

## **Agenda**

- Assessment Policy
  - Test Security Reminders
  - OSSE Assessment Monitoring
  - Post Administration Investigations
- Test Administration
  - 2020 Health and Physical Education Assessment (HPEA)
  - ACCESS and Alternate ACCESS Administration
  - MSAA Administration
  - DLM Administration
  - TestNav Updates
  - PARCC and DC Science Registration and PNP
  - Preparing Staff and Students for PARCC and DC Science

Slides and resources for today's meeting are available at <a href="http://bit.ly/OSSE-NGA">http://bit.ly/OSSE-NGA</a>





# **Test Security Reminders**

Assessment Policy

## **2019-20 Statewide Testing Windows**

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

<sup>\*</sup> includes a week for spring break



## **ACCESS for ELLs 2.0 School Test Security Plan Deadline**

Please be advised that the deadline for ACCESS for ELLs 2.0 school test security plans is quickly approaching. Testing begins on **Feb. 17**.

Please ensure that plans for all assessments are submitted **15 business days** prior to the first day of testing via the OSSE School <u>Test Security Plan</u> QuickBase Application.



## **School Test Security Plan Common Issues**

#### **Section 3: Assessment Start and End Dates**

Make sure the dates are accurate and reflect your school plans.

#### **Section 5: Secure Materials Management**

 Remember to include the location and check-out times for secure materials distribution.

#### **Section 7: Reporting Irregularities and Section 9: Logistics**

 Make sure you are not copying the exemplar word-for-word. We are reviewing all responses and reading to ensure responses are tailored to your school circumstances and structure.



## **School Test Security Plan Common Issues**

#### Section 11: Authorized Personnel/ Test Schedule

- Make sure you include ALL authorized personnel (including Special Populations and Technology Coordinator).
- Make sure your test schedule includes the testing location.

#### **Section 12: Submit Test Plan for OSSE Review**

- Remember to change the status when you are ready for OSSE to review your plans.
- When submitting reviews, check the "revisions completed" boxes for each revision AND change status to "Revisions Submitted."



## **Test Security: ACCESS for ELLs 2.0 Tested Content**

In an effort to provide clarification on what "tested content" for language acquisition assessments such as the ACCESS for ELLs 2.0/ Alternate ACCESS for ELLs 2.0, OSSE has compiled a list of tested content for these assessments for the 2020 test administration season. Please note that in addition to the content listed below, testing locations should also be free of anything that is considered "test taking strategies."

#### **Tested Content for ACCESS for ELLs/ Alternate ACCESS for ELLs Assessment:**

- Conjugations in any language
- Vocabulary words in any language
- Definitions in any language
- Grammar rules in any language





# OSSE Assessment Monitoring

Assessment Policy

## **Test Security Responsibilities**

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

OSSE Responsibilities

- Establish policy, regulations, and guidelines
- Train/support LEAs & schools
- Review and approve School Test Plans
- Monitor statewide testing
- Conduct test integrity review

LEA Responsibilities

- File School Test Plans with OSSE
- Ensure authorized personnel are trained
- Distribute test integrity notification statement
- Monitor statewide testing
- Report/investigate breaches
- Collect/submit affidavits to OSSE

School Responsibilities

- Create School Test Plans
- Protect security of secure materials
- Administer statewide assessments
- Maintain a test security file
- Ensure integrity of testing environment
- Report breaches of test security
- Sign/submit test security affidavits



## **OSSE Assessment Monitoring**

- OSSE's goal is for students across the district to have standard and equitable testing environments
- Trained OSSE auditors will be monitoring schools across the district for all statewide assessments and will use the <u>2020 Statewide Assessment Auditor General</u> <u>Observation Checklists</u>
- Some monitoring visits will be scheduled, most will be unannounced
- LEAs and schools have an obligation to develop and implement a monitoring plan
- Changes to School Test Security Plans (STSP) and testing schedules must be communicated through the OSSE Support Tool to ensure monitoring visits occur on testing dates



## **Technical Assistance Monitoring Update**

**Who:** LEAs/schools that experienced intense challenges during the 2019 test administration season.

**What:** The LEAs/schools identified will receive a mandatory technical assistance monitoring visit from OSSE staff.

**Where:** The monitoring visits will be on-site at the schools with the LEA and/or School Test Coordinators.

When: The monitoring visits will occur in early spring 2020.

**Why:** To review test security requirements, prohibited actions, challenges from the 2019 test administration season, and review preparations for 2020 administration.





# Post Administration Investigations

Assessment Policy

## **Test Integrity Investigations Summary**

- Test integrity investigations took place in November 2019.
- Review of investigative materials and report writing took place from December 2019 to January 2020.
- Test integrity reports and letters will be sent to LEAs in February 2020.



## **Test Integrity Investigative Steps**

#### **Step 1: Analyze Standard Administration Practices**

OSSE analyzes incident reports and administration for potential test integrity violations

#### **Step 2: Review Data Forensics**

OSSE partners with Caveon to conduct data forensics indexing

#### **Step 3: Identify Schools for Post Administration Review**

 OSSE, in collaboration with Caveon, a leading national expert in test integrity, reviews standard practices and data forensics to identify schools for review and inquiry

#### **Step 4: Notify LEAs and Train LEA Factfinders**

- OSSE notifies LEAs that have been flagged for an investigation and if deemed appropriate by OSSE,
   LEAs determine if they would like to conduct the initial inquiry
- LEA Factfinders are trained to conduct an inquiry and how to use Caveon Core Protocols



## **Test Integrity Investigative Steps**

#### Step 5: LEAs conduct initial inquiry and submit materials to OSSE

- LEAs review their test administration practices and data forensics
- LEAs complete initial inquiry and all interviews, complete all inquiry protocols, and submit all inquiry materials and recordings to OSSE within two weeks

#### **Step 6: Review inquiry materials and Draft OSSE Report and Findings Summary**

- OSSE reviews LEA inquiry protocols, transcripts, audio recordings and any other supplemental materials for each identified school
- OSSE delivers a summary report of the LEA inquiry and a letter of determinations to LEAs

#### **Step 7: Due Process**

LEAs may follow the due process procedures as outlined in OSSEs Investigation Protocols document

#### **Step 8: Communications**

A summary of the process is released publicly



## **Test Integrity Investigation Next Steps**

- Final stages of the investigative process are still in progress.
- OSSE will be ready to share themes, and key findings at the April Next Generation Assessment meeting.





# 2020 Health and Physical Education Assessment (HPEA)

Division of Health and Wellness

Test Administration

### **HPEA Introduction**

- Required by the District of Columbia's Healthy Schools Act of 2010
- Annual assessment of health and physical education knowledge in fifth grade, eighth grade, and high school (during the year in which health class is provided)
- Data uses:
  - HSA reporting
  - Track progress on performance to health and physical education standards
  - Drive targeted investments through grants
  - Identify needs for TA supports and CBO partnerships



## Features of the 2020 HPEA





## **2020 HPEA Window**

April 1

through

June 12, 2020



## **Due by COB Friday, March 6**

What	How to Submit
High school health roster  If your LEA serves high school grades, upload completed roster of students enrolled in health class during the 19-20 school year.	Submit to the HPEA folder in Box. Use the roster template found on the OSSE website.



## Due by COB Fri. March 13

What	How to Submit	
Planned assessment start and end dates  Include your LEA's name followed by the words	Email to OSSE.SchoolHealth@dc.gov.	
"Health Assessment Timeline" in the subject line. The dates must fall within the April 1 – June 14 window.		
Student accommodations	Upload to <u>Box</u> . Use the template	
Spreadsheet of planned student accommodations.	found on the <u>OSSE website.</u>	



## **Additional Important Dates**

- March 2: Attend LEA-level POC webinar for overview of process and timeline
- March 13: Submit materials outlined on previous slide
- March 27: download students' assessment IDs from Box and distribute test tickets to schools along with the Proctor Script and any other needed materials for the assessment administration
- At least 10 days before your planned HPEA start date, test all computers and networks to ensure SurveyGizmo is not blocked on your schools' networks
- At least 5 days before students take the assessment, make sure schools send home letters
  offering parents the option to exempt their children from completing questions about sexual
  health
- From April 1 through June 12: track HPEA completion regularly using Qlik and follow up with schools to ensure 100 percent completion rate before the assessment end date



## **Contact Information and Resources**

#### **POC**

Aimee McLaughlin

Manager of Data & Strategic Initiatives

(202) 741-6481

OSSE.SchoolHealth@dc.gov

# **HPEA LEA Guide and Proctor Script**

https://osse.dc.gov/service/health-and-physical-education-assessment







# ACCESS and Alternate ACCESS Administration

**Test Administration** 

### **ACCESS and Alternate ACCESS for ELLs Test Window**

- The ACCESS and Alternate ACCESS for ELLs 2.0 Test Window opens on Feb. 17 and closes March 27
  - Test Coordinators should complete the following steps prior to the window opening:
    - verify demographic information is correct
    - verify accommodations are correct
    - assign accommodations if they were not indicated in the Pre-ID file
    - print test tickets
    - place students in test sessions in the WIDA AMS system (refer to the WIDA AMS User Guide)
- Testing materials will be delivered to schools on Feb. 10
  - Extra materials were included in the initial order and should be used prior to order additional materials
  - Additional materials can be ordered from Feb. 10 through March 20



## **ACCESS and Alternate ACCESS for ELLs Training**

Prior to administering the ACCESS or Alternate ACCESS for ELLs Assessments, Test Administrators must complete required online trainings in the <u>WIDA Secure Portal</u>.

ACCESS Test Coordinator				
Training Course	Recertification Frequency	Required/Recommended		
Online Grades 1-12	First Year Only	Recommended		
Paper-Based Grades 1-12	Annually	Recommended		
Kindergarten	Annually	Recommended		
Alternate ACCESS	Annually	Recommended		



## **ACCESS and Alternate ACCESS for ELLs Training**

Test Coordinators who serve as Test Administrators must complete all required trainings

ACCESS Test Administrator				
Training Course	Recertification Frequency	Required/Recommended		
Online Grades 1-12	First Year Only	Required		
Online Grades 1-12 (Speaking Domain)	Annually	Recommended		
Paper-Based Grades 1-12	Annually	Required		
Kindergarten	Annually	Required		
Alternate ACCESS	Annually	Required		



## **Preparing for the ACCESS Speaking Test**

Test Coordinators and Test Administrators should prepare students for the ACCESS speaking test in the days or weeks prior to testing.

- Advise students to start recording when they are confident they have a response
  - Students are allowed thinking time before they press record
- Advise students to give substantial responses
  - Students should demonstrate their vocabulary and ability to connect ideas
- Advise students not to press the stop button until they are completely finished speaking
  - Pauses are allowed while speaking into the microphone
  - Additional content cannot be added once they press stop
- Advise students to speak loudly and clearly into the microphone
  - Follow Nina's example provided in the platform
- Provide opportunities for students to practice the speaking test and use the online tools
  - Practice tests are <u>available online</u>



## **Quick Start Guide for Preparing Students for ACCESS**

#### Tools for Test Coordinators, TAs, and students:

- Grade cluster guidance
- Test demo
- Interactive sample items
- Online sample items user guide (with scripting for educators)
- Practice tests

Please ensure that your student testing schedule allocates enough time for all students to finish. Leave time at the end of the window for makeup testing or tests that take longer than initially anticipated.





# **MSAA Administration**

**Test Administration** 

### **MSAA Test Administration Window**

The Multi-State Alternate Assessment (MSAA) Test Window opens on March 16 and closes May 1

- Test Coordinators and Test Administrators must complete the following steps prior to the window opening:
  - complete the training modules within the MSAA System
  - pass with an 80% or higher
  - print the Test Administration Manual, Test Coordinator Manual, Test Administrator
     Manual, and the Directions for Test Administration (DTA)
- LEA Test Coordinators will gain access to the MSAA System on March 2
  - emails with login credentials will be sent directly from the MSAA System
  - LEA Test Coordinators are responsible for creating Test Administrator accounts





## **DLM Administration**

Test Administration

## **Dynamic Learning Maps (DLM) Test Administration Window**

The DLM Test Window opens on March 16 and closes May 1

- Test Coordinator training is <u>available online</u>
- Test Administrators must have a <u>DLM's Kite Educator Portal teacher account</u>
- Test Administrators must complete the DLM Required Test Administrator Training for new or returning test administrators <u>online</u> or face-to-face
- Grade 5 and 8 student have been registered by OSSE. Any eligible students currently enrolled in a Biology course must be <u>registered</u> by the ELA coordinator (video instructions are available <u>online</u>)



## **Dynamic Learning Maps (DLM) Test Administration Window**

- Each student must be <u>rostered</u> to the person who will administer the assessment to the student (video instructions are available <u>online</u>)
- The Test Administrator must complete a First Contact Survey and Personal Needs and Preferences survey for each student (video instructions are available <u>online</u>)
- The Dynamic Learning Maps Kite Student Portal has been Upgraded: For the 2019-20 school year, the Kite® Student Portal client has been upgraded to Version 7.0 and must be reinstalled in Windows based system. More information about Kite Student Portal Client Version 7.0 can be found on the <u>Kite Suite Requirements page</u>.





# TestNav Updates

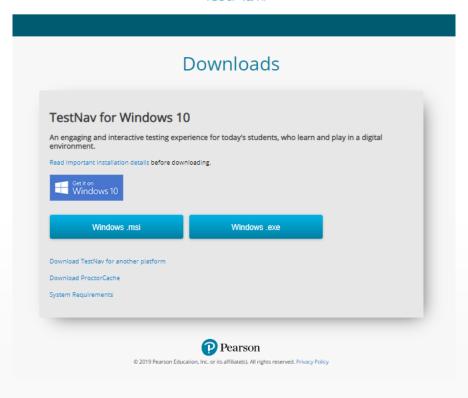
Test Administration

#### **TestNav Download**

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

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

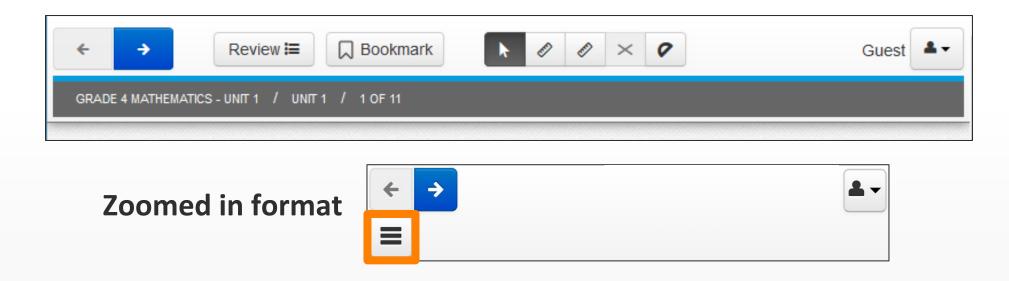
#### TestNav...





#### **Zoom Feature**

Pearson has updated a feature of the zoom function in TestNav8. When a student zooms in beyond the view of the tools available to them at the top of the screen, they will see an icon with three lines appear. Clicking this icon will allow users to view the hidden tools while the screen is zoomed in.





## **Text-to-Speech Tool**

Pearson has included an additional feature in the text-to-speech (TTS) tool for 2020 administration. This tool provides the option to read a specific paragraph of text. When the tool is used, it reads only the paragraph of text where the cursor or highlighted text are located and then stops at the end.

If students attempt to use TTS as they have in prior years, it will continue to function as expected. This additional option will only activate if a student selects to use it.

To practice using the TTS tool, view the PARCC and DC Science practice tests online at

https://dc.mypearsonsupport.com/practice-tests/.

Filipo is building a rectangular sandbox for his younger brother. The length of the sandbox is 1 foot longer than twice the width of the sandbox. The perimeter of the sandbox is 29 feet.

#### Part A

Which equation could be used to determine w, the width, in feet, of the sandbox?

$$\bigcirc$$
 A.  $w + w + 2 = 29$ 

$$\bigcirc$$
 B.  $w + 2w + 1 = 29$ 

$$\bigcirc$$
 C.  $2w + 2(w + 2) = 29$ 

$$\bigcirc$$
 D.  $2w + 2(2w + 1) = 29$ 

#### Part B

What is the width, in feet, of the sandbox?

Enter your answer in the box.





## PARCC and DC Science Registration and PNP

**Test Administration** 

## **PARCC** and DC Science Registration Timeline

- The PARCC and DC Science registration process began in January
- Each LEA is responsible for verifying registration for students in grades 3-8 and registering high school students for these assessments
- Registration for PARCC and DC Science is combined into one Student Registration and Personal Needs Profile (SRPNP)
- To complete registration, LEA Test Coordinators should review the instructions in the SRPNP Field Definitions Guide

Action	Date		
OSSE registers students in grades 3-8 for PARCC and DC Science Assessments	Prior to Jan. 21		
PearsonAccessNext Opens to LEAs	Jan. 21		
LEAs Confirm Registration for Grades 3-8	Jan. 21-Feb. 26		
LEAs Register High School Students for Assessments by Course	Jan. 21-Feb. 26		
LEAs Complete Student Accommodations in the Personal Needs Profile	Jan. 21-Feb. 26		
LEAs Complete Student Accessibility Features in the Personal Needs Profile	Prior to Submitting School Test Security Plan		
LEAs Create Student Testing Sessions for Student Testing Groups	Prior to Submitting School Test Security Plan		



#### **PARCC** and DC Science Accommodations Monitoring

OSSE will review PARCC and DC Science accommodations upon submission of the SRPNP file. The review will focus on alignment between student documentation and the assignments made in PearsonAccessNext.

Please ensure that student accommodations from IEP, 504, or EL plans are accurately documented in the SRPNP file. Students who do not have an IEP, 504, or EL plan should not receive accommodations. These students may only receive accessibility features.

Schools and LEAs with misalignment will be contacted by OSSE in March to resolve the discrepencies prior to testing.

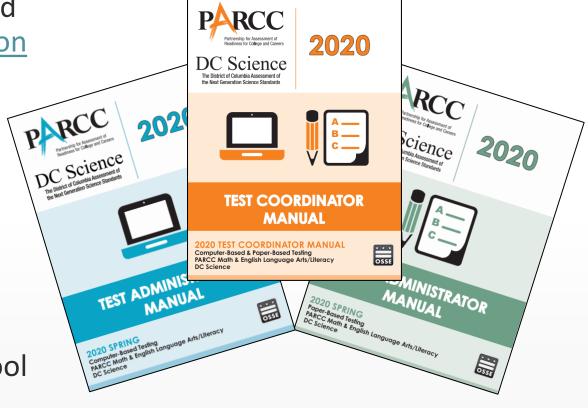


#### **PARCC and DC Science Manuals**

Pearson released the 2020 PARCC and DC Science manuals on the <u>DC Pearson Support website</u>.

These manuals include a Test Coordinator Manual, a Computer-Based Testing Test Administrator Manual, and a Paper-Based Test Administrator Manual.

Copies of PARCC and DC Science manuals will be shipped to each school in mid-March.





#### **PARCC** and DC Science Materials

Students at your schools may require secure and accommodated materials, shipped from the vendor to the school.

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.

Materials and manuals will arrive to schools in mid-March 2020.



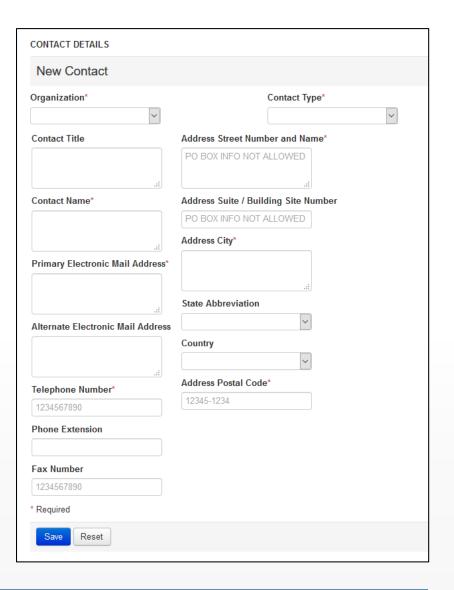


### **Updating Addresses and POCs**

Materials and manuals will be shipped to the school contact and address listed in each organization account in PearonAccesNext. Organization contact information defaults to the address OSSE has on file for each school and the LEA Test Coordinator's name.

Please review this information to ensure it is accurate and materials are shipped to the correct location and received by the correct person.

- Login to PearsonAccessNext
- Select SETUP and ORGANIZATIONS
- Select the box next to the organization you wish to review
- Select MANAGE CONTACTS from the SELECT TASKS drop down menu
- Verify address, name, and email fields and click SAVE





## **PARCC** and DC Science Training Opportunities

SR/PNP Workshop	Feb. 13	2-3:30 p.m.
Test Session Workshop	March 10	2-3:30 p.m.

PARCC/DC Science Technology Coordinator Training - Webinar	Feb. 20	2-3:30 p.m.
Technical Assistance During PARCC/DC Science Testing - Webinar	March 16	2-3:30 p.m.
PARCC/DC Science Closeout Procedures - Webinar	May 14	2-3:30 p.m.

Recordings of the New PARCC and DC Science Test Coordinator Training and the PearsonAccessNext 101 training are available on OSSE's website.



#### **PARCC** and DC Science Readiness

OSSE has released the <u>2020 PARCC and DC Science</u> Readiness Guide.

This document provides an outline of the tasks LEAs should complete before, during, and after testing. Deadlines and hyperlinks to key documents and resources are included. Please review the guide and share it with staff who will be supporting with PARCC and DC Science administration.



#### 2020 PARCC/DC Science Readiness Recommendations

The following are recommended steps to ensure a successful PARCC/DC Science administration in spring 2020.

		PARCC/DC Science Registration Finalized  High school registration should be uploaded into PearsonAccessNext by the LEA and follow the 2019-20 OSSE Districtwide Assessments Participation Policy
February	9	<ul> <li>Registration for grades 3-8 was uploaded by OSSE in <u>PearsonAccessNext</u>, and should be verified/adjusted by LEAs and follow the 2019-20 OSSE Districtwide Assessments Participation Policy</li> </ul>
ᇍ	Feb. 26	Personal Needs Profile Accommodations Finalized
큔	π	Accommodations for each student with an IEP, 504 plan, or EL plan should be entered in
		PearsonAccessNext to ensure timely delivery of accommodated materials
		Confirm or update the shipping address and point of contact for your school in PearsonAccessNext
		$(Setup \rightarrow Organizations \rightarrow Select Task \rightarrow Manage Contacts)$
		Setup Proctor Caching Machine
	sting	<ul> <li>Technology Coordinators may choose to setup a <u>proctor caching machine</u> to support the transfer of information during testing (optional)</li> </ul>
		Administer an Infrastructure Trial  School PARCC/DC Science Coordinators and Technology Coordinators should work together to complete
		an infrastructure trial to ensure technology is functioning properly and give Test Administrators and
	Ę	students an opportunity to experience the testing environment in a trial setting (optional)
	Prior to Testing	Complete PARCC/DC Science Practice Tests
		Practice tests are available on the <u>PARCC/DC Science website</u> and allow students to experience the  TastNew allot forms and the total within it.  The property of the pr
		TestNav platforms and the tools within it  Students with accommodations and the Test Administrators they will be working with should be
		provided with an opportunity to practice the assessment with these accommodations and ask question
		about their functionality in TestNav prior to live testing
ے	March 16	PARCC/DC Science Materials from Pearson Begin to Arrive at Schools
March		<ul> <li>School PARCC/DC Science Coordinators will begin to receive shipments from Pearson that include</li> </ul>
ž	Var	accommodated materials that must be securely stored throughout test administration (PARCC materials
_	-	and DC Science materials may arrive in separate shipments)
	15 Days prior to the First Day of Testing	Establish a School Test Security File
		<ul> <li>Each school must create a maintain a physical school test security file or binder that includes the require</li> </ul>
		information outlined during test security training
		Create Test Sessions and Assign Test Administrators in PearsonAccessNext
	or t	Students should be organized into testing sessions and each session should be assigned to a staff
	pri y o	member serving as a Test Administrator
	ays	<ul> <li>Grades 6 and 10 will take the spring 2018 ELA field test and will have four units of ELA, instead of three</li> </ul>
	ISD First	School Test Security Plans Due to OSSE
		<ul> <li>School PARCC/DC Science Coordinators must submit school test security plans to OSSE via the <u>School Te</u></li> </ul>
		Security Plan Tool in QuickBase





# **Preparing Staff and Students for PARCC and DC Science**

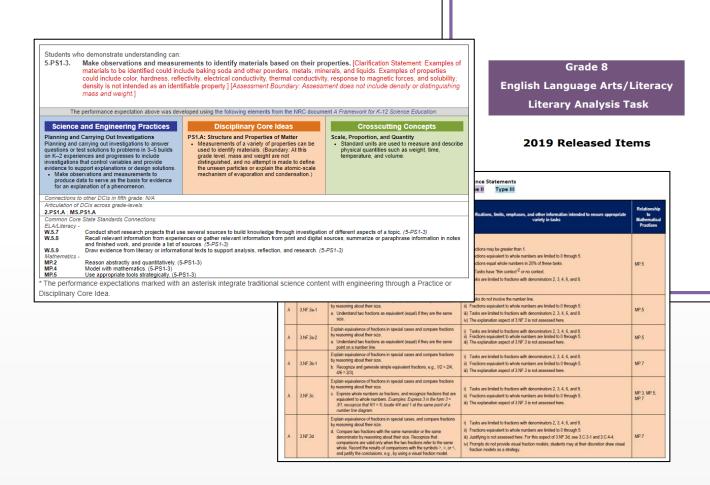
**Test Administration** 

#### **Understand the Assessment Content**

Standards: The Common Core
State Standards and the Next
Generation Science Standards

**Evidence Tables**: PARCC ELA and PARCC Mathematics

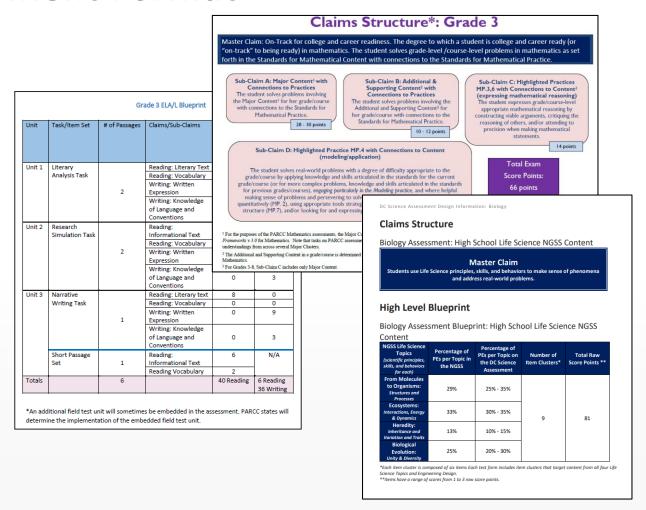
Sample Items: PARCC ELA and Mathematics, DC Science





#### **Understand the Assessment Format**

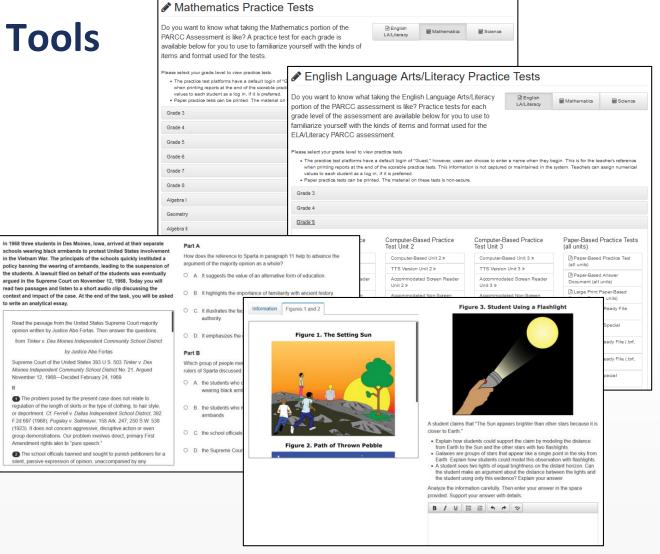
- PARCC ELA Claim Structures and Blueprints
- PARCC Mathematics Claims Structures and Blueprints
- <u>DC Science Claims Structures</u> and Blueprints





### **Understand the System Tools**

- PARCC ELA Practice Tests and Infrastructure Trial Guide
- PARCC Mathematics Practice
   Tests and Infrastructure Trial
   Guide
- DC Science Practice Tests





#### **Understand the Test Administration Process**

DC PARCC and DC Science Website

PearsonAccessNext User Guide

TestNav8 User Guide

PARCC and DC Science Manuals

