



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Proctor Script for the 2023 Health and Physical Education Assessment

**Division of Health & Wellness
Feb. 2023**

Health and Physical Education Assessment

Introduction

The District of Columbia's *Healthy Schools Act of 2010* requires the Office of the State Superintendent of Education (OSSE) to collect and report student performance on DC Health and Physical Education Standards. To comply with this requirement, District students are tested annually in grades 5, 8 and high school (high school students take the test during the year in which health class is provided) on their health and physical education knowledge.

This guide outlines the steps for administering the Health and Physical Education Assessment (HPEA). If you have any questions regarding this guide or any part of the assessment, please contact your LEA HPEA Point of Contact (POC).

Health Assessment Proctor Guidelines

The number of proctors needed for a testing period depends on the grade tested and the level of the students' experience. As a general rule, one proctor for every 15 students is recommended.

Proctors should adhere to the following guidelines:

- Make certain that each student enters the assessment site successfully and is able to complete the questions.
- Make sure all students understand the directions.
- Prevent talking between students or sharing of answers.
- Do not suggest the correct answer to the students (e.g., if a student asks, "Is this right?" the proctor should give a neutral response such as, "Decide what you think is correct and then go on.>").
- Encourage students to choose the best answer. Please note: In order to submit and complete the assessment, all questions must be answered.
- Allow adequate time for giving assistance as needed.
- Do not administer the assessment for students virtually/remotely.

Assessment Administration

The assessment will be available through the online platform, Alchemer. Prior to the start of the assessment window, the Health Assessment Proctor will obtain the assessment link and receive student assessment ID tickets from the LEA Health and Physical Education Point of Contact (POC). The assessment IDs are generated by OSSE for students in grades 5, 8 and high school

(during the year in which a health class is taken). Schools should print and cut out the assessment test ID tickets. On the day of the assessment, students should be handed their assessment test ID tickets to facilitate the login process.

Timing the Assessment

The Health and Physical Education Assessment is not a timed assessment. Due to the short nature of this assessment, OSSE anticipates students will require no more than 30 minutes to answer all questions. However, additional time may be granted to students that require it based upon the LEA’s discretion. **As with any student assessment, OSSE expects all LEAs to administer this assessment with fidelity to student confidentiality and assessment integrity.** OSSE recommends the assessment be administered in the following manner:

Table 1: Administration Time

Task	Administration Time
1. Site Preparation: To avoid problems accessing the assessment on the day of administration, teachers and/or Assessment Proctor(s) should ensure that Alchemer is not blocked on the school’s network. The URL that should be tested is hpea.dc.gov .	As much time as needed
2. Student Preparation: Read instructions to students and answer questions	5 – 10 minutes
3. Distribute student test materials: <ol style="list-style-type: none"> Test URL (write on visible surface at front of the room or print and distribute) Assessment ID tickets Any accommodations materials needed 	10 minutes
4. Administer assessment: Read the proctor script aloud	30 minutes recommended (more time as needed)
5. Close out the assessment by <ol style="list-style-type: none"> Collecting the assessment ID tickets Scanning all students’ screens to ensure assessment submissions 	5 minutes

Breaks

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

Accommodations for Students with Disabilities

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

- Students with disabilities who have an individualized education program (IEP);
- Students with disabilities who have a Section 504 Plan;
- Students who are ELs; and
- Students who are ELs and with disabilities who have an IEP or 504 Plan. These students are eligible for both accommodations for students with disabilities and ELs.

If a student requires accommodations for the HPEA, it is the responsibility of the LEA to plan for and provide the accommodation.

Logging in to the Assessment

To login to the assessment, the proctor or student will use the 20-digit code found on the assessment ticket. **The code is case sensitive, and the dashes must be included.** For example, the login code will look similar to this: D4F4-C8ED-7D67-4B0A-6B94 and should be entered exactly as listed on the student's ticket. The student should only click the "next" button at the bottom of the login page after the proctor has reviewed and confirmed it. See screenshot in the next section of this document.

Sexual Health Questions

If a parent has requested through a signed exemption form that their student not answer sexual health questions on the assessment, the "student has been opted out of sexual health items" checkbox at the bottom of the login page **(A)** *must* be selected. Once this action is verified by the Health Assessment Proctor, the student can click the "Next" button **(B)**. Students will be unable to alter this selection once they begin the assessment. Please see the see sample below.



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New Login/Password

Assessment ID

This page must be completed by the Assessment Proctor

A

Has the student been opted out of sexual health items by their parent or guardian? *

- Yes, this student has been opted out of sexual health
 No, this student has not been opted out of sexual health

Please **DO NOT** click the 'Next' button until you are told to do so by your proctor.

Next

B

Make-up Testing

Students who cannot take the assessment on the regular administration date should be offered a make-up date. It may be scheduled any day after the original assessment date if it falls within the assessment window (April 3-June 22, 2023).

If a student starts the assessment and must leave unexpectedly without completing the assessment, or if there are any technical difficulties that cut the assessment short, the student may be allowed to complete the assessment on a different day. If this occurs, the student will log in with their originally assigned assessment ID. Alchemer will automatically route the student to the last question they answered. Please note: If a student has pressed "submit" at the end of the assessment, they will not be able to log back in.

Health Assessment Proctor Script

Please follow the script below on the day of HPEA administration.

Before beginning this test session, make sure you have completed all items on the "One-week prior" checklist in Appendix A of this document and steps 1 through 5 of the "Day-of" checklist in Appendix B of this document. Once all students are on the correct page, begin reading the script below:

SAY

Good (morning/afternoon). The DC Office of the State Superintendent of Education is conducting this important assessment. In front of you, you should see a screen that says, “DC Health and Physical Education Assessment.” District students are tested in grades 5, 8 and one year in high school on their health and physical education knowledge.

Type your assessment ID as shown on your assessment ticket. Please do not click on the “Next” button. I will walk around the room to verify the information on your screen is correct. Once I have verified everyone’s information, we will click the “Next” button together.

Note to proctor: For students whose parents/guardians have signed and returned the Sexual Health Exemption Letters, make sure the “yes” checkbox at the bottom of the screen is selected. Go around the classroom and ensure this checkbox has been selected for the necessary students. Also ensure the assessment IDs have been entered correctly.

SAY

Please listen carefully: In just a moment, we will click the “Next” button. Once that happens, you will see the first assessment question on your screen. Remember to read each question and look through all the answer choices before selecting. When you find the answer choice you wish to select, click on the circle next to that answer choice. Answer all questions on the page, and then click “Next.” Please note that there are no practice questions.

SAY

Continue completing the questions and clicking “Next.” At any time, you may use the “Back” button on the Survey interface (not using the browser) to go back and check your work before submitting your final answers. When you have answered all the questions and double checked your work as needed, you will come to the final page of the assessment and will see a “Submit” button at the bottom of the page. Once you have clicked “Submit,” you will NOT be allowed to log back in or make any changes.

SAY

Please raise your hand now if you have any questions.

Note: When you are sure that the students understand the directions, continue.

SAY

You will have approximately 30 minutes to complete the assessment. You may begin now. Please click the “Next” button and get started.

Note to proctor: Make sure that the assessment is displayed on all the screens and that students are able to complete the questions.

Note to proctor: During testing, if a student has a problem using the computer, assist the student. If the student cannot continue testing, contact the OSSE Call Center at OSSE.Callcenter@dc.gov or (202) 719-6500 to document the issue. Collect the assessment ticket from the student. Please note that students who cannot take the assessment during the regular administration time, including for technical reasons, should be offered a make-up date.

After 30 minutes, check the students' progress. Additional time may be granted to any student who requires it.

Once all students have finished:

SAY

Thank you for your participation in this important assessment.

Appendix A: One-week prior checklist

Complete the checklist below one week prior to HPEA administration at your school.

- Verify that the computers to be used for the assessment can access Alchemer and the assessment content (i.e., that the website is not blocked by the school's network). Test this link: hpea.dc.gov and confirm that you can see the assessment login page.
- Browser compatibility:** latest versions of Google Chrome, Mozilla Firefox and Microsoft Internet Explorer
- Ensure that appropriate accommodations are available for students who require them (see *Accommodations for Students with Disabilities*, p. 4).
- Obtain student assessment IDs from the LEA Health and Physical Education POC.
- Review Health Assessment Proctor Script (see *Health Assessment Proctor Script*, p.5).
- For schools serving high school grades:** Ensure that your LEA Health and Physical Education Assessment POC finalizes a list of high school students who have been enrolled in health class during this school year and are therefore required to take the

HPEA. The HPEA POC must submit a list of these students via the Integrated Data Submission (IDS) tool by March 15.

- Distribute the **Sexual Health Exemption Letters** to students at least five days prior to the assessment date. Collect any returned forms and keep a list of students who are exempt from answering sexual health questions on the HPEA. These students must still take the assessment.

Appendix B: Day-of checklist

Complete the checklist below on the day of the HPEA administration at your school.

- Gather materials. Ensure that you have in hand the following items:
 - Printed assessment ID tickets
 - List of students who returned sexual health exemption letters
 - Any accommodation materials needed for students with disabilities
- Ensure that all computers are prepared for student use. Write the URL in a visible point of the room for students to view and type into the web browser when they begin the test, or if preferred, pull the URL up on all computers in advance: **hpea.dc.gov**
- Distribute assessment ID tickets to students. Make note of any students who are not present and will need to take a make-up test.
- Prepare students by establishing a relaxed atmosphere and inspiring confidence in them. It is important that students anticipate the HPEA with interest rather than anxiety.
- Read aloud from the *HPEA Proctor Script* to guide students to the Alchemer assessment site (*see Health Assessment Proctor Script, p. 5*). As noted, assist students who will not answer the sexual health questions to ensure the exemption checkbox is marked on the login page of the assessment.
- After all students have completed the assessment, collect ID tickets.

Thank you for your work to support the health and physical wellbeing of District students by administering this assessment!