Louisiana Believes

Statewide Assessments

Spring 2014

DEPARTMENT of EDUCATION

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
Integrated LEAP (*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
Submit Request for *Permission to Test in Alternate Environment* 30 days prior to test administration			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
Submit Request for *Permission to Test in Alternate Environment* 30 days prior to test administration						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
	Submit Request for *Permission to Test in Alternate Environment* 30 days prior to test administration					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 **LEAP Phase I** makeup	20	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
Submit Request for *Permission to Test in Alternate Environment* 30 days prior to test administration		1 **ACT** makeup and **ACT accommodations**	2	3	4	5
		PARCC Field Test PBA				
6	7	8	9	10	11 **LEAP Phase II** and **iLEAP** makeup	12
		LEAP Phase II and **iLEAP** initial				
		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
Submit Request for *Permission to Test in Alternate Environment* 30 days prior to test administration				1	2	3
				EOC		
4	5	6	7	8	9	10
	EOC and **PARCC Field Test EOY**					
11	12	13	14	15	16	17
	EOC and **PARCC Field Test EOY**					
18	19	20	21	22	23	24
	EOC and **PARCC Field Test EOY**					
25	26 Memorial Day	27	28	29	30 Deadline to submit **DIBELS NEXT** data	31
	PARCC Field Test EOY					

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 **LEAP**, **GEE**, and **LAA2** makeup	28
			LEAP, **GEE**, and **LAA2** retest initial			
			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.

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

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

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:

https://www.louisianaeoc.org

ACT Test Series

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

LEAP, iLEAP, LAA1, LAA2, ELDA, GEE

- Data Recognition Corporation (DRC) eDirect: https://la.drcedirect.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

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