

TEST PREPARATION FOR TEST ADMINISTRATORS AND TEST PROCTORS WINTER/TRIMESTER 2014-15



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 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 instructional 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

- It is a violation to read secured 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.
 - **English II and English III EOIs may only be read aloud as an accommodation for students who qualify for the ELA read-aloud nonstandard accommodation (NS1). This includes passages and items.**

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.
- Specific procedures for administering accommodations must be followed from the OSTP IEP/504 or ELL Accommodation Manuals.
- 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 identify those who did not pass the test.

Oklahoma Academic Standards

Oklahoma Academic Standards

- The Oklahoma Academic Standards serve as the umbrella for all academic content standards in the state of Oklahoma.
- These include the current Mathematics, English/Language Arts, Science, Social Studies, Arts, PE, and World Languages (previously known as *PASS*).

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 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 participate in either the OCCT or the OAAP for accountability purposes.

Testing Accommodation Updates

Testing Accommodations

There are new guidelines for both standard accommodations and new nonstandard accommodations for students with disabilities.

Please refer to the Accommodations Manual posted online:
http://ok.gov/sde/sites/ok.gov.sde/files/documents/files/IEP_504%20STP%20Accommodations_0.pdf.

All nonstandard accommodations require SDE approval.

Nonstandard accommodations include:

- Unique accommodations
- ELA read-aloud accommodation

Testing Accommodations

OSTP ELL accommodations have been revised.

Please see the revised manual:

<http://ok.gov/sde/sites/ok.gov.sde/files/OSTP%20ELL%20Accommodations%20.pdf>

ELL accommodations must be:

- Selected from the approved list of OSTP ELL accommodations; and
- Marked on the answer document or marked in the student demographics in the OCCT Portal.
 - Translator
 - Transcribe
 - Clarification/Read-aloud
 - Grouping/Multiple Sessions
 - Word-to-Word Dictionary

Testing Accommodations

- Audio features are available for read-aloud accommodations on all online tests (except English II/III) 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 viewed in a previous test session.

EOI Updates

Optional Online Retest Window

- **Only students retaking (2nd Time Testers)** an ACE EOI online test may utilize this option.
- Optional Online Retest window helps allow adequate testing time in the computer labs for students testing for the first time at the end-of-course.
 - The regular Winter/Trimester windows may also be used for 2nd Time Testers.
 - **The Optional Online Retest window for Winter/Trimester will be from December 1st to December 5th .**

Optional Online Retest Window

- For the Online Optional Retest Windows, English II and English III Writing will be administered online as Section 1.
 - English II/III writing tests may be administered for the duration of the Optional Online Retest window.
- Students participating in an OCCT or OMAAP paper/pencil test as a 2nd Time Tester **must test** during the regular Winter/Trimester windows.

Immediate Online Testing Results

- No standard setting will take place for any of the EOI tests for the 2014-2015 SY.
- Retest/Winter/Trimester window: Students will receive a raw score upon completion of all online multiple choice tests.

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 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 the 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 1st 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. Accommodations are located in Appendix B/C in the *Test Administrator Manual*.
 - 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 (Appendix A).
 - Be familiar with the scripted directions prior to testing.

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; test books and answer documents remain on the desks, and the TA locks the door upon leaving; or, students taking online tests pause their tests.

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

- Students will receive labels for their paper/pencil test answer documents/scannable books.
- Labels will be produced for the number of paper/pencil tests each student takes.
- 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 STN)
 - **Note: this is different from previous years. 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 must remain in the testing session at all times.
 - 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 not 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

- Electronic communication devices may not be present while in a test administration session (e.g., cell phones, cameras, Google glass, etc.) even if the student has completed his/her 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/III. (Students should not use scratch paper if taking the writing assessment in a paper/pencil accommodated format.)
 - All OMAAP EOI tests 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

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

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 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

- All OCCT multiple-choice EOIs are 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.
 - Students must complete a 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 viewed or 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.
 - 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 to provide read-aloud accommodations through the built-in text-to-speech function.
 - Head phones or ear phones are required.
 - Please Note: Nonstandard ELA/Reading test read-aloud accommodations will require a Human Reader for Winter/ Trimester testing. The online testing client will not be able to provide this functionality.
- 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, 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 by the state, an Equivalent Test will be ordered.
 - 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.
 - 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.
- Refer to the OSTP IEP/504 or ELL Accommodation Manual for specific instructions.

Test Administrator Responsibilities After Testing

- Sign the TA Test Security Form. The Proctor must also sign a TP Security Form.
- Sign a Nondisclosure Form if a read-aloud or scribing accommodation has been provided.
- Deliver all secure test materials to the BTC after testing each day. Verify book numbers with BTC; this will help account for all books.

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

- 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)
 - A scientific calculator will be built into the online testing client for Winter/Trimester testing.
 - A graphing calculator **will not** be provided through the online testing client for Winter/Trimester testing.
 - Students taking the Algebra II EOI will need to bring a handheld graphing calculator to the testing environment.
- Prior to testing, check student calculators to ensure that the memory is cleared and appropriate calculator is being used.

Test Administrator Responsibilities Before Online Testing

- All seven OCCT End-Of-Instruction assessments are required to be given online.
- The Writing portion of English II and English III will be online.

Test Administrator Responsibilities During Online Testing

- Electronic communication devices or cell phones may not be present while in the testing environment.
- Pass out test tickets to students.
- Scratch paper/unmarked grid paper and pencils may be passed out to students.
- **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 that they are advancing through the questions and that 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 or specified accommodations on all tests.
 - If the student times out because the test 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 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 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, 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 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.

Test Proctor Requirements

- This adult should not be:
 - a student, even if that student has already turned 19; or
 - 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 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.

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 must be present in all testing administrations for the entirety of the sessions.
 - Assist the TA with certain testing accommodations (see OSTP Accommodations Manuals).

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
 - 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 out any electronic devices, books, or papers.
 - 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 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.
- 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.

Contact Information

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