Purpose

Louisiana remains committed to reducing student testing time on state-level assessments, including limiting testing to never more than 2% of instructional time and limiting end-of-year test to never more than one week. The purpose of this document is to support school systems and schools by providing multiple pathways for a smooth administration of computer-based tests for grades 3-8 in the shortest possible time given differing amounts of technology resources.

Scheduling Requirements for Computer-Based Testing

Computer-based testing allows school systems some flexibility in scheduling. However, to reduce incidences of testing irregularities, school systems must adhere to the following scheduling and administration practices:

- Testing students in the same grade level across the school at or very close to the same time
- Completing makeup testing for students immediately upon their return
- Limiting student interaction during breaks between test sessions
- Isolating students who have not completed testing for the day (e.g., students with extended time accommodation)
- Preventing interaction between groups of students taking the same tests at different times within a testing day
- Requiring the completion of a session once it is opened (i.e., limiting the reopening of test sessions)
- Taking the sessions within a content area in the correct order (e.g., ELA Session 1 taken before ELA Session 2)

We also recommend:

- limiting sessions to no more than three in one day for a student; and
- administering no more than one session that includes an extended-response task or writing prompt (e.g., grades 5-8 Social Studies Session 2, ELA Session 1, ELA Session 2, English I and 2 Sessions 1 and 2, and U.S. History Session 2 and Session 3a) in a day to an individual student.

Best Practices for Technology

Technology issues are not only distracting in the testing environment but can also pose a test security risk. The following actions should be taken before and during the testing window to ensure a smooth administration.

Before the testing window:

- Ensure all devices and browsers meet minimum device requirements.
- Prepare an operational testing schedule based on the number of students to be tested, test sessions required, and available compatible technology including preparing for makeup testing and testing small groups (see examples that follow).
- Use the capacity estimator to determine if the number of students scheduled will have any impact on the network.
- Ensure all testing rooms have appropriate equipment (e.g., power strips, headphones, keyboards).

- Install, configure, and test both INSIGHT and the Testing Site Manager (TSM) to ensure both are functioning properly and all content has been downloaded and is accessible. Information on installing the DRC platform can be found in the Technology User Guide.
- Utilize the load simulator to assess INSIGHT and TSM configurations for practice, non-summative and summative tests.
- Communicate the technology support plan to test administrators, coordinators, and other school- and school system-level staff.
- Prepare students for computer-based tests using the Online Tools Training and practice tests in INSIGHT.

During the testing window:
- Test each device at the beginning of each testing day to ensure it is working as expected.
- Follow the technology support plan and continue to evaluate and update the plan to ensure effectiveness.
- Utilize the established testing schedules and the ping trends tool to monitor bandwidth during administration.
- Create a school system- and school-level plan for technology issues that may arise during administration (e.g., point of contact for test administrators, school-level support, and school-system support).

Pathways to Successful Testing

The following guidance provides school systems and schools with various pathways for achieving their preferred testing schedule. In each case, the school systems and school must consider the total number of days of testing, the number of testing sessions being given per day, the number of devices per student required for testing, and the additional amount of broadband needed for testing.

Device to Student Ratio	1:1	1:2	1:3	1:4	1:5
Length to Complete Testing	Students can test within as little as one week.	Students can test within as little as two weeks.	Students can test within three or four weeks.	Students can test within three or four weeks.	Students must test within four weeks.
Advantages	• Shortest possible testing schedule • Testing can run simultaneous as paper causing the least amount of school disruption • Schools have more time for daily technology integration with students.	• Shorter testing window • Students should have the ability to engage with technology at least 3 days a week • Allows students opportunities to take fewer sessions within a day • Allows time for instruction as part of testing day	• Testing can be completed using slower speed internet connections • Make-ups can be completed in the afternoon • Allows students opportunities to take fewer sessions within a day • Allows time for instruction as part of each testing day	• Testing is completed within the window • Allows students opportunities to take fewer sessions within a day • Allows time for instruction as part of each testing day	• Testing is completed within the window • Allows students opportunities to take fewer sessions within a day • Allows time for instruction as part of each testing day
Challenges	• Requires students to take maximum number of sessions allowed in a day (3 sessions), which may affect student performance • Requires the largest number of devices • Requires high speed internet connections • If testing occurs the same week as paper-based testing, opportunities for make-ups will be limited.	• Requires high speed internet connections • If testing occurs the same week as paper-based testing, opportunities for make-ups will be limited.	• If testing occurs the same week as paper-based testing, opportunities for make-ups will be limited. • Schools have less time for daily technology integration with students.	• Make-up opportunities are limited. • Testing in the afternoon is required for all students. • Schools have less time for daily technology integration with students.	• No make-up days are available at the end of the window; makeups must be completed in tandem with regular testing. • Testing in the afternoon is required for all students. • Schools have less time for daily technology integration with students.

Testing bandwidth required in addition to bandwidth being used for daily learning:

1-25 concurrent testers – 50-100 MB   26-150 concurrent testers – 100-200 MB   151-500 concurrent testers – 250-400 MB

Sample Testing Schedules

Sample #1

School Information:

- Ratio of students to devices: 1:1
- 800 students in grades 5-8
- Each student has a device.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	ELA Session 1 Math Session 1	ELA Session 2 Math Session 2	ELA Session 3 Math Session 3	Social Studies Session 1 Social Studies Session 2 Social Studies Session 3	Science Session 1 Science Session 2

A sample schedule for schools with a student to device ratio of 1:1 selected to participate in the Social Studies/Science field test is below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	ELA Session 1 Math Session 1	ELA Session 2 Math Session 2	ELA Session 3 Math Session 3	Social Studies Session 1 Social Studies Session 2 Social Studies Session 3	Science Session 1 Science Session 2 Field Test Session 3

Sample #2

School Information:
- Ratio of students to devices: 1:2
- 600 students in grades 6-8
- 300 devices are available

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Week 1	6th ELA Session 1 6th Math Session 1 7th Social Studies Session 1 8th Social Studies Session 1	6th ELA Session 2 6th Math Session 2 7th Social Studies Session 2 8th Social Studies Session 2	6th ELA Session 3 6th Math Session 3 7th Social Studies Session 3 8th Social Studies Session 3	8th ELA Session 1 8th Math Session 1 7th Science Session 1 6th Social Studies Session 1	8th ELA Session 2 8th Math Session 2 7th Science Session 2 6th Social Studies Session 2
Week 2	8th ELA Session 3 8th Math Session 3 6th Sciense Session 1 6th Social Studies Session 3	7th ELA Session 1 7th Math Session 1 8th Science Session 1 6th Science Session 2	7th ELA Session 2 7th Math Session 2 8th Science Session 2	7th ELA Session 3 7th Math Session 3	Make-up Testing

*Schools in grades 5-8 selected for the Social Studies/Science field test will need to add an additional Social Studies/Science session.

Sample #3

School Information:

- 600 students in grades 6-8
- Ratio of students to devices: 1:3
- 200 computers

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Week 1	6th ELA Session 1 6th Math Session 1 7th Social Studies Session 1	6th ELA Session 2 6th Math Session 2 7th Social Studies Session 2	6th ELA Session 3 6th Math Session 3 7th Social Studies Session 3	8th ELA Session 1 8th Math Session 1 6th Social Studies Session 1	8th ELA Session 2 8th Math Session 2 6th Social Studies Session 2
Week 2	8th ELA Session 3 8th Math Session 3 6th Social Studies Session 3	7th ELA Session 1 7th Math Session 1 8th Social Studies Session 1	7th ELA Session 2 7th Math Session 2 8th Social Studies Session 2	7th ELA Session 3 7th Math Session 3 8th Social Studies Session 3	6th Science Session 1 7th Science Session 1 8th Science Session 1
Week 3	6th Science Session 2 7th Science Session 2 8th Science Session 2	Make-up Testing	Make-up Testing	Make-up Testing	Make-up Testing

*Schools in grades 5-8 selected for the Social Studies/Science field test will need to add an additional Social Studies/Science session.

Ongoing Support

The Assessment team offers continuous support to school systems, schools, and teachers seeking information or assistance about assessment administration and accountability.

Assessment@

All stakeholders are encouraged to email assessment and accountability questions and/or concerns to assessment@la.gov.

Assessment Hotline

For immediate assistance regarding assessment and accountability, school system-level staff may call the Assessment Hotline at 1-844-268-7320.

DRC Customer Service

DRC provides customer support to district test coordinators each day from 8:30 a.m. to 4:30 p.m. at 1-888-718-4836 or by email at LAHelpDesk@datarecognitioncorp.com.