
		<b>DLM Student Registration Begins</b> <ul style="list-style-type: none"><li>• Registration for eligible students in grades 3-8 will be completed by OSSE and should be verified/adjusted by LEAs. High school registration should be completed in <a href="#">Kite Educator Portal</a> by the LEA. Student registration should align to the <a href="#">2023-24 OSSE Statewide Assessments Participation and Performance Policy</a>.</li></ul>
		<b>Participate in OSSE-sponsored DLM Training (optional, but highly recommended)</b> <ul style="list-style-type: none"><li>• LEA/school Coordinators and Test Administrators should attend the OSSE DLM Test Coordinator training and/or OSSE DLM Test Administrator Training. Training details and registration links can be found on the Statewide Assessment Training Schedule located on the <a href="#">OSSE Test Coordinator page</a>.</li></ul>
		<b>DLM Student Registration Finalized</b> <ul style="list-style-type: none"><li>• High school registration should be completed in <a href="#">Kite Educator Portal</a> by the LEA. Registration for eligible students in grades 3-8 was completed by OSSE and should be verified/adjusted by LEAs. Student</li></ul>

12/14/2023

13

## Additional Assessment Administration Training

- OSSE, in partnership with assessment vendors, offers assessment-specific training to prepare test coordinators to administer each statewide assessment
- **To view the complete training schedule, please visit:**
  - [osse.dc.gov/page/test-coordinator-resources](https://osse.dc.gov/page/test-coordinator-resources)

# Office of Assessments – Contact Information

- OSSE Office of Assessments Contact Information: [osse.dc.gov/page/office-assessments-contact-us-page](https://osse.dc.gov/page/office-assessments-contact-us-page)
- OSSE Office of Assessments General Email: [OSSE.Assessment@dc.gov](mailto:OSSE.Assessment@dc.gov)
- OSSE Test Security General Email: [OSSE.TestIntegrity@dc.gov](mailto:OSSE.TestIntegrity@dc.gov)



# Office of Assessments – Resources

- **OSSE Websites**

- Office of Assessments: [osse.dc.gov/assessments](https://osse.dc.gov/assessments)
- Test Coordinator Resources: [osse.dc.gov/page/test-coordinator-resources](https://osse.dc.gov/page/test-coordinator-resources)
- Test Security and Integrity: [osse.dc.gov/service/test-security-and-incident-forms](https://osse.dc.gov/service/test-security-and-incident-forms)

- **Assessment-Specific Websites**

- WIDA ACCESS: [wida.wisc.edu/assess/access](https://wida.wisc.edu/assess/access)
- NAEP: [nces.ed.gov/nationsreportcard](https://nces.ed.gov/nationsreportcard)
- MSAA: [msaaassessment.org](https://msaaassessment.org)
- DLM: [dynamiclearningmaps.org](https://dynamiclearningmaps.org)
- DC CAPE: [dc.mypearsonsupport.com](https://dc.mypearsonsupport.com)





# Module 1: Test Integrity Policy, Roles and Responsibilities

*Office of Assessments*

December 2023

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.



# Policy Overview and Documentation

*Test Integrity, Roles & Responsibilities*

# Key Laws, Regulations, and Compliance Documents

- Testing Integrity Act of 2013
- Testing Integrity Act Amendments in 2015
- [2023-24 District of Columbia Test Security Guidelines](#)
- [2023-24 Statewide Assessments Participation and Performance Policy](#)
- Assessment Test Coordinator and Test Administrator Manuals
  - See vendor-specific resources

# Testing Integrity Act of 2013 and 2015 Amendments

## Testing Integrity Act of 2013

- Definition of key terms and roles
- Set requirements for OSSE, LEAs and schools
- Set prohibited actions for all authorized personnel

## Testing Integrity Act of 2015 Amendments

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

# OSSE Policy Documents

## Statewide Assessments Participation and Performance Policy

- Details the participation policies and final business rules for performance calculations for the District of Columbia's administration of statewide assessments

## Test Security Guidelines

- Released annually by OSSE to LEAs and the public stating minimum requirements for maintaining test security procedures
- Explain the requirements set forth in the Testing Integrity 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 and Administrator Manuals

## Assessment manuals are available for:

- DC Comprehensive Assessments of Progress in Education (CAPE)
- Multi-State Alternate Assessments (MSAA)
- Dynamic Learning Maps (DLM) Alternate Science
- 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

# Materials and References for this Training

- All test security forms and guidelines are posted at: [osse.dc.gov/service/test-security-and-incident-forms](https://osse.dc.gov/service/test-security-and-incident-forms)
- The 2023-24 school year Statewide Assessments Participation and Performance Policy is posted at: [osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy](https://osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy)
- Resources for Test Coordinators, including the assessment windows, overview of assessment roles and responsibilities, training schedule, contact information for administration support and more are posted at: [osse.dc.gov/page/test-coordinator-resources](https://osse.dc.gov/page/test-coordinator-resources)





# Roles and Responsibilities

*Test Integrity, Roles and Responsibilities*

# High-Level Test Security Responsibilities

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

Assessment Roles Include:

- State Education Agency (OSSE)
- Test Integrity Coordinator (LEA Assessment Manager and/or LEA Test Coordinator)
- Test Monitor (School Test Coordinator)
- Test Administrator
- Test Proctor
- Special Populations Coordinator
- Technology Coordinator

# Authorized Personnel

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

## Requirements:

- Complete Test 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 test integrity and security inquiries and investigations
- Refrain from prohibited actions
- Read all applicable directions and guidance

# Test Integrity Coordinator

## (LEA Assessment Manager and/or LEA Test Coordinator)

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.

**Note:** The LEA must designate a Test Integrity Coordinator to each assessment group (if administered): DC CAPE; MSAA/DLM; and ACCESS for ELLs/WIDA Alternate ACCESS. The same individual may serve as the Test Integrity Coordinator for all assessments, or the LEA can assign up to three different individuals to serve in this role.

### Test Integrity Coordinator Requirements:

- Designate, support and train test monitors
- Complete test security and integrity training
- Submit school test plans for each school/campus under the LEA's purview
- Monitor test administration
- 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 LEA Test Integrity Coordinator to be responsible for test integrity and security for a school/campus site.

### School Test Monitor Requirements:

- Create and submit school test plan to Test Integrity Coordinator
- Conduct test administration training for all authorized personnel
- Create and disseminate school test plan
- Oversee security of all secured materials
- Support authorized personnel administering the test
- Sign and submit affidavits to Test Integrity Coordinator post-testing

# Additional School-Level Personnel

## Special Populations Coordinator Requirements:

- Assists the Test Monitor/School Test Coordinator 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 Requirements:

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

# 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 Test Administrator's testing group
- Account for and maintain the security of all test materials under TA's purview
- In 2024, the teacher of record in a content area may serve as the TA without the need for an additional proctor to be present

# Test Proctor

An individual identified by the Test Monitor to be responsible for assisting the Test Administrator with test administration and classroom management

## Test Proctor Requirements and Considerations:

- Fulfill all authorized personnel requirements
- Assist Test Administrator as needed
- May administer accommodations
- Test Proctor may be a volunteer
- Must be supervised by a Test Administrator at all times





# Preparation and Planning

# Select LEA Test Coordinator(s) and Submit to OSSE

- The LEA Integrity Coordinator(s) (LEA Assessment Manager and/or LEA Test Coordinator) is/are responsible for maintaining test integrity and security for the LEA and all the schools/campuses under its purview during the statewide assessment.
- LEA Assessment Manager, LEA Test Coordinator for ACCESS for ELLs/WIDA Alternate ACCESS, MSAA/DLM, and DC CAPE, and Nonpublic School Test Coordinator names and contact information must be submitted to OSSE each fall. Information can be provided or updated at [bit.ly/47bIH6G](https://bit.ly/47bIH6G)
- OSSE will use this information to provide access to online testing platforms and resources. Please ensure it remains up to date and accurate.

# Complete OSSE Assessment Trainings

- OSSE hosts many trainings to support LEA and school users with the administration of statewide assessments. To view the complete training schedule, please visit: [osse.dc.gov/page/test-coordinator-resources](https://osse.dc.gov/page/test-coordinator-resources)
- 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 the “train-the-trainer” model for Test Security Training. LEA Test Coordinators are responsible for ensuring all school-based authorized personnel receive training in test security requirements

**OSSE → LEA Test Coordinator → LEA and School Authorized Personnel**



# Complete OSSE Assessment Trainings

## Test Security Train-the-Trainer Steps:

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

## Test Security Reminder

All LEA Assessment Managers, LEA Test Coordinators and Nonpublic School Test Coordinators must complete OSSE Test Security Training and pass the associated quiz.

**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.

# Module 2: School Test Security Plans



*Office of Assessments*

December 2023



# Submit School Test Security Plans to OSSE

*Test Security Documentation and School Test Security  
Plans*

# School Test Security Plan Submission Requirements

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**.



# School Test Security Plan Submission Requirements

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.

# School Test Security Plan Submission Requirements

- 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. Only the following plans may be combined:
  - ACCESS and WIDA Alternate ACCESS
  - MSAA and DLM
- In 2023-24, DC CAPE plans will include DC ELA, DC Math and DC Science (if applicable).
- A plan including more than one assessment must address security protocols and logistics for each included assessment.

# Submit Start and End Dates to OSSE

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.

Start and end dates for ACCESS for ELLs are due no later than **Jan. 16, 2024.**

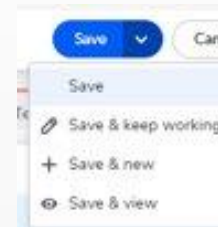
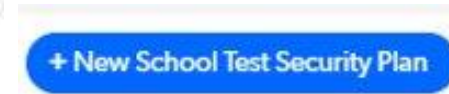
Start and end dates for MSAA and DLM are due no later than **Feb. 12, 2024.**

Start and end dates for DC CAPE are due no later than **Mar. 4, 2024.**

# Submit Start and End Dates to OSSE

To submit start and end dates for each assessment:

1. Open the OSSE Assessment Portal.
2. Navigate to the STSP tab.
3. Select blue “New School Test Security Plan” button.
4. Complete all information on the “General Test Information” tab.
  - Assessment name(s)
  - Start and end dates for each assessment
  - School name
  - School Test Coordinator contact information
  - Special Populations Coordinator contact information
  - Technology Coordinator contact information
5. Save the plan.



Steps 3-5 must be completed for each school and each assessment by the established deadlines.

# School Test Security Plans Contents (1/3)

**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 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

# School Test Security Plan Contents (2/3)

**Each school test security plan must include the following information:**

- 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

# School Test Security Plan Contents (3/3)

**Each school test security plan must include the following information:**

- Affirmation that the school has met all actions as required by the state such as:
  - established processes and procedures to monitor test security and administration procedures
  - established processes and procedures to ensure students with disabilities and English learners receive appropriate accommodations on the assessment
  - established processes and procedures to implement makeup testing and remediate student absences and tardiness as needed
  - verified all student accommodations are assigned in the assessment management platform for all applicable assessments



# School Test Schedule Considerations

*Test Security Documentation and School Test Security Plans*



## Create School Test Schedule (1/2)

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).

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.

## Create School Test Schedule (2/2)

- A template is embedded in the School Test Security Plan section of the [OSSE Assessment Portal](#) application.
- If a school wants to use their own template, they can do so, provided that all the information included in the OSSE template is present.

## 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.

# 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
<ul style="list-style-type: none"><li>• Clear</li><li>• Organized</li><li>• Thoughtful and thorough responses</li><li>• Complete authorized personnel list</li><li>• Complete school test schedule</li><li>• Complete accommodations in assessment management platform</li></ul>	<ul style="list-style-type: none"><li>• Disorganized or difficult to understand</li><li>• Incomplete responses</li><li>• Generic responses or responses copied directly from OSSE's school test plan exemplar</li><li>• Missing authorized personnel</li><li>• Incomplete or missing test schedule</li><li>• Incomplete or missing accommodations in assessment management platform</li></ul>

# School Test Security Plan Supports

## School Test Plan Completion Supports Include:

- School Test Plan Instructions
- School Test Plan Exemplar
- Authorized Personnel and Test Schedule Templates
- [OSSE Technical Assistance Bookings](#)

All school test plan support documents are posted on the OSSE test security and incident forms webpage: [osse.dc.gov/service/test-security-and-incident-forms](https://osse.dc.gov/service/test-security-and-incident-forms)

The OSSE Assessment Portal Quickbase application will launch in December.

## 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.**



# Module 3: Assessment Preparation and Administration

*Office of Assessments*

December 2023

# Statewide Assessment Resources

- OSSE State Assessments Webpage: [osse.dc.gov/assessments](https://osse.dc.gov/assessments)
- Test Security Forms and Guidelines: [osse.dc.gov/service/test-security-and-incident-forms](https://osse.dc.gov/service/test-security-and-incident-forms)
- Test Coordinator Resources: [osse.dc.gov/page/test-coordinator-resources](https://osse.dc.gov/page/test-coordinator-resources)
- Testing Accommodations Information: [osse.dc.gov/service/testing-accommodations](https://osse.dc.gov/service/testing-accommodations)



# Register Students to Test

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: [osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy](https://osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy)

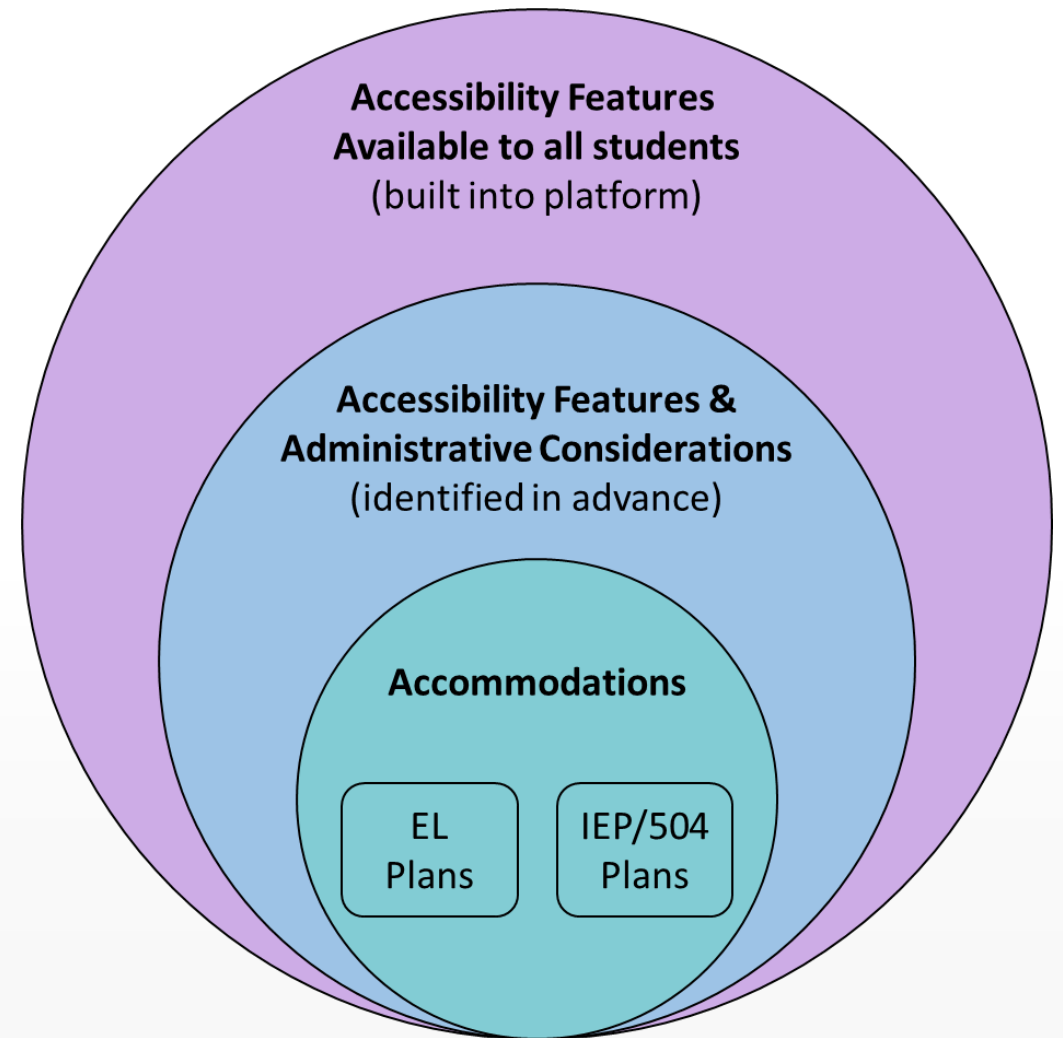
Assignment of accommodations and accessibility features for individual students occurs as part of the registration process.

# Assign Students Testing Accommodations and Accessibility Features

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

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

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



## 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 Populations 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 instructional 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](#) for additional guidance on assigning accessibility features and accommodations for all assessments.

## 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.



# Receive Testing Materials

*Test Security Documentation and School Test Security Plans*

# Receive Testing Materials

- 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
  - return shipping materials
- All hard copy secure materials must be accepted in person at a school.
- When receiving a shipment, take inventory and check to ensure all ordered materials have been provided.
  - Make sure all that was ordered is in the box. If there is a discrepancy, contact the vendor immediately.
- Keep secure testing materials **locked away** in a secure location prior to testing.
- Materials may not be transported outside of where they are shipped.





# Setup Student Testing Devices

*Assessment Preparation and Administration*



# 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.
- Consult vendor guidance on technology requirements for each assessment.



# Train Authorized Personnel

*Assessment Preparation and Administration*

# 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 Test Security Notification Statement](#) to all authorized personnel
  - Review of School Test Security Plan
  - Review of Test Security Guidelines
  - Review of Test Administration Procedures
  - Review of vendor-supplied testing manual(s)
  - Internal process/procedures to follow for technology issues during testing
  - Internal process/procedures to follow to report testing incidents

# Train Authorized Personnel

## Who requires training?

- Test Monitors (School Test Coordinators)
- Special Populations Coordinators
- Technology Coordinators
- Test Administrators and 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
- Attendance Certification (e.g., sign-in sheets)
- Test Security and Integrity Notification Statement

## 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: [osse.dc.gov/page/test-coordinator-resources](https://osse.dc.gov/page/test-coordinator-resources)



## Send Assessment Notification Letter to Families

*Assessment Preparation and Administration*

# Send Assessment Notification Letter to Families

Every LEA/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 assessment

In addition, 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.





# Establish a School Test Security File

*Assessment Preparation and Administration*

# Establish a School Test Security File (1/2)

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:

- School Test Security Plan
- Test Security Training Materials
- During Testing Notes, including Minor Deviations from School Plan
- Plan to Improve School Policies and Procedures Forms (if applicable)
- Test Security Fact Finding Inquiry Forms (if applicable)
- Test Integrity and Test Security Affidavits

The files listed above can be maintained electronically during test administration but must be printed and filed for a minimum of four years at the end of testing.

## Establish a School Test Security File (2/2)

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:

- Test Security Training Attendance for Authorized Personnel
- Family Notification Letters
- Test Materials Chain-of-Custody Forms
- Incident Reports

Printed copies of the files listed above must be maintained during administration and filed for a minimum of four years at the end of testing.

## 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.



# Expectations for Creating a Secure Testing Environment

*Assessment Preparation and 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.

## Non-Permissible Bulletin and Wall Displays

- Wall displays with tested content or test-taking strategies must be removed or covered in testing rooms, hallways, stairwells, bathrooms, etc. throughout testing.
  - Ex.: multiplication tables, math formulas, word walls, diagrams, completed student work
- 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.

# 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





**Daily Schedule**  
8:00 – ELA Class  
10:00 – Math Class  
12:00 – Lunch  
2:00 – Science Class  
3:30 – Dismissal

**World History Timeline**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Washington DC School

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**

Animal Life Cycles



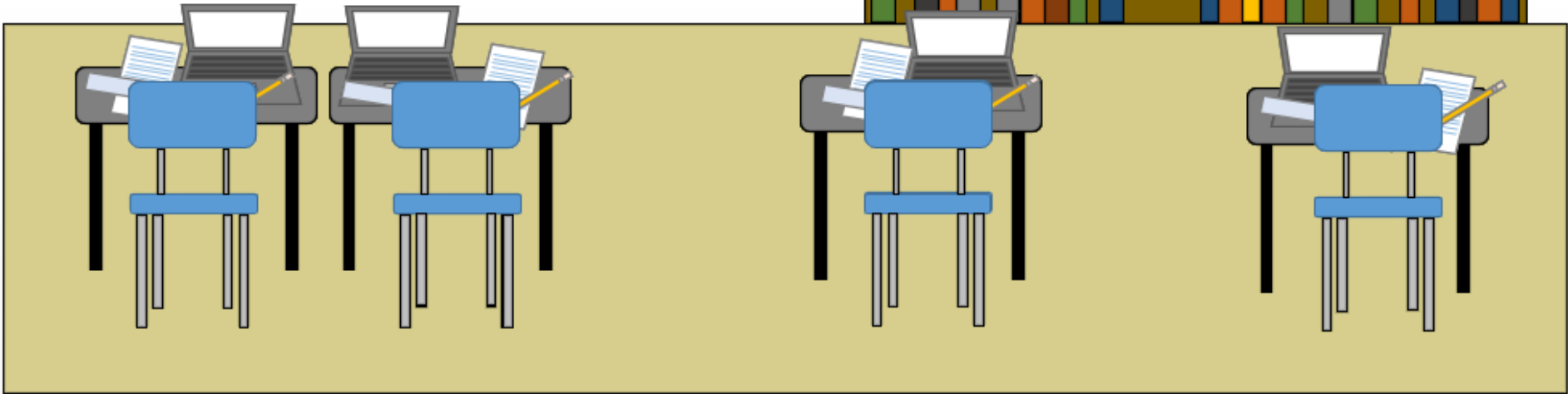
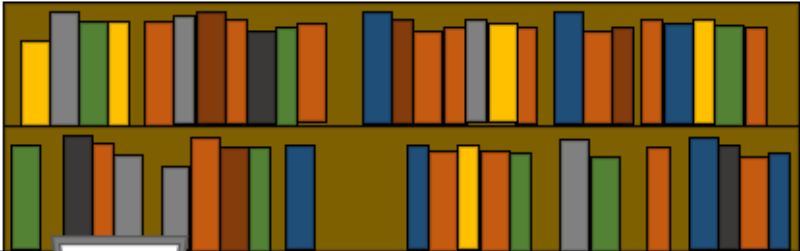
$$a^2 + b^2 = c^2$$

**100% Tests**

100% Participation 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022	100% Participation 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022	100% Participation 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022 10/1/2022
--	--	--

**Steps for Success!**

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



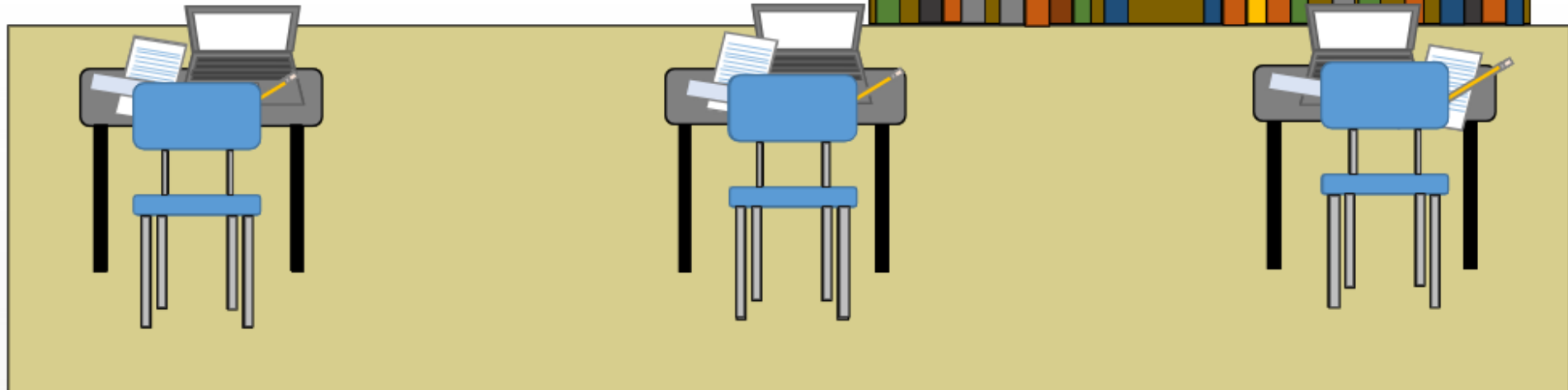
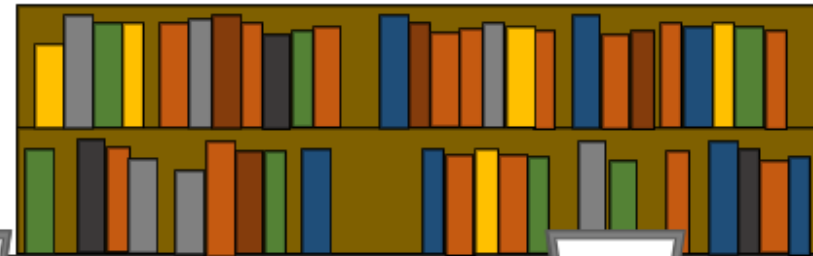
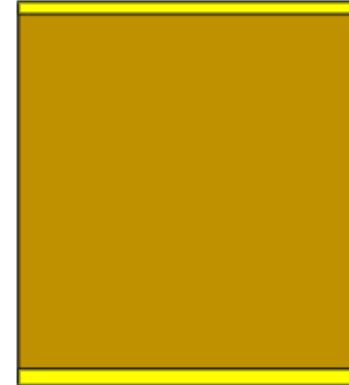


## Washington DC School

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



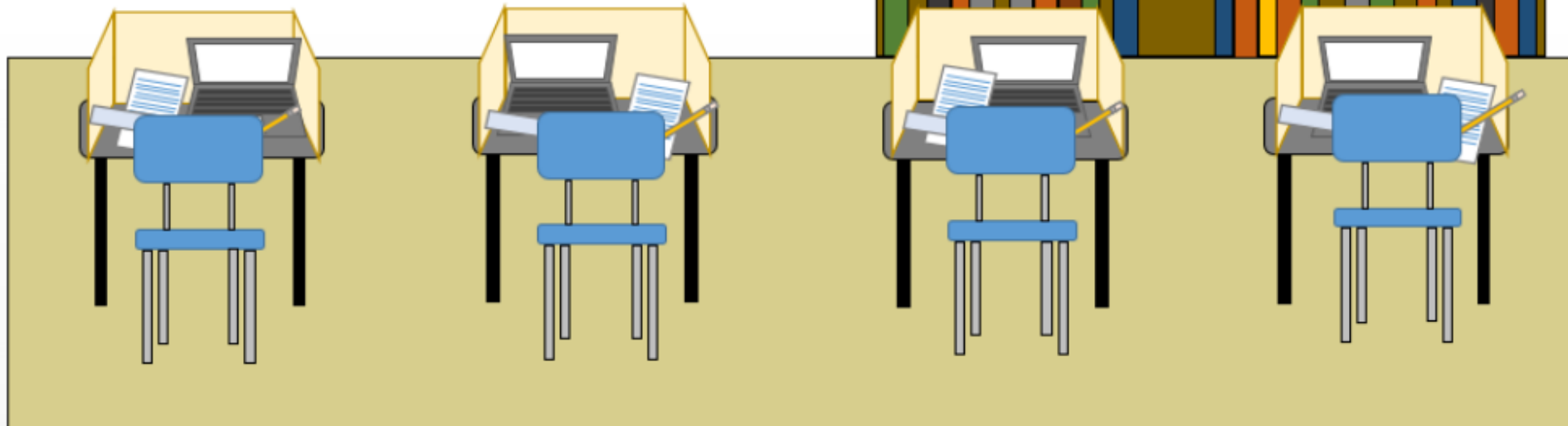
College

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





# Maintaining Test Integrity during Administration

*Test Administration*

# Prepare and Distribute Testing Materials

- The School Test Coordinator is responsible for ensuring that Test Administrators 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 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.**

# 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: [osse.dc.gov/service/test-security-and-incident-forms](https://osse.dc.gov/service/test-security-and-incident-forms)

# Assessment Manuals

- Test Administrator 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 must have a copy of the Test Administrator Manual with them.
- Test Administrators must follow all directions provided in the assessment manual and reference it as needed throughout test administration.

# 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.
- A student may require an electronic device (e.g., for medical purposes) as a unique/non-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.



# Use of Calculators and Devices

- Grade-level appropriate calculators will be available in the test platform on calculator sections of mathematics units, and for all science 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 or Section 504 Plan 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.
- The full calculator policy can be accessed at [dc.mypearsonsupport.com](https://dc.mypearsonsupport.com)

# Prohibited Materials (Content Assessments)

## English Language Arts/Literacy

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

## 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

# Prohibited Materials (ACCESS)

Bilingual word-to-word dictionaries are not allowed on any ACCESS test.

The following are also prohibited:

- Reading aloud test items or passages on the Reading test
- Translating test items into a language other than English
- Reading test items in a language other than English
- Using a bilingual word-to-word dictionary
- Responding to test questions in a language other than English

# 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 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.
- 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).

# Unique/Non-Standard Accommodations

- Individual statewide assessments may permit unique accommodations, not included in manuals which require advanced approval from OSSE.
- LEAs may apply for a unique accommodation by completing the 2022-23 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/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).
- Forms are available on the [Test Security and Test Integrity Information and Documents Page](#).

# Administer Statewide Assessments to Students

- The following directives must be followed by all authorized personnel during test administration for all statewide assessments:
  - Test Administrators and Proctors are to follow 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 a test administration, the School Test Coordinator must contact OSSE via the OSSE Support Tool (OST) to ensure that the administration can continue.

# Makeup Testing

- Every effort should be made to ensure that all students complete each unit or section of each assessment. A makeup window should be included in the test schedule, included in the school test security plans, to accommodate students who were absent from testing during the initial test sessions.
- Makeup testing must 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.



# Monitor Administration and Support Staff

*Test Administration*



# Support during Testing

- When technical support is needed, it is important that the Test Coordinators contact the **assessment vendor**. The Test Administrator or Technology Coordinator should provide the Test Coordinator with the error code(s), where applicable. Each vendor has a support hotline that is available during testing hours: [osse.dc.gov/page/test-coordinator-resources](https://osse.dc.gov/page/test-coordinator-resources)
- 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 [osse.dc.gov/page/assessments-team-contact-us-page](https://osse.dc.gov/page/assessments-team-contact-us-page)

### 2023-24 Assessment Administration Support

#### Assessment Customer Support

Contact assessment vendors for technical support with their testing platforms.

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

**msaa**  
**(866) 834-8879**  
M-F, 8 a.m.-5 p.m. EST  
[MSAAServiceCenter@cognia.org](mailto:MSAAServiceCenter@cognia.org)

**DC CAPE**  
DC COMMISSIONERS' ASSOCIATION OF PROFESSIONAL EDUCATION  
**(866) 688-9555**  
M-F, 6:30 a.m.-7:30 p.m. (EST)  
<https://dc.mypearsonsupport.com/>

**NAEP**  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS  
NAEP Help Desk for Schools  
**1-800-283-6237**  
Monday - Friday, 8 a.m. - 8 p.m.  
[Naephelp@westat.com](mailto:Naephelp@westat.com)

**DYNAMIC**  
LEARNING MAPS  
Kite Service Desk:  
**(855)277-9751**  
Contact about test platform and technical issues  
M-F, 8 a.m.-6 p.m. EST  
[DLM-support@ku.edu](mailto:DLM-support@ku.edu)  
DLM Support:  
**(785)864-7093**  
Contact about test structure and resources  
M-F, 9 a.m.-6 p.m. EST  
[DLM@ku.edu](mailto:DLM@ku.edu)

#### 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)  
Only active during assessment administration  
  
OSSE Support Tool (OST)  
<https://octo.quickbase.com/>  
  
[OSSE.Assessment@dc.gov](mailto: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. It's important to ensure that your staff knows how to contact you for support during testing.
- A detailed description of your plan for supporting staff must be included in the school test security plan.
- LEA Test Coordinators who oversee multiple schools should plan to visit schools or virtually meet with School Test Coordinators during testing to provide support and monitor the application of test security policies and administrative procedures.

# Monitoring During Test Administration

- Both OSSE and the LEA Test Coordinator are responsible for monitoring test security for all statewide assessments throughout the testing window.
- OSSE will conduct in-person test security monitoring during the 2023-24 school year.
- OSSE may also request virtual meetings with LEA and/or School Test Coordinators to discuss testing during the test administration(s).
- During the monitoring process, OSSE will review school test administration and security procedures to ensure compliance with federal and local law, state regulations, policies and guidance. OSSE will also review test security incidents, fact finding inquiries and plans to improve, as a means of auditing during test administration.

## 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.



# Module 4:

# Prohibited Actions

# and Incident Reporting

*Office of Assessments*

December 2023



## Prohibited Actions

# 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 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
- Allowing students to complete a single DC CAPE test unit over multiple days
- Allowing more than the allotted unit time to students without an approved extended time accommodation
- 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 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

# 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 and/or failing to ensure that all pupils have properly logged off the computer system before allowing any pupil to leave the testing room
- Failing to observe the test material chain of custody procedures as outlined in the school test security plan

# 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 accommodation explicitly identified in an IEP, Section 504, 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 the entire testing group the time remaining on the test
- Announcing to the entire testing group reminding students to stay on task
- Announcing to the 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 or 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

## Test Security Reminder

### **Exception to Prohibited Actions: Test Fraud and Coaching**

If students need a specific electronic device or aid that isn't part of a standard accommodation, a unique accommodation request must be submitted to OSSE for approval.

### **Exception to Prohibited Actions: Cheating**

A Test Administrator may need to read test content if they are administering an accommodation that requires 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 and integrity.

# Exceptional Circumstances During Test Administration

## 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.
- Test Monitor works with Test Integrity Coordinator and notifies OSSE in the School Test Plan.

# Exceptional Circumstances During Test Administration

## Home-schooled students

- Home-schooled students may participate in testing, but testing is voluntary.
- Test Monitor works with LEA on participation and notifies OSSE in School Test Security Plan.

## Significant medical emergencies

- May apply for Medical Exemption with support from a treating 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 protocols.
- Student safety first, then document and submit an incident report to OSSE.

## Exceptional Circumstances: Nonpublic Placements

LEAs must ensure that all eligible students enrolled at their LEA, including students in nonpublic settings, participate in statewide assessments. Nonpublic schools are responsible for maintaining test security and reporting test security incidents that occur on their campuses to OSSE.

### Nonpublic responsibilities include:

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





# Incident Reporting

# When to Submit an Incident Report to OSSE

The following **should be documented** via 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 cheating/coaching**
- Students and/or staff are in possession of materials that could constitute as cheating
- Secure testing materials are lost or 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**

# Incident Reporting

When incidents, deviations, or issues occur during test administration they should be promptly communicated to OSSE.

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

- All breaches to test security and test integrity during test administration should be submitted to OSSE using the [OSSE Assessment Portal](#)!
  - 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.
- Accommodation misadministration should be submitted as incident reports.

## Test Security File

- All reported Test Security/Integrity Incidents should be included in the test security file
- 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.

# How to Submit an Incident Report to OSSE (1/2)

## OSSE Assessment Portal Quickbase Application

- LEA Assessment Managers
- LEA Test Coordinators

## OSSE Incident Reporting Form

- Authorized personnel
- Nonpublic schools
- Anyone else

## **Assessment Hotline: (202) 304-3269**

- Authorized personnel
- Anyone else

**Note:** that the assessment hotline is only active Monday through Friday, from 8 a.m. to 4 p.m., during active statewide assessment administrations.

# How to Submit an Incident Report to OSSE (2/2)

## Detailed and specific Incident Reports include:

- The name and role of all Authorized Personnel involved in the incident.
- The name of the student(s) (last name, first name) and their 10-digit SSID number.
- The test unit/section, where applicable
- Steps taken to resolve the issue (e.g., technical issues, scheduled make-up testing, etc.)

# Minor Deviations to School Test Security Plan

- 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**
- Minor deviations should be reported to OSSE via the ***Minor Deviations and Testing Updates*** tab in the approved school test security plan

# Reporting Minor Deviations to OSSE

The following should be documented as **minor deviations**:

- 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)
- 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

# Investigative and Corrective Action Documents

- In response to reported incidents, OSSE may request that a school provide additional details or complete corrective actions during administration.

## Plan to Improve Test Security School Policies and Procedures

- 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.

## Test Security Fact Finding Inquiry

- 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 72 hours of request.



## 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.



# Module 5: Administration Closeout and Reporting

*Office of Assessments*

December 2023



# Collect Testing Materials

*Administration Closeout and Reporting*

# 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 Administrators must return all testing materials to the secure storage location as soon as testing is over each day and sign the Chain of Custody form.

## 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.



# Return/Shred Secure Testing Materials

*Administration Closeout and Reporting*

# Return/Shred Secure Testing Materials

- 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.
  - Examples of materials to be securely destroyed include used scratch paper and testing ticket or login information.
- Test Coordinators should consult assessment-specific manuals for detailed instructions on coordinating return shipping.



# Finalize School Test Security File

*Administration Closeout and Reporting*



# Finalize School Test Security File

- The School Test Coordinator must ensure that all required information in the School Test Security File is updated after the test administration of each assessment.
- 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.

## 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.



## **Submit Test Integrity and Test Security Affidavits to OSSE**

*Administration Closeout and Reporting*

# Submit Test Security Affidavit to OSSE

- Within **10 business days** after the close of each 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/WIDA Alt ACCESS; MSAA/DLM; and DC CAPE) to OSSE via the [OSSE Assessment Portal](#).
- Nonpublic School Test Coordinators must sign affidavits and submit them directly to OSSE via the [OSSE Assessment Portal](#).

## Test Security and Test Affidavits Due Dates

Assessment	Assessment End Date	10 Days from Assessment End Date	Due to OSSE via OSSE Assessment Portal
ACCESS for ELLs	March 22, 2024	April 5, 2024	April 12, 2024
MSAA and DLM	April 26, 2024	May 10, 2024	May 17, 2024
DC CAPE	May 24, 2024	June 7, 2024	June 14, 2024

## 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 Test Coordinator and the School Test Coordinator, please indicate that on the affidavit upon submission.



# Test Security Training Quiz and Certification

- Please follow the link below to access the Test Security Training Quiz: [forms.office.com/g/f9ZVmtsXS7](https://forms.office.com/g/f9ZVmtsXS7)
- A score of 80 percent or higher on the quiz will serve as the official attendance and completion of the 2023-24 OSSE Test Security Training.

**Reminder:** School Test Security Plans cannot be submitted until the LEA Test Coordinator listed has completed OSSE Test Security Training and passed the quiz.

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) and General Assessment Policy	Stephanie Snyder, Director of Assessments <a href="mailto:Stephanie.Snyder@dc.gov">Stephanie.Snyder@dc.gov</a>
	Data, Reporting, Business Rules	
	Special Populations	Lauren Thompson, Deputy Director of Assessments <a href="mailto:Lauren.Thompson@dc.gov">Lauren.Thompson@dc.gov</a>
	Test Integrity and Security	Rohini Ramnath, Assessment Specialist, Test Security <a href="mailto:Rohini.Ramnath@dc.gov">Rohini.Ramnath@dc.gov</a>
Test Administration		Cassidy Schenley, NAEP State Coordinator <a href="mailto:Cassidy.Schenley@dc.gov">Cassidy.Schenley@dc.gov</a>
	  DC ELA  DC MATH  DC SCIENCE	Yolanda Barber, Assessment Specialist, Mathematics <a href="mailto:Yolanda.Barber@dc.gov">Yolanda.Barber@dc.gov</a> Rachel Knaizer, Assessment Specialist, ELA <a href="mailto:Rachel.Knaizer@dc.gov">Rachel.Knaizer@dc.gov</a> Chelsea Charland, Assessment Specialist, Science <a href="mailto:Chelsea.Charland@dc.gov">Chelsea.Charland@dc.gov</a>
		Chelsea Charland, Assessment Specialist, Science <a href="mailto:Chelsea.Charland@dc.gov">Chelsea.Charland@dc.gov</a>
	 	Lauren Thompson, Deputy Director of Assessments <a href="mailto:Lauren.Thompson@dc.gov">Lauren.Thompson@dc.gov</a>
Assessment Literacy	LEA/School Workshops and Trainings	Yolanda Barber, Assessment Specialist, Mathematics <a href="mailto:Yolanda.Barber@dc.gov">Yolanda.Barber@dc.gov</a>