

Test Preparation for Test Administrators and Test Proctors

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OKLAHOMA

STATE DEPARTMENT *of* EDUCATION



JANET BARRESI

STATE SUPERINTENDENT
of PUBLIC INSTRUCTION



Agenda

- **Test Administrator Training**
 - Test Administrator Requirements
 - Test Administrator Responsibilities for All Assessments
 - Additional Test Administrator Responsibilities for **Online** Testing
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- **Test Security and Testing Violations**
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Test Administrator Requirements

- The Test Administrator (TA) must be an education-certified professional employed by the school district.
- This adult should not be:
 - a relative or significant other of the Test Proctor or of a student testing within that session.



Test Administrator Requirements

- The TA **must** sign-in and attend an in-service 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 Preparation Manual*;
 - procedures provided in the *Test Administration Manual*;
 - and test security and validity rules before administering the test.



Test Administrator Responsibilities

Before Testing

- Complete the *Parent, Student, and Teacher Guides* with students at least two weeks before testing.
- Confirm which students require accommodations or alternate tests.
 - If students are taking the OMAAP, make sure they have been removed from the room before administering the OCCT.
 - Only approved accommodations may be used by students on an IEP, 504 Plan, or ELL students. Accommodations are located in the *Test Administrator Manual*, Appendix B and C.



Test Administrator Responsibilities Before Testing

- Review the *Test Administration Manual* and rules for test security and validity several days prior to testing. (Appendix A)
 - Be familiar with the scripted directions so that you do not mistakenly give out instructions before they are scripted.



Test Administrator Responsibilities Before Testing

- Know your building's plan in case of unforeseen emergencies (e.g., fire, tornado, lock down, power failure).
 - Example: If a tornado siren sounds, the TA collects test books and answer documents from students as they exit the room, **or** test books and answer documents remain on the desks and the TA locks the door upon leaving.



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 books.
- 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.
 - **Posters**
 - **Maps**
 - **Charts**
 - **Timelines**
 - **Alphabet**
 - **Number lines**
 - **Etc.**



Test Administrator Responsibilities

Before Testing

- ❑ Students will receive labels for their answer documents/scannable test books.
- ❑ Identical labels will be produced for the number of paper/pencil tests each student takes at his/her grade level.
- ❑ Labels are **not specific** to a subject test or testing program. (i.e., A Grade 5 student will receive 4 labels for the Multiple-Choice tests. These labels may be applied to the OCCT and/or the OMAAP tests.)

Test Administrator Responsibilities During Testing

- Ensure test security.
- **Administer tests with a Test Proctor present.**
 - **Scripts must be read verbatim—word-for-word.** No adlibbing or extra comments are 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.
 - 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 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.
- TAs should remain engaged in the testing process throughout the entire session monitoring students.



Test Administrator Responsibilities During Testing

- 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

- The OCCT Grade 3 assessment and all OMAAP assessments are scannable books. Students must be careful not to make any extra marks within the item boxes. Marking in other areas (e.g., on passages, in margins) should not interfere with scoring.
- **The OCCT Grade 3 test book has been divided into two separate test books for Math and Reading this year.**



Test Administrator Responsibilities During Testing

- Scratch paper or unmarked grid paper is allowed on the following assessments:
 - All OCCT online assessments, including Grade 7 Math, Reading, and Geography, Grade 8 Math and Reading, and the seven EOIs.
 - All Math paper/pencil assessments Grades 3-8.
 - All OMAAP testers are allowed scratch paper, even though students can mark in the test books.

- All scratch paper must be handed out prior to the test administration and collected and destroyed at the completion of testing.



Test Administrator Responsibilities During Testing

□ Highlighters

- A highlighter used on an assessment needs to be the ink 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.
 - Other methods may damage the document and make it impossible to be scored.



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, if it is an assessment that allows scratch paper. No books, water bottles, candy, etc. should be allowed on the desk during testing.
 - Students are not 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

- ❑ Make sure students use a No. 2 pencil.
- ❑ Instruct students to put their names on the front cover of their answer documents and test books.
- ❑ 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 while out of the testing environment.



Test Administrator Responsibilities During Testing

- Keep a log of unusual student behavior or circumstances. For example:
 - Student has been ill;
 - Student just received life-changing news (e.g., family moving; parents divorcing; recent diagnosis of terminal illness in family member, friend, or student);
 - Student is making a picture/pattern with answer document bubbles rather than answering questions. (Only log behavior. Do not direct student to do otherwise.)
 - These logs can be helpful when individual test results are reviewed.



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

Multiple Choice Testing

- In OCCT Grades 3 – 5 and all OCCT 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 and all OMAAP tests, each content area is one (1) section.



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.



Test Administrator Responsibilities

During Testing

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



Test Administrator Responsibilities During Testing

- It is preferable for read-alouds to be administered individually; however, under no circumstances should a read-aloud be given to a group larger than 5 students.
 - Make sure to administer the same form number to students when a read-aloud is given to a small group.
- Do not administer different tests in the same session (e.g., different grade levels, different content areas, different test types [OCCT and OMAAP], read-alouds/non-read-alouds). OMAAP tests for Grades 3 – 5 and 6 – 8 are the exception to this rule.



Test Administrator Responsibilities During Testing

- Modified assessments have different directions and sample items than the general assessments; therefore, they cannot be administered with the general assessments.
 - However, Grades 3, 4, and 5 and Grades 6, 7, and 8 of the Modified test have the same directions and sample items and can be administered together by content area.
 - For example, Grades 3, 4, and 5 Reading of the Modified may be administered together.



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, including their classmates and teachers.



Test Administrator Responsibilities After Testing

- Verify secure test books and answer documents are all accounted for by using the Classroom Security Checklist.
- If TA is checking for stray marks or darkening bubbles, a Test Proctor **must** be present.



Test Administrator Responsibilities After Testing

- Check all scorable answer documents to confirm that appropriate labels are affixed or hand-bubbled information is complete.
- Notify the BTC if a testing violation occurs that requires an invalidation of the test.
 - If the invalidation is approved, an Equivalent Test will be ordered if one is available.
 - Administer the Equivalent Test within the testing window.



Test Administrator Responsibilities After Testing

- Transcribe student responses from a large-print or Braille test book to a scannable answer document for OCCT Grades 4 – 8 and EOI tests or a scannable **Form 1** test book for OCCT Grade 3 and all OMAAP assessments.
- Transcribe typed responses for the Writing test into a regular answer document.
- **A Test Administrator must transcribe with a Test Proctor present.**
- **Both the Test Administrator and Test Proctor must sign a Nondisclosure Form following transcription of test responses.**



Test Administrator Responsibilities

After Testing

- ❑ Complete Class ID Sheets (CIS) with a teacher name if reports will be generated at a classroom level for Grades 3 – 8.
- ❑ All absent students may be placed together under a CIS and given the class name of Absent. Likewise, all students who were uploaded into PearsonAccess and have left the district prior to testing can be placed under a CIS and given the class name of No Longer Enrolled. This will account for all students previously uploaded into PearsonAccess as needing to test.
- ❑ Sign the TA Test Security Form. The Proctor must also sign a TP Security Form.
- ❑ Deliver all secure test materials to the BTC after testing each day. Verify book numbers with BTC; this will help account for all books.



Additional Test Administrator
Responsibilities for **Online** Testing



Test Administrator Responsibilities Before **Online** Testing

- Be familiar with the directions so that you do not mistakenly give out instructions before they are scripted, (e.g., going to testing site, scrap paper information).
- If administering an online assessment, develop a plan with the BTC for handling any technical problems that might occur.



Test Administrator Responsibilities Before **Online** Testing

- ❑ For students using personal calculators for the End-of-Instruction (EOI) Mathematics or Biology I tests, review the Calculator Policy located in the *Online Test Administration Manual*. (Appendix D)
- ❑ Check student calculators prior to testing that memory is cleared and appropriate calculator is being used.
- ❑ Print student test tickets.



Test Administrator Responsibilities Before **Online** Testing

- Online testing is required for these Oklahoma Core Curriculum Tests (OCCT):
 - Grade 7 Mathematics, Reading, and Geography,
 - Grade 8 Mathematics and Reading, and
 - all seven OCCT EOI tests.

- The Writing portion of English II and English III will remain in a paper/pencil format.



Test Administrator Responsibilities During **Online** Testing

- ❑ It is recommended that students' cell phones remain outside of the testing environment.
- ❑ Pass out test tickets to students.
- ❑ Scratch paper/unmarked grid paper and pencils may be passed out to students taking Grades 7, 8, and all EOI online tests.
- ❑ **Administer tests with a Test Proctor present.**



Test Administrator Responsibilities During **Online** Testing

- Read the online directions to students, which includes a tutorial addressing the use of the online tools.
- **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 they are advancing through the questions, and they are observing only their own computer screens.
 - Dividers or testing carrels are recommended for students testing in a close environment.

- Individual tests can be paused up to 20 minutes for an individual emergency situation on all tests. After 20 minutes, the test will time out.



Test Administrator Responsibilities

During **Online** Testing

- If a technical problem occurs, maintain an orderly and secure testing environment with students 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 Administer 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, including their classmates and teachers.
- ❑ Collect test tickets and scratch paper before students leave the testing session. Give used scratch paper to the BTC to destroy.
- ❑ Ensure that memory has been cleared from all calculators used during Mathematics and Biology assessments.



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 approved by the building principal;
 - can be a member of the faculty or community; and
 - does not have to possess an Oklahoma Teaching Certificate.



Test Proctor Requirements

- This adult should not be:
 - a student, even if that student has already turned 18; or
 - a relative or significant other of the Test Administrator or a student testing within that session.



Test Proctor Responsibilities Before Testing

- ❑ Sign-in and attend training provided by the District Test Coordinator or the Building Test Coordinator.
- ❑ Review a *Test Administration Manual* and rules for test security and validity before assisting with test sessions.
- ❑ Become thoroughly knowledgeable of testing procedures and test security.



Test Proctor Responsibilities

During Testing

- ❑ Arrive 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 unless needed 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.
 - Assist with finding solutions to observed testing irregularities.



Test Proctor Responsibilities During Testing

- The main duties of the Test Proctor are
 - to help maintain the security of the test; and
 - to ensure that the assessments have been administered properly.
 - Proctors help monitor students.
 - Proctors monitor the Test Administrator.
 - Proctors must be present in all testing administrations for the entirety of the sessions.

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, and
 - that 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 (for allowable assessments) 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 the directions are read verbatim (word-for-word) and that the Test Administrator is not veering from the script in any way, and
 - that the Test Administrator is actively monitoring the testing session.
 - The Test Administrator is not giving any help to students.
 - The Test Administrator is watching 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 test sessions.
 - 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.
- ❑ 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.



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 students' 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 secured test items as an instruction tool or for student practice either verbatim or in reworded form.
- ❑ Deviating from any instruction provided in the *Test Administration Manual*.



Test Security and Testing Violations

- Reading secured test items orally to students at any time before, during, or after test administration unless it is an Individual Education Program (IEP), Section 504 Plan, or English language learner (ELL) accommodation.
 - **The Grades 3-8 Reading test or multiple-choice sections of English II and English III may never be read aloud as an accommodation on the Oklahoma Core Curriculum Tests (OCCT) general assessment or the Oklahoma Modified Alternate Assessment Program (OMAAP) assessment. This includes passages and items.**
- Allowing students to view and/or read the Writing assessment prompts before test administration or discussing or exposing the theme or topic of the prompt.



Test Security and Testing Violations

- ❑ Providing answers to secured test items, which includes provision of cues, clues, hints, and/or actual answers in any form.
- ❑ Changing students' responses to secured test items and/or influencing or encouraging students to change their answers to test items at any time.
- ❑ Viewing/reading the contents of the test, except for a legitimate reason (i.e., read-aloud, signing, transcription—Nondisclosure Form must be signed in these instances).



Test Security and Testing Violations

- 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.
- Violations in test administration and test security may invalidate the test and test results.



Test Security and Testing Violations

- 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, but a party cannot be given to reward all students who pass the test. That would also identify those who did not pass the test.



Resources and Contact Information



Resource Information

- **Access the State Department of Education Web site at:**
<www.sde.state.ok.us>
- **Click on the Site Index**
- **Click on Accountability and Assessments**
 - EOI Calculator Policy
 - OMAAP Criteria Checklist
 - Ethnicity Code Descriptions
 - Forms and Manuals
- **Click on General Assessments Oklahoma Core Curriculum Tests (OCCT) or Oklahoma Modified Alternate Assessment Program (OMAAP)**
 - Test Results
 - Blueprints
 - Test/Item Specifications (with sample items)
 - Released Tests (for certain grades/subjects)



Office of Accountability and Assessments

(405) 521-3341

Maridyth McBee, Interim Assistant Superintendent
Joyce DeFehr, Executive Director, State Testing
Sonya Fitzgerald, Mathematics Assessment Specialist
Judy Godwin, ELA/History Assessment Specialist
Gaile Loving, Science Assessment Specialist/Monitoring
Scott Goldman, Director of Research and Evaluation
Dorita Post, Administrative Assistant