Louisiana Believes

SJP School Test Coordinators
GENERAL
Spring 2015 Meeting

14-15 Assessment Plan

Grade	Subject	13-14 Assessment	14-15 Assessment
Grades 3 to 8	ELA	LEAP and iLEAP	LEAP and iLEAP: PARCC Test
	Math	LEAP and iLEAP	LEAP and iLEAP: PARCC Test
	Science	LEAP and iLEAP	LEAP and iLEAP
	Social Studies	LEAP and iLEAP	LEAP and iLEAP
High School	All subjects	ACT series Advanced Placement	ACT series, including WorkKEYS Advanced Placement & CLEP
	ELA	English II EOC English III EOC	English II EOC English III EOC
	Math	Algebra I EOC Geometry EOC	Algebra I EOC Geometry EOC
	Science	Biology EOC	Biology EOC
	Social Studies	US History EOC	US History EOC
Alternate Assessments	ELA, Math, Science (varies by grade level)	LAA1	LAA1
	ELA, Math, Science, Social Studies (varies by grade level)	LAA2	LAA2 eligible testers entering high school prior to 2014-15
	English Language	ELDA	ELDA

The documents listed below are posted to eDIRECT in electronic format.

Forms:

- Void Notification for School Test Coordinators
    - Located in *Test Coordinators Manual*

Documents:

- Key Dates
- Test Administrator and Coordinator Manuals

Accessing Forms in eDIRECT
(Step 1)

On the eDIRECT website select Documents from the General Information Menu as shown above.

Accessing Forms in eDIRECT
(Step 2)

Choose Spring 2015 from the Administration drop down menu.

Accessing Forms in eDIRECT
(Step 3)
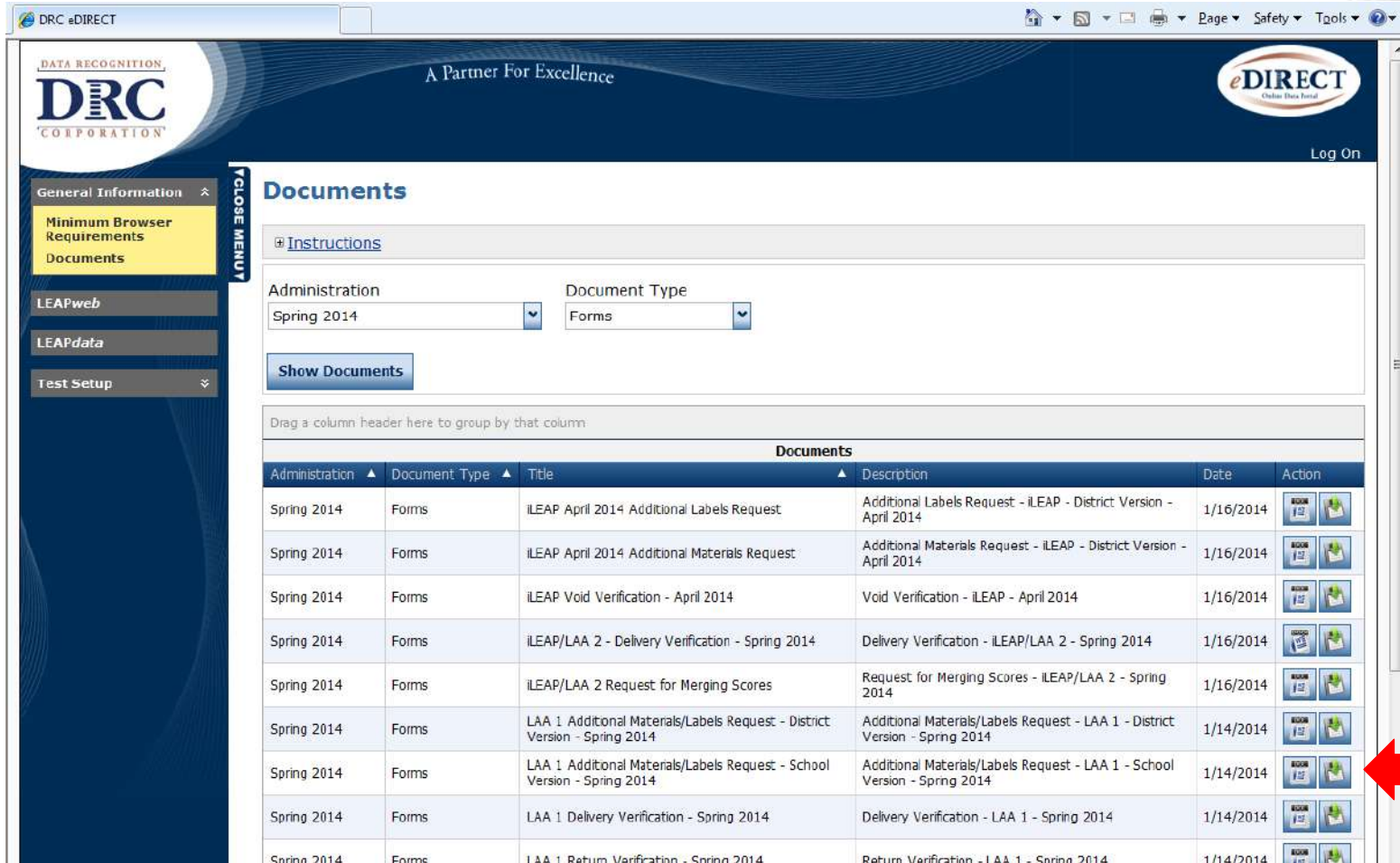

Documents types include forms, graphics, key dates, manuals, testing information, and training materials.

After making the appropriate choice under Document Type click the Show Documents button.

Accessing Forms in eDIRECT
(Step 5)

Documents can be either be viewed or downloaded in PDF form.

Spring 2014	Forms	2014 Spring Test Administration Forms - LEAP	Test Administration Forms - LEAP	1/16/2014	
Spring 2014	Forms	ELDA Additional Materials/Labels Request - School Version - Spring 2014	Additional Materials/Labels Request - ELDA - School Version - Spring 2014	1/14/2014	
Spring 2014	Forms	ELDA Additional Materials/Labels Request - Spring 2014	Additional Materials/Labels Request - ELDA - District Version - Spring 2014	1/14/2014	
Spring 2014	Forms	ELDA Delivery Verification - Spring 2014	Delivery Verifcation - ELDA - Spring 2014	1/14/2014	
Spring 2014	Forms	ELDA Return Verification - Spring 2014	Return Verification - ELDA - Spring 2014	1/14/2014	
Spring 2014	Forms	ELDA Void Notification - Spring 2014	Void Notification - ELDA - Spring 2014	1/14/2014	
Spring 2014	Forms	ELDA Void Verification - Spring 2014	Void Verification - ELDA - Spring 2014	1/14/2014	
Spring 2014	Forms	GEE Additional Materials/Labels Request - March 2014	Additional Materials/Labels Request - GEE - District Version - March 2014	1/14/2014	
Spring 2014	Forms	GEE Additional Materials/Labels Request - School Version - March 2014	Additional Materials/Labels Request - GEE - School Version - March 2014	1/14/2014	
Spring 2014	Forms	GEE Delivery Verification - March 2014	Delivery Verifcation - GEE - March 2014	1/14/2014	
Spring 2014	Forms	GEE Request for Merging Scores - March 2014	Request for Merging Scores - GEE - March 2014	1/14/2014	
Spring 2014	Forms	GEE Return Verification - March 2014	Return Verification - GEE - March 2014	1/14/2014	
Spring 2014	Forms	GEE Void Notification - March 2014	Void Notification - GEE - March 2014	1/14/2014	
Spring 2014	Forms	GEE Void Verification - March 2014	Void Verification - GEE - March 2014	1/14/2014	
Spring 2014	Forms	iLEAP Additional Materials/Labels Request - School Version - April 2014	Additional Materials/Labels Request - iLEAP - School Version - April 2014	1/16/2014	

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The pages of available documents can be navigated using the buttons at the bottom of the screen.

Key Dates

Key Dates documents are found in eDIRECT and also in the front of each test manual.

Key Dates include for each assessment details related to:
- Test administrator system
- Test schedule
- Return of materials
- Voids
- Rescores (where applicable)

Test Administrator System

- The Test Administrator (TA) Numbers application will allow School Test Coordinators to enter all test administrators' names for their school. Each test administrator will be assigned a 3-digit number that will be used for any test that he or she administers (ELDA, LAA 1, etc.).

- The Test Administrator system is available by logging in at the school level through LEAP*web*.

- Once a TA number is assigned to a test administrator, that TA number may not be reassigned to another test administrator. Add test administrators as needed, using new numbers.

- TA numbers should be entered into LEAP*web* using the timeline in the Key Dates document.

- For further instructions refer to the *Test Administrator Numbers Application User Manual* found on LEAP*web*.

- The TA system is not used for the LAA 2 assessment.

*Noted in Alerts in TCM; Directions available in LEAP*web*

Pre-identified Inventories and Answer Documents

Pre-identified documents were based on October 1 enrollment and assessment participation information from SER for all assessments.

- Pre-identified documents require **hand coding** for **education classification**, **exceptionalities,** and **accommodations** and **accessibility features (on PARCC**) that students actually received during testing.

- Bar-code labels must NOT be placed over the preprinted student information.

- Test administrators **must NOT correct any errors** in the preprinted student information. All errors should be reported to the School Test Coordinator, who must report them to **the district's Student Information System (SIS) Coordinator for corrections in the SIS database**

. *Noted in Alerts in TCM

Bar-code Labels for Hand-Coded Documents

- Hand-coded inventories and answer documents require bar-code labels.

- Bar-code labels are program specific.

- The testing program and administration are identified at the bottom of the bar-code label.

- School personnel must not affix bar-code labels to answer documents for approved home study program

ALIGN TOP OF LABEL

L510407   3999999   99

001   Pelican Parish
000   Bayou High School
ELDA SPR 2015 BAR-CODE LABEL
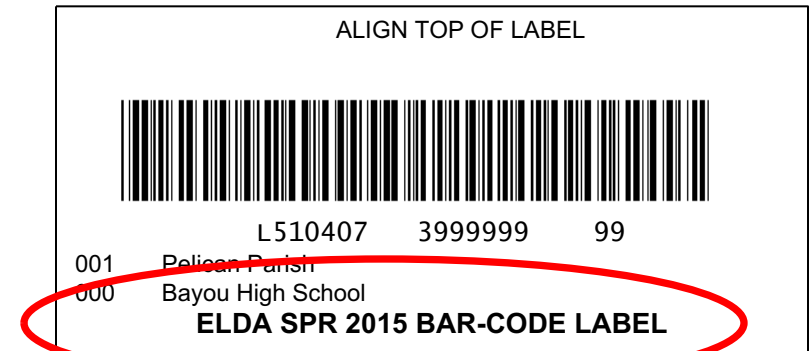
*Noted in Alerts in TCM

Unscorable Document Labels

- Use if an answer document or inventory was
  - torn or damaged
  - for another student, or
  - marked with ink, highlighter*, marker, or crayon.
- Unscorable documents must not be thrown away.

ALIGN TOP OF LABEL
THE DISTRICT TEST COORDINATOR MUST FOLLOW THE SPECIAL INSTRUCTIONS PROVIDED WITH THIS LABEL.

D510407NOTSCORE

DOCUMENTATION REGARDING USE OF THIS LABEL MUST BE KEPT ON FILE AT THE DISTRICT OFFICE FOR ONE YEAR.

ELDA SPR 2015 UNSCORABLE

- Any student responses or scores must be transferred to a scorable hand-coded document to be scored.
- Documentation about the incident should be kept by the District Test Coordinator.
- **Do not** affix these labels to answer documents for students whose tests should be voided.
- **Do not** affix these labels to soiled answer documents or inventories.
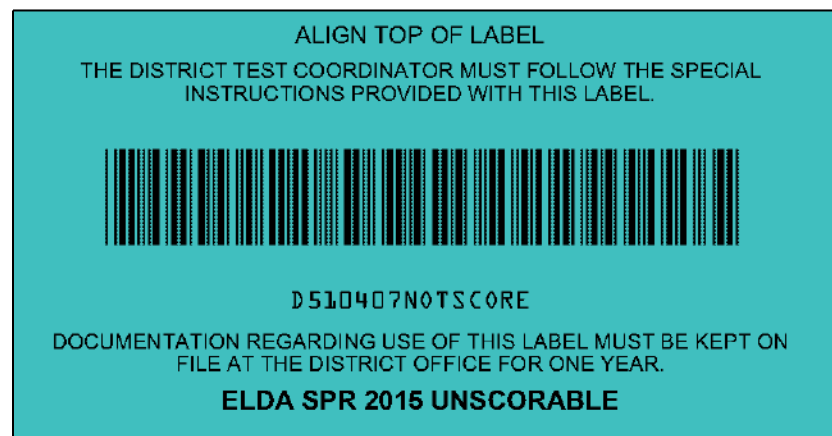
Yellow non-carbon highlighters may be used on the PARCC consumable test booklets.
*Noted in District Test Coordinator section in TCM

Soiled Documents

Do not return documents soiled with bodily fluids to DRC.

- If an answer document or inventory and/or test booklet is soiled with bodily fluids (e.g., blood, vomit), the District Test Coordinator should destroy the document by shredding, if the document can be shredded, or by burning.

- Complete and fax the Soiled Document Form, available at ttps://la.drcedirect.com, to LDOE and DRC. The answer document or inventory and/or the test booklet security number must be recorded on the form to ensure the document is not included in the missing document report.

*Noted in School Test Coordinator in TCM

SOILED DOCUMENT FORM

Straggler Documents

- These are answer documents or inventories that are incorrectly packaged or received by DRC after the cutoff date.
- DRC's procedures for handling straggler documents:
  - Documents will be scanned and scored at a later date.
  - Documents will not appear on the used answer document report but may appear on the missing materials report.
  - A score memo will be released with the student's score, and the student's Web history will be updated.
  - No student labels will be sent, and scores will not appear online in the CSV file.

*Directions for Returning Test Materials Noted in TCM

General Reminders

- TA numbers must be entered as defined in the Key Dates document by using www.LEAPweb.org.

- Answer documents, inventories, test booklets, or bar-code labels cannot be transferred from one school to another.

- The security checklist must be used to keep track of secure materials and security numbers.

  - When calling DRC with score inquiries or requests to locate documents, you must supply the security number.

- Search and score fees:

  - The cost is $100 to search and $100 per subject to score answer documents that are returned without a label or returned inside a test booklet.

- FERPA

  - To maintain student confidentiality, any personal student information such as first and last name, SSN, and DOB must be relayed to DRC via an encrypted file in an e-mail, fax, or phone conversation.

Test Security: Testing Irregularities

Testing Irregularities:

- A *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

- All testing irregularities must be reported in writing to the District Test Coordinator, who must then send the written reports to the LDOE. This is in addition to School Test Coordinators submitting Void Notification forms and District Test Coordinators submitting Void Verification forms.

- School Test Coordinators are responsible for locating any materials reported as missing by the testing vendor. Unresolved instances are reported to the LDOE, and district superintendents are notified to take further action.

- Principals are required to sign each School Test Coordinator's Oath of Security and Confidentiality Statement after testing is completed, ensuring that security and test administration procedures were followed. (See page vii.)

Test Security: Storage

Locked, Secure Storage Area

- An area for secure storage of materials must be designated at both district and school facilities.

- This area must be kept locked, and access to the area must be limited to test coordinators and a minimal number of other persons who are fully trained in test security policies and procedures and who require access to the area while secure test materials are being stored.

- **Starting with the 2014–2015 school year, procedures to code testing materials at no more than two secure central locations and to house the testing materials at the central locations until no more than three working days prior to test administration, to the extent practicable. *New**

Test Security: Access

- *Test Administration Manuals* **must be distributed before testing to allow test administrators time to become familiar with directions for correctly administering the test. They are encouraged to mark in the manuals.**

- **Test administrators administering human read aloud on the PARCC assessments may be permitted to view the test materials no more than 2 days prior to the assessment.**

- **No one other than those test administrators administering human read aloud is to have the opportunity to view any test item at any time except the student during the test and test administrators providing the accommodations** *Tests Read Aloud, Communication Assistance, Answers Recorded, Braille,* **or** *Transferred Answers.* **That includes discussion of test items after testing.**

Test Security: Access (cont'd)

- The School Test Coordinator should distribute the appropriate test booklets and answer documents to test administrators **each morning of test administration.**

- The School Test Coordinator must collect test booklets and answer documents and other secure materials and store them in the locked, secure storage area during any extended break.

- To ensure test security during any assessment breaks, students who have not completed the **previous** sessions should be allowed time **during** the break to complete them.

- The School Test Coordinator must also collect and verify the return of all test booklets, answer documents, and other secure materials **immediately after testing is completed each day** and return them to the locked, secure storage area.

Violations of Test Security (cont'd)

The LDE considers it a violation of test security for any person to do any of the following:

- administer tests in a manner that that would give examinees an unfair advantage or disadvantage;

- give examinees access to test questions prior to testing;

- examine any test item at any time (except for test administrators while providing certain accommodations);

- at any time reproduce or discuss all or part of any secure materials;

- coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;

- provide answers to students in any manner during the test;

- administer published parallel, previously administered, or current forms of any statewide assessment . . . as a practice test or study guide (does not include LDE or PARCC released items.);

Violations of Test Security (cont'd)

- Fail to account for and secure test materials before, during, or after testing;
- conduct testing in environments that differ from the usual classroom environment without prior written permission from the LDE;
- fail to report any testing irregularities; or
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

(*Bulletin 118*)

ACT Test Security Reminders

ACT Cell Phone Policy

If they find a student brought a timer, cell phone, media player, or any other electronic device into the test room, or it was used during a break, the student will be dismissed, the device may be confiscated, and the answer document will not be scored.

Monitors for ACT Testing

- Only ACT observers or LDOE monitors with an ACT authorization letter are allowed to monitor ACT testing.

Certification and Violation of Test Security

BESE *Bulletin 746* states "A Louisiana teaching or educational leadership certificate shall be suspended and revoked" and requires that an "LEA:

1. conducts an investigation into the allegations of cheating;

2. gathers sufficient evidence to confirm the cheating was facilitated by the employee;

3. dismisses the employee as a result of this offense;

4. notifies the department that the individual has been dismissed for this reason; and

5. provides evidence to justify the termination."

Voiding Student Tests:
Test Administrator

Student tests should be voided if there is an instance of cheating or administrative error—whether by a student or by anyone else. In the case of student cheating or administrative error:

The **test administrator** should

- give the School Test Coordinator a written account of the incident, with any available additional documentation, including the lithocode number of the answer document (see next column) and the content area to be voided.

- **not** write or mark on the answer document.

- **not** erase the TA number coded by the student on page 1 of the answer document.

- place the answer document with other used answer documents for return to the School Test Coordinator.

Voiding Student Tests: School Test Coordinator

The **School Test Coordinator** should

- **not** write or mark on the answer document.

- place the voided answer documents with other used answer documents for return to the District Test Coordinator.

- convene a school-level test security committee consisting at a minimum of the principal, the School Test Coordinator, and the test administrator to determine whether a test should be voided.

- complete the Void Notification form. (Photocopy as needed. Include the student's nine-digit SSN/State ID Number.)

- by the date designated by the District Test Coordinator, notify the District Test Coordinator of any voided test. The Void Notification form must be accompanied by an account of the incident written on school letterhead stationery, signed by the principal and the School Test Coordinator.

Voiding Student Tests:
District Test Coordinator

The **District Test Coordinator** should

- **not** affix unscorable document labels to the answer documents.
- complete the Void Verification form, located in the District Test Coordinator Materials binder provided by DRC and also available at **https://la.drcedirect.com**
- securely e-mail the Void Verification form and Void Notification forms to LDOE at **assessment@la.gov**.
- mail the original Void Verification form and Void Notification forms along with a copy of the School Test Coordinators' letters requesting the voided tests, to:
- Louisiana Department of Education, Attention: Test Security, P.O. Box 94064, Baton Rouge, LA 70804-9064
- mail documentation of any other testing irregularities

All suspected instances of cheating should be reported to the District Test Coordinator for further investigation. Coordinators should contact the Department as needed for guidance in this process.

Reporting Test Security Issues

Any test security issues may also be reported directly to the Department by:

- Calling 225.342.8681
- Emailing assessment@la.gov