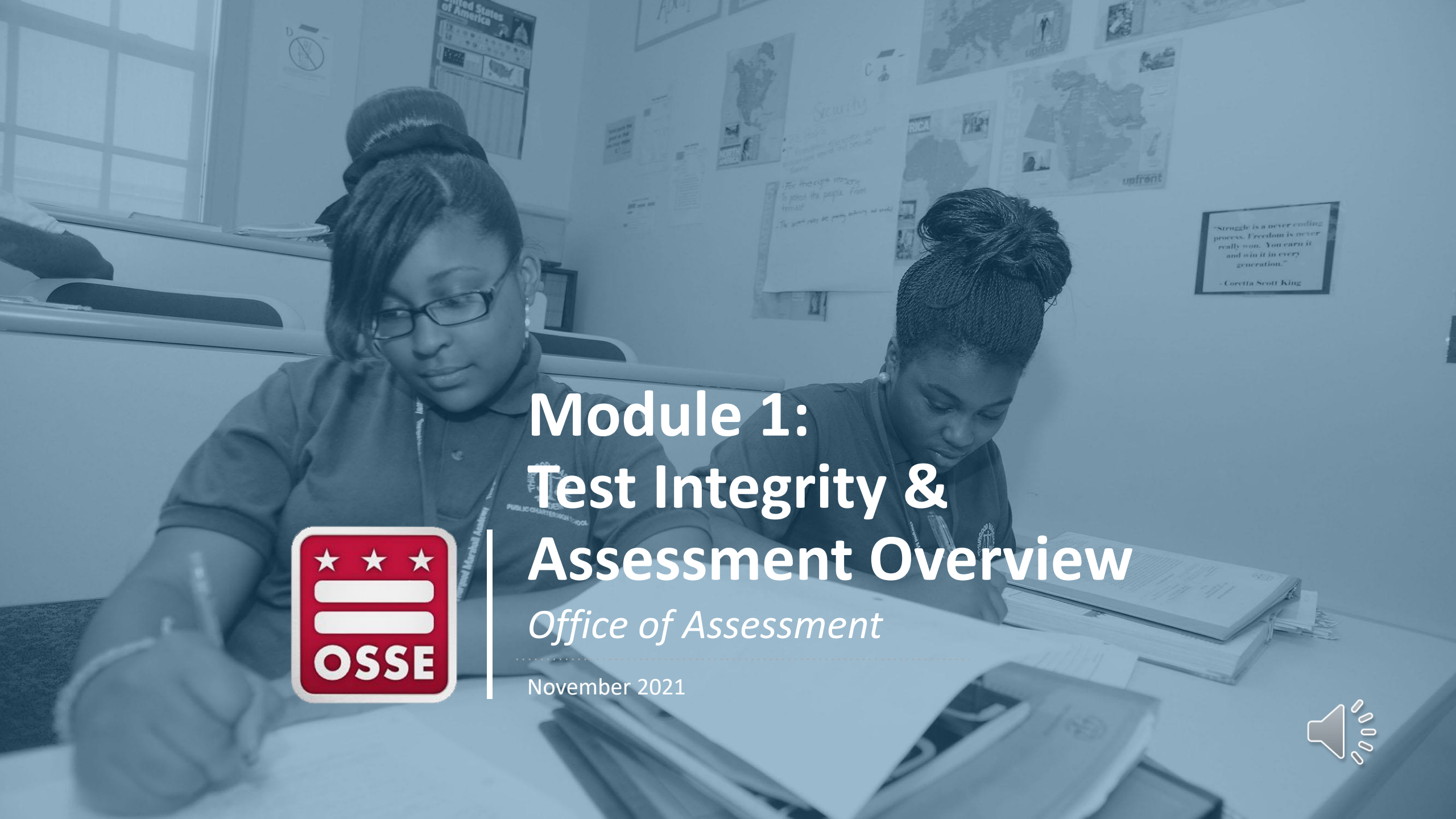


Module 1: Test Integrity & Assessment Overview

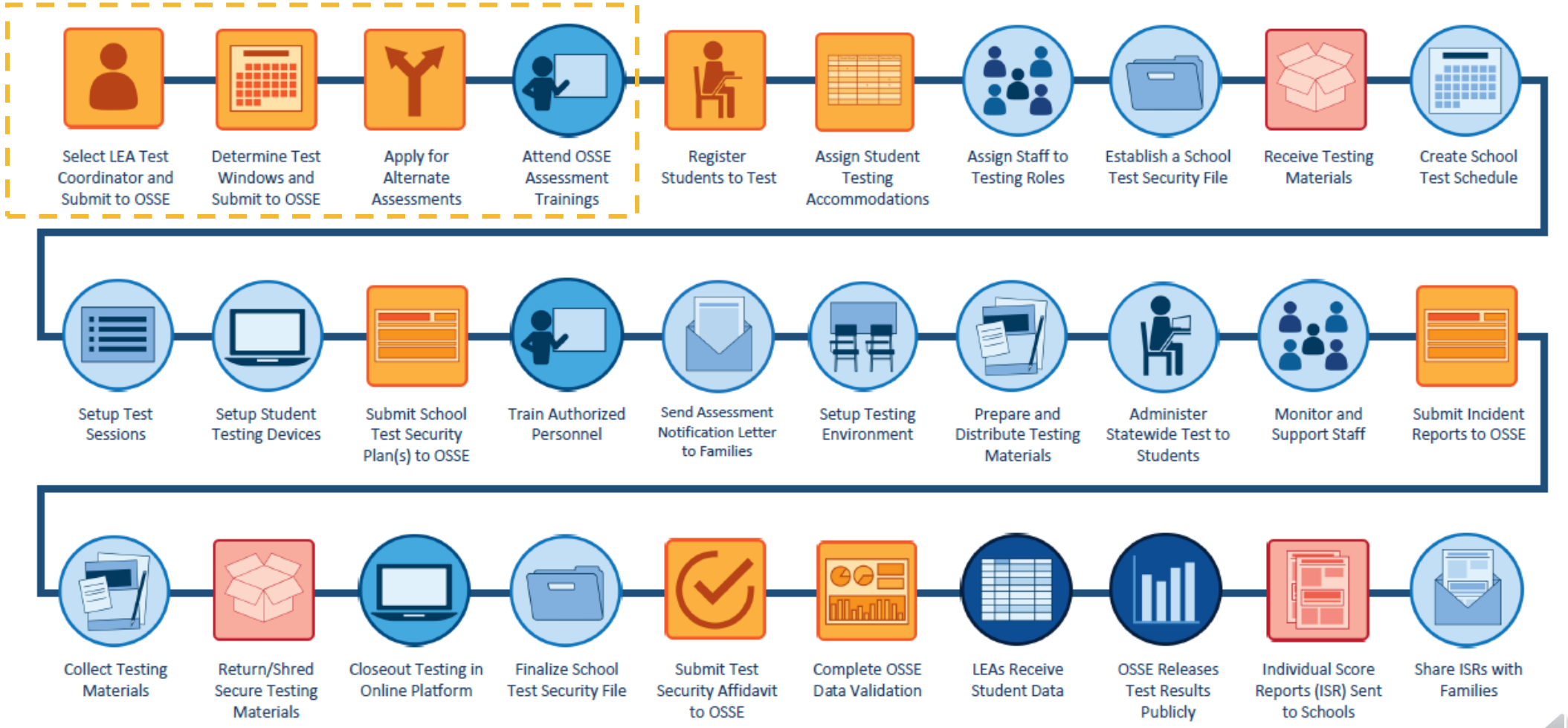
Office of Assessment

November 2021

Assessment Training Modules

- Module 0: Assessment Training Module Overview
- **Module 1: Test Integrity & Assessment Overview**
- Module 2: Preparing for Administration, Part 1
- Module 3: Preparing for Administration, Part 2
- Module 4: Test Administration – Setup and Monitoring
- Module 5: Test Administration – Prohibited Actions & Incident Reporting
- Module 6: Administration Closeout & Reporting

District of Columbia Assessment Coordination Timeline



LEA Submission to OSSE Required

Shipment to/from School

LEA Action

OSSE Action

School Action with LEA Oversight

Test Integrity and Test Security

OSSE's goal is to develop and provide statewide assessments that yield fair and accurate results. To do this, schools and local education agencies (LEAs) are to administer assessments in consistent and standardized conditions.

The best way for us to support schools and LEAs in administering quality assessments is to ensure educators understand and recognize acceptable and unacceptable assessment practices.

Policy Overview and Documentation

Test Integrity and Test Security

Key Laws, Regulations, and Compliance Documents

- Testing Integrity Act of 2013
- Testing Integrity Act Amendments in 2015
- SY2021-22 District of Columbia Test Security Guidelines
- Assessment Test Coordinator and Administrator Manuals
- SY2021-22 Statewide Assessments Participation and Performance Policy

Testing Integrity Act of 2013 and 2015 Amendments

Testing Integrity Act of 2013

- Definition of key terms and roles
- Set requirements for OSSE, LEA, and school
- Prohibited actions set for all authorized personnel

Testing Integrity Act of 2015 Amendments

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

Test Security Guidelines & Investigative Protocols

Test Security Guidelines

- Released annually by OSSE to LEAs and the public stating minimum requirements for maintaining test security procedures
- Expounds on requirements set forth in the Testing Integrity Act of 2013, as amended
  - Ex.: OSSE, LEA and School Roles and Responsibilities, Test Environment requirements, and exceptional circumstances

Investigative Protocols

- Sets requirements for the post-test administration inquiry, findings and reconciliation process.

Test Coordinator and Administrator Manuals

Assessment manuals are available for:

- PARCC/DC Science
- Multi-State Alternate Assessments (MSAA)
- Dynamic Learning Maps (DLM) Science
- ACCESS for ELLs and Alternate ACCESS

Assessment manuals provide:

- Critical instructions for Test Coordinators, Technology Coordinators, and Test Administrators
- Procedures and protocols to complete before, during, or after administration

Materials and References for this Training

- All test security forms and guidelines are posted at: osse.dc.gov/service/test-security-and-incident-forms

- The 2021-22 school year DC Statewide Assessment Participation and Performance policy are posted at: osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy

- Resources for Test Coordinators, including the assessment windows, overview of assessment roles and responsibilities, training schedule, contact information for administration support, and more are posted at: osse.dc.gov/page/test-coordinator-resources

Roles and Responsibilities

Test Integrity and Test Security

High-Level Test Security Responsibilities

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

Assessment Roles Include:

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

Authorized Personnel

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

Requirements:

- Complete testing integrity training (by OSSE or LEA Test Coordinator)
- Receive the Test Integrity and Security Notification Statement
- Report breaches of Test Security and/or Integrity
- Cooperate in testing integrity and security inquires and investigations
- Refrain from prohibited actions
- Read all applicable directions and guidance

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

The individual(s) designated by the LEA to be responsible for testing integrity and security for the LEA and all the schools/campuses under its purview during the statewide assessment.

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

Test Integrity Coordinator Requirements:

- Designate, support, and train test monitors
- Complete test security and integrity training
- Submit school test plans for each school/campus under the LEA's purview
- Monitor test administration
- Report any breach of testing security or deviation from test plan
- Investigate, document, and report to OSSE any breach or deviation
- Sign, collect (10 days post), and submit (15 days post) testing integrity affidavit

School Test Monitor (School Test Coordinator)

The individual designated by the Test Integrity Coordinator to be responsible for test integrity and security for a school/campus site.

Note: The LEA must designate a Test Integrity Coordinator to each assessment group (if administered): PARCC/DC Science; MSAA/DLM; and ACCESS for ELLs/Alternate ACCESS

School Test Monitor Requirements:

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

Test Administrator (TA)

An individual identified by the Test Monitor to be responsible for administering the assessment to students.

Test Administrator Requirements:

- Conduct the testing sessions as outlined in the appropriate Test Administrator Manuals
- Establish the testing climate within the test location
- Coordinate the distribution and return of testing materials to and from students
- Ensure that students who require accommodations receive the appropriate accommodations in the Test Administrator's testing group
- Account for and maintain the security of all test materials under TA's purview
- In 2022, the teacher of record in a content area may serve as the TA without the need for an additional proctor to be present

Test Proctor

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

Test Proctor Requirements and Considerations:

- Fulfill all authorized personnel requirements
- Assist Test Administrator as needed
- May administer accommodations
- Test Proctor may be a volunteer

Test Security Reminder

Schools may determine if a Test Proctor is needed during test administration based on the needs of the students and test administrators. Test Proctors are not required, but are still considered best practice for large class sizes.

Additional Authorized Personnel

Special Populations Coordinator

- Assists the Test Monitor/School Test Coordinator in identifying and documenting all testing accommodations needed for students
- Trains Test Administrators to administer accommodations
- Monitors testing for the correct and secure implementation of accommodations

Technology Coordinator

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

Assessments and Timelines

Statewide Assessments

NAEP – National Assessment of ELA and Math, grades 4 and 8 (select schools)

ACCESS – English Language Proficiency, grades K-12

PARCC – ELA and Mathematics, grades 3-high school

MSAA – Alternate ELA and Mathematics, grades 3-8 and 11

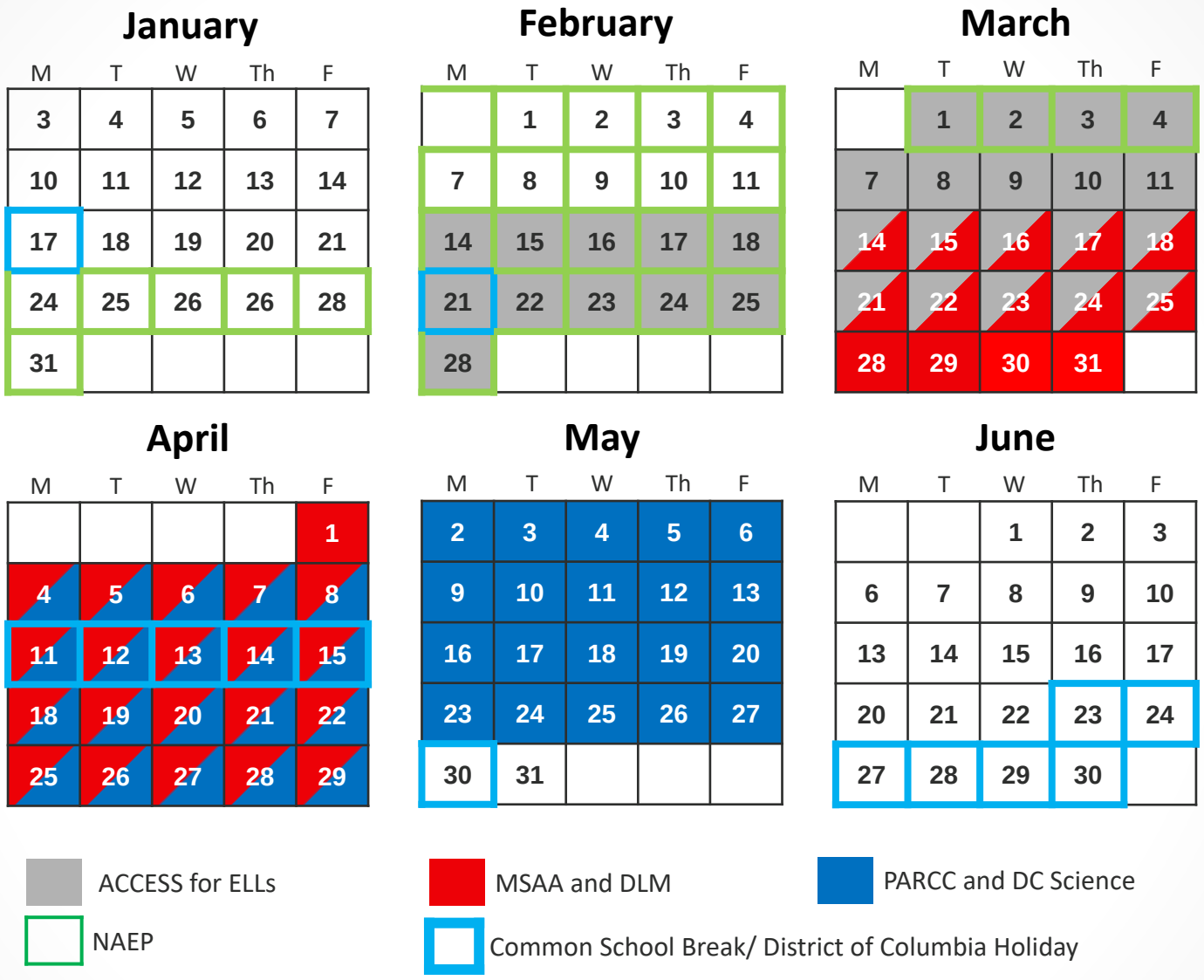
DC Science – Science, grades 5, 8, and high school biology

DLM – Alternate Science, grades 5, 8, and high school biology

SY2021-22 Statewide Testing Windows

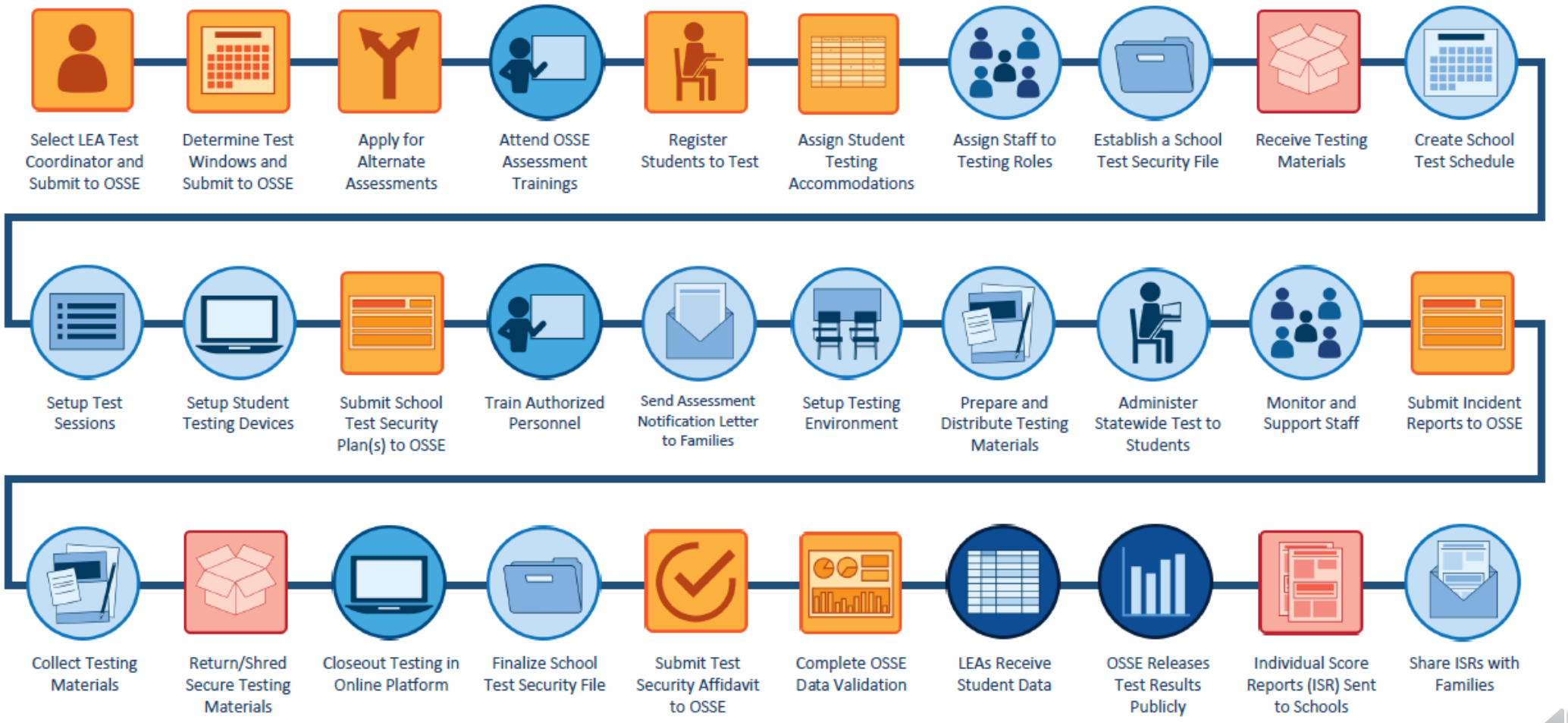
Assessment	2021-22 Statewide Test Window
NAEP (Selected schools only)	Jan. 24 – March 4, 2022
ACCESS for ELLs	Feb. 14 – March 25, 2022
MSAA & DLM	March 14 – April 29, 2022
PARCC & DC Science	April 4 – May 27, 2022* (April 4 – May 20, 2022; paper accommodation window)

SY2021-22 Statewide Testing Windows



Preparation and Planning

District of Columbia Assessment Coordination Timeline



LEA Submission to OSSE Required

Shipment to/from School

LEA Action

OSSE Action

School Action with LEA Oversight

Select LEA Test Coordinator(s) and Submit to OSSE

Preparation and Planning

Select LEA Test Coordinator(s) and Submit to OSSE

The LEA Integrity Coordinator(s) (LEA Assessment Manager and/or LEA Test Coordinator) is/are responsible for maintaining test integrity and security for the LEA and all the schools/campuses under its purview during the statewide assessment.

LEA Assessment Manager, LEA Test Coordinators for ACCESS for ELLs/Alternate ACCESS, MSAA/DLM, and PARCC/DC Science, and Nonpublic School Test Coordinators names and contact information must be submitted to OSSE each fall. Information can be provided or updated at forms.office.com/g/FnFkX9YuKX.

OSSE will use this information to provide access to online testing platforms and resources. Please ensure it remains up to date and accurate.

Determine Test Windows and Submit to OSSE

Preparation and Planning

Determine Test Windows and Submit to OSSE

School test windows are an essential scheduling tool that serve as the foundation for all assessment planning at the LEA and school.

- The LEA Test Coordinator is responsible for determining school test windows for each school in their purview.
- LEAs and schools have the flexibility to assess students at any time within the published window for each assessment.
- Testing windows can vary between schools within the same LEA, but must be defined in the testing schedule that each school submits with their school test security plan.
- Testing window should include time for makeup testing dates.
- Once the test windows are selected for schools, the LEA Test Coordinator must open a draft school test security plan and select the assessment type and test window in the OSSE School Test Plans QuickBase Application.

Test Security Reminder

School test security plans are
due **15 business days** before the start of
each school's test window.

School test windows submitted to the
OSSE School Test Plans Quickbase Application
will be used to calculate when each
school test plan is due.

Apply for Alternate Assessments

Preparation and Planning

Apply for Alternate Assessments

Eligibility for participation in any alternate assessment for the 2021-22 school year begins with LEAs completing the appropriate documentation in the Special Education Data System (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 the alternate assessment program.

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**.

If you have questions, please contact Michael Craig at Michael.Craig@dc.gov.

Test Security Reminder

All statewide assessments (PARCC, DC Science, MSAA, DLM, and ACCESS) are secure assessments and are to adhere to all test integrity and security requirements set forth in all DC/OSSE laws, rules and regulations.

Complete OSSE Assessment Trainings

Preparation and Planning

Complete OSSE Assessment Trainings

- OSSE hosts many trainings to support LEA and school users with the administration of statewide assessments. To view the complete training schedule, please visit: osse.dc.gov/page/test-coordinator-resources
- All of the OSSE facilitated assessment trainings are optional except for the required **Test Security Training Modules**.
  - All LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators must complete OSSE's Test Security Training each year
  - OSSE follows the "train-the trainer" model for Test Security Training

OSSE → LEA Test Coordinator → LEA and School Authorized Personnel

Complete OSSE Assessment Trainings

Test Security Train-the-Trainer Steps:

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

Test Security Reminder

All LEA Assessment Managers, LEA Test Coordinators, and Nonpublic School Test Coordinators must complete all modules of Test Security Training.

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 Test Security Training.

ACCESS for ELLs & Alternate ACCESS

Complete OSSE Assessment Trainings

Training	Date	Time
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 19	10-11:30 a.m.
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 19	1-2:30 p.m.

Resources, including the 2021-22 school year training schedule, can be found here: osse.dc.gov/page/test-coordinator-resources

MSAA Training	Date	Time
MSAA TC/TA Training Modules	*Available online (self-paced)*	
MSAA Test Administrator Webinar	Jan. 27	1-2 p.m.

DLM Training	Date	Time
Dynamic Learning Maps (DLM) Training for District Roles	*Available online*	
Dynamic Learning Maps (DLM) Test Coordinator Training	Jan. 12	9 a.m. - 12 p.m.
Dynamic Learning Maps (DLM) Test Coordinator Q&A	Feb. 4	11 a.m. - 12 p.m.

Resources, including the 2021-22 school year training schedule, can be found here: osse.dc.gov/page/test-coordinator-resources

MSAA & DLM

Complete OSSE Assessment Trainings

Training	Date	Time
New PARCC & DC Science LEA Test Coordinator Training / PearsonAccessNext 101	Dec. 14 or Jan 13	1-3 p.m. 10 a.m. - 12 p.m.
PARCC & DC Science Assessment Accommodations Webinar	Jan. 20	10-11:30 a.m.
Nonpublic School Test Coordinator Test Security Training	Jan. 25	1-3 p.m.
PARCC & DC Science SR/PNP Workshop – *office hours*	Feb. 3	10 a.m. - 12 p.m.
PARCC & DC Science Technology Coordinator Training	Feb. 18	10-11:30 a.m.
PARCC & DC SCience Test Session Workshop – *office hours*	March 10	10-11:30 a.m.
Technical Assistance during PARCC & DC Science Testing Webinar	March 15	1-2:30 p.m.
PARCC & DC Science Closeout Procedures Webinar	May 12	10 a.m. - 12 p.m.

Resources, including the 2021-22 school year training schedule, can be found here: osse.dc.gov/page/test-coordinator-resources

PARCC/DC Science

Complete OSSE Assessment Trainings

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) & General Assessment Policy	**Danielle Branson,** Director of Assessments Danielle.Branson@dc.gov
	Data, Reporting, Business Rules	
	Test Integrity and Security	
	Special Populations	**Michael Craig,** Assessment Specialist, Special Populations Michael.Craig@dc.gov
Test Administration	NAEP	**OSSE Assessment Team** OSSE.Assessment@dc.gov
	PARCC	**Deanna Santoro,** Assessment Specialist, Test Development, Administration, and Education Deanna.Santoro@dc.gov
	DYNAMIC LEARNING MAPS; DC Science	**Stephanie Snyder,** Deputy Director of Assessments Stephanie.Snyder@dc.gov
	msaa; WIDA ACCESS for ELLs	**Michael Craig,** Assessment Specialist, Special Populations Michael.Craig@dc.gov
Assessment Literacy	LEA/School Workshops and Trainings	**Stephanie Snyder,** Deputy Director of Assessments Stephanie.Snyder@dc.gov

OSSE Assessments Webpage: osse.dc.gov/assessments