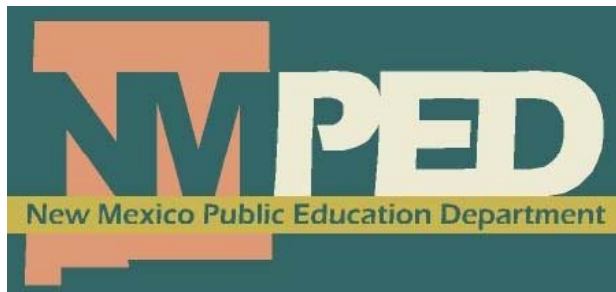


Fall 2011
District Test Coordinator
Training



**New Mexico Public
Education Department
Assessment & Evaluation
Bureau
Fall 2011**

Thanks to our hosts!

- We appreciate your hospitality

PED Assessment Staff

- Diana Jaramillo 827-6570
- Charles Trujillo 827-6536
- Robert Romero 827-6524

Academic Growth and Analysis

- Dr. Cindy Gregory 827-6508
(for AYP questions)
- Jon Woodland 827- 7950
(SOAP Coordinator)

Fall Workshop Goals

- Review Test Security
- Review new developments in assessment
- Review the New Mexico Statewide Assessment System (NMSAP)
- Review DTC/STC/TA Responsibilities
- 2011-2012 Accommodations

2011-2012 NMSAP Calendar

- At-A-Glance Format of all important dates chronologically by administration date & test family
 - Test Family
 - Grades Tested
 - Initial Order Window
 - Additional Order Window
 - Materials in District
 - Test Administration Window
 - Pickup Windows
 - Deadline at Scoring Facility
 - Paper Reports & Data Files Due in District

The SPECIAL Language of Assessment: Test Acronyms

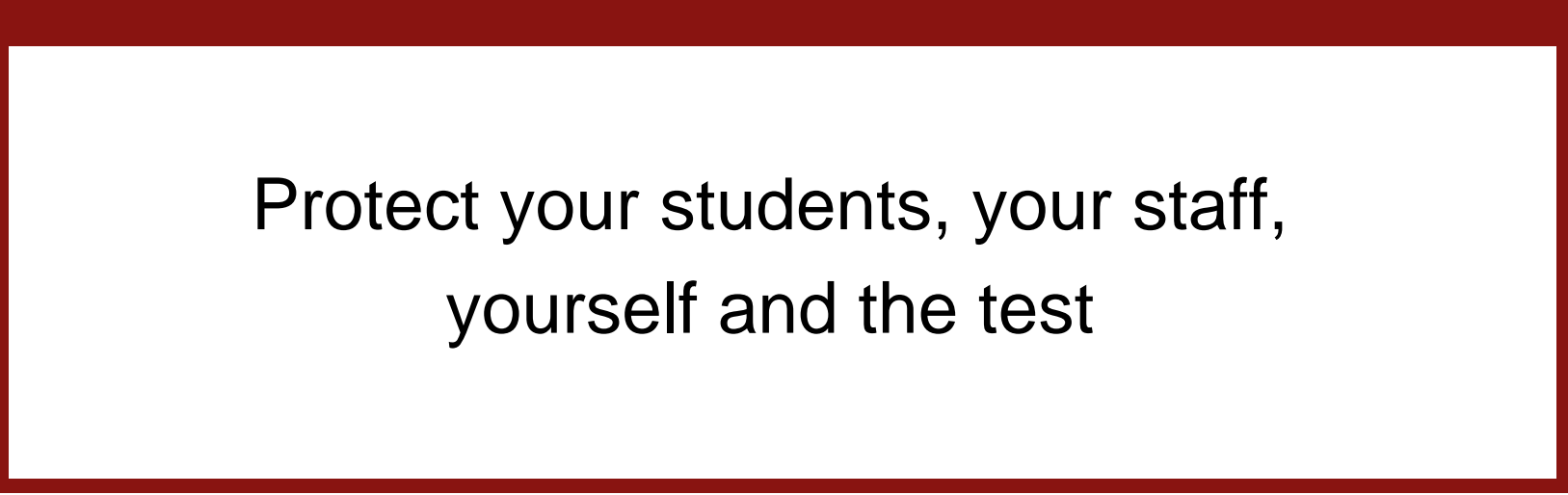
- **NMSAP:** New Mexico Statewide Assessment Program
- **SBA:** New Mexico Standards Based Assessment
- **SBA/HSGA:** SBA/High School Graduation Assess.
- **NMHSCE:** New Mexico High School Competency Exam
- **NMAPA:** New Mexico Alternate Performance Assessment
- **ACCESS for ELLs:** ELL language proficiency assessment (WIDA)
- **W-APT:** ELL placement test

Testing Team Acronyms

- DTC: District Test Coordinator (public schools)
- STC: School Test Coordinator (public schools)
- STC: School Test Coordinator (Charter, Special State Supported, and BIE schools)
(Acts as DTC at these schools)
- TA: Test Administrators
- Proctors



Test Security



Protect your students, your staff,
yourself and the test

4 Principles of Test Security

1. Protect the student
2. Protect your staff
3. Protect yourself
4. Protect the test

Test Security – Testing Schedule

- School Testing Schedule
 - Two possible required options for all grades and one specific to grade 11
 - Must comply with state testing window
 - Same grades must follow the same schedule

Test Security - Training

- Training – Required by NMAC 6.10.7
- DTC attends PED Workshop twice annually
- DTC trains STCs twice annually
- STCs train TAs twice annually prior to fall and spring test administration windows
- Principals must receive training from STC/DTC twice annually [NMAC 6.10.7.9.D.(1) & (2)]

DTC Responsibilities (1)

- Receives PED training 2x year
- Be completely knowledgeable of 6.10.7 NMAC
- Disseminates 6.10.7 NMAC to all staff
- Trains STCs, Principals and other staff 2x year
- Disseminates and trains STCs on the STC Checklist
- Communicates assessment information to district, schools parents, and community
- Develops District Test Security Policy or Checklist
- Provides clear instructions on what is allowed/not allowed
- Ensures all testing materials are secure and protected
- Ensures Consistency of Test Administration
- Creates District Testing Schedule

DTC Responsibilities (2)

- Ensures STCs properly train TAs by:
- Assists STC with training materials (include checklist)
- Collects documentation of STC training
- Ensures assessment records are organized and filed properly for 5 years
- Maintains training agendas and TA signatures on file for 5 years for each school
- Accounts for all confidentiality forms for individuals involved in handling assessment materials (5 years)
- Inspects schools to ensure each school securely stores assessment materials
- Receives materials shipments & ships completed materials back to vendor

DTC Responsibilities (3)

- Inspects accommodation documents
 - (best for schools to use spreadsheets with student names, type of accommodation, location and who is assigned)
- Ensures schools have posted conspicuous signs near copy machines, entry doors, office and classroom doors.
- Has developed cell phone policy
- Ensures only certified & trained staff act as TAs
- Communicates with Principals & Superintendent regarding Verification Forms
- Reports irregularities to PED/Conducts investigations

STC Responsibilities (1)

- Be completely knowledgeable of 6.10.7 NMAC
- Provide training for all involved in testing
- Disseminates and trains TAs on the TA Checklist
- Reviews the test manual (DFA) with staff
- Ensures Consistency of Test Administration
- Provides clear instructions on what is allowed/not allowed
- Receives, prepares, stores, and disseminates testing materials
- Ensures all testing materials are secure and protected each day

STC Responsibilities (2)

- Develops an accountability system for test materials
- Ensures TAs are certified & trained
- Ensures appropriate TA/Student ratios
- Arranges for sufficient number of proctors
- Ensures assessment records are organized and filed properly for 5 years
- Maintains training agendas and TA signatures on file for 5 years
- Accounts for all confidentiality forms for individuals involved in handling assessment materials (5 years)
- Ensures accommodations are appropriate
- Arranges for accommodations to occur correctly

STC Responsibilities (3)

- Policy or procedure for cell phones
- Ensures conspicuous signs are posted near copy machines, entry doors, office and classroom doors.
- Ensures parents/community/students are informed of assessment
- Provides technical assistance to school staff
- Monitors testing for irregularities and immediately reports to DTC
- Accounts and packages materials after testing

Test Administrator Responsibilities

- Administers the SBA according to directions
- Accounts for all assessment materials
- Protects confidentiality of students
- Ensures security of assessment materials
- Reviews the DFA so procedures are understood
- Strictly monitors students during testing
- Maintains an appropriate & fair testing environment
- Reports irregularities immediately to STC and principal

Prohibited Practices

- Photocopy or reproduce testing materials, paraphrasing; including student answers
- Teach from, possess or disseminate a photocopy of test material
- Copy copyrighted test prep materials for distribution
- Provide students with review of specific SBA test questions or answers before, during or after testing
- Permit test materials to remain unattended in an unlocked room
- Coach or inappropriately assist students during testing
- Take test materials off-campus unless authorized
- Disparage or diminish the significance, importance of use of the standardized tests
- Stray Mark Clean UP

Stray Mark Clean-up

- Stray Mark Clean-up is not to be conducted
- To be done only by students during testing
- Will be emphasized during the assessment
- School or district personnel shall not erase or change the answer document in any way.

Test Security - Forms

- Confidentiality Agreement – for all who come in contact with assessment materials: submitted to principal
- Principal's Verification Form – Verification of accommodations, proper storage, tracking of materials, trained staff; kept on file
- Superintendent's Verification Form – sent to PED
- All forms must be kept on file at the district for 5 years

Test Security - Materials

- Locked central storage –
 - All testing materials are numbered and accounted for **daily**
 - Materials must be signed out by TA daily and be checked-in each day after testing
 - Must be locked in a centralized room when not in use
 - Access to locked room must be limited

Test Security: Chain of Custody

- Absolutely essential for keeping track of assessment materials
- Is effective only if each booklet is counted and signatures document each transaction
- Missing materials are immediately known
- Significantly decreases possibility of lost or missing materials
- Significantly increases chances of finding missing materials

TA: Qualifications

Only trained, certified staff are permitted to administer tests. Some examples:

- Licensed school instructors and administrators
- Teachers on waivers or intern licenses
- Long-term substitutes with a valid teaching license
- Coaches and contractors with a valid teaching license
- Licensed counselors and related service providers

TA: Qualifications

In the event schools require additional staff to administer the SBA, other trained (non-certified) staff members may be used to:

- Provide one-on-one accommodations to Special Education or ELL students
- Provide one-on-one administration because of other documented IEP accommodations
- Supervised by a certified, trained staff member

Test Proctor: Qualifications

Any staff or community member who has been trained in proper test administration and test security may serve as a proctor

- Assist, but not act as test administrators
- Act as hall monitors
- Escort students to and from restroom
- A parent cannot serve as a proctor in his or her child's or relative's classroom

Proctors must sign Confidentiality Agreements.

Test Security – Standardization!

- **Standardized assessment procedures**
 - DTC & STCs use the *Test Coordinator's Manual*
 - DTC & STC read the DFAs for every grade level so can answer TA and proctor questions
 - TA reads the DFA directions carefully at least 2 weeks before testing starts and administers test reading scripts EXACTLY as presented
 - TAs may not have test booklets more than 24 hrs. in advance of test administration
 - Maintain strict adherence to **every element** of the directions/instructions

Testing Irregularities

- **A testing irregularity is:**

Any circumstance within or beyond the control of a school district that in the opinion of the PED or a school district, raises doubts about the propriety of standardized testing procedures, preparation materials, standardized test administration, standardized testing security, student scores attained from standardized testing, or teacher or student conduct observed during standardized testing. (6.10.7.7 (A) NMAC)

Reporting Testing Irregularities

- TA immediately reports any testing irregularity to STC
- STC immediately reports breach to principal & DTC
- District/school shall conduct internal investigation immediately
- PED recommends report within 24 hrs. of incident
- Follow-up with written report

Invalidating Tests

- The content area for a test must be invalidated if:
 - cheating;
 - students moving ahead to the next session before being directed to do so;
 - students taking the test with a prohibited modification; and
 - students making no effort to complete the test.

Testing Sessions May Not Be Interrupted

- Students must finish a session that has been started (do not start if there is not enough time)
- Student are not allow to stop a session and finish at a later time unless:
 - Student illness
 - Emergency evacuation
 - Fire drill, bomb scare, drug-sniffing dog, etc.
- If the above occurs, students may not change a response when they resume testing

After Testing

- Completing Student Information on the Biogrid
- Rules for Use of Pre-ID Labels & Completing Biogrids
- Directions for Each Box on the Biogrid
 - Sections A & B - public schools
 - Section C - for BIE use only

General Test Information

- Types of test items: MC and CR
- Constructed response items are either 2 point Short Answer (SA) or 3 and 4 point Open Ended items
- 80% of items are MC
- 20% of items are CR
- Approximately 45% of total possible points come from constructed response items.

Test Manuals

(all will be posted to PED webpage)

- **PED NMSAP Procedures Manual**
General PED procedures for all NMSAP assessments
- **Test Security Manual**
- **Accommodations Manual**
- **SBA and NMHSCE**
 - TCM: Test Coordinator's Manual
 - DFA: Directions for Administering
- **NMAPA**
 - DTC: District Test Coordinator Manual
 - TAM: Test Administrator's Manual
- **ACCESS and W-APT Manuals:** at www.wida.us
- **6.10.7 NMAC**
 - State rules for Test Security and Administration

Special Situations

- NMHSCE Waivers
- Parental Refusal
- English Language Learner Participation (3 years)
- ELL students new to the U.S.
- Accommodations
- Test Administration Practices

NMHSCE Waivers

- With the approval of the local board of education, the local superintendent may request **written approval from the Secretary of Education** to award a diploma to a student who has not passed the Competency Examination and who is not covered under subparagraph (b) of paragraph (1) of subsection K of 6.2.30.10 regarding student with disabilities.
- Waiver eligibility is evaluated on a **case-by-case** basis.

(6.30.2 NMAC—Standards for Excellence)

PED – Assessment & Accountability

Parental Refusal Form

Parents have the right to refuse participation of their child in the New Mexico Statewide Assessment Program.

- Parents take the refusal to the principal
- Principal notifies the district office personnel
- District office personnel should counsel the parent
- Parental Refusal form must be completed and kept on file

English Language Learners: Participation

After three years in U.S. schools, excluding kindergarten:

- Students must participate in English language assessment with or without accommodations.
- Waiver to continue testing student in his/her home language is available **for up to two additional years.**
- Waiver request submitted by district superintendent to NM Secretary of Education
- Waiver is effective only for current year

SBA Language Waiver Process

- Complete student data on the spreadsheet
- Fill-in all fields – blank fields will cause rejections
- Rationale must be logical
- Students who scored **ADVANCED** on last year's NMELPA are no longer ELL
- Burn on to a CD
- Mail to the Secretary of Education

English Language Learners: New to U.S.

- Option available first year in U.S. only
 - May receive language exemption from Reading test
 - Language proficiency assessment substituted for participation
 - Must take Math and other assessments
- Scores do not affect AYP performance results
- Exchange Students are exempt from participation in the NMSAP

2012 Accommodations

- **1. Coded accommodations are allowable only for students on IEPs, 504 Plans or current ELL status.**
- **2. All students are eligible for Test Administration Practices.**
- **3. An assignment of unique Biogrid Codes for each accommodation is new.**
- **4. Scribing directions are included in the Appendices (C).**

Administration Test Practices

- All students are eligible
- Must be assigned by a school team: SAT
- No coding required
- Examples:
 - Extended time
 - Small Group <5
 - Individual setting



Questions?