

Louisiana Believes

Statewide Assessments

Spring 2014



Webinar Objectives

To understand, plan, and implement practices ensuring 100% efficiency for scholarship/type 2 charter testing by:

- a) empowering scholarship/type 2 charter district test coordinators with the knowledge-base to successfully administer tests

- b) institutionalize clear procedures to minimize and address any test-related issues

2013-2014 Testing Schedule

Test	Grades/Courses	Testing Dates	Makeup Dates
EXPLORE	8 and 9	March 10–14, 2014	
PLAN	10	March 10–14, 2014	
ACT	11	March 18, 2014	April 1, 2014
Louisiana Educational Assessment Program (LEAP) (ELA/M/Sc/SS)	4 and 8	Phase 1 Testing March 18, 2014 ELA Writing and Math CR items Phase 2 Testing April 7–10, 2014 Remaining test items	Phase 1 March 19–20, 2014 Phase 2 April 11–15, 2014
<i>Integrated</i> LEAP (<i>i</i>LEAP)	3, 5, 6, and 7	April 7–10, 2014	April 11–15, 2014
LEAP Alternate Assessment, Level 2 (LAA 2)	4, 5, 6, 7, 8, 10, and 11	April 7–11, 2014	April 14–15, 2014
Summer 2014 Retest Administration LEAP (ELA/M)	4 and 8	June 24–26, 2014	June 27 and 30, 2014
Summer 2014 Retest Administration LAA 2 (grades 10 and 11)	Eligible retesters	June 24–26, 2014	June 27 and 30, 2014

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="border: 1px solid black; padding: 5px;"> Submit Request for <i>Permission to Test in Alternate Environment</i> 30 days prior to test administration </div>			1	2	3 LAA1 Participation into SER	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 DEADLINE to submit Statement of Assurance for LEA Test Security Policy	

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Submit Request for <i>Permission to Test in Alternate Environment</i> 30 days prior to test administration </div>					1
2	3 Deadline to submit orders for accommodated materials for EXPLORE and PLAN	4	5 Deadline to submit class selection for Spring 2014 Field Test	6	7	8
LAA1 and ELDA						
9	10	11	12	13	14	15
LAA1 and ELDA						
16	17	18	19	20	21 Deadline to submit DIBELS NEXT data	22
LAA1 and ELDA						
23	24	25	26 Deadline to order State-Allowed Accommodations materials for ACT	27	28	
LAA1 and ELDA						

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<div style="border: 1px solid black; padding: 5px;"> Submit Request for <i>Permission to Test in Alternate Environment</i> 30 days prior to test administration </div>					1
2	3	4 Mardi Gras	5	6	7 LAA2 decision into SER	8
LAA1 and ELDA						
9	10	11	12	13	14	15
LAA1, ELDA, EXPLORE, PLAN, and GEE						
16	17	18 LEAP Phase I ACT initial	19	20 LEAP Phase I makeup	21	22
ACT accommodations						
23	24	25	26	27	28	29
ACT accommodations and PARCC Field Test PBA						
30	31 ACT accommodations and PARCC Field Test PBA					

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 ACT makeup and ACT accommodations	2	3	4	5
Submit Request for <i>Permission to Test in Alternate Environment</i> 30 days prior to test administration		PARCC Field Test PBA				
6	7	8	9	10	11	12
		LEAP Phase II and iLEAP initial			LEAP Phase II and iLEAP makeup	
		LAA2 (grades 4-8, 10, 11)				
		PARCC Field Test PBA				
13	14	15	16	17	18	19
		LEAP Phase II, iLEAP, and LAA2 makeup				
20	21	22	23	24	25	26
			EOC			
27	28	29	30			
		EOC				

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
<div style="border: 1px solid black; padding: 5px;"> Submit Request for <i>Permission to Test in Alternate Environment</i> 30 days prior to test administration </div>				<div style="border: 1px solid black; padding: 2px;"> EOC </div>		
4	5	6	7	8	9	10
<div style="border: 1px solid black; padding: 2px;"> EOC and PARCC Field Test EOY </div>						
11	12	13	14	15	16	17
<div style="border: 1px solid black; padding: 2px;"> EOC and PARCC Field Test EOY </div>						
18	19	20	21	22	23	24
<div style="border: 1px solid black; padding: 2px;"> EOC and PARCC Field Test EOY </div>						
25	26 Memorial Day	27	28	29	30	31
						Deadline to submit DIBELS NEXT data
<div style="border: 1px solid black; padding: 2px;"> PARCC Field Test EOY </div>						

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
		LEAP, GEE, and LAA2 retest initial			LEAP, GEE, and LAA2 makeup	
	EOC					
29	30					
	LEAP, GEE, and LAA2 makeup					

Test Security

District Test Coordinator Role

The DTC's responsibilities fall into three categories:

- making arrangements for testing;
- handling and maintaining the security of test materials and test sessions; and
- training school test coordinators, district special education directors/supervisors, district Section 504 coordinators, district student information system coordinators, and principals.

Responsibilities of DTC, STC, and school administrator for coordinating statewide assessments are outlined in detail in Bulletin 118

Information can be found in the District Test Coordinator Binder

Chapter 3: Test Security

All persons involved in assessment programs must abide by the security policies and procedures.

Procedures for

- investigating testing irregularities
- maintaining security of test materials
- maintaining security of student data
- handling of emergencies during testing

Test Security Required Documents

Required document submissions:

- Statement of Assurance
- Test Security Policies (submitted electronically)
- Chapter 3 contains the required content
- **Added policy in 2012:** To the extent practicable, districts must establish procedures to assign a different test administrator for a class than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 8.
- Districts must establish procedures for monitoring of test sites to ensure that appropriate test security procedures are being followed and to observe test administration procedures.

Violations of Test Security

Administer tests in a manner that is inconsistent with the administrative instructions provided by the LDOE that would give examinees an unfair advantage or disadvantage

- *modification or deletion of or additions to the test administration manual directions*
- *reading aloud a word, phrase, or question on any test without the proper required accommodations*
- *change in test schedule*
- *inappropriate accommodations*
- *improper monitoring*

Violations of Test Security

- Give examinees access to test questions prior to testing
- Examine any test item at any time (except for students during the test or test administrators while providing specified accommodations)
- Fail to report any testing irregularities to the DTC who must report such incidents to the LDOE, Division of Assessments and Accountability

Prevention

- DTC and STC should use the *before, during, and after* testing checklists in TCM and TAM
- The school's plan for handling disruptions during testing should be reviewed, and all personnel should be informed of how to handle various situations.
- Ensure proper training in test security and administration of all school personnel, including LEA staff assigned to campuses during testing

Chain of Custody

Only the STC or designated backup should sign for and receive boxes of testing materials.

- Upon receipt, testing materials should immediately inventoried and placed in the locked, secure area.
- The locked, secure storage area for checking out/in test materials must be designated—one that is only accessible to the STC, backup, and test administrators.
- Only personnel trained in test security should have access to the locked, secure area.
- Using the electronic security checklists, the STC and backup should count and verify all contents of all boxes.
- If additional materials are ordered, the STC must add the materials to the electronic security checklist.

Student Violations

Violations of test security by a student as outlined by the Student Oath of the Test Booklet or Test Session (EOCT), shall include, but are not limited to:

- giving or receiving help during the test;
- copying another student's answers or allowing another student to copy one's answers;
- looking ahead or returning to previous test sessions;
- using notes, books, or other aids, including cell phones and other electronic devices;
- causing a disturbance of any kind;
- removing test materials or notes from the room; or
- discussing the test questions at any time with anyone.

Administrative Error

- If high-stakes tests are voided by the district due to an **administrative error** that results in questions regarding the *security of the test* or the *accuracy of the test data*, the LEA superintendent or the parent or legal guardian of the affected student may request (in writing) an opportunity to administer a retest to the affected student(s) prior to the next scheduled test administration.
- Types of Administrative Errors
 - Cueing students during testing or providing assistance in answering questions
 - Providing study materials prior to testing that included actual test items
 - Students were not provided accommodations or the *appropriate* accommodations.
 - Test administrator read aloud the **Reading and Responding session** to students with the accommodation *Tests Read Aloud*.
 - Students were not provided a Mathematics Reference Sheet or calculator.

Other Security Issues

DTC and STC Manuals and Test Security Webinar contain information on other issues related to security, such as

- Retests
- Detection of irregularities during scoring
- Reporting of irregularities
- Electronic devices
- State monitoring

○ Link to Test Security Webinar:

<http://www.louisianabelieves.com/docs/webinars/webinar---test-security-for-statewide-assessments.pdf?sfvrsn=2>

FERPA

Legitimate educational interest

- *To fulfill professional job responsibility*

Personally Identifiable Information

System-secure emails

Accommodations

- Refer to the Test Administrator Manual (TAM) by test program for detailed guidance on test security and administration to ensure procedures for proper administration of accommodations including,
 - Braille
 - Large Print
 - Answered Recorded
 - Assistive Technology
 - Extended Time
 - Communication Assistance
 - Transferred Answers
 - Individual/Small Group Administration
 - Tests Read Aloud

Key Features

- DTCs refer to the Key Dates for ordering additional materials, including accommodated forms such as Braille, Large Print, and Communication Assistance Scripts
- Small group limit up to 8 students
- Documenting accommodations in SER
- Emergency IAPs
- Text-to-Speech accommodated forms orders
LEAs using Kurzweil text-to-speech will receive detailed guidance from Office of Assessments on procedures for ordering additional materials

Scholarship Students with Disabilities

- Students participating in the scholarship program are considered “parentally placed private school children”
- No individual right to special education and related services
- Parents should sign a [waiver](#) acknowledging:
 - School is not obligated to provide special education and related services
 - Student is still eligible for Equitable Services provided by the Local Education Agency

Testing Accommodations

- Written in student's IEP or IAP
- LDE prints LEAP/iLEAP/EOC accommodations on test labels
- Students should receive accommodations in the classroom and on all tests, not just state testing

Scholarship students who have been evaluated by the LEA and identified as eligible to receive special education and related services may receive testing accommodations.

Accommodations should be determined in consultation with parents, teachers, and staff familiar with the student's needs.

Scholarship Students with Disabilities & State Testing

Current IEP or 504 Plan

- Testing based on IEP/504 Plan


Expired IEP or 504 Plan

- Testing based on most recent IEP/504 Plan and in consultation with parent and teacher

No IEP or 504 Plan

- Contact LEA for evaluation
- Testing determined in consultation with parent and teacher

Testing Accommodations Form

 **DEPARTMENT of EDUCATION**
Louisiana Believes

Louisiana Scholarship Program
Testing Accommodations
2013-14

School Site Code: _____ School Name: _____

Parish: _____

Student Information

Name: _____

Grade: _____

Date of Birth: _____

SER Evaluation Date: _____

Exceptionality Description: _____

Testing Accommodations

Please list below all testing accommodations that will be provided to this student. Examples include extra time, test questions read aloud, small group testing, etc. These accommodations should be made available to the student in the classroom as well as state testing (LEAP/LEAP/EOC).

Testing accommodations must be reviewed annually. This form should be signed by the student's parent/guardian and classroom teacher and kept on file at the school.

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Parents and teachers must review and approve testing accommodations annually. Schools should keep forms on file.

Reporting

LEAPweb Reporting

Secure access

Enter and assign TA numbers

Spring 2014 student results available May 16, 2014

Additional reports available

- School Roster Reports
- Student Score Summary
- District and school summary
- District and school subgroup

Online Corrections System

User Guide available

DRC eDirect

DATA RECOGNITION
DRC
CORPORATION

A Partner For Excellence

eDIRECT
Online Data Portal

Log On

eDIRECT Home

eDIRECT

Data Recognition Corporation in partnership with the Louisiana Department of Education welcomes Louisiana educators to eDIRECT!

This website enables you to quickly and easily access links to assessment information for the following Louisiana programs:

- Louisiana Educational Assessment Program (LEAP)
- Integrated Louisiana Educational Assessment Program (iLEAP)
- Graduation Exit Examination (GEE)
- LEAP Alternate Assessment, Level 2 (LAA 2)
- LEAP Alternate Assessment, Level 1 (LAA 1)
- English Language Development Assessment (ELDA)

To access program information, select the **Documents** link in the left navigation bar on this page.

To access the **LEAPweb** Reporting System or **LEAPdata** Query System, authorized district and school personnel need to log onto the secure site with their User ID and password. To log on, select the **LEAPweb** or **LEAPdata** link in the left navigation bar on this page.

General Information

Minimum Browser Requirements

Documents

LEAPweb

LEAPdata

Test Setup

USE MENU

EOC Test System

Secure access

Spring 2014 student results available within window

Additional Reports Available

- School Roster Reports
- Student Score Summary
- District and school summary
- District and school subgroup

Online Data Corrections

Instructional and Technology Resources

User Guide

Louisiana EOC

LOUISIANA DEPARTMENT OF EDUCATION
EOC Tests Help Desk 866-810-1095



End-of-Course Tests

Welcome

EOC News!

Test Coordinator Materials

Instructional Resources

Technology Resources

Login

End-of-Course (EOC) tests are a recommendation of the High School Redesign Commission to help improve the consistency and rigor of high school courses across the state.

01.22.2014

IMPORTANT NOTICE – December 2013 Score Reports

Class and student reports for all EOC subjects, including Algebra I, Geometry, English II, and English III are now available from the EOC Tests system under Reports > Previous Administrations.

09.27.2013

December 2013 EOC Administration

Registration: November 11–22, 2013

Test Administration: December 2–18, 2013

Rescoring Deadline: February 20, 2014

Preparing for Online Testing

The [EOC Tests Technology Guidelines](#) should be reviewed for specific information about preparing computers and internal networks for online testing. Two weeks prior to the testing window, schools should check the configuration of each computer by following the steps below.

Step 1: EOC requires Scalable Vector Graphic (SVG) support to view graphics in the testing environment. If you see a red cube below, your computer has an SVG reader. If you do not see a red cube below, download and install the free Adobe SVG Viewer (Version 3.03 required) at http://download.cnet.com/Adobe-SVG-Viewer/3000-2356_4-11240.html. **IMPORTANT:** if this program is not installed on computers used in testing, graphics will not appear in the EOC tests.



Step 2:

Some of the EOC tests contain shaded graphics that students use to answer test questions. To ensure the graphics display properly, adjust the brightness and contrast settings on the monitors while viewing the graphics below. Be sure the gray areas in the center of each square are clearly visible.



Step 3: To check the audio and volume settings on computers that will be used for the special testing accommodation Tests Read Aloud, click on the audio icon. Note: you may have to click the icon twice to start the audio test on some systems.



Step 4:

ACT Test Series

Louisiana State Testing

Home

The ACT

ACT Explore

ACT Plan

The ACT

Test Dates

- Initial Test Date: March 18, 2014
- Makeup Test Date: April 1, 2014
- Accommodations Testing Window: March 18–April 1, 2014

[Accommodations Application/Header/Procedures](#)

[ACT-Approved Accommodations Late Consideration Form](#)

[Checklist of Dates](#)

▶ [Email Communications](#)

▶ [Manuals and Documents](#)

▶ [Score Reporting](#)

▶ [Training](#)

Contact Us

General Inquiries

- 800.553.6244, ext. 2800
- Website: [Contact Us](#)

Accommodations Questions

- 800.553.6244, ext. 1788
- ACTStateAccoms@act.org

- [State Testing Profile Change Form - District Ship \(AL and LA only\)](#)
- [Off-site Proposal](#)
- [LDOE Request for State-Allowed Accommodations 2013-2014](#)
- [District Shipping Transfer Form](#)
- [District Staff List](#)

Resources

Instructional

Assessment Guidance

Practice Tests

Interpretive Guides

Achievement Level Descriptors

Technical Reports

Administration

- Training materials for all Spring 2014 assessment programs are available in the Assessment Library at <http://www.louisianabelieves.com/resources/library/assessment>
- Additional information is released in the LDOE Weekly Newsletter
- DTCs receive additional email reminders from testing vendors with reminders for administration details

Helpful Links

LEAP, iLEAP, LAA1, LAA2, ELDA, GEE

- Data Recognition Corporation (DRC) eDirect: <https://la.drccedirect.com/>
- LEAP*web* Reporting System: www.leapweb.org

End-of-Course (EOC) Test System www.louisianaeoc.org

ACT Test Series <http://act.org/aap/louisiana/>

Assessment Library



BROWSE BY CATEGORY

- DATA CENTER
- TEACHER SUPPORT TOOLBOX LIBRARY
- FAMILY SUPPORT TOOLBOX LIBRARY

ASSESSMENTS

ACHIEVEMENT LEVEL DESCRIPTORS

FILE	DOWNLOAD
Achievement Level Descriptors Grade 3 ELA and Math	Download
Achievement Level Descriptors Grade 4 ELA and Math	Download
Achievement Level Descriptors Grade 5 ELA and Math	Download
Achievement Level Descriptors Grade 6 ELA and Math	Download
Achievement Level Descriptors Grade 7 ELA and Math	Download
Achievement Level Descriptors Grade 8 ELA and Math	Download
Achievement Level Descriptors Algebra I	Download
Achievement Level Descriptors Geometry	Download
Achievement Level Descriptors English II	Download
Achievement Level Descriptors English III	Download
Achievement Level Descriptors Biology	Download
Achievement Level Descriptors U.S. History	Download

ASSESSMENT STRUCTURE + GUIDANCE

[Assessment Guidance \(2013-2014\)](#)
 ELA/Math/Science/Social Studies (structure, rubrics, sample items, and key concepts)

FILE	DOWNLOAD
ELDA Assessment Guide 2012	Download
LAA 2 Assessment Guide (Grade 5)	Download
LAA 2 Assessment Guide (Grade 6)	Download
LAA 2 Assessment Guide (Grades 4,8,10,11)	Download
LAA 2 Assessment Guide (Grade 7)	Download
LAA 1 Assessment Guide	Download
GEE Assessment Guide	Download

ASSESSMENT SCHEDULES

ASSESSMENT ACCOMMODATIONS

FILE	DOWNLOAD
Accommodations iLeap Special Populations	Download
Accommodations LEAP and GEE Special Populations	Download
Accommodations End-of-Course Special Populations	Download
Accommodations LAA 1	Download
Accommodations LAA 2	Download
Accommodations English Language Development Assessment Accommodations	Download
Louisiana Statewide Assessments, Accommodations, and Assistive Technology	Download
iLEAP Spring 2011 State Accommodations Report (ELA Grade 3)	Download
LEAP Spring 2011 State Accommodations Report (ELA Grade 4)	Download
LAA 1 Spring 2011 State Test Accommodations Report (ELA Grade 3)	Download
LAA 2 Spring 2011 State Accommodations Report (ELA Grade 4)	Download

ASSESSMENT WEBINARS

WATCH THE FOLLOWING TITLES ON ITUNES U:

- LEAP AND iLEAP Student and School Level Reports
- EOC Reports & Including EOC Scale Scores in Student Grades
- Spring 2013 LEAP and iLEAP Field Test: Interpreting and Using the Results

POWERPOINTS + RESOURCES

FILE	DOWNLOAD
Webinar - LEAP and iLEAP Student and School Level Reports	Download

Key Takeaways

- District Test Coordinator Responsibilities are highlighted in Bulletin 118 and in the District Test Coordinator Manual
- All persons involved in assessment programs must abide by the security policies and procedures
 - Administration instructions are provided by the LDOE
- Training materials for all Spring 2014 assessment programs are available in the Assessment Library at <http://www.louisianabelieves.com/resources/library/assessment>

Questions?

- Scholarship Sites- please relay assessment related questions to:
diana.noble@la.gov