



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## OSSE Test Security Training Module Transcript SY2021-22

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## OSSE Test Security Training Module 0 – Overview of Modules Transcript

Slide Number	Transcript
Slide 1	<ul style="list-style-type: none"> <li>• Welcome to Module 0 of the 2021-22 school year test security training modules. This module will serve as the Assessment Training Module Overview.</li> <li>• OSSE’s Office of Assessment has developed a series of training modules to prepare for spring 2022 statewide assessment administration.</li> </ul>
Slide 2	<ul style="list-style-type: none"> <li>• In addition to this Assessment Training Module Overview, there are six <u>required</u> training modules. The modules are required for all LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators, including those responsible for ACCESS and Alternate ACCESS, MSA, DLM, DC Science Assessment, and PARCC.</li> <li>• While these required test security training modules are intended for assessment points of contact at the LEA level, the resources and information provided in these modules can be adapted by LEAs to train authorized personnel at the school level, inserting LEA- or school-specific policies as applicable. All authorized personnel are required to be trained by the LEA or School Test Coordinator prior to test administration.</li> <li>• The modules follow the order of activities in the Assessment Coordination Timeline.</li> <li>• Upon the completion of all training modules, LEA Test Coordinators will need to complete a quiz and certification form, verifying that they have viewed all content.</li> <li>• A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2022 Test Security Training.</li> <li>• School test security plans will not be approved if the LEA Test Coordinator listed in the plan did not complete the Test Security Training.</li> <li>• The required Test Security Training modules include: <ul style="list-style-type: none"> <li>• Module 0: Assessment Training Module Overview</li> <li>• Module 1: Test Integrity &amp; Assessment Overview</li> <li>• Module 2: Preparing for Administration, Part 1</li> <li>• Module 3: Preparing for Administration, Part 2</li> <li>• Module 4: Test Administration – Setup and Monitoring</li> <li>• Module 5: Test Administration – Prohibited Actions &amp; Incident Reporting</li> <li>• Module 6: Administration Closeout &amp; Reporting</li> </ul> </li> </ul>
Slide 3	<ul style="list-style-type: none"> <li>• This Assessment Coordination Timeline shows the activities needed in order to complete statewide assessment administration in the District of Columbia.</li> <li>• The color and shape of each icon indicates who is performing each action. <ul style="list-style-type: none"> <li>• The orange squares indicate a required LEA submission to OSSE.</li> <li>• The navy blue circles indicate an OSSE action.</li> <li>• The medium blue circles indicate an LEA action.</li> <li>• The light blue circles represent a school action with LEA oversight.</li> <li>• The red squares indicate a shipment either to or from a school.</li> </ul> </li> <li>• Starting in module 1, these icons will appear in the top right corner of slides to indicate where in the coordination process those activities occur. You may find it helpful to have this timeline available for reference as you go through each training module.</li> </ul>
Slide 4	<ul style="list-style-type: none"> <li>• Now we can briefly talk about the OSSE statewide assessments and their respective timelines.</li> </ul>



Slide Number	Transcript
Slide 5	<ul style="list-style-type: none"> <li>• Here you can see all of the OSSE statewide assessments.</li> <li>• These assessments include: <ul style="list-style-type: none"> <li>• <b>NAEP</b> is the National Assessment of Educational Progress. It is administered for English Language Arts (ELA) and Math in grades 4 and 8. Only select schools administer this assessment. If your school was selected for NAEP, you have already been notified.</li> <li>• <b>WIDA ACCESS and Alternate ACCESS</b> is the English Language Proficiency assessment and is available for grades K-12.</li> <li>• <b>PARCC</b> is the Partnership for Assessment of Readiness for College and Careers. PARCC is the general assessment for ELA and Mathematics and is administered in grades 3 through high school.</li> <li>• <b>MSAA</b> is the Multi-State Alternate Assessment. MSAA is the Alternate ELA and Mathematics assessment for grades 3-8 and 11.</li> <li>• <b>DC Science Assessment</b> is the general science assessment administered to students in grades 5, 8, and high school biology.</li> <li>• <b>DLM</b> stands for Dynamic Learning Maps. DLM is the alternate Science assessment administered in grades 5, 8, and high school biology.</li> </ul> </li> <li>• All of these assessments will be administered in 2022.</li> </ul>
Slide 6	<ul style="list-style-type: none"> <li>• This slide shows the assessment windows for each of the OSSE statewide assessments discussed on the previous slide. The NAEP assessment window will run from Jan. 24-March 4, 2022. As a reminder, selected schools for NAEP have already been notified. WIDA ACCESS for ELLs and Alternate ACCESS assessment windows run from Feb. 14-March 25, 2022. MSAA and DLM assessment windows run from March 14-April 29, 2022. PARCC and DC Science Assessment windows for computer-based testing run from April 4-May 27, 2022. The paper accommodation window for PARCC and DC Science is from April 4-May 20, 2022.</li> <li>• Please note that the 30-day consecutive window restriction has been removed. This means that schools can test at any point in the published window. Please refer to the 2021-22 school year Statewide Assessment Participation and Performance policy for details.</li> </ul>
Slide 7	<ul style="list-style-type: none"> <li>• This slide also shows the 2022 assessment windows discussed on the previous slide. If you would like to print this slide, it should be interpretable in greyscale. That said, you may want to add any LEA- or school-specific holidays that are not included in this calendar view.</li> </ul>
Slide 8	<ul style="list-style-type: none"> <li>• Additional assessment administration training opportunities listed on this slide are available for LEA and School Test Coordinators as well as Test Administrators.</li> <li>• The complete schedule of trainings and link to sign up for office hours are available on OSSE’s website at the link provided: <a href="https://osse.dc.gov/page/test-coordinator-resources">osse.dc.gov/page/test-coordinator-resources</a>. This training schedule is linked on this webpage and titled “SY2021-22 Assessment Training Schedule” and includes links to register for each training listed above.</li> <li>• Please note that some assessments have additional required trainings for Test Coordinators and/or Test Administrators. LEA Test Coordinators for each assessment program are responsible for ensuring that all authorized personnel complete any required training for those assessments.</li> </ul>



Slide Number	Transcript
Slide 9	<ul style="list-style-type: none"><li>• If you have questions about OSSE assessment policies or specific assessment programs, please feel free to use the information on this slide to reach out to the appropriate member of the OSSE Assessment Team.</li><li>• This concludes module 0: the Assessment Training Module Overview. You can now move on to Module 1: Test Integrity &amp; Assessment Overview.</li></ul>

## OSSE Test Security Training Module 1 – Test Integrity & Assessment Overview Transcript

Slide Number	Transcript
Slide 1	<ul style="list-style-type: none"> <li>Welcome to Module 1 in the 2021-22 school year Test Security Training Series: Test Integrity and Assessment Overview. OSSE’s Office of Assessment has developed a series of training modules to prepare LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators for spring 2022 statewide assessment administration.</li> </ul>
Slide 2	<ul style="list-style-type: none"> <li>There are six required training modules. These modules are required for all LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators, including those responsible for ACCESS and Alternate ACCESS, MSAA, DLM, DC Science, and PARCC.</li> <li>The modules follow the order of activities in the Assessment Coordination Timeline.</li> <li>Upon the completion of all training modules, you will need to complete a quiz and certification form, verifying that you have viewed all content.</li> <li>A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2022 Test Security Training.</li> <li>In Module 1, we will cover Test Security policy and the first four steps in our Assessment Coordination Timeline.</li> </ul>
Slide 3	<ul style="list-style-type: none"> <li>This Assessment Coordination Timeline shows the activities needed in order to complete statewide assessment administration in the District of Columbia.</li> <li>The color and shape of each icon indicates who is performing each action, which is outlined on this slide and discussed on Module 0. Starting in this module, these icons will appear in the top right corner of slides to indicate where in the coordination process those activities occur. You may find it helpful to have this timeline available for reference as you go through each training module.</li> <li>Each training module provides detailed information on the activities in the Assessment Coordination Timeline.</li> <li>In this module, we will cover the steps highlighted in the orange dotted line: Select LEA Test Coordinator and submit to OSSE, Determine Test windows and submit to OSSE, Apply for Alternate Assessments, and Attend OSSE Assessment Trainings.</li> <li>Because you are viewing this OSSE training module, most if not all of these steps will have already occurred. If you are not sure whether your LEA has completed these steps, please contact the Assessment Team at <a href="mailto:OSSE.Assessment@dc.gov">OSSE.Assessment@dc.gov</a> as soon as possible for assistance.</li> </ul>
Slide 4	<ul style="list-style-type: none"> <li>Before we go into the assessment coordination timeline, we will center our discussion on Test Integrity and Test Security Policy.</li> </ul>
Slide 5	<ul style="list-style-type: none"> <li>For those who have attended Test Security Training in previous years, you may recognize this statement from OSSE. It is something that we share at the beginning of our trainings, as it is important to remember why we ask for the standardization we do.</li> <li>“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.”</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>In spring 2022, we will administer assessments in person after two years of assessments being suspended. It is especially critical this year that we emphasize the importance of test security and integrity. Our goal is to provide clear and robust guidance to LEAs such that students experience as consistent and equitable conditions as possible.</li> </ul>
Slide 6	<ul style="list-style-type: none"> <li>Let's start with an overview of our test integrity and security policy documents.</li> </ul>
Slide 7	<ul style="list-style-type: none"> <li>In the District of Columbia, we are bound by a number of laws, regulations and compliance documents detailing our test security requirements. These include the Testing Integrity Act of 2013 and the Testing Integrity Act Amendments in 2015. Additional compliance documents include the SY2021-22 District of Columbia Test Security Guidelines and the Assessment Test Coordinator and Administrator manuals for each summative assessment. We will go over each of these pieces of policy individually.</li> </ul>
Slide 8	<ul style="list-style-type: none"> <li>The foundational document that is the root of all of our requirements is the Testing Integrity Act of 2013 and its two amendments from 2015.</li> <li>The Testing Integrity Act of 2013 provides definitions of key terms and roles, sets requirements for OSSE, LEA, and schools, and describes prohibited actions set for all authorized personnel.</li> <li>The Testing Integrity Act of 2015 Amendments provide updated requirements for the School Test Plan submission and approval process, set requirements for OSSE training and guidance document release, and update the list of approved electronics during testing in special circumstances.</li> </ul>
Slide 9	<ul style="list-style-type: none"> <li>In addition to the guidance presented in the Testing Integrity Act of 2013 (as amended), OSSE releases annual policy, documents and guidance that further clarifies what's presented in the act.</li> <li>The first annual piece of guidance is the Test Security Guidelines. The Test Security Guidelines are released annually by OSSE to LEAs and the public stating minimum requirements for maintaining test security procedures. These guidelines expound on requirements set forth in the Testing Integrity Act of 2013, as amended. For example, it includes details on OSSE, LEA and School Roles and Responsibilities, Test Environment requirements, and exceptional circumstances.</li> <li>Additionally, Investigative Protocols set requirements for the post-test administration inquiry, findings and reconciliation process.</li> <li>As a reminder, OSSE has released the Test Security Guidelines for the 2021-22 school year, and those are available on the test security and incident report webpage.</li> </ul>
Slide 10	<ul style="list-style-type: none"> <li>In addition to the Test Security Guidance that OSSE releases, our Test Administration Vendors also release annual test coordination and administration manuals for LEA and School staff.</li> <li>Assessment manuals are available for all spring 2022 assessments, which include:                         <ul style="list-style-type: none"> <li>PARCC/DC Science</li> <li>MSAA</li> <li>DLM</li> <li>ACCESS for ELLs and Alternate ACCESS</li> </ul> </li> <li>Assessment manuals provide:                         <ul style="list-style-type: none"> <li>Critical instructions for Test Coordinators, Technology Coordinators, and Test Administrators</li> <li>Procedures and protocols to complete before, during, and after administration</li> </ul> </li> </ul>



Slide Number	Transcript
Slide 11	<ul style="list-style-type: none"> <li>• All of the documents mentioned in this module as well as all other test security documents can be found on our Test Security and Incident Report webpage. The link is listed here: <a href="https://osse.dc.gov/service/test-security-and-incident-forms">osse.dc.gov/service/test-security-and-incident-forms</a>. You can search "OSSE Test Security" in most search engines and it will also bring up this webpage.</li> <li>• Please use this webpage as a first step to inquire about any test security information or documentation. We regularly update this page with any new documentation or policy throughout the year.</li> <li>• In addition to our test security webpage, we have included links to the 2021-22 school year DC Statewide Assessment Participation and Performance Policy as well as a link to the test coordinator resources page.</li> </ul>
Slide 12	<ul style="list-style-type: none"> <li>• Now that we have discussed our policy, we can go over the different authorized personnel during test administration as well as your role as the LEA Test Integrity Coordinator, LEA Assessment Manager, LEA Test Coordinator, and/or Nonpublic School Test Coordinator.</li> </ul>
Slide 13	<ul style="list-style-type: none"> <li>• There are a number of formal roles established in the Testing Integrity Act of 2013 (as amended). Each of those roles have unique responsibilities to ensure test administration is secure and consistent. Specifically, formal assessment roles include:                         <ul style="list-style-type: none"> <li>• State Education Agency (OSSE)</li> <li>• Test Integrity Coordinator (LEA Assessment Manager and/or LEA Test Coordinator)</li> <li>• Test Monitor (School Test Coordinator)</li> <li>• Test Administrator</li> <li>• Test Proctor</li> <li>• Special Populations Coordinator</li> <li>• Technology Coordinator</li> </ul> </li> </ul>
Slide 14	<ul style="list-style-type: none"> <li>• We will speak about each of the roles mentioned in the previous slide individually in a moment, but we can first talk about the general term of authorized personnel. Authorized personnel are defined as "Any individual who has access to statewide assessment materials or are directly involved in the administration of a statewide assessment."</li> <li>• That means any person who will be involved in testing and all of the folks we will discuss in the next few slides are considered authorized personnel. These individuals have general requirements as established in the Testing Integrity Act of 2013 (as amended). Those requirements include:                         <ul style="list-style-type: none"> <li>• Complete testing integrity training (by OSSE or LEA Test Coordinator)</li> <li>• Receive the Test Integrity and Security Notification Statement</li> <li>• Report breaches of Test Security and/or Integrity</li> <li>• Cooperate in testing integrity and security inquiries and investigations</li> <li>• Refrain from prohibited actions</li> <li>• Read all applicable directions and guidance</li> </ul> </li> </ul>
Slide 15	<ul style="list-style-type: none"> <li>• The first role we will discuss is the role you all will likely play which is the Test Integrity Coordinator. In some documentation you may see the role called the LEA Assessment Manager or LEA Test Coordinator instead of the Test Integrity Coordinator. Just know that they are the same role, one is just a legal term (Test Integrity Coordinator) while the others are what we use for administration purposes.</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• The Test Integrity Coordinator is defined as “The individual(s) designated by the LEA to be responsible for testing integrity and security for the LEA and all the schools/campuses under its purview during the statewide assessment.”</li> <li>• The LEA can choose up to three different individuals to play the Test Integrity Coordinator role for their assessments. For example, a larger LEA could have one person as the PARCC/DC Science Test Integrity Coordinator, a different person as the MSAA/DLM Test Integrity Coordinator and a third person as the ACCESS and Alternate ACCESS Test Integrity Coordinator. This is NOT a requirement, so all of these roles can certainly be the same person, but the opportunity is there for LEAs who chose to delegate different Test Integrity Coordinators by assessment program. For example, the LEA Assessment Manager may serve as the single Test Integrity Coordinator across all assessment programs. For nonpublic schools, the Test Integrity Coordinator will likely be the Nonpublic School Test Coordinator.</li> <li>• In addition to the requirements for all authorized personnel, the Test Integrity Coordinator is also required to:             <ul style="list-style-type: none"> <li>• Designate, support, and train test monitors</li> <li>• Complete test security and integrity training</li> <li>• Submit school test plans for each school/campus under the LEA’s purview</li> <li>• Monitor test administration</li> <li>• Report any breach of testing security or deviation from test plan</li> <li>• Investigate, document, and report to OSSE any breach or deviation</li> <li>• Sign, collect (10 days post), and submit (15 days post) testing integrity affidavits</li> </ul> </li> </ul>
Slide 16	<ul style="list-style-type: none"> <li>• Similar to the LEA Test Coordinator, the School Test Coordinator (or the School Test Monitor, which is the legal term used in the Testing Integrity Act), is responsible for test integrity and security for a school or campus site. These individuals are assigned this role by the LEA Test Coordinator.</li> <li>• Also, like the LEA Test Coordinator, any school may have up to three different folks designated in this role by assessment (one for PARCC/DC Science, one for MSAA/DLM, and one for ACCESS and Alternate ACCESS).</li> <li>• Specific requirements for School Test Coordinators include:             <ul style="list-style-type: none"> <li>• Create and submit school test plan to Test Integrity Coordinator</li> <li>• Conduct test administration training for all authorized personnel</li> <li>• Create and disseminate school test plan</li> <li>• Oversee security of all secured materials</li> <li>• Support authorized personnel administering the assessment</li> <li>• Sign and submit affidavits to Test Integrity Coordinator post-testing</li> </ul> </li> <li>• Creating the school test plan – Many LEA Test Coordinators work on the school test plan and submit it directly to OSSE. If you are a LEA Test Coordinator and would like your School Test Coordinator to work on the first draft of the school test plan, you are free to do so, just email OSSE.Assessment@dc.gov so we can get your school coordinators access to our Quickbase application. We will talk more about the School Test Plan in another module.</li> </ul>
Slide 17	<ul style="list-style-type: none"> <li>• The next role is the Test Administrator (TA). An individual identified as the Test Administrator is responsible for administering the assessment to students.</li> <li>• Test Administrator Requirements include:</li> </ul>





Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Conduct the testing sessions as outlined in the appropriate Test Administrator Manuals</li> <li>• Establish the testing climate within the test location</li> <li>• Coordinate the distribution and return of testing materials to and from students</li> <li>• Ensure that students who require accommodations receive the appropriate accommodations in the Test Administrator's testing group                             <ul style="list-style-type: none"> <li>• Account for and maintain the security of all test materials under TA’s purview</li> </ul> </li> <li>• In 2022, the teacher of record may serve as the test administrator for their students without the need of an additional proctor present. This change is in acknowledgment that school staffing and student groupings may be impacted by additional health and safety protocols in place within schools.</li> </ul>
Slide 18	<ul style="list-style-type: none"> <li>• Test Proctors are defined as “An individual identified by the Test Monitor to be responsible for assisting the Test Administrator with test administration and classroom management.” The Test Proctor's primary responsibility is to assist the Test Administrator with test administration and classroom or session management as needed. Unlike other formal roles, the test proctor does not have a specific set of duties, and their duties may vary greatly based on the needs of the administrator and classroom.</li> <li>• Although there is not a formal list of duties, the Test Proctor is still required to fulfill ALL requirements for authorized personnel including being trained, reporting breaches for security or integrity and participating in any investigations. This individual does not have to be employed by the School or LEA and can be a volunteer. For those who have attended this training in previous years, OSSE has stated that parents or family members may serve as the role of proctor in a school but CANNOT proctor their own students.</li> </ul>
Slide 19	<ul style="list-style-type: none"> <li>• Throughout this training, you will see these "Test Security Reminder" slides that synthesize important test security reminders for steps in our timeline.</li> <li>• Our first Test Security Reminder involves the Test Proctor role: In previous years, there was a requirement for a Test Proctor to be present whenever the Test Administrator is administering an assessment to their students of record (ex. The English/ Language Arts Teacher administering the ELA PARCC to their ELA class.) Due to the health and safety concerns this year, OSSE will suspend this requirement. Proctors WILL NOT be required to be in the classroom with the Test Administrator, even in cases where the Test Administrator is the teacher of record.</li> <li>• Additionally, we understand that schools may be experiencing staffing concerns and may be stretched thinner than in previous years. OSSE wants to be clear that having a proctor in addition to your required Test Administrator is optional in 2022. Schools may decide what is useful for a successful administration while considering health, safety and staffing concerns. Please note that if a Proctor is assisting with testing, they must be supervised by a Test Administrator at all times.</li> </ul>
Slide 20	<ul style="list-style-type: none"> <li>• The last two authorized personnel that we will discuss are the Special Populations Coordinator and the Technology Coordinator.</li> <li>• The Special Populations Coordinator assists the Test Monitor or School Test Coordinator in identifying and documenting all testing accommodations needed for students, trains Test Administrators to administer accommodations, and monitors testing for the correct and secure implementation of accommodations.</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>The Technology Coordinator assists the Test Monitor or School Test Coordinator in preparing administrator and student devices for secure testing according to vendor directions and troubleshoots any technology problems that may arise.</li> </ul>
Slide 21	<ul style="list-style-type: none"> <li>Now we can briefly talk about the OSSE statewide assessments and their respective timelines.</li> </ul>
Slide 22	<ul style="list-style-type: none"> <li>Here you can see all of the OSSE statewide assessments. These assessments include:</li> <li>NAEP is the National Assessment of Educational Progress. It is administered for ELA and Math in grades 4 and 8. Only select schools administer this assessment. If your school was selected for NAEP, you have already been notified.</li> <li>WIDA ACCESS and Alternate ACCESS is the English Language Proficiency assessment and is available for grades K-12.</li> <li>PARCC is the Partnership for Assessment of Readiness for College and Careers. PARCC is the general assessment for ELA and Mathematics and is administered in grades 3 through high school.</li> <li>MSAA is the Multi-State Alternate Assessment. MSAA is the Alternate ELA and Mathematics assessment for grades 3-8 and 11.</li> <li>DC Science Assessment is the general science assessment administered to students in grades 5, 8, and high school biology.</li> <li>DLM stands for Dynamic Learning Maps. DLM is the alternate Science assessment administered in grades 5, 8, and high school biology</li> <li>All of these assessments will be administered in 2022.</li> </ul>
Slide 23	<ul style="list-style-type: none"> <li>This slide shows the assessment windows for each of the OSSE statewide assessments discussed on the previous slide. The NAEP assessment window will run from Jan. 24-March 4, 2022. As a reminder, selected schools for NAEP have already been notified. WIDA ACCESS for ELLs and Alternate ACCESS assessment windows run from Feb. 14-March 25, 2022. MSAA and DLM assessment windows run from March 14-April 29, 2022. PARCC and DC Science Assessment windows for computer-based testing run from April 4-May 27, 2022. The paper accommodation window for PARCC and DC Science is from April 4-May 20, 2022.</li> <li>Please note that the 30-day consecutive window restriction has been removed, meaning that schools can test at any point in published window. Please see the DC Statewide Assessment Participation and Performance Policy for details.</li> </ul>
Slide 24	<ul style="list-style-type: none"> <li>This slide also shows the 2022 assessment windows from the previous slide. If you would like to print this slide, it should be interpretable in greyscale. That said, you may want to add any LEA- or school-specific holidays that are not included in this calendar view.</li> </ul>
Slide 25	<ul style="list-style-type: none"> <li>Next, we will cover four pre-planning steps that will have likely occurred before you view these training modules.</li> <li>If your LEA has not completed any of these steps by the time you view this module, please reach out to the OSSE Assessment Team at <a href="mailto:OSSE.Assessment@dc.gov">OSSE.Assessment@dc.gov</a> as soon as possible so we can assist you.</li> </ul>
Slide 26	<ul style="list-style-type: none"> <li>As a reminder, this slide outlines the major steps to prepare for and successfully administer statewide assessments in the District of Columbia. This graphic may be helpful to print so that you can easily reference it throughout the assessment administration season.</li> </ul>



Slide Number	Transcript
Slide 27	<ul style="list-style-type: none"> <li>The first step in our timeline is to Select LEA Test Coordinators and Submit that information to OSSE.</li> </ul>
Slide 28	<ul style="list-style-type: none"> <li>The LEA Test Integrity Coordinator(s), which may be one or multiple of the individuals assigned as the LEA Assessment Manager and/or LEA Test Coordinator, are responsible for maintaining test integrity and security for the LEA and all of the schools/campuses under its purview during the statewide assessment.</li> <li>We talked about the roles and responsibilities of these individuals in the previous section of this presentation, so please refer back there to refresh your memory on what specific things these individuals are responsible for completing and overseeing.</li> <li>It is very likely that if you are viewing this training, you have already been selected to play that role for at least one of the assessments at your LEA.</li> <li>As a reminder there can be up to three different folks from your LEA who can play the role of LEA Test Integrity Coordinator: one for ACCESS and Alternate ACCESS, one for MSAA/DLM, and one for PARCC/DC Science Assessment. There do NOT have to be three different individuals (they can all be the same person or any combination up to three).</li> <li>ACCESS for ELLs and Alternate ACCESS, MSAA/DLM, and PARCC/DC Science LEA Test Coordinator names and contact information must be submitted to OSSE each fall. That information needs to be shared or updated at the link you see here.</li> <li>We use the information from this form to assign access to testing platforms, the School Test Plan Application in Quickbase and for other record keeping purposes, so it is really important to have the up to date information.</li> <li>If there are changes to the information you previously provided or you do not know if you have the information in that form at this time, please do so as soon as possible and notify the OSSE Office of Assessment at <a href="mailto:OSSE.Assessment@dc.gov">OSSE.Assessment@dc.gov</a>.</li> </ul>
Slide 29	<ul style="list-style-type: none"> <li>The next step in our timeline is to "Determine Test Windows and submit that information to OSSE."</li> </ul>
Slide 30	<ul style="list-style-type: none"> <li>In October 2021, OSSE shared the state's test windows for each of our assessments for the 2022 Statewide Assessment Season. Those state windows are also covered in this module in the "Assessments and Timelines" section.</li> <li>School test windows are an essential scheduling tool that serve as the foundation for all assessment planning at your LEA and schools. If there are multiple schools within your LEA, each of those school's test windows can be the same or different so long as they fall within OSSE's Test Windows.</li> <li>The LEA Test Coordinator, in coordination with School Test Coordinators, is responsible for determining school test windows for each of the schools.</li> <li>Some things to consider when selecting test windows:                         <ul style="list-style-type: none"> <li>LEAs and schools may test students at any time during the state testing window for that assessment.</li> <li>In previous years there was a requirement that PARCC could only be administered within a 30-day window within the state PARCC/DC Science Assessment window, but we are suspending that requirement this year. As long as the school's window is within OSSE's test window, students may be assessed.</li> <li>When choosing a test window for the school, it is important to include makeup testing days as well.</li> <li>Lastly, a broader window may be helpful in supporting unique schedules schools may have due to the health and safety measures that may be in place.</li> </ul> </li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>Once the LEA Assessment Manager and/or Test Coordinators, including Nonpublic School Test Coordinators, have selected test windows for each of the schools within their LEA or nonpublic school, those windows need to be communicated to OSSE. The way to communicate those windows is by creating a School Test Security Plan in our Quickbase Application for each assessment. The link to the School Test Plans Application is linked on this slide. If you are a Nonpublic School Test Coordinator and do not yet have access to this Quickbase application, please email <a href="mailto:OSSE.Assessment@dc.gov">OSSE.Assessment@dc.gov</a> for assistance.</li> <li>Once you are in the application, you can see "create a new test plan", select your assessment, and enter the "start and end dates" (test window for each assessment) and then press "Save". You can always come back to the test plan at any time to complete the rest of the questions. There is a separate training module that will go over the School Test Plans Quickbase application. In that module we look at the OSSE School Test Plans application and will walk through all the functionalities and requirements.</li> </ul>
Slide 31	<ul style="list-style-type: none"> <li>As a test security reminder, school test security plans are due 15 business days before the start of each school’s test window. School test windows are submitted to the OSSE via the School Test Plans Quickbase Application. The Quickbase Application will be used to calculate when each school test plan is due. The link to the OSSE School Test Plan Quickbase application is linked on this slide.</li> </ul>
Slide 32	<ul style="list-style-type: none"> <li>The next step in our timeline is to “Apply for Alternate Assessments.”</li> </ul>
Slide 33	<ul style="list-style-type: none"> <li>Eligibility for participation in any alternate assessment for the 2021-22 school year begins with LEAs completing the appropriate documentation in SEDS. During the Individualized education program (IEP) development process, or through an IEP amendment, IEP teams are to carefully review OSSE’s participation criteria to identify individual students for whom it may be most appropriate to participate in alternate assessments.</li> <li>Every fall, OSSE reviews student records to determine eligibility for alternate assessment participation for the current school year. The deadline for applying for alternate assessment participation for the 2021-22 school year was Oct. 15.</li> <li>As a reminder, this step would have already been completed in October 2021, with the appeals processes wrapping up in December 2021. If you have not completed this process or have any questions, please contact Michael Craig, Assessment Specialist for Special Populations, on the Assessment Team at <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a>.</li> </ul>
Slide 34	<ul style="list-style-type: none"> <li>Another Test Security Reminder is that all of our statewide assessments, including our alternate assessments, are secure assessments and must adhere to all test integrity and security requirements.</li> </ul>
Slide 35	<ul style="list-style-type: none"> <li>The last step that we will cover in this module is to “Complete OSSE Assessment Trainings”.</li> </ul>
Slide 36	<ul style="list-style-type: none"> <li>OSSE hosts many trainings to support LEA and school users with the administration of statewide assessments. To view the complete training schedule, please visit the link listed here: <a href="https://osse.dc.gov/page/test-coordinator-resources">osse.dc.gov/page/test-coordinator-resources</a></li> <li>All of the OSSE facilitated assessment trainings are optional except for the required Test Security Training Modules.</li> <li>Speaking specifically to the Test Security Training modules, there are a few things to keep in mind:</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• All LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators must complete the Test Security Training each year.</li> <li>• OSSE follows a train-the-trainer model for Test Security Training, meaning OSSE provides a training for LEA-level staff and then the trained LEA-level staff must train the School Test Coordinators.</li> <li>• Depending of the needs or decisions from the LEA, the School Test Coordinator then trains all authorized personnel at the school, or the LEA Test Coordinator can choose the train the School Test Coordinator and all of the authorized personnel.</li> </ul>
Slide 37	<ul style="list-style-type: none"> <li>• For Test Security Training, here are the steps that need to occur to ensure everyone who needs to be trained are trained: All of these steps need to be executed by either the LEA or School Test Coordinator depending on whether your LEA chooses to have the School Test Coordinator train all authorized personnel at the school or if the LEA Test Coordinator will train the School Test Coordinator and all authorized personnel at the school.</li> <li>• Test Security Train-the-Trainer Steps:                         <ul style="list-style-type: none"> <li>• Complete OSSE’s Test Security Training</li> <li>• Review test security resources provided by OSSE and assessment vendors</li> <li>• Plan LEA/school level test security and administration training for each assessment your LEA/school administers</li> <li>• Reach out to OSSE and assessment vendors for questions or clarification</li> <li>• Schedule training dates with your staff and include training dates in your school test security plan</li> <li>• Train authorized personnel and share the Test Security and Integrity Notification Statement with them prior to test administration</li> </ul> </li> <li>• The Test Security and Integrity Notification Statement can be found at the link listed on our Test Security webpage.</li> </ul>
Slide 38	<ul style="list-style-type: none"> <li>• Test Security Reminder: All LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators must complete all modules of the Test Security Training.</li> <li>• School test security plans will not be approved if the LEA Test Coordinator or Nonpublic School Test Coordinator listed in the plan did not complete the Test Security Training.</li> <li>• At the end of these training modules, you will need to complete a certification form, letting OSSE know that you have completed all modules and we will use that certification as proof of attendance.</li> </ul>
Slide 39	<ul style="list-style-type: none"> <li>• On this slide, you can see the dates for ACCESS-specific trainings. The full training schedule and links to register for these trainings can be found on the Test Coordinator Resources page under the document titled “SY2021-22 Assessment Training Schedule” and in upcoming NGA Bulletins.</li> <li>• These trainings include the...                         <ul style="list-style-type: none"> <li>• NEW Test Coordinator Training: Jan. 19, 2022, 10-11:30 a.m.</li> <li>• NEW Test Administrator Training: Jan. 19, 2022, 1-2:30 p.m.</li> </ul> </li> <li>• Both of these trainings will be held virtually by a representative from WIDA, the assessment vendor for ACCESS. If you have any questions about these trainings, please reach out to Michael Craig on our team at <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a>.</li> </ul>
Slide 40	<ul style="list-style-type: none"> <li>• On this slide, you can see the dates for MSAA and DLM-specific trainings. The full training schedule and links to register for these trainings can be found on the Test</li> </ul>



Slide Number	Transcript
	<p>Coordinator Resources page under the document titled “SY2021-22 Assessment Training Schedule” and in upcoming NGA Bulletins.</p> <ul style="list-style-type: none"> <li>• MSAA Trainings include...                             <ul style="list-style-type: none"> <li>• Test Coordinator / Test Administrator Training Modules</li> <li>• Test Administrator Webinar: Jan. 27, 2022, 1-2 p.m.</li> </ul> </li> <li>• The training modules will be available in early March and can be found on the MSAA Online platform under the modules link. Information on how to register for the January 27 Test Administrator Webinar will be released through the NGA Bulletin.</li> <li>• If you have any questions about MSAA trainings, please reach out to Michael Craig on our team at Michael.Craig@dc.gov.</li> <li>• DLM Trainings include...                             <ul style="list-style-type: none"> <li>• Dynamic Learning Maps (DLM) Training for District Roles, which is available online at any time through the DLM DC state page.</li> <li>• Dynamic Learning Maps (DLM) Test Coordinator Training: Jan. 12, 2022, 9 a.m.-12 p.m.</li> <li>• Dynamic Learning Maps (DLM) Test Coordinator Q&amp;A: Feb. 4, 2022, 11 a.m.-12 p.m.</li> </ul> </li> <li>• Please note that DLM required Test Administrator Training is available through self-paced modules on the DLM Training Site, training.dynamiclearningmaps.org. Any person assigned as a teacher in the DLM Educator Portal will be automatically registered for the training and must complete it and pass a quiz in order to administer DLM assessments in spring 2022.</li> <li>• If you have any questions about DLM trainings, please reach out to Stephanie Snyder at Stephanie.Snyder@dc.gov.</li> </ul>
Slide 41	<ul style="list-style-type: none"> <li>• On this slide, you can see the dates for PARCC and DC Science-specific trainings. The full training schedule and links to register for these trainings can be found on the Test Coordinator Resources page under the document titled “SY2021-22 Assessment Training Schedule” and in upcoming NGA Bulletins.</li> <li>• PARCC &amp; DC Science Trainings include...                             <ul style="list-style-type: none"> <li>• New LEA Test Coordinator Training / PearsonAccess<sup>next</sup> 101:                                     <ul style="list-style-type: none"> <li>• Option 1: Dec. 14, 2021, 1-3 p.m.</li> <li>• Option 2: Jan. 13, 2022, 10 a.m.-12 p.m.</li> </ul> </li> <li>• Accommodations Webinar: Jan. 27, 2022, 1-2 p.m.</li> <li>• SR/PNP Workshop: Feb. 3, 2022, 10 a.m.-12 p.m.</li> <li>• Technology Coordinator Training: Feb. 18, 2022, 10-11:30 a.m.</li> <li>• Test Session Workshop: March 10, 2022, 10-11:30 a.m.</li> <li>• Technical Assistance during PARCC/DC Science Testing: March 15, 2022, 1-2:30 p.m.</li> <li>• Assessment Closeout Procedures: May 12, 2022, 10 a.m.-12 p.m.</li> </ul> </li> </ul>
Slide 42	<ul style="list-style-type: none"> <li>• This concludes Module 1 of this training series. Please move on to Module 2 where we will cover Part 1 of "Preparing for test administration."</li> <li>• If you have questions about OSSE assessment policies or specific assessment programs, please feel free to use the details on this slide to reach out to the appropriate member of the OSSE Assessment Team.</li> </ul>



## OSSE Test Security Training Module 2 – Preparing for Administration, Part 1 Transcript

Slide Number	Transcript
Slide 1	<ul style="list-style-type: none"> <li>Welcome to Module 2 in the 2022 Test Security Training Series. OSSE’s Office of Assessment has developed a series of training modules to prepare LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators for spring 2022 statewide assessment administration.</li> </ul>
Slide 2	<ul style="list-style-type: none"> <li>There are 6 required training modules. These modules are required for all LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators, including those responsible for ACCESS and Alternate ACCESS, MSA, DLM, DC Science and PARCC.</li> <li>The modules follow the order of activities in the Assessment Coordination Timeline.</li> <li>Upon the completion of all training modules, you will need to complete a quiz and certification form, verifying that you have viewed all content.</li> <li>A score of 80 percent or higher on the quiz will serve as the official attendance and completion of the 2022 Test Security Training.</li> <li>In Module 2, we will cover part one of preparing for test administration.</li> </ul>
Slide 3	<ul style="list-style-type: none"> <li>This Assessment Coordination Timeline shows the activities needed in order to complete statewide assessment administration in the District of Columbia.</li> <li>The color and shape of each icon indicates who is performing each action, which is outlined on this slide and discussed on Module 0. These icons will appear in the top right corner of slides to indicate where in the coordination process those activities occur. You may find it helpful to have this timeline available for reference as you go through each training module.</li> <li>Each training module provides detailed information on the activities in the Assessment Coordination Timeline.</li> <li>In this module, we will cover the steps highlighted in the orange dotted line: Register Students to Test; Assign Student Testing Accommodations; Assign Staff to Testing Roles; Establish a School Test Security File; and Receive Testing Materials.</li> </ul>
Slide 4	<ul style="list-style-type: none"> <li>We will take a moment here to review some important links to resources that will be helpful as you prepare to administer statewide assessments.</li> </ul>
Slide 5	<ul style="list-style-type: none"> <li>Important information and links to assessment resources can be found on OSSE’s website.</li> <li>The first link here, <a href="https://osse.dc.gov/assessments">osse.dc.gov/assessments</a>, will take you to OSSE’s main state assessments webpage. From there, you can find detailed information about each statewide assessment and other important resources from the Office of Assessment.</li> <li>The second link, <a href="https://osse.dc.gov/service/test-security-and-incident-forms">osse.dc.gov/service/test-security-and-incident-forms</a>, will take you to the landing page for test security resources, including Test Security Guidelines, test security notification statements and affidavits, test security incident reporting forms, and forms to request medical exemptions or unique or emergency accommodations for assessment. The required test security training modules are also located on this page.</li> <li>The third link, <a href="https://osse.dc.gov/page/test-coordinator-resources">osse.dc.gov/page/test-coordinator-resources</a>, is the main landing page for administration resources for LEA Test Coordinators and Nonpublic School Test Coordinators. This page contains the 2021-22 school year testing windows and test</li> </ul>



Slide Number	Transcript
	<p>administration training schedule, as well as customer support information for each assessment program.</p> <ul style="list-style-type: none"> <li>The final link, <a href="https://osse.dc.gov/service/testing-accommodations">osse.dc.gov/service/testing-accommodations</a>, contains guidance documents for selecting appropriate accommodations and accessibility features for students, and links to manuals for each assessment program for assessment-specific guidance.</li> </ul>
Slide 6	<ul style="list-style-type: none"> <li>The first step that we will cover is “Registering students to test.”</li> </ul>
Slide 7	<ul style="list-style-type: none"> <li>Each assessment includes a registration process that is completed by LEAs in partnership with OSSE.</li> <li>The Office of Assessment releases a participation and performance policy annually to guide the registration process and allow LEAs to choose the path that best aligns to their academic program.</li> <li>The 2021-22 school year Statewide Assessment Participation and Performance Policy can be found on OSSE’s webpage linked on this slide.</li> </ul>
Slide 8	<ul style="list-style-type: none"> <li>Specific to ACCESS and Alternate ACCESS:</li> <li>Students identified as English learners (ELs) who have not yet scored a 5.0 or higher on the ACCESS assessment will be registered by OSSE to take the ACCESS assessment.</li> <li>OSSE uses the information provided in the Pre-ID file to register students into the ACCESS testing platform. The Pre-ID file comes from the information entered and verified in OSSE’s Pre-ID Quickbase application. LEAs and Schools are responsible for making sure that the information in the Pre-ID Quickbase application is correct and up to date.</li> <li>ACCESS Test Coordinators will use the Pre-ID Quickbase application to:                         <ul style="list-style-type: none"> <li>verify student demographic information and report any discrepancies to OSSE</li> <li>indicate required accommodations, if warranted</li> <li>identify which mode of administration (online or paper) a student will require</li> </ul> </li> <li>All ACCESS registration and verification must be completed by Monday, Dec. 13.</li> <li>If you have any questions about the Pre-ID Quickbase application or the registration process for ACCESS or Alternate ACCESS, please contact Michael Craig at <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a>.</li> </ul>
Slide 9	<ul style="list-style-type: none"> <li>LEA Test Coordinators for alternate assessments can view all approved applicants in the Special Education Data System (SEDS) and the Alternate Assessment MSAA Quickbase application on Jan. 10.</li> <li>Students in grades 3-8 and 11 whose alternate assessment eligibility applications are approved will be registered by OSSE to take MSAA.</li> <li>Test Coordinators for alternate assessments will verify this registration information in the Alternate Assessment Quickbase application and report any discrepancies to OSSE by the end of January 2022.</li> <li>If you have any questions about this registration process, please contact Michael Craig at <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a>.</li> </ul>
Slide 10	<ul style="list-style-type: none"> <li>Students in grade 5 and 8 whose alternate assessment eligibility applications are approved will be registered for the DLM assessment by OSSE. Students taking a high school biology course will be registered by the LEA.</li> <li>LEA Test Coordinators for alternate assessments can view all approved applicants in the Special Education Data System (SEDS) and the Alternate Assessment Quickbase application on Jan. 10.</li> </ul>





Slide Number	Transcript
	<ul style="list-style-type: none"> <li>If you have any questions about the DLM registration process, please contact Stephanie Snyder at <a href="mailto:Stephanie.Snyder@dc.gov">Stephanie.Snyder@dc.gov</a>.</li> </ul>
Slide 11	<ul style="list-style-type: none"> <li>PARCC is taken annually by students in grades 3-8 and students registered to certain high school courses. Please review the SY2021-22 Statewide Assessments Participation and Performance Policy for specific details on required PARCC assessments.</li> <li>DC Science is taken in grades 5 and 8, and by students enrolled in a high school biology course.</li> </ul>
Slide 12	<ul style="list-style-type: none"> <li>PARCC &amp; DC Science registration aligns with each student’s enrolled grade or course.</li> <li>OSSE registers all students in grades 3-8 for the PARCC and DC Science assessments</li> <li>LEAs verify PARCC and DC Science registration for grades 3-8 and make adjustments for students in grades 7 and 8 taking advanced mathematics courses.</li> <li>LEAs register all high school students for PARCC and DC Science based on course enrollment.</li> </ul>
Slide 13	<ul style="list-style-type: none"> <li>PARCC and DC Science registration information is uploaded into PearsonAccess<sup>next</sup> (PAN) through a spreadsheet called the Student Registration and Personal Needs Profile (SR/PNP).</li> <li>SR/PNP registration fields include:                             <ul style="list-style-type: none"> <li>LEA and school code</li> <li>student name</li> <li>unique student identifier (USI)</li> <li>birthdate and current grade</li> <li>other demographic information</li> </ul> </li> <li>Directions for completing the SR/PNP file can be found in PearsonAccess<sup>next</sup>, which is linked on this slide.</li> </ul>
Slide 14	<ul style="list-style-type: none"> <li>Based on feedback from LEAs and nonpublic schools, the OSSE Office of Assessment has developed the following timeline for student registration to help clarify the roles between LEAs and nonpublic schools. Starting in SY2021-22, LEAs and nonpublic schools will have staggered deadlines for their student registration completion. LEAs will complete the SR/PNP by Feb. 16 to allow nonpublic school teams enough time to verify and submit the PNP for students attending their nonpublic school by Feb. 22.</li> <li>As a reminder, the LEA Assessment Manager is responsible for liaising with Nonpublic School Test Coordinators or other LEA designees in charge of direct communication with nonpublic schools. This information was released in the August NGA meeting and is outlined in LEA Assessment Manager Roles and Responsibilities document found on the Test Coordinator Resources webpage.</li> <li>Nonpublic School Test Coordinators should coordinate with LEAs to determine which assessment(s) are to be administered to students attending nonpublic schools, confirm student registration in the online systems, assign accommodations as outlined in students’ IEP, 504, or English Learner (EL) plans, and confirm the student accommodations are accurate in online systems. For more information about the role of nonpublic schools in test security and administration, please see the document linked on this slide. The Nonpublic School Test Security &amp; Administration document can also be found on the Test Coordinator Resources webpage.</li> <li>If you have any questions about the PARCC and/or DC Science registration process, please contact the Office of Assessment at <a href="mailto:OSSE.Assessment@dc.gov">OSSE.Assessment@dc.gov</a>.</li> </ul>



Slide Number	Transcript
Slide 15	<ul style="list-style-type: none"> <li>• Test Security Reminder for PARCC and DC Science administration: Please ensure that students are accurately registered to test before submitting the school test security plan.</li> <li>• As a part of the School Test Plan review, OSSE goes into PearsonAccess<sup>next</sup> and reviews the SR/PNP file. There has to be information in the SR/PNP file before OSSE can approve a PARCC and DC Science plan.</li> </ul>
Slide 16	<ul style="list-style-type: none"> <li>• The next topic we will cover in this module is “Assigning Student Testing Accommodations.”</li> </ul>
Slide 17	<ul style="list-style-type: none"> <li>• Accommodations and accessibility features are identified for each student in advance through each assessment’s online platform.</li> <li>• There are differences between accommodations and accessibility features as illustrated in the visual aid on this slide. There are some accessibility features that are available to all students already built into test platforms. There are also accessibility features that must be selected in advance for individual students.</li> <li>• In both cases, accessibility features can be assigned to any student based on policies established by the LEA or school.</li> <li>• Then there are accommodations that must be identified and selected in advance. Accommodations can only be determined by information found in a students’ IEP, 504 or EL plan.</li> <li>• Additional guidance on assigning accommodations and accessibility features for each assessment program can be found at <a href="https://osse.dc.gov/service/testing-accommodations">osse.dc.gov/service/testing-accommodations</a>.</li> </ul>
Slide 18	<ul style="list-style-type: none"> <li>• 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. LEAs and schools are responsible for maintaining consistency between accommodations provided during instruction and statewide assessments.</li> <li>• Additionally, providing an accommodation to a student who is not eligible for the accommodation is also a violation of test security and compromises the student’s assessment results.</li> </ul>
Slide 19	<ul style="list-style-type: none"> <li>• Additional information about this step in the test administration timeline: Test Coordinators need to work with the Special Populations Coordinators at your schools to create policies and assign accommodations and accessibility features effectively.</li> <li>• Here are some things to consider when planning for accommodations for students: <ul style="list-style-type: none"> <li>• LEA and school policies should be created to ensure accessibility features are assigned equitably</li> <li>• Accommodations and accessibility features should be reflective of a student’s typical testing experience</li> <li>• Students should practice using accommodations and accessibility features prior to testing</li> </ul> </li> <li>• Schools and LEAs are encouraged to consult the <a href="#">2021-22 OSSE Accessibility Features Guide and Testing Accommodations Guides</a> for additional guidance on assigning accessibility features and accommodations for all assessments.</li> </ul>
Slide 20	<ul style="list-style-type: none"> <li>• Students taking the ACCESS assessment may require the assignment of accommodations, universal tools, or administrative considerations.</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Accommodations must be assigned in the Pre-ID file during the registration process. ACCESS Test Coordinators will use the Pre-ID Quickbase application to assign accommodations.</li> <li>• Universal tools and administrative considerations can be assigned to any student prior to or during testing, based on the discretion of the school or LEA. Documentation of the use of these tools is not required for the ACCESS assessment.</li> </ul>
Slide 21	<ul style="list-style-type: none"> <li>• Students taking the MSAA will require the use of accommodations and/or accessibility features. Please reference the MSAA Test Administrator Manual for a list of available accommodations. Any accommodations listed in the student’s IEP may be used during administration of MSAA.</li> <li>• The DLM Test Administrator is prompted to complete a first contact survey for each registered student. The results of this survey determine the accommodations in the DLM system. There is no additional action needed to assign accommodations for DLM.</li> </ul>
Slide 22	<ul style="list-style-type: none"> <li>• PARCC and DC Science accommodations and accessibility features are identified for each student in the Personal Needs Profile section of the SR/PNP. Information in the SR/PNP is used by Pearson to provide digital supports to students.</li> <li>• The SR/PNP accommodations should be completed by Feb. 16 to ensure student materials are shipped to schools prior to testing. Nonpublic schools should input the Personal Needs Profile (PNP) between Feb. 16 and Feb. 22.</li> <li>• If student accommodations change, due to updates to an IEP, 504, or EL plans, accommodations can be updated in the SR/PNP at any time before testing begins.</li> <li>• Accessibility features do not require materials from Pearson and can be completed in the SR/PNP any time before submission of the school test security plan.</li> </ul>
Slide 23	<ul style="list-style-type: none"> <li>• Test Security Reminder: Please ensure that accommodations and accessibility features are accurate and uploaded prior to the submission of the school test security plan.</li> <li>• OSSE will review registration files to ensure completion before test security plans are approved.</li> <li>• Please ensure that accommodations and accessibility features are accurate and uploaded into the systems for their respective assessments prior to the submission of the school test security plan.</li> <li>• For example, for PARCC and DC Science, OSSE goes into PearsonAccess<sup>next</sup> and reviews the SR/PNP file. There has to be information in the SR/PNP file before OSSE can approve a PARCC or DC Science test security plan.</li> </ul>
Slide 24	<ul style="list-style-type: none"> <li>• The next step we will cover in the administration timeline is to “Assign Staff to Testing Roles.”</li> </ul>
Slide 25	<ul style="list-style-type: none"> <li>• The LEA Assessment Managers, LEA Test Coordinators, and/or Nonpublic School Test Coordinators must assign authorized personnel to the following roles prior to test administration:                         <ul style="list-style-type: none"> <li>• Test Integrity Coordinator (LEA Assessment Manager/LEA Test Coordinator)</li> <li>• Test Monitor (School Test Coordinator)</li> <li>• Special Populations Coordinator</li> <li>• Technology Coordinator</li> <li>• Test Administrator</li> <li>• Test Proctor (if applicable)</li> </ul> </li> <li>• Detailed information on the roles and responsibilities for each of these individuals are covered in Module 1 of this training series.</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>Depending on the assessment and role, these assignments may require access to online systems. Review the test manuals to ensure authorized personnel have the access they need for their role.</li> </ul>
Slide 26	<ul style="list-style-type: none"> <li>Test Security Reminder: All of the individuals listed in the previous slide are considered “Authorized Personnel.”</li> <li>All authorized personnel must be trained on test security and administration and receive the Testing Integrity and Security Notification Statement, prior to the start of test administration.</li> </ul>
Slide 27	<ul style="list-style-type: none"> <li>ACCESS Test Coordinators who have registered with OSSE via the Site ID file were recently provided with accounts in WIDA AMS.</li> <li>These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.</li> <li>If you are the ACCESS Test Coordinator and you do not currently have a WIDA AMS account, please contact Michael Craig at <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a>.</li> </ul>
Slide 28	<ul style="list-style-type: none"> <li>MCAA Test Coordinators who have registered with OSSE will receive access to their accounts in the MCAA system in March.</li> <li>Similar to ACCESS, these user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.</li> </ul>
Slide 29	<ul style="list-style-type: none"> <li>The DLM LEA Test Coordinator is the main point of contact between OSSE, the DLM Service Desk, and the LEA. A key duty of the LEA Test Coordinator is managing staff and educator roles and responsibilities in the DLM Educator Portal. <ul style="list-style-type: none"> <li>Monitor staff roles and whether an account is active, pending, or inactive in the Educator Portal</li> <li>Monitor Test Administrator completion of the security agreement and training in the Educator Portal</li> </ul> </li> <li>Before serving as DLM Test Administrators, educators must: <ul style="list-style-type: none"> <li>Complete the required Test Administrator Training online</li> <li>Complete the DLM security agreement</li> </ul> </li> <li>For 2022, all DLM Test Administrators must complete the training modules for new Test Administrators, even if they served in this role in previous years.</li> <li>If you are the LEA Test Coordinator or a Nonpublic School Test Coordinator for DLM and do not currently have access to the Educator Portal, please contact Stephanie Snyder at <a href="mailto:Stephanie.Snyder@dc.gov">Stephanie.Snyder@dc.gov</a>.</li> </ul>
Slide 30	<ul style="list-style-type: none"> <li>PARCC and DC Science Test Coordinators who have registered with OSSE will be provided with accounts in PearsonAccess<sup>next</sup> (PAN) in January. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.</li> <li>Resources for each PARCC/DC Science role can be found in the PARCC and DC Science Test Coordinator and Test Administrator Manuals located at <a href="http://dc.mypearsonsupport.com">dc.mypearsonsupport.com</a>.</li> <li>These manuals will be available online in January. They will be on OSSE’s website on the Test Coordinator Resources page and the Pearson support page.</li> <li>One thing that is important to note: Test Coordinators and Test Administrators are responsible for reading the manuals and performing their duties as outlined.</li> </ul>
Slide 31	<ul style="list-style-type: none"> <li>The next step we will cover is to “Establish a School Test Security File.”</li> </ul>
Slide 32	<ul style="list-style-type: none"> <li>Every school is required to establish and maintain a School Test Security File, in hard copy format and keep it on file for four years.</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• In this file, there are number of documents that need to be organized and maintained. Those documents include:                             <ul style="list-style-type: none"> <li>• Approved School Test Security Plan</li> <li>• Up-to-date Authorized Personnel Roster</li> <li>• Up-to-date School Test Schedule</li> <li>• Test Security Training Attendance Sheet</li> <li>• Test Security Training Materials</li> <li>• Family Notification Letters (with notes on accommodations)</li> <li>• Test Material Chain of Custody Forms</li> <li>• Incident Reports</li> <li>• During Testing Notes, including Minor Deviations from School Test Plan</li> <li>• Fact-Finding Inquires and Plan to Improve Documents (if applicable)</li> <li>• Test Integrity and Test Security Affidavit(s)</li> </ul> </li> <li>• The complete list of documents that are required to be stored in the School Test Security File are listed in the School Test Security File Checklist document on OSSE’s Test Security webpage.</li> </ul>
Slide 33	<ul style="list-style-type: none"> <li>• A test Security Reminder for this step in the timeline is to “Please ensure that the test security file is updated as often as possible during and after the test administration window. During monitoring visits, OSSE will request to view the hard copy test security file. OSSE may request to see any document from the test security file at any time in a four-year period.”</li> </ul>
Slide 34	<ul style="list-style-type: none"> <li>• The last step we will cover in Module 2 is “Receiving Testing Materials.”</li> </ul>
Slide 35	<ul style="list-style-type: none"> <li>• Assessments often require secure and accommodated materials, shipped from the vendor to the school. Materials may include:                             <ul style="list-style-type: none"> <li>• test manuals</li> <li>• test booklets and answer sheets</li> <li>• accommodated test materials</li> <li>• return shipping materials</li> </ul> </li> <li>• Any hard copy materials shipped by the testing vendor must be accepted in person.</li> <li>• 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.</li> <li>• Nonsecure materials, such as manuals, may have electronic versions available. Refer to assessment-specific guidance on how to obtain your test manuals.</li> </ul>
Slide 36	<ul style="list-style-type: none"> <li>• This year, ACCESS and Alternate ACCESS will only be administered in school. Materials will be sent to schools if the school building is open and receiving students and administrators for testing.</li> <li>• Ordering of ACCESS assessment materials takes place during the student registration process through the Pre-ID file. Please ensure this file is accurate and complete, so that all students receive the materials they need for testing in a timely manner.</li> <li>• Test Coordinators should complete the following when materials are received:                             <ul style="list-style-type: none"> <li>• Watch the Managing Test Materials tutorial</li> <li>• Receive, inventory, and distribute test materials to designated staff</li> <li>• Report the amount and type of overage to OSSE</li> </ul> </li> <li>• If you have questions about ACCESS shipments, please contact Michael Craig at <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a>.</li> </ul>
Slide 37	<ul style="list-style-type: none"> <li>• MSAA:</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• MSAA:                             <ul style="list-style-type: none"> <li>• MSAA testing materials can be downloaded from the MSAA Online System. To administer the assessment, Test Coordinators will need to download the following materials:                                     <ul style="list-style-type: none"> <li>• Directions for Test Administration (called the DTA)</li> <li>• Test Administration Manual (TAM)</li> </ul> </li> <li>• In the event that paper materials are needed for test administration, School Test Coordinators can order those materials using the additional materials ordering process.</li> <li>• For more information on how to order additional accommodated paper materials for MSAA, please contact Michael Craig at <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a>.</li> </ul> </li> <li>• DLM: The DLM assessment does not have any physical testing materials that will ship to schools. All supports are provided through the online system.</li> </ul>
Slide 38	<ul style="list-style-type: none"> <li>• For PARCC and DC Science, the SR/PNP file is used to determine what materials each school needs to support students with paper-based accommodations. In most cases, accommodations will be delivered electronically in the testing platform, but some paper-based materials may need to be shipped to schools. All LEAs should finalize accommodations and ensure they are accurately updated in this file by Feb. 16. Nonpublic schools should ensure all accommodations are accurately input into the SR/PNP file by Feb. 22.</li> <li>• In the instance where students require paper accommodations, the paper materials will only be sent to schools, so please ensure that the address in PearsonAccess<sup>next</sup> is correct. If an accommodation changes and additional materials are needed, an additional order can be placed in the PearsonAccess<sup>next</sup> system. These orders take one to two weeks to arrive at schools, so please plan additional orders accordingly.</li> </ul>
Slide 39	<ul style="list-style-type: none"> <li>• Test Coordinator and Test Administrator Manuals will be available online in January. These manuals can be found at the link here: <a href="http://dc.mypearsonsupport.com/manuals">dc.mypearsonsupport.com/manuals</a>.</li> <li>• Review the contents of the manuals and share the Test Administrator Manuals with your staff members, so they are aware of their testing responsibilities. This year, LEAs may also elect not to receive paper manuals by selecting that option in PAN.</li> <li>• The Test Administrator and Test Coordinator Manuals are not secure materials and should be shared with appropriate authorized personnel to support preparations for statewide testing.</li> </ul>
Slide 40	<ul style="list-style-type: none"> <li>• For PARCC and DC Science, secure and scorable materials will need to be returned to Pearson at the end of testing. Until they are returned, they must be kept in a locked space.</li> <li>• The Test Coordinator Manual includes the list of secure materials.</li> <li>• Secure materials that must be destroyed by the school include: student testing tickets, student rosters containing TestNav usernames and passwords, any reports or other documents with student personally identifiable information (PII), and any scratch paper or printed math reference sheets that have been written on during testing.</li> <li>• Secure materials that must be shipped back to Pearson include: test booklets and answer documents, human reader scripts, and tactile graphics.</li> <li>• Shipments from Pearson will include labels and packaging for returning secure materials. Keep these materials for use at the end of testing.</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Additional orders do not include return shipment materials. If you will need return materials that you do not already have, please order them with your additional order.</li> <li>• Return shipments must be sent to Pearson within 5 school days of the last day of testing. Contact UPS to schedule a pickup for your materials and provide them with the details on the shipping label Pearson has provided.</li> <li>• A delay in returning materials is considered a test security violation and may impact scoring. Failure to return secure paper materials is a serious test security violation.</li> </ul>
Slide 41	<ul style="list-style-type: none"> <li>• As a reminder: Any testing materials that includes test content, or that could assist in unauthorized access to the testing platform is considered a secure material and must be securely stored as soon as it is delivered or printed. Examples of secure testing materials include: paper test booklets/answer documents, testing tickets, secure content displayed on testing screens, used scratch paper, human reader scripts, etc.</li> </ul>
Slide 42	<ul style="list-style-type: none"> <li>• This concludes Module 2 of this training series. Please move on to Module 3 where we will cover Part 2 of “Preparing for test administration.”</li> <li>• If you have questions about OSSE assessment policies or specific assessment programs, please use the information on this slide to reach out to the appropriate member of the OSSE Assessment Team.</li> </ul>



## OSSE Test Security Training Module 3 – Preparing for Administration, Part 2 Transcript

Slide Number	Transcript
Slide 1	<ul style="list-style-type: none"> <li>Welcome to Module 3 in the 2022 Test Security Training Series. OSSE’s Office of Assessment has developed a series of training modules to prepare LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators for spring 2022 statewide assessment administration.</li> </ul>
Slide 2	<ul style="list-style-type: none"> <li>There are six required training modules. These modules are required for all LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators, including those responsible for ACCESS and Alternate ACCESS, MSA, DLM, DC Science, and PARCC.</li> <li>The modules follow the order of activities in the Assessment Coordination Timeline.</li> <li>Upon the completion of all training modules, you will need to complete a quiz and certification form, verifying that they have viewed all content.</li> <li>A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2022 Test Security Training.</li> <li>In Module 3, we will cover part two of preparing for test administration.</li> </ul>
Slide 3	<ul style="list-style-type: none"> <li>This Assessment Coordination Timeline shows the activities needed in order to complete statewide assessment administration in the District of Columbia.</li> <li>The color and shape of each icon indicates who is performing each action, which is outlined on this slide and discussed in Module 0. These icons will appear in the top right corner of slides to indicate where in the coordination process those activities occur. You may find it helpful to have this timeline available for reference as you go through each training module.</li> <li>Each training module provides detailed information on the activities in the Assessment Coordination Timeline.</li> <li>In this module, we will cover the steps highlighted in the orange dotted line: Create School Test Schedule; Setup Test Sessions: Setup Student Testing Devices; Submit School Test Security Plan(s) to OSSE; Train Authorized Personnel; and Send Assessment Notification Letter to Families.</li> </ul>
Slide 4	<ul style="list-style-type: none"> <li>The first step that we will cover in this module is “Creating a School Test Schedule.”</li> </ul>
Slide 5	<ul style="list-style-type: none"> <li>Each school is required to prepare a testing schedule for each statewide assessment they administer.</li> <li>Test schedules are required for in-person administrations.</li> <li>Each schedule must be submitted to OSSE as part of the School Test Security plan(s).</li> <li>We acknowledge that scheduling may look different this year, so schools should follow all health and safety guidelines when establishing testing locations.</li> <li>A template is available in the OSSE School Test Security Plan application, but schools may choose to use their own schedule format, as long it as it includes all required elements. Those elements are the following:             <ul style="list-style-type: none"> <li>Testing Dates</li> <li>Testing Times</li> <li>Grades/Courses</li> <li>Testing Location (including room numbers)</li> <li>Test Administrator Names</li> </ul> </li> </ul>





Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Proctor Names (if applicable)</li> <li>• PAN Sessions (if applicable)</li> <li>• If your testing schedule changes or your list of authorized personnel changes, please update those attachments in your School Test Security Plan.</li> </ul>
Slide 6	<ul style="list-style-type: none"> <li>• Test Security Reminder: The most updated version of the school test schedule must be uploaded into the School Test Plan Quickbase Application at all times.</li> <li>• OSSE will use these schedules to determine staff support and deadlines for OSSE deliverables.</li> <li>• OSSE will also use these schedules to determine monitoring visits during test administration. OSSE will be monitoring the status of the health and safety needs of schools this spring to determine whether or not OSSE will conduct in-person monitoring this year.</li> </ul>
Slide 7	<ul style="list-style-type: none"> <li>• LEA and/or School Test Coordinators will create ACCESS and Alternate ACCESS testing schedules.</li> <li>• If you need assistance on how to create an ACCESS or Alternate ACCESS testing schedule, please view the Testing Scheduling Tutorial on WIDA's website at the link posted on this slide.</li> <li>• A few things to consider when creating the ACCESS and/or Alternate ACCESS schedules:</li> <li>• All testing must be completed by March 25, 2022.</li> <li>• Kindergarten and Alternate ACCESS test sessions should be scheduled as one-on-one sessions.</li> <li>• If you have any questions about ACCESS scheduling or need help getting access to the WIDA AMS system, please contact Michael Craig at <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a>.</li> </ul>
Slide 8	<ul style="list-style-type: none"> <li>• LEA and/or School Test Coordinators will create the testing schedules for MSAA and DLM administration.</li> <li>• Some things to consider when planning these testing schedules:                         <ul style="list-style-type: none"> <li>• Test administration for MSAA and DLM is one-on-one</li> <li>• MSAA test sessions may consist of one or two items at a time, or 10 or more items depending on the student's ability level</li> <li>• The DLM assessment includes 9-10 testlets that take about 15 minutes each to administer (the DLM system takes 10-15 minutes to generate information for the subsequent testlet).</li> <li>• Test Administrators may pause the MSAA or DLM tests at any time, based on student needs.                                 <ul style="list-style-type: none"> <li>• Students are allowed to take breaks for MSAA and DLM whenever they are needed.</li> </ul> </li> <li>• And breaks may consist of a few minutes or a few days for these assessments.</li> <li>• All MSAA and DLM testing must be completed by April 29.</li> </ul> </li> </ul>
Slide 9	<ul style="list-style-type: none"> <li>• LEA and/or School Test Coordinators will create a testing schedule for PARCC and DC Science.</li> <li>• A few things to consider when planning your PARCC/DC Science Testing schedule:                         <ul style="list-style-type: none"> <li>• In 2022, the PARCC test schedule may be anytime within the state test window. This is a departure from previous years' policy that PARCC testing windows could only be scheduled for 30 consecutive days within the state test window.</li> <li>• Units and unit times can be found in the PARCC and DC Science Test Coordinator Manual linked on this slide.</li> </ul> </li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Different from previous test administrations, 2022 PARCC ELA assessments will have an additional field-testing unit in grades 3, 6, and 10 (ELA II). All math field test items will be embedded in the operational units.               <ul style="list-style-type: none"> <li>• Accommodated paper testing must be complete by May 20, 2022.</li> <li>• Online testing must be completed by May 27, 2022.</li> </ul> </li> </ul>
Slide 10	<ul style="list-style-type: none"> <li>• The next step we will discuss is "Setting up Test Sessions."</li> </ul>
Slide 11	<ul style="list-style-type: none"> <li>• Before testing can begin, students must be assigned to a testing session in many of the online assessment systems.</li> <li>• Test sessions allow the LEA and School Test Coordinators to group students who are testing together and to schedule and manage student testing in the online platform.</li> </ul>
Slide 12	<ul style="list-style-type: none"> <li>• ACCESS is a computer-based assessment and requires that student and staff information is loaded into the system. WIDA AMS is the online platform used for test administration and materials management.</li> <li>• School Test Coordinators are responsible for:               <ul style="list-style-type: none"> <li>• Confirming that all students are listed in WIDA AMS and assigned to test sessions</li> <li>• Adding any new students to WIDA AMS and assigning them to test sessions</li> </ul> </li> </ul>
Slide 13	<ul style="list-style-type: none"> <li>• Students taking MSAA must be assigned to testing sessions called "classrooms" for testing. This allows the Test Administrator to obtain testing and login information for the student. School Test Coordinators can assign students and Test Administrators to classrooms using the <a href="#">MSAA Online Assessment System</a>.</li> <li>• Test Administrators for DLM should take the following steps to set students up for testing:               <ul style="list-style-type: none"> <li>• Create student rosters for each test administrator; and</li> <li>• Submit the first contact survey for each student.</li> </ul> </li> </ul>
Slide 14	<ul style="list-style-type: none"> <li>• Each student taking PARCC and/or DC Science must be assigned to a test session in the PearsonAccess<sup>next</sup> (PAN) system.</li> <li>• Directions for setting up test sessions can be found in the PARCC and DC Science Test Coordinator Manual.</li> <li>• Test sessions must be created using the naming conventions below prior to approval of the school test security plan.</li> <li>• Each test session that is created must be assigned a Test Administrator. The use of the test session naming convention below is also required.</li> <li>• Please note that:               <ul style="list-style-type: none"> <li>• If one school has two test administrators with the same initials, the naming convention for the session name will also include a numeral after their initials to differentiate between Test Administrators at that school. An example of this can be found on this slide.</li> <li>• For high school math courses, use "math" followed by "ALG1" for Algebra 1, "ALG2" for Algebra II, and "GEO" for Geometry. For high school science use "SCI.BIO" as the beginning of the naming convention for biology test sessions. All ELA Assessments, including high school assessments, will be coded "ELA" followed by the grade of the assessment.</li> </ul> </li> <li>• The information provided on this slide can be found in the Coordinating SY2021-22 Statewide Assessments Guide located on the Test Coordinator Resources webpage. The direct link to this guide can be found at the bottom of this slide.</li> </ul>



Slide Number	Transcript
Slide 15	<ul style="list-style-type: none"> <li>• Test Security Reminder: Please ensure that test sessions have been accurately created before submitting a school test security plan. OSSE will review test sessions to ensure they are complete before test plan approval.</li> </ul>
Slide 16	<ul style="list-style-type: none"> <li>• The next step that we will cover in this module is "Setup Student Testing Devices."</li> </ul>
Slide 17	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Things to consider when the LEA/School Test Coordinator and Technology Coordinator plans for device preparation:                         <ul style="list-style-type: none"> <li>• Review device requirements</li> <li>• Update device software, if needed</li> <li>• Download applications or create shortcuts to website links</li> <li>• Ensure appropriate bandwidth for administration</li> </ul> </li> <li>• Failure to complete these steps appropriately could result in testing delays and student device issues.</li> </ul>
Slide 18	<ul style="list-style-type: none"> <li>• WIDA AMS is the online platform used for test administration and materials management for ACCESS and Alternate ACCESS.</li> <li>• Technology Coordinators are responsible for installing Central Office Service (COS) Service Device (SD) on all testing devices.</li> <li>• Refer to the Technology User Guide for system requirements and support. Please note that accessing the Technology User Guide requires being logged into the WIDA Secure Portal.</li> </ul>
Slide 19	<ul style="list-style-type: none"> <li>• MSAA is a computer-based assessment, managed through the MSAA Online Assessment System. Students take the assessments through this platform.</li> <li>• Before testing, Test Administrators should log in to the MSAA Online Assessment System to ensure that the computer, laptop, or tablet, login information, and any necessary assessment features are working as intended. Make sure that the computer or any augmentative or alternate communication (AAC) and assistive technology device a student may use meets the minimum requirements, is in working order, is available for testing, and is compatible with the systems.</li> <li>• Refer to the MSAA Online Assessment System User Guide for Test Administrators linked on this slide for information on compatibility and requirements.</li> </ul>
Slide 20	<ul style="list-style-type: none"> <li>• Kite Student Portal is the secure online platform where students take DLM assessments. While in Student Portal, students cannot access unauthorized webpages or applications.</li> <li>• Technology requirements and installation instructions for the student portal can be found at <a href="http://dynamiclearningmaps.org/kite">dynamiclearningmaps.org/kite</a>.</li> </ul>
Slide 21	<ul style="list-style-type: none"> <li>• The PARCC and DC Science assessments are computer-based tests. The TestNav application must be downloaded onto devices that will be used for testing. Student testing devices must also be able to access the internet in order to successfully take the assessments.</li> <li>• For details about compatibility between TestNav and the devices used at your school, read the TestNav System Requirements. To better understand how to use TestNav, visit the TestNav 8 Online User Guide linked on this slide.</li> </ul>
Slide 22	<ul style="list-style-type: none"> <li>• The next step that we will cover is "Submitting School Test Security Plan(s) to OSSE."</li> </ul>



Slide Number	Transcript
Slide 23	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The school test security plan serves as an official communication with OSSE of a school’s plan for administering statewide assessments.</li> <li>• School plans must be submitted to OSSE for final approval at least 15 business days prior to the first day of testing. Nonpublic schools submit plans directly to OSSE. Other schools submit plans to the LEA, which then submits those plans 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.</li> </ul>
Slide 24	<ul style="list-style-type: none"> <li>• Each school test security plan must include the following information:                             <ul style="list-style-type: none"> <li>• Names and contact information for Test Coordinators and key test administration staff</li> <li>• A secure materials management plan</li> <li>• A plan for school staff and authorized personnel to report irregularities in test administration and security</li> <li>• A plan for key school staff to conduct inquiries on reported test irregularities during test administration</li> <li>• Affirmation that the school staff are aware and have access to the complete list of prohibited actions as defined by the state</li> <li>• A plan for handling logistical, technical, and communication issues that may arise during test administration</li> <li>• Affirmation that the school has met a number of actions as required by the state</li> <li>• Affirmation that Test Sessions and Test Administrators have been entered into PAN (PARCC &amp; DC Science test plans only)</li> <li>• A list of authorized personnel</li> <li>• A detailed testing schedule</li> </ul> </li> <li>• As a reminder, if your testing schedule changes or your list of authorized personnel changes, please update those attachments in your School Test Security Plan.</li> </ul>
Slide 25	<ul style="list-style-type: none"> <li>• OSSE reviews and approves all school test plans and provides technical assistance to schools whose plans need improvement prior to and during testing. Over the years, we have identified characteristics of strong and weak school test plans.</li> <li>• Strong School Test Plans are plans are clear and organized. The responses are thoughtful and tailored to the unique circumstances of your schools’ needs. Strong Test plans are also thorough and have complete sentences that are easily decipherable.</li> <li>• Additionally, School Test Plans will only be approved when the following things are attached and complete.                             <ul style="list-style-type: none"> <li>• Authorized Personnel List</li> <li>• School Testing Schedule</li> <li>• For PARCC &amp; DC Science specifically, a complete SRPNP File with Test Sessions, Test Administration Location, Accommodations, and Test Administrators).</li> </ul> </li> <li>• Conversely, plans that are returned for edits are the opposite. They may be disorganized, or difficult to understand. They have incomplete or half responses or responses full of shorthand or acronyms that are not clearly defined. We return plans</li> </ul>



Slide Number	Transcript
	<p>for revisions if the responses are generic or conflict with the circumstances of the school.</p> <ul style="list-style-type: none"> <li>• We have also seen test plans that copy responses from OSSE's posted School Test Plan Exemplar verbatim when they conflict with circumstances at your school.</li> <li>• Our intention is to approve test plans in their first iterations, but will not hesitate to push back plans for revisions if answers are unclear, insufficient, or incomplete.</li> </ul>
Slide 26	<ul style="list-style-type: none"> <li>• There are a number of supports that OSSE provides to aide LEA and School Coordinators as they complete and submit School Test Security Plans.</li> <li>• Those supports include:                             <ul style="list-style-type: none"> <li>• School Test Plan Instructions</li> <li>• School Test Plan Exemplar</li> <li>• Authorized Personnel and Test Schedule Templates</li> <li>• OSSE Office Hours throughout the winter and early spring for LEAs to seek individual support</li> </ul> </li> <li>• All school test plan support documents are located at OSSE test security and incident forms webpage: <a href="http://osse.dc.gov/service/test-security-and-incident-forms">osse.dc.gov/service/test-security-and-incident-forms</a>.</li> <li>• The School Test Plan Quickbase Application can be accessed at the link shown here.</li> <li>• If you need access to the Quickbase application or have any questions about the process, please contact <a href="mailto:OSSE.Assessment@dc.gov">OSSE.Assessment@dc.gov</a>.</li> </ul>
Slide 27	<ul style="list-style-type: none"> <li>• Test Security Reminder: School test security plans must be submitted 15 business days before the first day of testing. OSSE’s review period is typically five to 10 days. If the plan is submitted late or revisions are not reconciled within five days of the start of testing, testing may be delayed.</li> <li>• We understand that there may be challenges in sticking to the traditional timeline due to the rapidly changing landscape at schools. OSSE is prepared to work with schools and LEAs in order to get plans approved. Testing cannot begin until the school test security plan is approved by OSSE.</li> </ul>
Slide 28	<ul style="list-style-type: none"> <li>• The next step that we will cover is "Train authorized personnel."</li> </ul>
Slide 29	<ul style="list-style-type: none"> <li>• 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.</li> <li>• As a reminder, OSSE follows a train-the-trainer model for Test Security Training, meaning OSSE provides a training for the LEA Test Coordinators and then the LEA Test Coordinator must train the School Test Coordinator(s).</li> <li>• Depending of the needs or decisions from the LEA, the School Test Coordinator then trains all authorized personnel at the school, or the LEA Coordinator can choose the train the School Test Coordinator and all of the authorized personnel.</li> <li>• One thing to note: If the School Test Coordinator will be training school staff, the LEA Test Coordinator must train the School Test Coordinator before the school-wide training takes place.</li> <li>• LEA or School Test Coordinators may use and adapt these OSSE training materials for school-specific test security trainings if helpful. Please note that school-specific policies must be addressed for all school authorized personnel.</li> </ul>
Slide 30	<ul style="list-style-type: none"> <li>• OSSE does not have specific requirements for the method LEA and/or School Test Coordinator(s) use to train authorized personnel at their school. (ex. PPT, Video Modules, In-person Training, or whatever works for your school etc.). Some LEAs and schools use these OSSE Training Materials as the basis of their trainings. OSSE will post</li> </ul>



Slide Number	Transcript
	<p>both the PDF and PPT version of this training with the transcript on our Test Security and Incident Report Webpage.</p> <ul style="list-style-type: none"> <li>• While there is not a requirement for the way authorized personnel must be trained, there are a number of items that must be covered during the training. Those requirements include:                             <ul style="list-style-type: none"> <li>• Distribution of Testing Integrity and Security Notification Statement to all authorized personnel</li> <li>• Review of School Test Plan</li> <li>• Review of Test Security Guidelines</li> <li>• Review of Test Administration Procedures</li> <li>• Review of vendor-supplied testing manual(s)</li> </ul> </li> </ul>
Slide 31	<ul style="list-style-type: none"> <li>• Some additional information about Authorized Personnel Test Security Training:</li> <li>• Who is required to receive training? Any LEA or school staff who may come into contact with testing materials or student testing. These individuals may include:                             <ul style="list-style-type: none"> <li>• Test Monitors</li> <li>• Test Administrators</li> <li>• Test Proctors</li> <li>• Other Authorized Personnel: Nurse, Custodial Staff, Office Manager etc., or anyone who may come in contact with secure test materials at any point during assessment administration.</li> </ul> </li> <li>• Once training is completed, how should proof of training be documents and where?</li> <li>• The following must be placed in the school’s Test Security File:                             <ul style="list-style-type: none"> <li>• Training Materials</li> <li>• Attendance Certification</li> <li>• Test Security and Integrity Notification Statement</li> </ul> </li> </ul>
Slide 32	<ul style="list-style-type: none"> <li>• Test Security Reminder: All authorized personnel must receive test security training before test administration can begin. Test security training dates must be entered in school test security plans.</li> </ul>
Slide 33	<ul style="list-style-type: none"> <li>• The ACCESS assessment is administered to small groups or individual students by a trained Test Administrator. The ACCESS Test Administrator Manual provides testing times, guidance on room setup, information about materials, and directions on how to use the online testing system.</li> <li>• Test Administrators must take the following actions prior to administering any ACCESS assessment:                             <ul style="list-style-type: none"> <li>• View online training modules</li> <li>• Complete the Online Administration Quiz and pass with a score of 80 percent or higher (first year Test Administrators only)</li> <li>• Recommended to re-certify in the speaking domain for grades 1-12</li> </ul> </li> </ul>
Slide 34	<ul style="list-style-type: none"> <li>• MSA is administered to individual students by a Test Administrator. The Directions for Test Administration (DTA) provide scripts and instructions and should be used throughout the testing process.</li> <li>• Test Administrators must take the following actions prior to administering the MSA:                             <ul style="list-style-type: none"> <li>• View the online training modules</li> <li>• Complete the Online Training Module Quizzes</li> <li>• Pass with a score of 80 percent or higher</li> </ul> </li> </ul>



Slide Number	Transcript
Slide 35	<ul style="list-style-type: none"> <li>DLM will offer an optional training webinar for LEA Test Coordinators on January 12 and a follow-up question &amp; answer webinar on February 4. Test Coordinators who are not able to attend the webinar can find the necessary information in the DLM portal at the link on this slide.</li> </ul>
Slide 36	<ul style="list-style-type: none"> <li>The DLM assessment requires Test Administrators to complete New and Returning Test Administrator Training prior to serving in this role. This training is available online. For 2022, all DLM Test Administrators must complete the New Test Administrators Training.</li> <li>DLM Test Administrators should review the Guide to DLM Required Test Administrator Training. This guide includes information about accessing the online DLM Moodle training site. The module for new Test Administrators takes approximately two hours.</li> </ul>
Slide 37	<ul style="list-style-type: none"> <li>The PARCC &amp; DC Science assessments do not require Test Administrators to complete online training prior to serving in this role. Test Administrators receive their test security and administration training from their LEA or School Test Coordinator.</li> <li>OSSE offers optional trainings that support new and experienced Test Coordinators. Optional PARCC &amp; DC Science trainings can be found on the Test Coordinator Resources page linked on this slide: <a href="https://osse.dc.gov/page/test-coordinator-resources">osse.dc.gov/page/test-coordinator-resources</a>.</li> </ul>
Slide 38	<ul style="list-style-type: none"> <li>The final step that we will cover in Module 3 is "Send Assessment Notification Letter to Families."</li> </ul>
Slide 39	<ul style="list-style-type: none"> <li>Every school is required to send home a notification letter to families letting them know that their student will participate in statewide testing. A sample letter is available on OSSE's website and it may be used or modified to fit the needs of each school.</li> <li>The following information must be included in the letter:                         <ul style="list-style-type: none"> <li>School/LEA must provide families with a letter regarding the dates and purpose of the statewide assessments</li> <li>Copies of letters sent home must be kept in the school test security file</li> <li>A template with English and other translated versions of the letter will be available on the OSSE website for school use</li> </ul> </li> </ul>
Slide 40	<ul style="list-style-type: none"> <li>Test Security Reminder: Please ensure that a copy of the notification letter to families is included in the test security file at every school.</li> </ul>
Slide 41	<ul style="list-style-type: none"> <li>This concludes Module 3 of this training series. Please move on to Module 4, which will cover Test Administration – Setup and Monitoring.</li> <li>If you have questions about OSSE assessment policies or specific assessment programs, please use the information on this slide to reach out to the appropriate member of the OSSE Assessment Team.</li> </ul>



## OSSE Test Security Training Module 4 – Test Administration – Setup and Monitoring Transcript

Slide Number	Transcript
Slide 1	<ul style="list-style-type: none"> <li>Welcome to Module 4 in the 2022 Test Security Training Series. OSSE’s Office of Assessment has developed a series of training modules to prepare LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators for spring 2022 statewide assessment administration.</li> </ul>
Slide 2	<ul style="list-style-type: none"> <li>There are six required training modules. These modules are required for all LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators, including those responsible for ACCESS and Alternate ACCESS, MSA, DLM, DC Science, and PARCC.</li> <li>The modules follow the order of activities in the Assessment Coordination Timeline.</li> <li>Upon the completion of all training modules, you will need to complete a quiz and certification form, verifying that you have viewed all content.</li> <li>A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2022 Test Security Training.</li> <li>In Module 4, we will cover Test Administration Setup and Monitoring. Please note that Module 5 also covers some aspects of Test Administration.</li> </ul>
Slide 3	<ul style="list-style-type: none"> <li>This Assessment Coordination Timeline shows the activities needed in order to complete statewide assessment administration in the District of Columbia.</li> <li>The color and shape of each icon indicates who is performing each action, which is outlined on this slide and discussed on Module 0. These icons will appear in the top right corner of slides to indicate where in the coordination process those activities occur. You may find it helpful to have this timeline available for reference as you go through each training module.</li> <li>Each training module provides detailed information on the activities in the Assessment Coordination Timeline.</li> <li>In this module, we will cover the steps highlighted in the orange dotted line: Setup Testing Environment; Prepare and Distribute Testing Materials; and Administer Statewide Test to Students.</li> </ul>
Slide 4	<ul style="list-style-type: none"> <li>We will now begin this section on test administration.</li> </ul>
Slide 5	<ul style="list-style-type: none"> <li>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.</li> </ul>
Slide 6	<ul style="list-style-type: none"> <li>We will now review setup of testing environments.</li> </ul>
Slide 7	<ul style="list-style-type: none"> <li>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.</li> <li>All authorized personnel are responsible for ensuring that the testing environment is free of content that may provide students with an unfair advantage.</li> </ul>
Slide 8	<ul style="list-style-type: none"> <li>There are non-permissible bulletin and wall displays. Wall displays with tested content or test-taking strategies must be removed or covered in testing rooms, hallways,</li> </ul>





Slide Number	Transcript
	<p>stairwells, bathrooms, etc. throughout testing. Displays must be removed or covered prior to the first day of testing and remain removed or covered for the duration of active statewide assessments.</p>
<p>Slide 9</p>	<ul style="list-style-type: none"> <li>• A typical learning environment may look like the one on this slide. To prepare for testing, non-permissible wall and bulletin displays will need to be covered or removed.</li> <li>• Non-Permissible Bulletin and Wall Displays include any information regarding the content being assessed or test-taking strategies (including word walls and multiplication tables), and are prohibited in testing environments. The testing environment includes, but is not limited to, the testing rooms, hallways, stairwells, and bathrooms where testing students travel during the testing session. Such displays should be removed or covered prior to the first day of the statewide assessment administration and should remain removed or covered for the duration of active statewide assessments.</li> <li>• In the instance that a student is taking the ACCESS for ELLs or Alternate ACCESS assessment, content is defined as English word translations from other languages or visual aids; conjugations of verbs from other languages; grammar and syntax rules; or any other English Language Arts writing strategies, vocabulary aids or any other content or strategies that may assist a student in completing the reading, writing, listening or speaking domains.</li> <li>• Take a moment to consider what may need to be covered or removed from this image. Follow the general rule that if the material in question may help the student answer or find an answer, post or copy materials, it is not allowed in the testing environment.</li> </ul>
<p>Slide 10</p>	<ul style="list-style-type: none"> <li>• You may have noticed that there were multiple wall displays that could have been considered a test security violation. These included that math formula that was in purple, the steps to success in green, the student work bulletin board, and the “world history timeline.” All of these are examples of non-permissible wall displays because they include content related to what will be assessed. You also may have noticed that the desks on the previous slide were too close to each other. On this slide, desks are adequately separated to ensure test security.</li> <li>• Note that the “Timing Box” that displays information about the unit testing time, start and stop time should be present and visible to all students in the testing environment. Refer to the Test Administrator Manuals for additional information.</li> </ul>
<p>Slide 11</p>	<ul style="list-style-type: none"> <li>• Rather than remove these wall displays as we say on the previous slide, it is also permissible to cover them as seen on this slide. Additionally, if desks are not able to be adequately separated as seen on the previous slide, desk dividers can be used to ensure students are unable to see the testing content of their peers. Both this slide and the previous slide are examples of secure testing environments where all non-permissible wall displays are not in view and students are adequately separated from each other during testing. Additional details on how to set up testing environments can be found in the test administrator trainings and/or manuals.</li> </ul>
<p>Slide 12</p>	<ul style="list-style-type: none"> <li>• Maintaining test security is an important factor when setting up a testing environment. The seating recommendations here serve as examples schools may consider, but do not represent an exhaustive list of room set-up options.</li> <li>• Special considerations may be required when assessing students with disabilities or English learners. Additional details regarding administrative conditions for students can</li> </ul>



Slide Number	Transcript
	<p>be found in the test administrator manuals for each assessment. Please note that both MSAA and DLM assessments require one-on-one administration.</p> <ul style="list-style-type: none"> <li>• While these recommendations apply broadly to in-school testing, schools and LEAs may have developed additional protocols to ensure the health and safety of students and staff in their buildings. School Test Coordinators and Test Administrators should adhere to their school’s and LEA’s established protocols, while making every effort to ensure the security of assessment content and a consistent testing experience for all students.</li> </ul>
Slide 13	<ul style="list-style-type: none"> <li>• As a reminder, tested content and test-taking strategies must be covered or removed during testing. Schools may choose to uncover these wall displays during times when students are not testing.</li> <li>• If you have questions about a particular wall display and if it is permissible during testing, please reach out to OSSE’s Office of Assessments at <a href="mailto:OSSE.Assessment@dc.gov">OSSE.Assessment@dc.gov</a> for guidance.</li> </ul>
Slide 14	<ul style="list-style-type: none"> <li>• The next step that we will cover is to prepare and distribute testing materials.</li> </ul>
Slide 15	<ul style="list-style-type: none"> <li>• The School Test Coordinator is responsible for ensuring that Test Administrators and Proctors know how to properly prepare and distribute testing materials.</li> <li>• Some testing materials are intended for all students, while others are only provided to students with specific accommodations.</li> <li>• If a student is provided with an accommodated material they are not eligible to receive, or does not receive a material they require based on their IEP, 504, or EL plan, tests may be invalidated and require re-administration. If you discover that a test was administered with incorrect accommodations, you should stop the unit, 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.</li> <li>• Please take every precaution to avoid accommodation errors and the challenges they cause for students.</li> </ul>
Slide 16	<ul style="list-style-type: none"> <li>• Secure materials (testing tickets, test booklets, answer documents, etc.) must be kept secure prior to distribution.</li> <li>• 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.</li> <li>• 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.</li> <li>• Chain of custody forms can be found at the link provided: <a href="http://osse.dc.gov/service/test-security-and-incident-forms">osse.dc.gov/service/test-security-and-incident-forms</a>.</li> </ul>
Slide 17	<ul style="list-style-type: none"> <li>• Cell Phones and Prohibited Electronics:</li> <li>• Cell phones may not be used in the in-school testing environment by students or Test Administrators.</li> <li>• During the administration of paper-based tests, no cell phones may be in the testing environment at any point during testing.</li> <li>• During the administration of computer-based tests, School Test Monitors and School Technology Coordinators may use cell phones for technical support.</li> <li>• 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.</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>All technical problems and delays which significantly impact the administration of the assessment must be reported and documented by the Test Monitor as an incident through the incident reporting protocol.</li> </ul>
Slide 18	<ul style="list-style-type: none"> <li>This slide lists prohibited materials for statewide content assessments, which include PARCC, DC Science, MSAA, and DLM.</li> <li>For English Language Arts/Literacy assessments, the following materials are prohibited in the testing environment:                             <ul style="list-style-type: none"> <li>Dictionary or thesaurus</li> <li>Any unauthorized resource or reference material that defines, explains, or illustrates ELA terminology or concepts or otherwise provides unauthorized assistance during testing</li> <li>Bilingual, word-to-word dictionaries, without definitions, phrases, sentences, or pictures, are an allowable accommodation for English learner (EL) students</li> </ul> </li> <li>For Mathematics assessments, the following materials are prohibited in the testing environment:                             <ul style="list-style-type: none"> <li>Mathematical formulas and conversion tables other than the grade-specific, vendor-supplied material</li> <li>Mathematics Reference Sheets other than the grade-specific, vendor-supplied material</li> <li>Any resources that define, explain, or illustrate mathematical terminology or concepts or otherwise provides unauthorized assistance during testing;</li> <li>Non-approved or unauthorized calculators</li> </ul> </li> <li>Please consult the Test Administrator Manual and Accommodations/Accessibility Manual for each assessment for complete explanations of allowable and prohibited materials during testing.</li> </ul>
Slide 19	<ul style="list-style-type: none"> <li>Bilingual word-to-word dictionaries are not allowed on any ACCESS test.</li> <li>The following are also prohibited:                             <ul style="list-style-type: none"> <li>Reading aloud test items or passages on the Reading test</li> <li>Translating test items into a language other than English</li> <li>Reading test items in a language other than English</li> <li>Using a bilingual word-to-word dictionary</li> <li>Responding to test questions in a language other than English</li> </ul> </li> <li>Additional guidance can be found in the ACCESS test manuals available on the WIDA website.</li> </ul>
Slide 20	<ul style="list-style-type: none"> <li>Grade-level appropriate calculators will be available in the test platform on calculator sections of mathematics units for computer-based tests.</li> <li>Students may use hand-held, grade appropriate calculators on calculator sections of assessments.</li> <li>No calculators are allowed on non-calculator sections, except when specified by a student’s IEP and documented as an accommodation.</li> <li>Test Administrators must confirm that calculator memories have been cleared prior to testing.</li> <li>Prohibited calculating devices:                             <ul style="list-style-type: none"> <li>Calculators with College Algebra System (CAS) features;</li> </ul> </li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Tablets, laptops or personal digital assistants (PDAs) or phone-based calculators, except those that are being used as devices for computer-based testing; and</li> <li>• Calculators and electronic devices with “QWERTY” keyboards, except where expressly mandated by an IEP or Section 504 plan.</li> </ul>
Slide 21	<ul style="list-style-type: none"> <li>• 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.</li> <li>• As a reminder: If you discover that a test was administered with incorrect accommodations, you should stop the unit, immediately notify the appropriate authorized personnel per LEA policy, and submit an incident report to OSSE.</li> <li>• Students need to be familiar and comfortable with all necessary accommodation(s) before the assessment – practice tests and tutorials are a useful resource.</li> <li>• 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.</li> <li>• An emergency accommodations form will be available online for temporary accommodations in the event of student injury (for example, a scribe for a student with a broken wrist).</li> </ul>
Slide 22	<ul style="list-style-type: none"> <li>• Individual statewide assessments may permit unique accommodations, which require advanced approval from OSSE.</li> <li>• LEAs may apply for a unique accommodation by completing the 2022 Unique Accommodation Request Form online. OSSE must approve the accommodation prior to use on the assessment.</li> <li>• If schools allow students to bring their own permissible and specific unique accommodation materials, they must be given to the School Test Monitor or Test Administrator prior to testing to ensure that the tools are appropriate for testing (e.g., tools do not have any writing or pre-stored information on them).</li> </ul>
Slide 23	<ul style="list-style-type: none"> <li>• Test Security Reminder: The School Test Coordinator is responsible for ensuring that Test Administrators and Proctors know how to properly prepare and distribute the appropriate testing materials for each testing session.</li> <li>• All applicable authorized personnel should review the Test Administrator Manual for additional instructions.</li> </ul>
Slide 24	<ul style="list-style-type: none"> <li>• ACCESS for ELLs and Alternate ACCESS:</li> <li>• All paper-based materials should be stored in a secure location prior to testing. Test Coordinators should provide Test Administrators with the following:                         <ul style="list-style-type: none"> <li>• Test Administrator Script</li> <li>• Test Administrator Manual</li> <li>• Testing Tickets</li> <li>• Test Roster</li> <li>• Writing Test Booklets</li> </ul> </li> </ul>
Slide 25	<ul style="list-style-type: none"> <li>• MSAA: MSAA student materials are available online. Test Administrators will have a testing ticket, the Directions for Test Administration (DTA), and the Assessment Manual with them during testing.</li> <li>• DLM: DLM Test Administrators will retrieve the Testlet Information Page (TIP) for the first testlet. Gather needed materials before beginning assessment (Educator Portal &gt; Manage Tests &gt; Select Test Management).</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• They will also retrieve student’s username and password from Educator Portal. Click the Credentials Icon in the Instruction and Assessment Planner to retrieve them. They are also located in the Test Management section of Educator Portal (Educator Portal &gt; Manage Tests &gt; Select Test Management).</li> </ul>
Slide 26	<ul style="list-style-type: none"> <li>• During the PARCC ELA assessment, all student should be provided with headphones, as some ELA units include texts with audio or video content. Headphones are not needed for PARCC math or DC Science assessments, unless students have an accommodation or accessibility feature that requires them.</li> <li>• Test Administrators should be aware of all accommodations and accessibility features provided to students in their testing groups. Training for how to administer these accommodations or accessibility features should be provided in advance, and students should already be familiar with any tools or resources they will be using.</li> </ul>
Slide 27	<ul style="list-style-type: none"> <li>• Next, we will cover administering statewide tests to students.</li> </ul>
Slide 28	<ul style="list-style-type: none"> <li>• Test Security Reminder</li> <li>• All authorized personnel are required to maintain the security and integrity of all testing materials, locations, and content during the testing window.</li> <li>• Any deviations, breaches, or incidents must be reported to OSSE as soon as they are discovered.</li> <li>• Additional information about reporting test security incidents is found in Module 5 of this series, Test Administration – Incident Reporting.</li> </ul>
Slide 29	<ul style="list-style-type: none"> <li>• The following directives must be followed by all authorized personnel during test administration for all statewide assessments:                         <ul style="list-style-type: none"> <li>• Test Administrators and Proctors are to follow test security and administration guidance to securely administer assessments to students.</li> <li>• All authorized personnel should refrain from committing prohibited actions during test administration.</li> <li>• In instances where there are exceptional or special circumstances during test administration, the School Test Coordinator must make a plan with OSSE to ensure administration can continue.</li> </ul> </li> </ul>
Slide 30	<ul style="list-style-type: none"> <li>• Every effort should be made to ensure that all students complete each unit or testlet of each assessment. A makeup window should be included in the testing schedule to accommodate students who were absent from testing during the initial test sessions.</li> <li>• Makeup testing should be handled with the same level of care and security as all other testing sessions, including the removal/covering of prohibited wall displays and materials, the use of the chain of custody forms, accounting for and locking away secure testing materials, and shredding used scratch paper on a regular schedule.</li> </ul>
Slide 31	<ul style="list-style-type: none"> <li>• Manuals should be provided to Test Administrators prior to testing, so they are able to review the details and prepare for administration.</li> <li>• During testing, Test Administrators should have a copy of the Test Administrator Manuals with them. Test Administrators should follow all directions provided in the assessment manual and reference it as needed throughout test administration.</li> </ul>
Slide 32	<ul style="list-style-type: none"> <li>• It is important to give kindergarten students taking the ACCESS assessment some mild positive reinforcement on the assessment. Refer to the Test Administrator script for acceptable positive phrases such as “Good job,” and “very good.”</li> <li>• These phrases may only be used for kindergarten students and only during the ACCESS for ELLs assessment.</li> </ul>



Slide Number	Transcript
Slide 33	<ul style="list-style-type: none"> <li>MSAA: MSAA is administered to individual students by a Test Administrator. The Directions for Test Administration (DTA) provide scripts and instructions and should be used throughout the testing process.</li> <li>DLM: DLM is administered to individual students by a Test Administrator.</li> <li>Begin by assessing students on the first testlet. As each remaining testlet becomes available, retrieve the TIP, gather materials, and assess the student.</li> <li>Use the test progress column in educator portal on the test management screen to confirm that all testlets are complete.</li> </ul>
Slide 34	<ul style="list-style-type: none"> <li>PARCC &amp; DC Science:</li> <li>Test Administrators should be familiar with testing policies and scripts within the PARCC and DC Science Test Administrator Manual prior to the first day of testing.</li> <li>At the beginning of testing, Test Administrators must read the scripts in the Test Administrator Manual verbatim.</li> <li>If technical issues arise, the Test Coordinator or Technology Coordinator should be contacted for support. Test Administrators should not view student content on the testing screen or troubleshoot technical issues occurring within the testing platform.</li> <li>Students should practice using the TestNav tools during a practice test, prior to the first day of testing. Test Administrators cannot explain how to use tools in the TestNav system during the test, unless a direction is explicitly written in the testing script.</li> </ul>
Slide 35	<ul style="list-style-type: none"> <li>Once students begin to take the test independently, the Test Administrators and Proctors should circulate the room to monitor testing. They should not view student screens or engage with testing content. Conversations between authorized personnel and students during testing should only occur when they are essential and brief.</li> </ul>
Slide 36	<ul style="list-style-type: none"> <li>We will now cover monitoring and supporting staff during test administration.</li> </ul>
Slide 37	<ul style="list-style-type: none"> <li>When technical support is needed, Test Coordinators should contact the assessment vendor. Each vendor has a support hotline that is available during testing hours, which are found on this slide and on the contact us page of the OSSE assessment website.</li> <li>For support with urgent incidents or policy questions, contact the OSSE Assessment Hotline at (202) 304-3269.</li> <li>A printable document with all hotline support numbers is available online at the link provided: <a href="https://osse.dc.gov/page/assessments-team-contact-us-page">osse.dc.gov/page/assessments-team-contact-us-page</a>. This information can also be found at <a href="https://osse.dc.gov/page/test-coordinator-resources">osse.dc.gov/page/test-coordinator-resources</a>.</li> </ul>
Slide 38	<ul style="list-style-type: none"> <li>LEA and School Test Coordinators are responsible for supporting authorized personnel during testing.</li> <li>Ensure that your staff know how they can reach you if support is needed during testing. A detailed description of your plan for supporting staff will be included in the school test security plan.</li> <li>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 to monitor the application of test security policies and administrative procedures.</li> </ul>
Slide 39	<ul style="list-style-type: none"> <li>Both OSSE and the LEA Test Coordinator are responsible for monitoring test security for all statewide assessments throughout the testing window.</li> <li>OSSE will be conducting virtual desktop monitoring during testing. OSSE may also request virtual meetings with LEA and/or School Test Coordinators to discuss testing during administration.</li> </ul>



Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• OSSE will monitor the status of the health and safety needs of schools/LEAs to determine whether or not OSSE will conduct in-person monitoring in the 2021-22 school year. OSSE monitors use the Statewide Assessment Auditor General Observation Checklist to guide their visit. This checklist may be helpful to Test Coordinators, because it outlines OSSE’s expectations for what a successful test administration and testing environment should look like.</li> <li>• 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, and plans to improve as a means of auditing during test administration.</li> </ul>
Slide 40	<ul style="list-style-type: none"> <li>• Test Security Reminder: As stated earlier, OSSE will monitor the status of the health and safety needs of schools and LEAs to determine whether or not OSSE will conduct in-person monitoring in the 2021-22 school year. This slide contains reminders in the event in-person monitoring occurs.</li> <li>• OSSE auditors cannot provide feedback or technical assistance during OSSE virtual meetings or monitoring. Their 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.</li> </ul>
Slide 41	<ul style="list-style-type: none"> <li>• This concludes Module 4 of this training series. Please move on to Module 5 where we will cover Test Administration – Prohibited Actions &amp; Incident Reporting</li> <li>• If you have questions about OSSE assessment policies or specific assessment programs, please use the information on this slide to reach out to the appropriate member of the OSSE Assessment Team.</li> </ul>



## OSSE Test Security Training Module 5 – Test Administration: Prohibited Actions & Incident Reporting Transcript

Slide Number	Transcript
Slide 1	<ul style="list-style-type: none"> <li>Welcome to Module 5 in the 2022 Test Security Training Series. OSSE’s Office of Assessment has developed a series of training modules to prepare LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators for spring 2022 statewide assessment administration.</li> </ul>
Slide 2	<ul style="list-style-type: none"> <li>There are six required training modules. These modules are required for all LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators, including those responsible for ACCESS and Alternate ACCESS, MSA, DLM, DC Science, and PARCC.</li> <li>The modules follow the order of activities in the Assessment Coordination Timeline.</li> <li>Upon the completion of all training modules, you will need to complete a quiz and certification form, verifying that you have viewed all content.</li> <li>A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2022 Test Security Training.</li> <li>In Module 5, we will cover Test Administration Prohibited Actions and Incident Reporting. Please note that Module 4 also covers some aspects of Test Administration.</li> </ul>
Slide 3	<ul style="list-style-type: none"> <li>This Assessment Coordination Timeline shows the activities needed in order to complete statewide assessment administration in the District of Columbia.</li> <li>The color and shape of each icon indicates who is performing each action, which is outlined on this slide and discussed on Module 0. These icons will appear in the top right corner of slides to indicate where in the coordination process those activities occur. You may find it helpful to have this timeline available for reference as you go through each training module.</li> <li>Each training module provides detailed information on the activities in the Assessment Coordination Timeline.</li> <li>In this module, we will cover the steps highlighted in the orange dotted line: Administer Statewide Test to Students; Monitor and Support Staff; and Submit Incident Reports to OSSE.</li> </ul>
Slide 4	<ul style="list-style-type: none"> <li>We will now continue to cover test administration.</li> </ul>
Slide 5	<ul style="list-style-type: none"> <li>As a reminder: 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.</li> </ul>
Slide 6	<ul style="list-style-type: none"> <li>We will continue to cover administering statewide tests to students.</li> </ul>
Slide 7	<ul style="list-style-type: none"> <li>Test Security Reminder: All authorized personnel are required to maintain the security and integrity of all testing materials, locations, and content during the testing window. Any deviations, breaches, or incidents must be reported to OSSE as soon as they are discovered.</li> </ul>
Slide 8	<ul style="list-style-type: none"> <li>The following directives must be followed by all authorized personnel during test administration for all statewide assessments:</li> </ul>



## OSSE Test Security Training Module 5 – Test Administration: Prohibited Actions & Incident Reporting

Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Test Administrators and Proctors should follow all test security and administration guidance to securely administer assessments to students.</li> <li>• All authorized personnel should refrain from committing prohibited actions during test administration.</li> <li>• In instances where there are exceptional or special circumstances during test administration, the School Test Coordinator must make a plan with OSSE to ensure administration can continue.</li> </ul>
Slide 9	<ul style="list-style-type: none"> <li>• Under the Testing Integrity Act of 2013, all authorized personnel are prohibited from:               <ul style="list-style-type: none"> <li>• Test Fraud: Academic Coaching</li> <li>• Cheating</li> <li>• Test Tampering</li> </ul> </li> <li>• Failure to comply with these prohibitions is a violation of test security.</li> </ul>
Slide 10	<ul style="list-style-type: none"> <li>• This slide will cover the prohibited actions of test fraud and coaching. The following actions are considered test fraud/academic coaching and are prohibited during administration of all statewide assessments.</li> <li>• 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               <ul style="list-style-type: none"> <li>• Authorized personnel should not interact with the content on any secure assessment.</li> <li>• Authorized personnel should not look at or review any test content or student responses (including on scratch paper).</li> </ul> </li> <li>• 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:               <ul style="list-style-type: none"> <li>• Answering test or content-specific questions posed by students</li> <li>• Interacting in any way with student responses, including on scratch paper</li> <li>• Providing verbal or nonverbal cues to indicate performance (for example, “good job,” “check your work,” shaking head) that are not provided in the test manual</li> </ul> </li> <li>• Please note that 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 Test Administrator Manual to ensure they are maintaining test security.</li> </ul>
Slide 11	<ul style="list-style-type: none"> <li>• This slide will cover the prohibited actions of cheating. The following actions are considered cheating and are prohibited during administration of all statewide assessments:               <ul style="list-style-type: none"> <li>• Allowing any form of cheating</li> <li>• Failing to actively supervise students at all times during test sessions</li> <li>• Allowing students to view or practice secure test items before or after the scheduled testing time</li> <li>• Allowing students to complete a single PARCC or DC Science test unit over multiple days</li> <li>• Allowing more than the allotted unit time to students without an approved extended time accommodation</li> <li>• Using or allowing students use of unapproved electronics or cell phone during the administration of a statewide assessment</li> </ul> </li> </ul>

OSSE Test Security Training Module 5 – Test Administration: Prohibited Actions & Incident Reporting

Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Allowing students to use notes, references, or other aids, unless the Test Administrator Manual or an approved accommodation specifically allows</li> <li>• Some other examples of cheating include:               <ul style="list-style-type: none"> <li>• Giving students answers</li> <li>• Changing answers or responses of student work at any point</li> <li>• Administering a single PARCC or DC Science unit over multiple days. Even for students with an extended time accommodation, once they have begun a single test unit, they may only have until the end of the school day to complete it.</li> <li>• Allowing students to use notes, textbooks, or other aids that they do not have an accommodation for.</li> </ul> </li> </ul>
Slide 12	<ul style="list-style-type: none"> <li>• This slide will cover the prohibited actions of test tampering. The following actions are considered test tampering and are prohibited during administration of all statewide assessments.               <ul style="list-style-type: none"> <li>• Altering student responses in any manner</li> <li>• Photocopying, or in any way reproducing, or disclosing secure test items or other materials related to statewide assessments</li> <li>• Altering the test procedures stated in the formal instructions accompanying the statewide assessments</li> <li>• Having in one’s personal possession secure test materials except during the scheduled testing dates and times</li> <li>• Making or having in one’s possession answer keys before the administration of the statewide assessment; except that it shall not be prohibited to have an answer key for a statewide assessment that has already been administered and released by OSSE</li> </ul> </li> <li>• Please note that the MSAA and DLM assessments allow or require certain materials to be printed and reviewed by Test Administrators prior to administration. Consult the manuals for each assessment for further details.</li> </ul>
Slide 13	<ul style="list-style-type: none"> <li>• Additional examples of the prohibited action of test tampering include...               <ul style="list-style-type: none"> <li>• Leaving secure test materials in a non-secure location or unattended by authorized personnel</li> <li>• Making a false certification on any statewide assessment forms established and required by OSSE</li> <li>• Being present in the test environment or handling the test materials for one’s own child or family member</li> <li>• Failing to count all test booklets and answer documents before allowing any pupil to leave the testing room and/or to ensure that all pupils have properly logged off the computer system</li> <li>• Failing to observe the test material chain of custody procedures as outlined in the school test security plan</li> </ul> </li> </ul>
Slide 14	<ul style="list-style-type: none"> <li>• In addition to the guidance in the Testing Integrity Act, the assessment administration manuals clearly specify what can and cannot be said during secure testing.</li> <li>• Test Administrators are expected to follow the scripts provided in the assessment administration manuals.</li> <li>• Test Administrators and Proctors <u>may</u> provide support to students with logging in. Technology Coordinators may address technology issues such as computers freezing, batteries dying, students getting kicked off the platform.</li> </ul>

**OSSE Test Security Training Module 5 – Test Administration: Prohibited Actions & Incident Reporting**

Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Note: This does <u>not</u> include guidance on how to use the item functions or accessibility features on the platform. Practice with the platform functionalities must be completed prior to testing.</li> </ul>
Slide 15	<ul style="list-style-type: none"> <li>• Exceptions to prohibited actions are covered on this slide.</li> <li>• Failure to comply with the prohibitions will not be considered a violation if an action is:               <ul style="list-style-type: none"> <li>• Necessary to provide for an accommodations explicitly identified in an IEP, Section 504, or EL Plan; or</li> <li>• Limited to supporting students to stay on task and focused.</li> </ul> </li> <li>• Supporting students to stay on task and focused includes:               <ul style="list-style-type: none"> <li>• Announcing to entire testing group of time remaining on test</li> <li>• Announcing to entire testing group reminding students to stay on task</li> <li>• Announcing to entire testing group reminding students to abide by school and/or LEA rules and/or processes</li> <li>• Verbally, but with minimal disruption to other students, waking up a student who has fallen asleep while testing</li> <li>• Verbally, but with minimal disruption to other students, addressing an individual student’s disruptive behavior</li> <li>• Reminding individual students to stay on task and focused during the assessment</li> <li>• Providing visual cues to an individual student to remain on task</li> </ul> </li> </ul>
Slide 16	<ul style="list-style-type: none"> <li>• Exceptional Circumstances during test administration are covered on this slide.               <ul style="list-style-type: none"> <li>• Absences/Makeups                   <ul style="list-style-type: none"> <li>• Makeup testing should be included in the schedule in the School Test Plan.</li> <li>• Schools may schedule makeup tests across grades/subjects in the same room, but timing should be the same.</li> <li>• Students are not allowed to return to a testing session which they have exited after starting (except if approved by OSSE).</li> </ul> </li> <li>• Homebound students                   <ul style="list-style-type: none"> <li>• Homebound students must participate in testing.</li> <li>• Test Monitor works with Test Integrity Coordinator and notify OSSE in the School Test Plan.</li> </ul> </li> <li>• Testing at alternative sites                   <ul style="list-style-type: none"> <li>• All eligible public school students are to participate in testing.</li> <li>• Test Monitor works with Test Integrity Coordinator and OSSE.</li> </ul> </li> </ul> </li> <li>• A note about students receiving distance learning instruction: Students in virtual or online academies participate in testing in-person at school sites approved by OSSE.</li> <li>• Students who participate in distance learning instruction, but do not have an approved medical exemption for testing are to participate in in-person testing. OSSE will work with LEAs to provide reasonable accommodations for students to test in-person safely.</li> <li>• Any non-traditional in-person testing requests (for example, testing at an alternate site or testing in specific hours) must be included in a school’s test security plan.</li> </ul>
Slide 17	<ul style="list-style-type: none"> <li>• Additional exceptional circumstances during test administration include:</li> <li>• Homeschool students               <ul style="list-style-type: none"> <li>• Homeschool students may participate in testing, but testing is voluntary.</li> </ul> </li> </ul>

OSSE Test Security Training Module 5 – Test Administration: Prohibited Actions & Incident Reporting

Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• Test monitor works with LEA on participation and notifies OSSE in School Test Plan.</li> <li>• Significant medical emergencies               <ul style="list-style-type: none"> <li>• May apply for Medical Exemption with support from physician.</li> <li>• School may apply to OSSE for an exemption using the Statewide Assessments Medical Exemption Form.</li> <li>• <b>A reminder</b> that if a student has an approved "COVID-19 Medical Consent &amp; Certification for Distance Learning, 2021-22 School Year," they do <u>not</u> have a blanket exemption from testing. OSSE will work with LEAs to provide reasonable accommodations for these students to test in-person safely. Students who have significant medical emergencies must request a testing exemption using the "Statewide Assessments Medical Exemption Form."</li> <li>• Students who have to quarantine due to potential COVID-19 exposure do not qualify for a medical exemption. It is recommended that schools test early in the window if practical and build out a robust makeup testing window.</li> </ul> </li> <li>• Weather, Natural Disaster, Fire Alarm or School-wide Emergency               <ul style="list-style-type: none"> <li>• If there is a school-wide emergency requiring evacuation, follow the LEA/school-wide emergency protocol.</li> <li>• Student safety first, then document and submit an incident report to OSSE.</li> </ul> </li> </ul>
Slide 18	<ul style="list-style-type: none"> <li>• LEAs must ensure that all eligible students enrolled at their LEA, including students in nonpublic settings, participate in statewide assessments. Nonpublic schools are considered schools/campuses under the purview of the LEA; however, nonpublic schools are responsible for maintaining test security and reporting test security incidents that on their campuses to OSSE.</li> <li>• Nonpublic responsibilities include:               <ul style="list-style-type: none"> <li>• Compliance with Testing Integrity Act of 2013, Amendment of 2015, Test Security Guidelines and vendor manuals</li> <li>• Creation and submission to OSSE of School Test Plan for students enrolled at that site</li> </ul> </li> </ul>
Slide 19	<ul style="list-style-type: none"> <li>• We will now cover submitting incident reports to OSSE.</li> </ul>
Slide 20	<ul style="list-style-type: none"> <li>• There are many incidents, deviations, or issues that may occur during test administration that should be promptly communicated to OSSE. These include:</li> <li>• School Test Security Plan (Minor Deviations)               <ul style="list-style-type: none"> <li>• Minor deviations from the testing plan may include: a change in authorized personnel, minor timing changes, changes in the information presented in the approved test plan, etc.</li> <li>• Changes to testing schedule should be reported by re-uploading a new test schedule into the school’s test security plan</li> </ul> </li> <li>• Test Security File               <ul style="list-style-type: none"> <li>• All reported Test Security/Integrity Incidents should be included in the test security file</li> <li>• 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</li> </ul> </li> <li>• Incident Report (OSSE Support Tool, Hotline, or OSSE Website)</li> </ul>

## OSSE Test Security Training Module 5 – Test Administration: Prohibited Actions & Incident Reporting

Slide Number	Transcript
	<ul style="list-style-type: none"> <li>• All breaches to test security and integrity during test administration can be submitted to OSSE using the OSSE Support Tool, OSSE Assessment Hotline, or through the OSSE website.</li> <li>• Accommodation misadministration should be submitted as incident reports.</li> </ul>
Slide 21	<ul style="list-style-type: none"> <li>• The following should be documented with an incident report to OSSE:               <ul style="list-style-type: none"> <li>• Student becomes ill or injured and cannot complete a testing session they have already started</li> <li>• Student or staff member is in possession of a cell phone/unauthorized device or uses said device in an active testing environment</li> <li>• Students and/or staff take actions that could constitute cheating/coaching</li> <li>• Students and/or staff are in possession of materials that could constitute as cheating</li> <li>• Secure testing materials are lost or left unsupervised</li> <li>• Student does not receive the appropriate accommodations</li> <li>• All students must leave the testing environment due to an emergency or drill</li> <li>• A technical issue causes students to not complete an active testing session before the close of a school day</li> </ul> </li> </ul>
Slide 22	<ul style="list-style-type: none"> <li>• The following do not need to be documented with an incident report:               <ul style="list-style-type: none"> <li>• Technical issues that cause minor delays in test timing for a student or group of students (test security file)</li> <li>• Assigning a student a different device during testing (test security file)</li> <li>• Student behavior that does not disrupt a test session or interfere with that student's, or other students', ability to complete the test session (test security file)</li> <li>• Substituting Test Administrators and/or Proctors (test plan)</li> </ul> </li> <li>• The first three issues listed should be documented in a school's test security file. The fourth should be documented by updating the school test security plan.</li> </ul>
Slide 23	<ul style="list-style-type: none"> <li>• There are several ways that an incident report can be submitted to OSSE. If you have access to the OSSE Support Tool Quickbase Application, also known as OST, you can submit an incident report through that tool. Other authorized personnel and others who wish to submit an incident report can also do so on the OSSE test security and incident reporting webpage or by calling the OSSE assessment hotline at (202) 304-3269.</li> </ul>
Slide 24	<ul style="list-style-type: none"> <li>• There are a few ways to update your School Test Plan after it's been submitted. If you have a minor deviation to your School Test Security Plan, such as a change in Test Administrator or small timing adjustments (starting late due to a minor technology issue), you should log this information in the "Minor Deviations" text box in your School Test Security Plan on an ongoing basis.</li> <li>• If your testing schedule changes or your list of authorized personnel change, please update those attachments in your School Test Security Plan.</li> <li>• OSSE may request a "fact finding inquiry" or a "plan to improve test plan document" be completed by the school during testing. These are only required if OSSE alerts the school/LEA. These additional documents will be uploaded as attachments to your plan.</li> </ul>
Slide 25	<ul style="list-style-type: none"> <li>• As a test security reminder, incident Reports must be submitted to OSSE as soon as potential test security violations are discovered. It is essential that OSSE has time to mitigate any issues that arise from an incident as soon as possible.</li> </ul>

## OSSE Test Security Training Module 5 – Test Administration: Prohibited Actions & Incident Reporting

Slide Number	Transcript
Slide 26	<ul style="list-style-type: none"><li>• This concludes Module 5 of this training series. Please move on to Module 6 where we will cover Administration Closeout &amp; Reporting.</li><li>• If you have questions about OSSE assessment policies or specific assessment programs, please use the information on this slide to reach out to the appropriate member of the OSSE Assessment Team.</li></ul>

## OSSE Test Security Training Module 6 – Administration Closeout & Reporting Transcript

Slide Number	Transcript
Slide 1	<ul style="list-style-type: none"> <li>Welcome to Module 6 in the 2022 Test Security Training Series. OSSE’s Office of Assessment has developed a series of training modules to prepare LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators for spring 2022 statewide assessment administration. This is the last module in the test security training series.</li> </ul>
Slide 2	<ul style="list-style-type: none"> <li>There are six required training modules. These modules are required for all LEA Test Integrity Coordinators, LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators, including those responsible for ACCESS and Alternate ACCESS, MSAA, DLM, DC Science, and PARCC.</li> <li>The modules follow the order of activities in the Assessment Coordination Timeline.</li> <li>Upon the completion of all training modules, you will need to complete a quiz and certification form, verifying that you have viewed all content.</li> <li>A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2022 Test Security Training.</li> <li>In Module 6, we will cover assessment closeout activities and reporting.</li> </ul>
Slide 3	<ul style="list-style-type: none"> <li>This Assessment Coordination Timeline shows the activities needed in order to complete statewide assessment administration in the District of Columbia.</li> <li>The color and shape of each icon indicates who is performing each action, which is outlined on this slide and discussed on Module 0. These icons will appear in the top right corner of slides to indicate where in the coordination process those activities occur. You may find it helpful to have this timeline available for reference as you go through each training module.</li> <li>Each training module provides detailed information on the activities in the Assessment Coordination Timeline.</li> <li>In this module, we will cover the steps highlighted in the orange dotted line: Collect Testing Materials; Return/Shred Secure Testing Materials; Closeout Testing in Online Platform; Finalize School Test Security File; Submit Test Security Affidavit to OSSE; Complete OSSE Data Validation; LEAs Receive Student Data; OSSE Releases Test Results Publicly; Individual Score Reports (ISR) Sent to Schools; and Share ISRs with Families.</li> </ul>
Slide 4	<ul style="list-style-type: none"> <li>We will begin this module by covering assessment closeout.</li> </ul>
Slide 5	<ul style="list-style-type: none"> <li>The first step we will talk about in Assessment Closeout will be to "Collect Test Materials."</li> </ul>
Slide 6	<ul style="list-style-type: none"> <li>After a student has indicated that they have finished testing or after the time has run out if administering a timed test, Test Administrators must follow the closeout protocol detailed in the assessment manual for each test. Scripted closeout instructions may be required.</li> <li>One thing to remind Test Administrators in the authorized personnel security training at the school: <ul style="list-style-type: none"> <li>Test Administrators are not permitted to tell/ask students to check their work. - Under the Testing Integrity Act asking or telling a student to check their work at</li> </ul> </li> </ul>



**OSSE Test Security Training Module 6 – Administration Closeout & Reporting**

Slide Number	Transcript
	<p>any point during test administration or closeout is considered Educator Coaching and a violation of test security.</p> <ul style="list-style-type: none"> <li>○ If Test Administrators ask what phrase they can say instead of "Check your work" an approved phrase can be "Are you finished and ready to close out your test?"</li> <li>• 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.</li> <li>• After collection, depending upon LEA policy, Test Administrators may dismiss students or students may sit quietly or read books or complete activities not related to the assessed subject.</li> </ul>
Slide 7	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Slide 8	<ul style="list-style-type: none"> <li>• The next step in assessment closeout activities is "Return or Shred Secure Testing Materials'.</li> </ul>
Slide 9	<ul style="list-style-type: none"> <li>• Test Administrators must return all testing materials to the secure storage location as soon as testing is over and sign the chain of custody form.</li> <li>• The Test Monitor/School Test Coordinator is responsible for securely storing all secure testing materials as soon as they are returned.</li> <li>• The Test Monitor/School Test Coordinator should review test coordinator manuals to determine which materials to shred and which to return to the vendor.</li> <li>• All secure materials that will not be returned to the testing vendor following test administration should be securely shredded with a witness present.</li> <li>• Some examples of materials to be securely destroyed include: used scratch paper and testing ticket or login information.</li> </ul>
Slide 10	<ul style="list-style-type: none"> <li>• For the ACCESS and Alternate ACCESS assessments:</li> <li>• When returning test booklets to WIDA, any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information.</li> <li>• School Test Coordinators should refer to the Test Administrator Manual for details on returning materials.</li> </ul>
Slide 11	<ul style="list-style-type: none"> <li>• At the end of MSAA testing, Test Coordinators should destroy secure MSAA materials. All printed materials should be collected and securely shredded.</li> <li>• At the end of DLM testing, Test Coordinators should collect and securely destroy username and password information, TIP pages, and related materials.</li> </ul>
Slide 12	<ul style="list-style-type: none"> <li>• For PARCC and DC Science, secure and scorable materials will need to be returned to Pearson at the end of testing. Each item that must be returned will include a secure material label.</li> <li>• Shipments from Pearson will include labels and packaging for returning secure materials. Keep these labels and packaging for use at the end of testing.</li> <li>• Return shipments must be sent to Pearson within five school days of the last day of testing. <ul style="list-style-type: none"> <li>• Contact UPS to schedule a pickup for your materials.</li> <li>• Additional details about returning secure materials can be found in the PARCC and DC Science Test Coordinator Manual.</li> </ul> </li> </ul>

## OSSE Test Security Training Module 6 – Administration Closeout & Reporting

Slide Number	Transcript
	<ul style="list-style-type: none"> <li>If the School Test Coordinator has any test-related materials printed out, for example, a list of PAN sessions or rosters, they should discard and/or shred those materials as soon as soon as possible after testing is complete.</li> </ul>
Slide 13	<ul style="list-style-type: none"> <li>The next assessment closeout step is to "Closeout Testing in Online Platforms."</li> </ul>
Slide 14	<ul style="list-style-type: none"> <li>Some testing platforms require closeout actions at the end of student sessions or the testing window. Ensure that all steps in the testing manual are followed for the online closeout process.</li> </ul>
Slide 15	<ul style="list-style-type: none"> <li>ACCESS Test Coordinators must complete the data validation process (separate from OSSE's data validation process) in WIDA AMS at the end of testing.</li> <li>Tutorials of the data validation process and after-testing activities are available in WIDA AMS.</li> </ul>
Slide 16	<ul style="list-style-type: none"> <li>For MSAA, Test Administrators should ensure all tests have been submitted and/or closed by the School Test Coordinator in the MSAA platform. They should also complete the Accommodations: After Test tab in the testing platform and the End of Test Survey.</li> <li>For DLM, once the final unit of testing is complete, no additional actions need to be taken for closeout.</li> </ul>
Slide 17	<ul style="list-style-type: none"> <li>When a PARCC or DC Science test session is complete, the session should be "stopped" in PearsonAccess<sup>next</sup>. This action will close that session for all students.</li> <li>All efforts should be made to complete makeup testing. If a student has an incomplete unit and was unable to complete testing during the makeup window, the student's unit can be "marked complete" and the session can be closed after the last day of testing at the school.</li> </ul>
Slide 18	<ul style="list-style-type: none"> <li>The next step in assessment closeout is to "Finalize the School Test Security File."</li> </ul>
Slide 19	<ul style="list-style-type: none"> <li>The School Test Coordinator must ensure that all required information in the School Test Security File is updated after test administration. Every school is required to keep the updated file in hard-copy format for four years.</li> </ul>
Slide 20	<ul style="list-style-type: none"> <li>Test Security Reminder: Every school must keep an updated version of the Test Security File in hard-copy format on site for four years.</li> <li>OSSE may request to see the test security file at any time within the four-year time frame.</li> </ul>
Slide 21	<ul style="list-style-type: none"> <li>The next step in assessment closeout is to "submit Test Security Affidavits to OSSE."</li> </ul>
Slide 22	<ul style="list-style-type: none"> <li>Within 10 days after the conclusion of each school's testing window, the LEA Test Coordinator must obtain signed affidavits from the School Test Coordinator for each assessment.</li> <li>Within 15 days after the conclusion of each school's testing window, the LEA Test Coordinator must also sign one LEA wide affidavit and submit their affidavit and all other affidavits they received to OSSE using the OSSE Support Tool. Nonpublic School Test Coordinators must sign affidavits and submit them directly to OSSE.</li> <li>If you are an LEA Test Coordinator or Nonpublic School Test Coordinator and you do not have access to the OSSE Support Tool Quickbase Application, please contact <a href="mailto:OSSE.Assessment@dc.gov">OSSE.Assessment@dc.gov</a> to gain access.</li> </ul>
Slide 23	<ul style="list-style-type: none"> <li>As a test security reminder, an affidavit must be submitted for the LEA and School Test Coordinator for every assessment. If you are both the LEA and School Test Coordinator, please indicate that on the affidavit upon submission.</li> </ul>

## OSSE Test Security Training Module 6 – Administration Closeout & Reporting

Slide Number	Transcript
Slide 24	<ul style="list-style-type: none"> <li>The last slide covers the five assessment steps not related to Test Security or administration. These steps primarily focus on reporting and validation, but we wanted to show them here so we cover the entire test coordination timeline.</li> </ul>
Slide 25	<ul style="list-style-type: none"> <li>The first icon here is to Complete the OSSE Data Validation process. This process is not managed by the assessment team.</li> <li>Data managers at your LEAs and Schools will be contacted by OSSE's Office of the Chief Information Officer (CIO) who will provide details about that process.</li> <li>One assessment data point that CIO will ask for, is for LEA Test Coordinators to confirm that the "start and end dates" for each of the school's assessments are correct in the School Test Security Plan Quickbase application.</li> <li>The next four icons show the typical steps in preparation for the public release of Student Assessment Results for the year. As we know more information about the timeframes for reporting spring 2022 results, OSSE will communicate the steps and details with LEAs and schools.</li> </ul>
Slide 26	<ul style="list-style-type: none"> <li>This completes Module 6 and the entire 2022 Test Security Training Module Series.</li> <li>Please follow the <a href="#">link here</a> to access the 2022 Test Security Training Quiz and Certification Form. Please remember that you must receive a score of at least 80% in order to receive credit for completing this training series.</li> <li>OSSE will not approve School Test Security Plans if the LEA Test Coordinator or Nonpublic School Test Coordinator listed has not completed this training series and the quiz.</li> </ul>
Slide 27	<ul style="list-style-type: none"> <li>This slide contains links to important resources that were discussed in these Test Security Training Modules. This includes links to OSSE assessment webpages as well as resources for specific assessments.</li> </ul>
Slide 28	<ul style="list-style-type: none"> <li>Thank you for completing this training module series.</li> <li>If you have questions about OSSE assessment policies or specific assessment programs, please use the information on this slide to reach out to the appropriate member of the OSSE Assessment Team.</li> </ul>