



# Module 2: Preparing for Administration, Part 1

*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





# Familiarize Yourself with Assessment Resources

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# Statewide Assessment Resources

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





# Register Students to Test

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# Register Students to Test



Each assessment includes a registration process that is completed by LEAs in partnership with OSSE.

The Office of Assessments releases a participation policy annually to guide the registration process and allow LEAs to understand the requirements that best align to their academic program.

The SY2021-22 Statewide Assessments Participation and Performance Policy can be found here: [osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy](https://osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy)



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 or Alternate ACCESS assessment.

ACCESS coordinators will use the Pre-ID [Quickbase](#) application to:

- verify student demographic information and report any discrepancies to OSSE
- indicate required accommodations, if warranted
- identify which mode of administration (online or paper) a student will require

All ACCESS registration and verification must be completed by **Monday, Dec. 13.**



## ACCESS for ELLs & Alternate ACCESS

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**Register  
Students to  
Test**



## MSAA

- LEA Alternate Assessment Coordinators can view all approved applicants in the Special Education Data System (SEDS) and the Alternate Assessment MSAA QuickBase application on Jan. 10.
- Students in grades 3-8 and 11 whose alternate assessment eligibility applications are approved will be registered by OSSE to take MSAA.
- 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.

## MSAA & DLM



**Register  
Students to  
Test**



## DLM

- 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.
- 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.

## MSAA & DLM

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**Register  
Students to  
Test**



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 assessments.

DC Science is taken in grades 5 and 8, and by students enrolled in a high school biology course.

## PARCC & DC Science

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**Register  
Students to  
Test**



PARCC and DC Science registration aligns with each student's enrolled grade or course.

- OSSE registers all students in grades 3-8 for the PARCC assessment
- OSSE registers all students in grades 5 and 8 for the DC Science assessment
- LEAs verify PARCC and DC Science registration for grades 3-8 and make adjustments for students in grade 7 and 8 taking advanced mathematics courses
- LEAs register all high school students for PARCC and DC Science, based on course enrollment



## PARCC & DC Science

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**Register  
Students to  
Test**



PARCC and DC Science registration information is uploaded into PearsonAccess<sup>next</sup> through a spreadsheet called the **Student Registration and Personal Needs Profile** (SR/PNP) by Feb. 16.

- SR/PNP registration fields include:
  - LEA and school code
  - Student name
  - Unique student identifier (USI)
  - Birthdate and current grade
  - Other demographic information
- Directions for completing the SR/PNP file can be found in [PearsonAccess<sup>next</sup>](#)

## PARCC & DC Science

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**Register  
Students to  
Test**



## NEW in SY2021-22:

LEAs will complete the Student Registration and Personal Needs Profile (SR/PNP) by **Feb. 16**.

Nonpublic schools will submit the Personal Needs Profile (PNP) for students attending nonpublic schools by **Feb. 22**.

For more information about the role of nonpublic schools in test security and administration, [please see this resource](#).



## PARCC & DC Science

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**Register  
Students to  
Test**



## Test Security Reminder

Please ensure that students are accurately registered to test before submitting the school test security plan. OSSE will review assessment registration to ensure completion before approving test plans.





# Assign Student Testing Accommodations

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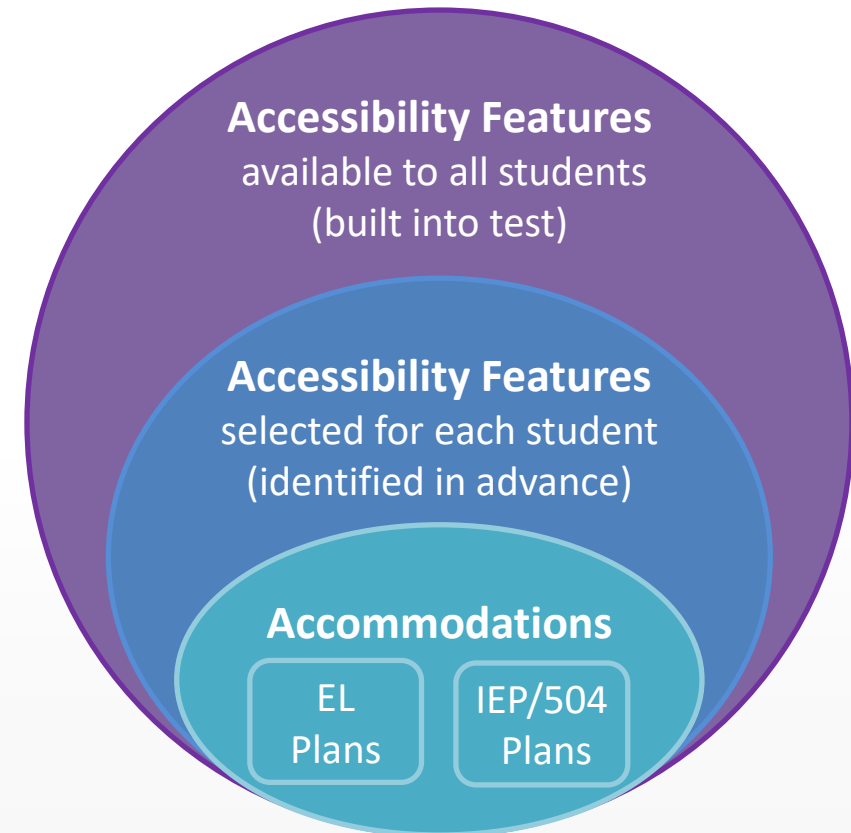
# Assign Students Testing Accommodations and Accessibility Features



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

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

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



## Test Security Reminder

Students are entitled to the accommodations in their IEP, 504 or EL plans. Failing to provide students with the accommodations listed in these plans is a violation of their rights and of test security.



# Assign Students Testing Accommodations and Accessibility Features



Work with the **Special Populations Coordinators** at your schools to create policies and assign accommodations and accessibility features effectively.

- LEA and school policies should be created to ensure accessibility features are assigned equitably
- Accommodations and accessibility features should be reflective of a student's typical testing experience
- Students should practice using accommodations and accessibility features prior to testing
- Schools and LEAs are encouraged to consult the [2021-22 OSSE Accessibility Features Guide and Testing Accommodations Guides](#) for additional guidance on assigning accessibility features and accommodations for all assessments



Students taking the ACCESS assessment may require the assignment of accommodations, universal tools, or administrative considerations.

- Accommodations must be assigned in the Pre-ID file during the registration process. ACCESS Coordinators will use the Pre-ID QuickBase application to assign accommodations.
- 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.

## ACCESS for ELLs & Alternate ACCESS

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An orange square icon containing a small table with three columns and six rows. The columns are labeled "Read Aloud", "Text to Speech", and "Extended Time". The table contains "Y" in the first row of the "Read Aloud" column, the second row of the "Text to Speech" column, and the third row of the "Extended Time" column.

Read Aloud	Text to Speech	Extended Time
Y		
	Y	
		Y

**Assign Student  
Testing  
Accommodations**

## MSAA

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.

## DLM

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.

## MSAA & DLM



**Assign Student  
Testing  
Accommodations**



PARCC & 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 and to ship any necessary physical testing materials to schools.

- The SR/PNP accommodations should be completed by LEAs by **Feb. 16** to ensure student materials are shipped to schools prior to testing. Nonpublic schools should input accommodations through the personal needs profile (PNP) by **Feb. 22**.
- If student accommodations change, due to updates to an IEP, Section 504, or EL plans, accommodations can be updated in the SR/PNP at any time before testing begins
- 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



# PARCC & DC Science



## Assign Student Testing Accommodations

## Test Security Reminder

Please ensure that accommodations and accessibility features are accurate and uploaded prior to submission of the school test security plan.

OSSE will review registration files to ensure completion before test security plans are approved.





# Assign Staff to Testing Roles

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# Assign Staff to Testing Roles

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:

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

Assignments may require access to online systems. Review the test manuals to ensure authorized personnel have the access they need for their role.



## Test Security Reminder

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.



ACCESS Test Coordinators who have registered with OSSE via the Site ID file were recently provided with accounts in WIDA AMS. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

## ACCESS for ELLs & Alternate ACCESS

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**Assign Staff  
to Testing  
Roles**



## MSAA

MSAA Test Coordinators who have registered with OSSE will receive access to their accounts in the MSAA system in March. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

## MSAA



**Assign Staff  
to Testing  
Roles**



## DLM

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 Educator Portal.

- Monitor staff roles and whether an account is active, pending, or inactive in the Educator Portal
- Monitor Test Administrator completion of the security agreement and training in the Educator Portal

Before serving as DLM Test Administrators, educators must:

- Complete the required Test Administrator Training online
- Complete the DLM security agreement



## DLM



**Assign Staff  
to Testing  
Roles**



PARCC and DC Science Test Coordinators who have registered with OSSE are provided with accounts in PearsonAccess<sup>next</sup>. These user accounts allow Test Coordinators to provide user access to Test Administrators and other authorized personnel, as needed.

Resources for each PARCC and DC Science role can be found in the PARCC and DC Science [Test Coordinator and Test Administrator Manuals](#).

- Manuals will be available online in January and paper copies are shipped to schools in March
- Test Coordinators and Test Administrators are responsible for reading the manuals and performing their duties as outlined



## PARCC & DC Science

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**Assign Staff  
to Testing  
Roles**





# Establish a School Test Security File

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# Establish a School Test Security File



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**. [School Test Security Files](#) must include the following information:

- Approved School Test Security Plan
- Up-to-date Authorized Personnel Roster
- Up-to-date School Test Schedule
- Test Security Training Attendance Sheet
- Test Security Training Materials
- [Family Notification Letters](#) (with notes on accommodations)
- Test Material Chain of Custody Forms
- Incident Reports
- During Testing Notes, including Minor Deviations from School Test Plan
- Fact-Finding Inquires and Plan to Improve Documents (if applicable)
- Test Integrity and Test Security Affidavit(s)



## Test Security Reminder

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 review 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.





# Receive Testing Materials

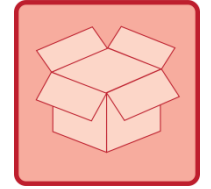
*Preparation and Planning*



# Receive Testing Materials

Assessments often require secure and accommodated materials to be shipped from the vendor to the school

- Materials may include:
  - test manuals
  - test booklets and answer sheets
  - accommodated test materials
  - return shipping materials
- All hard copy secure materials must be accepted in person at a school.
- When receiving a shipment, check to ensure all ordered materials have been provided
- Keep secure testing materials **locked away** in a secure location prior to testing



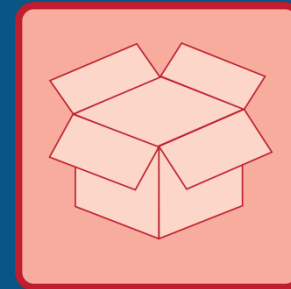
Ordering ACCESS assessment materials takes place during the student registration process through the Pre-ID file. Please ensure this file is accurate and complete, so that all students receive the materials they need for testing in a timely manner.

Test Coordinators should complete the following when materials are received:

- Watch the [Managing Test Materials tutorial](#)
- Receive, inventory, and distribute test materials to designated staff
- Report the amount and type of overage to OSSE

## ACCESS for ELLs & Alternate ACCESS

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**Receive  
Testing  
Materials**



## MSAA

MSAA testing materials can be downloaded from the MSAA Online System. To administer the assessment, Test Coordinators will need to download the following materials:

- Directions for Test Administration (DTA)
- Test Administration Manual (TAM)

Students with a paper-based accommodation will require paper testing materials. Test Coordinators will use the additional materials ordering process to order any accommodated paper materials.

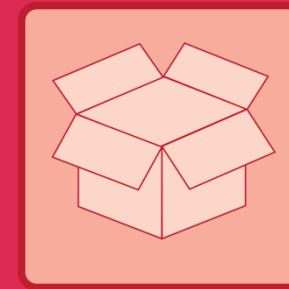
## DLM

The DLM assessment does not have any physical testing materials that will ship to schools. All supports are provided through the online system.



## MSAA & DLM

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**Receive  
Testing  
Materials**



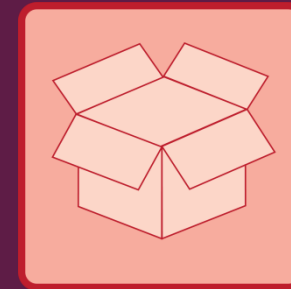
The SR/PNP file is used to determine what materials each school needs to support students with accommodations.

- LEAs: Please ensure accommodations are accurately updated in this file by **Feb. 16**.
- Nonpublic schools: Please ensure accommodations are updated in this file by Feb. 22.
- Materials will begin to arrive in March.

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.

## PARCC & DC Science

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**Receive  
Testing  
Materials**



Each school will receive a Test Coordinator Manual and Test Administrator Manuals. They will arrive with your school's assessment materials shipments. Review the contents of the manuals and share the Test Administrator Manuals with your staff members, so they are aware of their testing responsibilities.

Test Coordinator and Test Administrator manuals will be available online in January. If you'd like to review the manuals prior to receiving your materials shipment, you can download and print copies at:

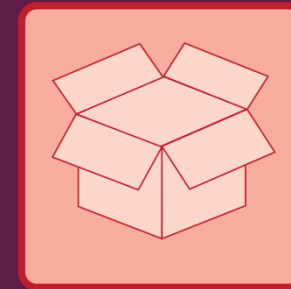
[dc.mypearsonsupport.com/manuals/](https://dc.mypearsonsupport.com/manuals/)

LEAs may choose not to receive paper manuals by selecting that option in PAN.



## PARCC & DC Science

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**Receive  
Testing  
Materials**



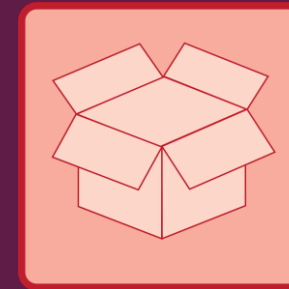
Secure and scorable materials will need to be returned to Pearson at the end of testing. Until they are returned, they must be kept in a locked space.

- Shipments from Pearson will include labels and packaging for returning secure materials. Keep these materials for use at the end of testing.
- 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.
- Return shipments must be sent to Pearson within **five 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.



## PARCC & DC Science

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**Receive  
Testing  
Materials**

## Test Security Reminder

Any testing material 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:** paper test booklets/answer documents, human reader scripts, testing tickets, etc.



Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) & General Assessment Policy	<b>Danielle Branson</b> , Director of Assessments Danielle.Branson@dc.gov
	Data, Reporting, Business Rules	
	Test Integrity and Security	
	Special Populations	<b>Michael Craig</b> , Assessment Specialist, Special Populations Michael.Craig@dc.gov
Test Administration		<b>OSSE Assessment Team</b> OSSE.Assessment@dc.gov
		<b>Deanna Santoro</b> , Assessment Specialist, Test Development, Administration, and Education Deanna.Santoro@dc.gov
	 	<b>Stephanie Snyder</b> , Deputy Director of Assessments Stephanie.Snyder@dc.gov
	 	<b>Michael Craig</b> , Assessment Specialist, Special Populations Michael.Craig@dc.gov
Assessment Literacy	LEA/School Workshops and Trainings	<b>Stephanie Snyder</b> , Deputy Director of Assessments Stephanie.Snyder@dc.gov

