



Assessment Training Summer Session – Principals

GMCS Summer 2017

Purpose and Goals

- The purposes of this session is to:
 - Discuss district expectations for administrators in regard to assessment
 - Examine common test irregularities, discuss how they can be deterred, and the reporting process
 - Discuss the district and state testing policies, and brainstorm options for a BTC
- By the end of the session you will:
 - Have available information and updates in regard to assessments for SY 2017/2018.
 - Understand the district and state testing policies
 - Have and understand the information on district expectations in regard to assessment

Pre-Test

- Please take some time, about 3-5 minutes, to complete the pre-test for this session.
- Throughout this session the information found on the pre-test will be discussed.
- You will complete a post-test at the end of the session.

District Expectations for Administrators - Assessment

The instructional leader, in collaboration with the BTC, will coordinate all District and State mandated assessments within the designated testing windows.

- Actively involved in and responsible for successful implementation of assessments
- Ensures all documented student accommodations are provided on every assessment and are appropriate and updated when necessary

Ways to coordinate and ensure that testing is conducted successfully on-site:

- Ensure that BTC attends all training and completes training certification
- Support BTC with:
 - Scheduling test sessions/rooms, setting up testing rooms, notifying school staff of administration
 - Creating a process to maintain security for all testing, and fully implementing process
 - Completing worksheets and admin tasks in platforms
 - Verifying that all TAs are certified teachers and sign all required forms
 - Principals must initial/sign all certificates before submitting to Assessment Department
 - Understanding the differences/similarities between each assessment and/or platform.
- Facilitate and participate in all school site training and ensure that school staff have all information on what is and is not acceptable during testing
 - Consider having test specific training sessions (i.e. Test Security session, NMSBA session, WIDA-ACCESS session, PARCC session, etc.).
- Verify accommodation worksheets are complete and submitted on time. Monitor the implementation of accommodations during testing, and immediately report any missing/incorrect accommodations to DTC.
 - Principal and BTC will need to sign and submit a signature sheet of verification for all worksheets
- Actively monitor all testing sessions – do walk-throughs and enter testing rooms.
- Identify a lockable room/safe for storage of secure testing materials. Only the BTC and principal should have access to this room/safe (custodians, secretaries, other staff should not have access).
 - Actively monitor the check out/in process to ensure materials are accounted for nightly.

Common Testing Irregularities

- At your table, with your group, create a list of at least five (5) of the most common irregularities you have encountered throughout the years. Include as many details as possible.
 - Order the list according to severity – #1 would be the most severe/serious irregularity, #2 the next severe, and so on.
- When you are done with your list, discuss and make note of how to handle each irregularity.
 - Could the irregularity cause test scores to be invalidated? Why or why not?
 - How would you report this irregularity? What process would you follow?
 - What steps would you take to ensure that this irregularity not happen again?
- Now, let's share out.

Common Irregularities cont.

A testing irregularity is anything that happens, during testing, that deviates from the directions for administration (DFA) for that particular assessment.

This can be as small as:

- A TA not reading all directions
- A student getting sick and leaving/being checked out while taking the test
- A student not being able to login and needing to come back to test later

And as serious as:

- A student taking pictures of the test
- A teacher creating a study guide directly from the test
- A student/TA having/being on a cell phone during a test
- Not providing the correct amount of time for a test (too much or too little)
- Not providing the correct accommodations for a test
- Not providing the correct supplemental materials for a test

- While most irregularities do not automatically mean invalidation, an investigation must be conducted by school administration – all details **must** be reported to DTC within 48 hours of the incident.
 - Severe/serious irregularities need to be reported immediately.
 - Missing materials need to be reported immediately.
- **Report any/all suspected and/or actual testing irregularities immediately.**
 - Conduct an investigation of any/all potential/actual irregularities.
 - Gather as many details as possible to facilitate DTC in the process.
 - This may include statements from individual(s) involved
 - Ensure that the irregularity report is fully completed prior to submission.
 - Create a plan to ensure the same irregularity does not happen again.

Testing Accommodations

- Each assessment/platform is different in regard to available accommodations, and uploading/marking accommodations.
 - However, all accommodations must be noted in a spreadsheet and checked for accuracy by school administration.
- BTCs will be trained in the use of the spreadsheet, and will be notified that they will be checked by the DTC – and returned if missing/incorrect information is included.
- Per district expectations, instructional leaders must ensure that all accommodations are documented in 504/SAT/IEP, noted in the corresponding spreadsheet, verify that they are properly uploaded into the platform, and administered properly.
- Any accommodation(s) not explicitly documented cannot be administered per NMPED guidelines.
- BTCs will be asked to work with other school staff to complete spreadsheets – they should not be the sole person ‘in-charge’ of completing this required piece.
- Work on spreadsheets should begin well before the deadline – verification of spreadsheet is part of the process, which may require re-doing/checking spreadsheets by instructional leaders.

Choosing a New BTC

- The BTC is an integral part of the successful implementation of district/state mandated assessments. BTCs juggle multiple balls, and are required to be knowledgeable in various and vital components of different tests/platforms.
- BTCs should be someone that will:
 - Check, fully read, and respond to emails in a timely manner
 - Be extremely organized and pays attention to details, and takes the time needed to prepare for each test, completely
 - Ask questions, attends training, completes certification, and support others at the school
 - Understand security and have general knowledge of testing protocol
- If selecting a new BTC, it is suggested that you have a conversation with them in regard to expectations. Also, explain that not fulfilling expectations may impact student test results, and possibly the school grade. **If new BTC has already been selected, this conversation is still suggested.

Supporting Current/Veteran BTC

- BTCs are under a lot of pressure throughout the year, and thus supporting them is important. For BTCs that have been at the school for a few years the following is suggested:
 - Ensure they check, fully read, and respond to emails
 - Ensure that they have noted any/all changes to district/state tests, reporting, etc.
 - Encourage them to request help from others, ask questions, and feel prepared for tests
 - They understand that testing is not something that can be ‘put on the back burned’, especially during peak season

District Assessment Protocols-

Please review the handout and discuss

- Teachers cannot, for any test (district/state), test their own students. Includes Interim Assessment, SRI, Istation, WIDA, etc.
 - Teachers can test a different group of student within their grade (i.e. a different teacher's class).
- Interim Assessments will be timed. Information on time will be available when assessments are complete.
 - Any available reference sheets used for state tests will be provided for Interim Assessments
- Istation BOY, MOY, & EOY tests will not be reset due to teacher error. Once a student logs-in to the platform the results from the test will stand. Only in the event of an emergency/technology issues will a test be considered for reset.
- SRI test reset, and report processing will be handled at the school level. Someone, not the BTC, must be identified to completes these tasks.
- Principals must verify that all accommodations are documented, and paperwork has been submitted/is on-file before any accommodation is administered.
- School must have a lockable room/safe that only the principal and BTC have access to (custodian, secretary, other staff cannot have access). This room/safe with store all secure testing materials.
- Tracking of all secure materials is required using the template from the Assessment Department. Submission of a copy of the tracking form is required at the end of each testing window.
- Principals must verify that all required certification is complete before TAs administer a test.
- Only the school principal and BTC will be allowed to check out/in secure materials. Materials will not be checked out/in by anyone else.
- Random site will occur throughout the year to check on storage of materials and test implementation.

State Assessment Policies

- All school staff must abide by NMAC 6.10.7
- Test security is of the utmost importance, and must be strictly adhered to at all times
- BTCs, and TAs must be certified teachers/administrators to participate in testing
- All staff must participate in Test Security training twice a year, and report back to district office
- Reading manuals, following manuals and DFAs as required of all staff involved in testing
- All state testing procedures, outlined in test specific manuals, must be followed at all times
- Strict adherence to ensuring there is no unfair advantages/disadvantage for students
- Report all testing irregularities to DTC within 48 hours of incident

ELL Screening Update

- NMPED has identified WIDA-Screener as the NEW screening assessment for ELL students. This will be implemented for use at the start of SY 2017/2018. Please note the following:
 - This is ONLY for students new to the district and identified as EL with the NEW Language Usage Survey (LUS)
 - All staff that will administer WIDA-Screener MUST be trained before testing (training is online)
 - BTCs MUST be trained in the use of the new platform (scheduled training Aug. 7 or 8)
 - School admin MUST identify who will administer tests for allocation of a training account by August 1 (as soon as possible notify Ashley of their name)
 - WIDA-Screener is ONLY for grades 1 – 12; W-APT will continue to be used for Kindergarten
 - WIDA-Screener is ONLINE, and will take time. Please schedule screening **before** the deadline in the event of technology issues.
 - ALL screening (WIDA-Screener & W-APT) **MUST** be complete within the first 30 days of school (deadline is **Sept. 20**)

PARCC Updates

- For SY 2017/2018 the following information has been provided by NMPED:
- The window for PARCC will be approximately 4 weeks in length
 - Also, the window will begin later in the year, giving teachers more time for instruction
- The times for tests will be shortened, complete information is not available on test times yet
 - NMPED stated that tests may be 15% - 20% shorter in length of time
- PARCC preliminary results will be available 6 – 8 sooner than in previous years

Assessment Department Updates

- Testing Room
 - Please ensure that you and/or your BTC check out/in testing materials with the following people:
 - Ashley, Michael, and/or Bebe
- Data Request Process & Form
 - All school-based, assessment data, must be requested through the use of a 'Data Request Form'. This form will facilitate in tracking the needs of schools, and to better serve schools. Please ensure that school staff are aware of the request form, and encourage all staff to use the form.
- Tentative Assessment Calendar
 - Please see the tentative assessment calendar. ALL DATES ARE SUBJECT TO CHANGE.

Assessment Department Updates cont.

- **Deadlines & Upcoming Training**

- July 10 – Send the name of you BTC (new or continuing) to Ashley
- Aug 1 – Identify TAs for WIDA-Screener for online training allocation
- Aug 7/8 – Mandatory BTC Training, half-day (new and continuing)
- Aug 9 – Sept. 20 – WIDA-Screener/W-APT testing window
- Aug. 9 – Sept. 20 – ECOT window (formerly KOT)
- Aug. 14 – Aug. 25 – SRI BOY for 6 – 11
- Sept. 1 – 29 – Istation BOY for K – 5

Post-Test

- Please take some time to complete the Post-Test.
- When you are done, please submit your Post-Test. 😊

• Thank you!