TEST ADMINISTRATORS AND TEST PROCTORS TRAINING

2015 – 2016

GRADES 3 – 8 & EOI

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Agenda

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Test Security and Testing Violations

Test Security and Testing Violations

- Reproduction in any form of any copyrighted test materials, including test documents, *Test Administration Manuals*, and student pretest material, is a violation of federal copyright laws.

- Every test shall be administered by an education-certified professional employed by the school district.

Test Security and Testing Violations

- No person shall teach test items to students, change any student's answers, or in any manner provide answers to test questions for students before, during, or after test administration.
  - **Violation of this regulation may result in revocation of the person's teaching, counseling, administrative, and/or other certificate(s).**

Test Security and Testing Violations

All of the following actions are prohibited and represent violations of test security:

- Using secure test items as an instructional tool or for student practice either verbatim or in reworded form.
- Deviating from any instruction provided in the *Test Administration Manual.*
- Providing answers to secure test items, which includes provision of cues, clues, hints, and/or actual answers in any form.
- Changing students' responses to secure test items and/or influencing or encouraging students to change their answers to test items at any time.

Test Security and Testing Violations

- Viewing/reading the contents of the test, except for a legitimate reason (i.e., read-aloud, signing, transcription, in which case a Nondisclosure Form must be signed).
- All test administration sessions shall be conducted according to the standardized procedures described in the *Test Administration Manual* and monitored by an adult other than the Test Administrator.
- Specific procedures for administering accommodations must be followed from the *OSTP IEP/504* or *ELL Accommodation Manuals*.
- No one is allowed to view and/or read the Writing assessment or a student's written responses before, during, or after testing unless an appropriate accommodation is required.

Test Security and Testing Violations

- It is a violation to read secure test items orally to students at any time before, during, or after the test administration unless it is an Individual Education Program (IEP), Section 504 Plan, or English Language Learners (ELL) accommodation.
  - **The Grades 3 – 8 Reading test or English II and English III EOIs may <u>only</u> be read aloud as an SDE-approved accommodation for students who qualify for the ELA read-aloud nonstandard accommodation. This includes passages and items.**

Test Security and Testing Violations

- Violations in test administration and test security may result in the invalidation of the test and test results.

- Ensure that all student information is handled according to FERPA guidelines. Contact USDE Family Policy Compliance Office at (202) 260-3887 for more information.
  - Example: A party can be given to celebrate the end of testing. A party cannot be given to reward all students who pass the test, because that would identify those who did not pass the test.

OMAAP

OMAAP for 2014 – 2015

- Students will need to participate in the Oklahoma Core Curriculum Tests (OCCT) with the appropriate accommodations or the Oklahoma Alternate Assessment Program (OAAP) based on the determination of the IEP team.
- OMAAP EOIs will still be available for 2nd Time Testers with a previous score in the same subject area in order to show proficiency or to show improvement from the initial test attempt in order to apply a Modified Proficiency Score.
  - All first-time testers must either participate in the OCCT or the OAAP for accountability purposes.

Grades 3 – 8 Updates

Grades 5 and 8 Writing

- The Writing test for Grades 5 and 8 will be one passage-based prompt; and should be administered on the statewide writing days: Tuesday, February 23 – Thursday, February 25, 2016.
- Students who are absent on the statewide writing days may make-up the tests through Friday, March 4, 2016.
- Students will write on the five (5) lined pages in their test books.
- Planning pages are included. No scratch paper is allowed.
- Students with a read-aloud accommodation for the Writing test may have the passages and prompt read to them. The read-aloud session should be administered to an individual or to a group no larger than five (5) students.

Grade 8 Science and U.S. History

- Grade 8 Science will be administered online this year. Students will be allowed to use a scientific calculator. Technology-enhanced items will be included in the imbedded field-test items. Because of this, students are strongly encouraged to use the practice test that will be available before testing.

- Grade 8 U. S. History (Social Studies) will be administered online this year.

- Paper/pencil format is available only as an accommodation for students on an IEP or 504 Plan who are unable to access a computer-based test.

EOI Updates

Online Testing

- All seven (7) OCCT EOI assessments are required to be tested online.

- Paper/pencil format is available only as an accommodated form for students with an appropriate accommodation for ELL, or on an IEP or 504 Plan. Students unable to access an OSTP computer-based test must also receive classroom assessments, benchmark assessments, and district-wide assessments in paper/pencil format.

Online Testing

- Section 1 (Writing Task) on English II and III will be administered online for all Spring and Summer tests; therefore, it may be administered any day during the online window.
- Sections 2 and 3 (Multiple Choice) may be administered on any one day or two consecutive days within the testing window.
- Writing prompts are linked to the multiple-choice forms; therefore, if a student's English II or III assessment has to be invalidated, the student is required to take all three sections of the Equivalent Test.

Time Schedule and Test Sequence

- Under no circumstances should a test be started unless there is enough time to complete it.
- Algebra I, Algebra II, Biology I, Geometry, and U.S. History EOIs are broken into two (2) sections. Sections must be given in sequential order.
- English II and III are three (3) sections. Sections 2 and 3, which are the multiple-choice sections, must be given in order. Section 1 is the Writing section and may be given before or after Sections 2 and 3.
- Students should only be given breaks between sections or sessions.

Optional Online Retest Window

- The Optional Online Retest Window is **only** for 2nd Time Testers taking an EOI online.
- Optional Online Retest window helps allow adequate testing time in the computer labs during the regular window for students testing for the first time at the end of instruction.
- The regular windows may also be used for 2nd Time Testers.
- Students participating in an OCCT or OMAAP paper/pencil test as a 2nd Time Tester must test during the regular windows.

Testing Accommodation Updates

Testing Accommodations

- Audio features are available for read-aloud accommodations on all online tests where appropriate or approved. Headphones must be used.

- The online testing client will allow testing over several sessions (except Writing). Students will not be able to view/answer items answered in a previous test session.

Testing Accommodations

- Please review the list of state approved accommodations for OSTP testing.
  - The *ELL Accommodations Manual* has been revised.
  - Minor updates/changes have been made to the *IEP/504 Accommodations Manual*.
- All non-standard accommodations require SDE approval.
- Non-standard accommodations may include (but are not limited to)
  - Unique accommodations
  - ELA read-aloud accommodation

Test Administrator Training

Test Administrator Requirements

- The Test Administrator (TA) must be an education-certified professional employed by the school district.

- The TA **must** sign-in and attend an in-service training given by the District Test Coordinator (DTC) or the Building Test Coordinator (BTC) and be thoroughly trained and familiar with:
  - Procedures provided in the *Test Administration Manual,*
  - Procedures for administering testing accommodations, as described in the *OSTP Accommodation Manuals*, and
  - Test security and validity rules before administering any test.

Test Administrator Responsibilities

Before Testing

- Review the *Parent, Student, and Teacher Guides* with students prior to testing.
  - Electronic versions of PSTGs are available online and paper versions will be provided to schools for first-time testers.

- Confirm which students require accommodations or alternate tests.
  - Only approved accommodations may be used by students on an IEP, 504 Plan, or ELL students.
  - Procedures for administering accommodations are provided in the *OSTP IEP/504* or *ELL Accommodation Manuals*.

Test Administrator Responsibilities

Before Testing

- Review the *Test Administration Manual* and rules for test security and validity several days prior to testing.
- Be familiar with the scripted directions prior to testing.
- Know your building's plan in case of unforeseen emergencies (e.g., fire, tornado, lockdown, power failure).

Test Administrator Responsibilities

Before Testing

- Receive all secure test materials and the Classroom Security Checklist from the BTC on the day of testing. Verify book numbers with the BTC; this will help account for all booklets.

- Document students' names next to the security barcodes on the Security Checklist for each test book.

Test Administrator Responsibilities

Before Testing

- Remove or cover all visual aids and clues throughout the test administration, regardless of the content area being tested and the length of time the visuals have been up in the classroom.(Clocks may remain uncovered.)
  - Posters
  - Maps
  - Charts
  - Timelines
  - Alphabet
  - Number lines
  - Etc.

Test Administrator Responsibilities

Before Testing

- Labels with student information will be provided for the paper/pencil answer documents/scannable books.
  - Combined answer documents will be produced for each grade level.
- If any student demographic details are incorrect on the student label, still use the label unless there is a mistake in the three main identifiers [first name, last name, or state testing number (STN)].
  - Notify the BTC of any mistakes on the student label.
  - The DTC/BTC will make the corrections during the correction window.

Test Administrator Responsibilities

During Testing

- Ensure test security.
- Administer tests with a Test Proctor (TP) present. Both the Test Administrator and the Test Proctor <u>must remain in the testing session at all times.</u>
  - Scripts must be read verbatim—word-for-word. Part of what makes a test "standardized" is the standardized directions being given by all TAs across the state. Do <u>not</u> deviate from the script.
    - Do not add to the directions.
    - Do not skip any portion of the directions, even if the students have already taken an assessment during this testing window.
  - TAs and TPs should set their cell phones in a silent or off mode and should not make or receive calls or text messages unless it is an emergency.

Test Administrator Responsibilities

During Testing

- Students' electronic communication devices may not be present while a test is being administered (e.g., cell phones, wearable smart technology, etc.) even if the students have completed the test.

- Do not allow students to use extra materials (e.g., overlay, extra paper as a guide, ruler, sticky notes, colored pencils) except as specified in a student's IEP, 504 Plan, or as an ELL accommodation.

Test Administrator Responsibilities

During Testing

- Scratch paper or unmarked grid paper is allowed on the following assessments:
  - All online EOI assessments, including the online writing portion of English II and III (students should not use separate scratch paper if taking the Writing section in a paper/pencil format);
  - All OMAAP EOI tests are allowed scratch paper, even though students can mark in the test books;
  - All online Grade 6 – 8 OCCT assessments;
  - All Grades 3 – 5 Math and Science paper/pencil assessments;
  - All paper/pencil accommodated forms.

- Scratch paper should be collected after testing and destroyed by the BTC.

Test Administrator Responsibilities

During Testing

- A highlighter used on an assessment needs to be the marker type of highlighter. Colored pencils, clear or colored tape, or other marking methods are not allowed.
  - If a student were to mistakenly mark the answer choice with a colored pencil rather than the #2 pencil, the scanner would not read the response.

- Students should not highlight answer documents or around the answer bubble area in consumable books.

Test Administrator Responsibilities

During Testing

- Confirm students use a No. 2 pencil.
- Instruct students to put their names on the front cover of their answer documents and test books.
- The OCCT Grade 3 assessment is a scannable book. Ensure that students do not make any marks within the item boxes. Marking in other areas (e.g., on passages, in margins) should not interfere with scoring.

Test Administrator Responsibilities

During Testing

- During testing, desks must be completely cleared of any materials other than the test book, answer document, pencil, and scratch paper. No books, water bottles, candy, cell phones, etc. should be allowed on the desk during testing.
  - Students are <u>not</u> allowed to have snacks during testing sessions or to leave for lunch before completing testing.
  - If a student has a water bottle during testing, it must be kept on the floor and not on the desk.
  - Nothing should be taped or otherwise attached to the desk.

Test Administrator Responsibilities

During Testing

- Keep records of students who missed the test on the original test date and need to make-up tests prior to the close of the testing window.

- If students need to go to the restroom during a testing session, they should only be allowed to go one at a time. Hall monitors can be used to make sure students return in a timely manner and do not make extra stops or access electronic devices while out of the testing environment.

Test Administrator Responsibilities

During Testing

- Ensure additional time is given to any student who is not finished by the end of the recommended testing administration time. Additional time **must** be an immediate extension of the testing session.
- Report any unforeseen emergencies and unexpected circumstances to the BTC.
- Contact the BTC to request a test invalidation.

Test Administrator Responsibilities

During Testing

- In OCCT Grades 3 – 5 and all OCCT multiple-choice EOIs, each content area is broken into two (2) sections to allow students a break during each testing session.
  - Sections must be given in sequential order. If a student is absent for the first section, that student must complete the first section (with a TA and TP) before going on to the second section.
- In OCCT Grades 6 – 8, each content area is one (1) section.
  - Students must complete the section before going to lunch or taking a break unless a student is testing over several sessions within a day per an accommodation.
    - Students receiving this accommodation will not be allowed to return to items answered from previous test sessions.

Test Administrator Responsibilities

During Testing

- Ideally, each subject test should be administered on a separate day.
- If more than one subject test is administered on the same day, students should be given a rest break between sessions.
- Sections MUST be given in sequential order and on the same day or sequential days.

Test Administrator Responsibilities

During Testing

- Under no circumstances should you begin a test unless you are sure there is enough time to complete it.
  - You do not want a student to feel rushed to finish before lunch or at the end of the day.
- Once a student has started the test (or section), he or she must finish the test (or section); otherwise, the test will need to be invalidated and an Equivalent Test administered.

Test Administrator Responsibilities

During Testing

- It is preferable to provide read-aloud accommodations through the built-in text-to-speech function for online assessments.
  - Head phones or ear phones are required.
  - The text-to-speech voice is the default/selected voice embedded in the operating system on the student's device. Students should utilize the practice test to determine whether the voice is suitable.
  - The online testing client will provide this functionality for the non-standard ELA/Reading test read-aloud accommodation.

- If a human reader is required for the student, then the test must be read from the computer screen verbatim. Individual or small group (5 or less) is required when utilizing a human reader.
  - Refer to *OSTP IEP/504* or *ELL Accommodation Manual* for specific instructions for providing this accommodation.

Test Administrator Responsibilities

After Testing

- Collect all secure answer documents and test books from students.
- Collect all scratch paper and turn in to the BTC to be destroyed.
- Remind students that they should not discuss the test with anyone, <u>including their classmates and teachers</u>.
- Verify secure test books and answer documents are all accounted for by using the Classroom Security Checklist.

Test Administrator Responsibilities

After Testing

- Check all scorable answer documents to confirm that appropriate labels are affixed or hand-bubbled information is complete.
- If TA is checking for stray marks, or darkening bubbles, a Test Proctor **must** be present.
- Sign the TA Test Security Form. The Proctor must also sign a TP Security Form.

Test Administrator Responsibilities

After Testing

- Notify the BTC if a testing violation occurs that requires an invalidation of the test.
  - If the invalidation is approved by the state, an Equivalent Test will be ordered.
  - Administer the Equivalent Test within the testing window but not on the same day as the invalidated test.

- Transcribe student responses from a large-print or Braille test book to a scannable answer document.
  - Transcribe responses for the Writing test exactly as a student has written or dictated into a regular answer document.
  - A Test Administrator must transcribe with a Test Proctor present.

Test Administrator Responsibilities

After Testing

- Both the Test Administrator and Test Proctor must sign a Nondisclosure Form if a read-aloud, scribing accommodation, or transcription has been provided.
  - Refer to the *OSTP IEP/504* or *ELL Accommodation Manual* for specific instructions.
- Deliver all secure test materials to the BTC after testing each day. Verify book numbers with BTC; this will help account for all books.
- Complete Class Identification Sheet with a teacher name if reports will be generated at a classroom level for paper/pencil tests.

Mixed Group Make-up Testing Sessions

- When administering make-up tests in the same room, the groups are to be spaced far enough apart that quietly reading directions for one group will not disturb another group.

- Each tested group needs its own Test Administrator to read the directions at the start of each session.
  - After the assessment is underway and students have begun answering questions, one TA can stay to supervise all make-up groups with an individual TP being assigned to each group of students.
  - No human reader read-aloud is to be conducted within a mixed group setting.

Additional Test Administrator Responsibilities for Online Testing

Test Administrator Responsibilities

Before Online Testing

- Online testing is required for the following Oklahoma Core Curriculum Tests (OCCT):
  - Grade 6 Mathematics and Reading
  - Grade 7 Mathematics, Reading, and Geography
  - Grade 8 Mathematics, Reading, Science, and U. S. History (Social Studies)
  - All seven OCCT EOI tests
    - The Writing portion of English II and III will also be online.

Test Administrator Responsibilities

Before Online Testing

- Be familiar with the directions and the script before administering the test.
- Develop a plan with the BTC for handling any technical problems that might occur.
- Students may use personal calculators for the End-of-Instruction (EOI) Mathematics, Biology I, or Grade 8 Science tests. Review the Calculator Policy.
- Ensure that an appropriate calculator is being used and that the memory has been cleared.

Test Administrator Responsibilities

During Online Testing

- Students' electronic communication devices or cell phones may not be present while in the testing environment.
- Distribute test tickets to students.
- Scratch paper/unmarked grid paper and pencils may be used by students.
- Administer tests only once a Test Proctor is present.
- Read the online directions to students. Scripts must be read verbatim—word for word. No adlibbing or extra comments allowed.
  - Part of what makes a test "standardized" is the standardized directions being given by all TAs across the state. Do not deviate from the script in any way.

Test Administrator Responsibilities

During Online Testing

- Monitor students throughout the session to ensure that they are advancing through the questions and that they are observing only their own screen.
  - Dividers or testing carrels are recommended for students testing in close proximity to one another.
- Individual tests can be paused up to 20 minutes for specified accommodations or an individual emergency situation on all tests.
  - If the student's test times out because it was paused longer than 20 minutes, contact the Building Test Coordinator (BTC).

Test Administrator Responsibilities

During Online Testing

- If a technical problem occurs, maintain an orderly and secure testing environment while the BTC makes any necessary calls to correct the problem.
  - Students must not be allowed to visit or leave the testing environment during this time.
  - Students must not be allowed to read, work puzzles, use cell phones, play games, etc. during this time.
  - A Test Administrator and Proctor must remain in the testing session with students at all times.

Test Administrator Responsibilities

After Online Testing

- After students complete their tests, make sure they submit their answers for scoring and exit the test.
- Remind students that they should not discuss the test with anyone, <u>including their classmates and teachers</u>.
- Collect test tickets and scratch paper before students leave the testing session. Give used scratch paper to the BTC to destroy.
- Ensure that the memory has been cleared from all calculators.

Test Proctor Training

Test Proctor Requirements

- All Oklahoma State Testing Program (OSTP) test administration sessions shall be monitored by an adult other than the Test Administrator.
- This adult:
  - must be 18 years or older and not a student in the district;
  - must be approved by the building principal;
  - can be a member of the faculty or community; and
  - does not have to possess an Oklahoma Teaching Certificate.
- This adult should not be:
  - a student at that school, even if that student has already turned 18;
  - a relative or significant other of the Test Administrator; or
  - a parent or relative of a student in the session being proctored.

Test Proctor Responsibilities

Before Testing

- Sign-in and attend training provided by the District Test Coordinator or the Building Test Coordinator.
- Review the procedures and rules for test security and validity before assisting with test sessions.

Test Proctor Responsibilities

During Testing

- Arrive at least 15 minutes before the first test is administered.
- Monitor the test administration sessions.
- Test Proctors must remain engaged in the testing process throughout the entire session, monitoring students, and observing that all testing procedures and security are maintained.
- Test Proctors and Test Administrators must not visit during the test sessions.
- Test Proctors' and Test Administrators' cell phones must be set in a silent mode or turned off, and only used for an emergency.

Test Proctor Responsibilities

During Testing

- The Test Proctor may assist only with duties that include the following:
  - Distribute and retrieve test materials.
  - Achieve accuracy in coding of student, class, building, and district information on answer documents.
- The main duties of the Test Proctor are:
  - Help maintain the security of the test.
  - Ensure that the assessments have been administered properly.
- Proctors must be present in all testing administrations for the entirety of each session.

Test Proctor Responsibilities

During Testing

- The Test Proctor should observe that:
  - All visual aids (e.g., posters, maps, charts, timelines, alphabet, number lines) have been removed or covered.
  - Student desks are completely cleared.
    - Nothing taped to or otherwise attached to the desk
    - No books, magazines, papers, etc. on the desks
    - No food or drinks on the desks (students may have water bottles, but these must be placed on the floor)
  - Only the test book, answer document, pencil, and scratch paper should be on the desks.
  - Some students on an IEP, 504 Plan, or receiving an ELL accommodation may have approved assistive devices during testing.

Test Proctor Responsibilities

During Testing

- The Test Proctor should observe that:
  - Students are working and do not have access to any electronic devices, books, or other materials.
  - Directions are read from a script and that the Test Administrator is not veering from the script by giving additional instruction.
  - The Test Administrator is actively monitoring the testing session.
  - The Test Administrator is not giving any help to students.
  - The Test Administrator is monitoring the students and not involved in other activities (e.g., working on the computer, reading, etc.).

Test Proctors Responsibilities

After Testing

- Test Proctors may not administer any tests (e.g., small group, individual, make-up, equivalent).
- Only Test Administrators may administer tests, but Test Proctors must be present.
- Test Proctors may assist the Test Administrator after completion of the test session.
  - Test Proctor must monitor Test Administrator while he/she erases stray marks, transcribes responses to scannable documents, etc.
  - Test Proctor may help gather materials to return to the Building Test Coordinator.

Test Proctor Responsibilities

After Testing

- Sign the Test Proctor Test Security Form.
- Sign a Nondisclosure Form if monitoring a read-aloud or scribing session.
- Test Proctors who observe any deviation from the standardized testing procedures or a breach in test security should **NOT** sign the Test Security Form and should report the observation to the Building Test Coordinator or State Department of Education's Assessment Office.

Contact Information

Office of Assessments

(405) 521-3341 or Assessments@sde.ok.gov

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