



Module 3: Preparing for Administration, Part 2

Office of Assessment

November 2021

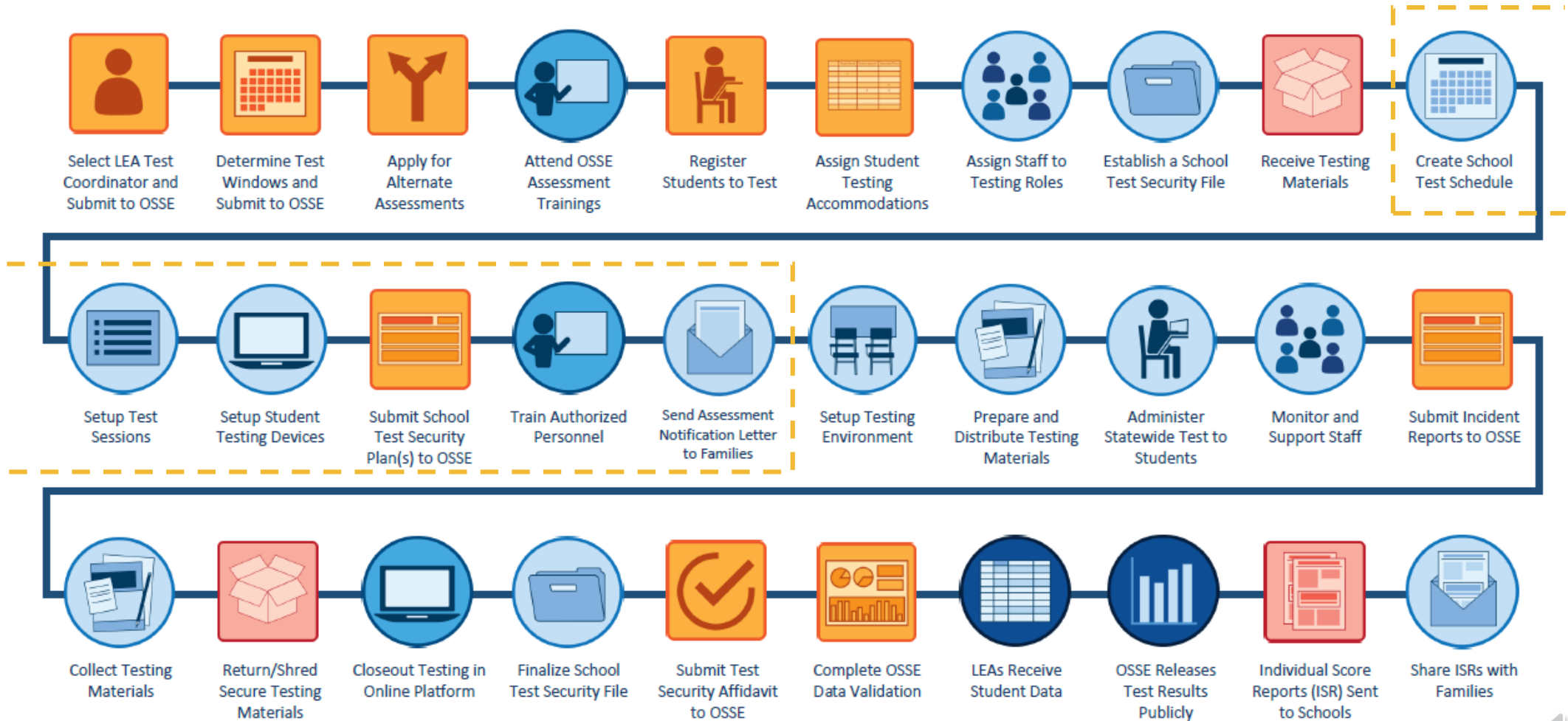


Required Assessment Training Modules

- 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





Create School Test Schedule

Preparation and Planning





Create School Test Schedule

Each school is required to prepare a testing schedule for each statewide assessment administered and submit the schedule(s) to OSSE as part of their school test security plan(s). Schedules will be used to determine support staff, and deadlines for deliverables to OSSE.

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. Testing schedules must include the following information:

- Testing Dates
- Testing Times
- Grades/Courses
- Test Location
- Test Administrator Names
- Proctor Names (if applicable)
- PAN Sessions (if applicable)



Test Security Reminder

The most updated version of the school test schedule must always be uploaded into the School Test Plan Quickbase Application.

OSSE will use these schedules to determine staff support and deadlines for OSSE deliverables.



LEA/School Test Coordinators will create an ACCESS and Alternate ACCESS testing schedule.

- View the [Testing Scheduling Tutorial](#)
- All testing must be completed by **March 25**
- Kindergarten and Alternate ACCESS test session should be scheduled as one-on-one sessions

ACCESS for ELLs & Alternate ACCESS



Create
School Test
Schedule



LEA/School Test Coordinators will create a testing schedule for MSAA and DLM.

- Test administration for MSAA and DLM is one-on-one
- MSAA test sessions may consist of one or two items at a time, or ten or more items depending on the student's ability level
- 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)
- Test Administrators may pause the MSAA or DLM tests at any time, based on student needs
 - Students are allowed to take breaks when needed
 - Breaks may consist of a few minutes or a few days
- All MSAA and DLM testing must be completed by **April 29**



MSAA & DLM



**Create
School Test
Schedule**



LEA/School Test Coordinators will create a testing schedule for PARCC and DC Science.

- PARCC and DC Science testing may be scheduled at any time within the state test window.
- PARCC and DC Science windows can be established separately.
- Units and unit times can be found in the [PARCC and DC Science Test Coordinator Manual](#).
 - The 2022 ELA field test will be taken by students in **grades 3, 6** and **10 (ELA II)**. Field testing requires one additional unit (totaling 3 units) of ELA to be included in the school testing schedule.
 - Math field test items will be embedded in operational units.
- Accommodated paper testing must be complete by **May 20** and online testing must be completed by **May 27**.



PARCC & DC Science



Create
School Test
Schedule





Setup Test Sessions

Preparation and Planning



Setup Test Sessions



Before testing can begin, students must be assigned to a testing session in many of the online assessment systems. 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.



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.

Test Coordinators are responsible for:

- Confirming that all students are listed in WIDA AMS and assigned to test sessions
- Adding any new students to WIDA AMS and assigning them to test sessions

ACCESS for ELLs & Alternate ACCESS



Setup Test Sessions



MSAA

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.

DLM

Test Administrators for DLM should take the following steps to set students up for testing:

- Create student rosters for each Test Administrator
- Submit the first contact survey for each student

MSAA & DLM



Setup Test Sessions



Each student taking PARCC and/or DC Science must be assigned to a test session in the PearsonAccess^{next} system.

- Directions for setting up test sessions can be found in the PARCC and DC Science Test Coordinator Manual.
- Test sessions must be named according to the naming conventions below, prior to approval of the school test security plan.
- Each test session that is created must be assigned a Test Administrator. The use of the Test Administrator naming convention below is also required.

SR/PNP Field	Naming Convention	Sample Name
Test Administrator	Lastname.Firstname	Doe.Jane
Session Name	SUBJECT.grade/course.TAinitials.regular(R)/makeup(M)	ELA.03.JD.R

*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 (e.g. SCI.05.JD1.R, ELA.03.JD2.R, MATH.ALG1.JD3.M, etc.).

*For high school math courses use “MATH” followed by “ALG1” for Algebra I, “ALG2” for Algebra II, and “GEO” for Geometry in place of the grade level. 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.



PARCC & DC Science



Setup Test Sessions



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.





Setup Student Testing Devices

Preparation and Planning





Setup Student Testing Devices

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.

- Review device requirements
- Update device software, if needed
- Download applications or create shortcuts to website links
- Ensure appropriate bandwidth for administration

Failure to complete these steps appropriately could result in testing delays and student device issues.



WIDA AMS is the online platform used for test administration and materials management.

Technology Coordinators are responsible for:

- Installing Central Office Service (COS) Service Device (SD) on all testing devices
- Refer to the [Technology User Guide](#) for system requirements and support

ACCESS for ELLs & Alternate ACCESS



**Setup Student
Testing
Devices**



MSAA is a computer-based assessment, managed through the [MSAA Online Assessment System](#). Students take the assessments through this platform.

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 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.

Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information on compatibility and requirements.

MSAA



Setup Student Testing Devices



Kite Student Portal is the secure online platform where students take DLM assessments. While in Student Portal, students cannot access unauthorized webpages or applications.

Technology requirements and installation instructions for the student portal can be found at dynamiclearningmaps.org/kite.

DLM



**Setup Student
Testing
Devices**



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

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

PARCC & DC Science



**Setup Student
Testing
Devices**





Submit School Test Security Plan(s) to OSSE

Preparation and Planning



Submit School Test Security Plan(s) to OSSE



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.

The school test security plan serves as an official communication with OSSE of a school's plan for administering statewide assessments.

School plans must be submitted to OSSE for final approval at least **15 business days prior to the first day of testing.**



Submit School Test Security Plan(s) to OSSE



Each school test security plan must include the following information:

- Names and contact information for Test Coordinators and key test administration staff
- A secure materials management plan
- A plan for school staff and authorized personnel to report irregularities in test administration and security
- A plan for key school staff to conduct inquiries on reported test irregularities during test administration
- Affirmation that the school staff are aware and have access to the complete list of prohibited actions as defined by the state
- A plan for handling logistical, technical, and communication issues that may arise during test administration
- Affirmation that the school has met all actions as required by the state
- Affirmation that Test Sessions and Test Administrators have been entered into PAN (PARCC/DC Science test plans only)
- A list of authorized personnel
- A detailed testing schedule



Submit School Test Security Plan(s) to OSSE



OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing.

Characteristics of a Strong School Test Plan	Characteristics of a Weak School Test Plan
<ul style="list-style-type: none">• Clear• Organized• Thoughtful and Thorough Responses• Complete Authorized Personnel List• Complete School Test Schedule• Complete SR/PNP File in PAN (Test Sessions, Accommodations, Test Administrators) if applicable	<ul style="list-style-type: none">• Disorganized or Difficult to Understand• Incomplete Responses• Generic Responses or Responses Copied Directly from OSSE's School Test Plan Exemplar• Missing Authorized Personnel• Incomplete or Missing Test Schedule• Incomplete or Missing SR/PNP File in PAN



Submit School Test Security Plan(s) to OSSE



School Test Plan Completion Supports Include:

- School Test Plan Instructions
- School Test Plan Exemplar
- Authorized Personnel and Test Schedule Templates
- OSSE Technical Assistance Office Hours

All school test plan support documents can be located at OSSE test security and incident forms webpage: osse.dc.gov/service/test-security-and-incident-forms

Test security plan application: octo.quickbase.com/db/bmiq8feda



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.

Testing cannot begin until the school test security plan is approved by OSSE.





Train Authorized Personnel

Preparation and Planning



Train Authorized Personnel



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.

OSSE → LEA Test Coordinator → LEA and School Authorized Personnel

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.





Train Authorized Personnel

LEA/ School Test Security Training Requirements:

Train test monitors and all authorized personnel at LEA/school in state, LEA, and school policy and procedures.

Training must include:

- Distribution of [Testing Integrity and Security Notification Statement](#) to all authorized personnel
- Review of School Test Plan
- Review of Test Security Guidelines
- Review of Test Administration Procedures
- Review of vendor-supplied testing manual(s)





Train Authorized Personnel

Who requires training?

- Test Monitors (School Test Coordinators)
- Test Administrators
- Test Proctors
- Other Authorized Personnel
 - Nurse, Custodial Staff, Office Manager etc.

How should training be documented?

The following must be placed in the school's Test Security File:

- Training Materials
- Attendance Certification (e.g., sign-in sheets)
- Test Security and Integrity Notification Statement



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.



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.

Test Administrators must take the following actions prior to administering any ACCESS assessment:

- View online training modules
- Complete the [Online Administration Quiz](#) and pass with a score of 80 percent or higher (first year Test Administrators only)
- Recommended to re-certify in the speaking domain for grades 1-12



ACCESS for ELLs & Alternate ACCESS



**Train
Authorized
Personnel**

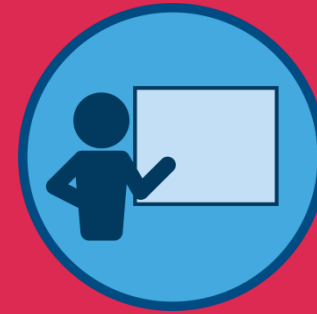


The MSAA is administered to individual students by a Test Administrator. The Directions for Test Administration (DTA) provide scripts and instructions and should be used throughout the testing process.

Test Administrators must take the following actions prior to administering the MSAA:

- View the online training modules
- Complete the [Online Training Module Quizzes](#)
- Pass with a score of 80 percent or higher

MSAA



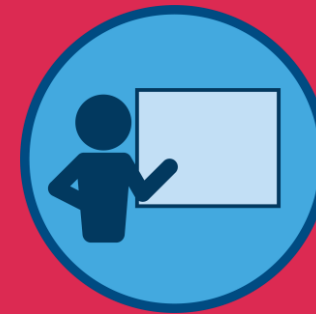
**Train
Authorized
Personnel**

DLM

DLM will offer an optional training webinar for **LEA Test Coordinators** and a follow-up question & answer webinar. Test Coordinators who are not able to attend the webinar can find the necessary information in the DLM portal at the link below.

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

DLM



**Train
Authorized
Personnel**

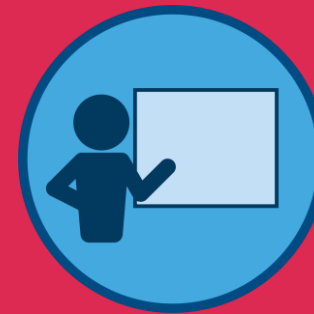


DLM

The DLM assessment requires **Test Administrators** to complete New and Returning Test Administrators 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

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.

DLM



**Train
Authorized
Personnel**

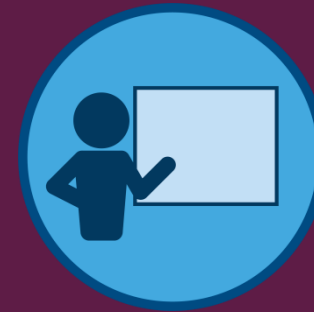


The PARCC and DC Science assessments **do not** require Test Administrators to complete online training prior to serving in this role. Test Administrators receive their test security and administration training from their LEA or School Test Coordinator.

OSSE offers optional trainings that support new and experienced Test Coordinators. Optional PARCC and DC Science trainings can be found here: osse.dc.gov/page/test-coordinator-resources



PARCC & DC Science



**Train
Authorized
Personnel**





Send Assessment Notification Letter to Families

Preparation and Planning



Send Assessment Notification Letter to Families



Every school is required to send home a notification letter to families letting them know 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.

The following information must be included in the letter:







- School/LEA must provide families with a letter regarding the dates and purpose of the statewide assessments
- Copies of letters sent home must be kept in the school test security file
- A template with English and other translated versions of the letter will be available on the OSSE website for school use



Test Security Reminder

Please ensure that a copy of the notification letter to families is included in the test security file at every school.



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		OSSE Assessment Team OSSE.Assessment@dc.gov
		Deanna Santoro , Assessment Specialist, Test Development, Administration, and Education Deanna.Santoro@dc.gov
	 	Stephanie Snyder , Deputy Director of Assessments Stephanie.Snyder@dc.gov
	 	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

