



St. James Parish Schools Testing Meeting March 22, 2018

Information was taken from the Assessment and Accountability Monthly Calls February & March 2018

Presentation

- I. March/April Assessment and Accountability Checklist (Slides 3-5)
- II. Technology Readiness & Troubleshooting (Slides 6-18)
- III. Test Violations and Test Definitions (Slides 19-28)
- IV. STC Next Steps (Slides 29-30)
- V. Investigation Reports (Slides 30-35)
- VI. Key Dates (Slides 36-38)
- VII. LEAP 2025 Test Setup (Slides 39-43)
- VIII. LEAP 2025 Testing Alerts (Slides 44-51)
- IX. LEAP 2025 Test Security (Slides 52-57)
- X. LEAP 2025 Testing Times (Slides 58-62)
- XI. LEAP 2025 Test Materials (Slides 63-66)
- XII. Accommodations Audit and Accountability Codes (Slides 67-70)
- XIII. LEAP 2025 Student Transfer (Slides 71-73)
- XIV. Testing Homebound and Home Study Students (Slides 74- 76)
- XV. Science Field Test for Grades 3-8 (Slides 77-79)
- XVI. Online Calculators (Slides 80-84)
- XVII. Assessment Resources (Slides 85-88)
- XVIII. Other Information (Slides 89-91)

March/April Assessment and Accountability Checklist

March/April Assessment and Accountability Checklist

Accountability and Assessment Preparation

- **Mar:** Support STCs with delivery of test security, preparation, and administration training for spring testing to TAs and other school personnel for applicable assessments
- **Mar:** Support STCs to ensure that TAs, proctors, and monitors are appropriately assigned to testing groups for spring testing
- **Mar:** STCs deliver test security, preparation, administration training to TAs/school personnel for spring assessments

March/April Assessment and Accountability Checklist

Accountability and Assessment Preparation

- **Early–Mid Mar:** Access Test Administrator Upload System in eDIRECT for spring testing
- **Mar:** Configure INSIGHT on testing devices for LEAP 2025
- **Mar:** Utilize scheduling guidance to determine final LEAP 2025 test schedules prior to setting up test sessions in eDIRECT
- **Mar:** Create test sessions within eDIRECT in preparation LEAP 2025 and print student test tickets
- **Mar:** Train all staff members involved in testing in test security and administration
- **Mar 3:** Finalize IEP, IAP, and LEP accommodations for the ELA, math, SS, and science
- **Late Mar–Mid Apr:** Order additional test materials in eDIRECT for spring testing
- **Early–Mid Apr:** LEAP 2025 paper materials delivered to LEAs
- **Apr 4–May 4:** Administer grades 3-8 computer-based LEAP 2025 assessments

Technology Readiness & Troubleshooting

Technology Preparation

There are a number of actions that must occur to prepare devices in schools prior to the testing administration including setting up the **Testing Site Manager (TSM) and installing INSIGHTon testing devices.**

The following steps can be used to ensure that the TSM and devices are connected and are working properly.

1. Launch the Insight application.
2. Click on Test Sign In **underneath End-of-Course.**
3. Use the generic log in from one of the text-to-speech OTTs to log in. If the TSM is set up correctly then the text-to-speech will launch successfully.
4. Staff should check at least 1 device per TSM and Org Unit to ensure each the devices within each device organizational unit is set up correctly.



System Readiness Check

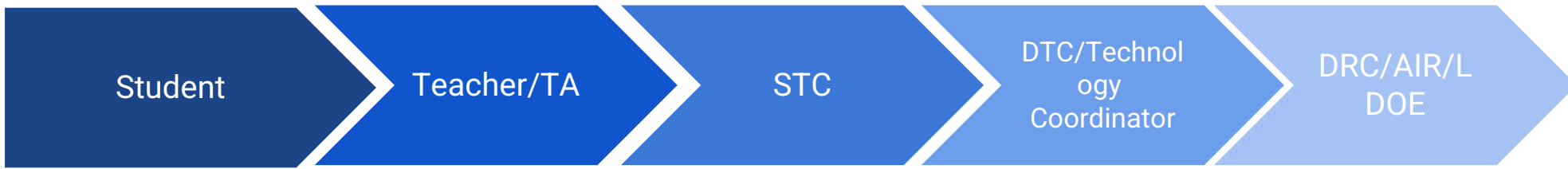
Before testing begins each day, students should run the system readiness check by following the steps below:

- Open DRC INSIGHT.
- Select the purple check mark in the bottom left corner.
- **Type 7745.**

If the screen does not show all green check marks, alert your STC or technology coordinator.

Technical Assistance

If technical problems occur during testing, school and district staff should follow the reporting protocol presented below. Technical problems include, but are not limited to, problems connecting INSIGHT, the inability to load test items, or missing buttons.



DRC Louisiana Customer Service

1-888-718-4836

LAHelpdesk@datarecognitioncorp.com

LDOE

1-844-268-7320

assessment@la.gov

Ricky Leblanc – 225-258-4514

Technology FAQ

District Test and Technology Coordinators can access the [Statewide Assessments FAQ about Technology](#) document. The information contained in this document should be used to guide District Technology and Test Coordinators as they prepare for Spring assessments. It is suggested to review the eDIRECT Technology User Guide *before* reviewing this document. The questions represent questions District Technology Coordinators frequently have *after* reviewing the [Technology User Guides](#). The Frequently Asked Questions are sorted into the following sections:

- Testing Site Manager
- Insight Client
- Netbook Devices
- Android Devices
- iPad Devices
- Chromebook Devices
- nComputing Devices
- eDirect
- Load Simulation and Ping Trends
- Error Messages

Statewide Assessment FAQ about Technology can be found on District Testing Page.

Troubleshooting

Districts and schools can use the [Technical Troubleshooting Tips](#) if technical issues occur during testing. This document is for school sites to use in order to eliminate common errors prior to contacting DRC for technical support. The document is outlined in the next slides.

If you run into a system message...

- Reboot the machine
- Does the error still occur?
- Can you move the student to another computer within the same lab or mobile laptop cart?
- Does the error still occur?
- Mark the affected computer with a sticky note and notify your Information Technology (IT) department.
- If **IT staff** cannot resolve the issue, have them call DRC Customer Service with the reporting information on page 2 of the document.

Technical Troubleshooting Tips can be found on District Testing Page.

Troubleshooting

Common System Message	Troubleshooting Action
Invalid Username and Password	The student has either typed in the information incorrectly or has logged into the wrong testing location. Back out to the main menu and verify the location where the student is logging in. This is not a technical error.
Internet/Network Connection Error – There was an interruption in the internet connection and the testing device cannot reach DRC servers or the TSM.	Did the district technical department whitelist both the URLs and the IP addresses on all content filters, firewalls, and antivirus software?
	If wireless, check the access point to computer ratio. Are there too many devices connecting to one access point?
	Conduct a speedtest at www.speedtest.net to Minnetonka, MN. What is the upload and download speed? If it is less than 10 mbps, it is too slow to test.

Troubleshooting

Common System Message	Troubleshooting Action
TSM Connection Error – Workstation cannot connect to the TSM internally on the network.	<p>Proceed with Internet Connection Error Troubleshooting</p> <p>Contact local IT staff to confirm the local machine firewall is turned off if using a Windows OS TSM.</p> <p>Contact local IT staff to confirm that the TSM service is running.</p> <p>If <u>no one</u> can test, restart or reboot the service.</p>
Configuration Not Found, Configuration Error – The testing device is not registered to the Device Toolkit and cannot proceed with testing until assigned an ORG Unit ID.	Contact local IT staff to register the device to the Device Toolkit
No TSM Configured – The Testing Site Manager has not been installed on the local network or configured in the Device Toolkit	Contact local IT staff to install or configure a Testing Site Manager.
The next button is grayed out.	The student has not completed the question on the test. This is not a technical error.
Frozen or Gray Screen with spinning wheel	Exit the test and reboot the machine. This is typically due to temporary overloaded internet traffic or maxed out memory on the computer.

Troubleshooting

Common System Message	Troubleshooting Action
Connection Error Retrieving Content – Testing Device cannot connect to the TSM or content servers to access test content.	Contact local IT staff to confirm that all content files are on the TSM management portal.
	Contact local IT staff to confirm content files are up to date.
	Proceed with Internet Connection Error Troubleshooting
Proxy 336 Error – This is an issue with configuration within the Device Toolkit.	Contact local IT staff to confirm that there is nothing in the proxy host field within the Device Toolkit. If so, erase, and redeploy a new configuration file with no proxy server settings.

Troubleshooting

No Audio

- Does the audio stop after “Begin test?”
- Is the machine sound dialed more than halfway up?
- Does the audio work outside the software?
- Does the audio work from the speakers?
- Are the headphones plugged in before launching the software?
- Is the latest sound card driver installed?
- Is the TTS button checked in the TSM?
- Does the student have the text-to-speech accommodation checked in eDIRECT?

Troubleshooting

If after troubleshooting there are still issues with testing, contact DRC Customer Service with the information below. **Write down the following information to prepare for your call with customer service:**

- Reporter/school/district/state
- Phone or email
- Student IDs (username and password if a phone call)
- Number of students affected out of how many students
- Date and description of the issue
- Specific system or error message (e.g. “Internet Connect Error” or “TSM Connection Error During Login”)
- When does the error message occur (e.g. when they select “Sign In?” or in the middle of testing)
- Operating system/version (Mac/Windows/iOS/Chromebook/Android)
- ORG Unit ID
- Wired or wireless
- Do the System Readiness Check. Are there red exclamation points? Which settings?

Page 2 of the Technical Troubleshooting Tips -

Troubleshooting

Contact **Rhonda or Sabra** if you have the following issues:

- LEAP 2025 Platform Functionality:
 - User Administration (Adding and Editing Users in eDIRECT)
 - Materials Ordering and Additional Materials
 - Adding and editing students in Test Setup
 - Adding and editing test sessions and printing
 - Test tickets
 - Data Validation
 - Viewing and Downloading Student Reports
- Materials Receipt, Inventory, and Return
- Labeling of test booklets (Pre ID, District-School, and Do Not Process labels)
- **INSIGHT and TSM Installation, Functionality, and Troubleshooting – Ricky Leblanc**

Training Accounts

Each LEA has a Sample School (777) in eDIRECT to use for training purposes only.

- The training school will only be placed in the **Practice Test 2018 Administration.**
- Ten sample students have been added to each 777 site and should be used to practice creating test sessions.

Test Violations and Test Definitions

Violations of Test Security: Related Policy

Violations of test security are defined in Bulletin 118 and include:

- Administering tests in a manner that that would give examinees an unfair advantage or disadvantage
- Giving examinees access to test questions prior to testing
- Examining any test item at any time (except for providing certain accommodations)
- At any time reproducing or discussing all or part of any secure materials
- Coach or interfering examinees in any manner during testing
- Altering or interfering with examinees' responses in any manner
- Administering previously administered or current forms of any statewide assessment
- Failing to account for and secure test materials
- Conducting testing in alternate environments without approval
- Failing to report any testing irregularities
- Participating in, encouraging, or failing to report any violation

Violations of test security can result in the revocation of a teaching or leadership certificate as defined in Bulletin 746.

Violations of Test Security: Related Policy

Violations of test security can result in the revocation of a teaching or leadership certificate as defined in Bulletin 746.

- **Any teacher or other school personnel found guilty of facilitating cheating may have his or her Louisiana teaching or educational leadership certificate suspended or revoked in accordance with Bulletin 746, §908, and**
 - **may face criminal charges.**
- **To anonymously report testing irregularities, please call**
 - **the LDOE Assessment Hotline at 844-268-7320**

Testing Irregularities: Definition and Reporting

Definition:

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.

Process for reporting:

- All testing irregularities must be reported in writing to the School Test Coordinator, who must then send the written reports to the District Test Coordinator.
- Districts may only send the following information to LDOE
- **Louisiana Secure ID**
- **First letter of first name**
- **First three letters of last name**
- **Birth date only (excluding birth month and birth year)**



Testing Irregularity Form can be found on District Website. It must be completed the same day as the irregularity and emailed to Rhonda.

Access: Definition and Processes

Definition:

Access is defined as handling the materials, reading, reviewing, or analyzing test items or student responses, either before, during, or after testing except where providing approved accommodations.

Processes for limiting access:

- Limiting keys to locked secure areas
- Conducting all precoding and sorting of materials in central secure locations

Secure Materials: Definition and Procedures

Definition:

Test materials that contain administration test items or student responses and to which access is restricted.

Secure test materials include:

- student test booklets;
- student answer documents;
- student log-in information; and
- any other materials containing test items or student responses (e.g., scratch paper)

Processes to ensure the proper accounting of materials:

- Check in and check out procedures that include counting of materials
- Procedures for distribution, collection, disposal of materials such as scratch paper
- Appropriate training of all involved in assessment administration
- Monitoring of processes during administration to ensure maintained security

Active Monitoring

Definition:

Active monitoring means that test administrators should be actively engaged in observing students' behavior at all times during the administration of state assessments.

Practices to ensure active monitoring:

- Active monitoring involves moving about the testing area so students' actions can be viewed from multiple vantage points.
- Test administrators should not be engaged in other activities that would distract or prevent them from accomplishing this task.
- Test administrators should glance down at the tops and margins of the test booklets to ensure that students are working in the correct portion of the test.
- Test administrators must be aware that active monitoring also applies to maintaining test security during breaks by limiting interaction between students.
- Test administrators testing in a small group should pay attention to ensure students receive the appropriate accommodations at the appropriate times.

Active Monitoring: Violations of Test Security

While it is essential to actively monitor during test administration, it is considered a violation of test security for test administrators to do any of the following:

Unauthorized viewing of test content for any reason other than to ensure students are working on the correct area is a violation and can include:

- Viewing test content long enough to determine the essence a question or prompt
- Looking the test booklet to determine if a student marked responses
- Viewing a testing booklet to see if a student used a strategy
- Memorizing test questions
- Copying test questions
- Examining a graph or illustration

Preventing Plagiarism

Definition:

Plagiarism occurs when a student duplicates another student's response or an external source. Examples include similar responses across multiple answer documents and use information from internet resources.

Practices to prevent plagiarism:

- Administering the assessment to students taking the same test within the same day.
- Limiting reopened sessions by scheduling in such a way that ensures student completion of individual sessions.
- Prohibiting or limiting the use of other electronics within the testing environment
- Limiting access to backpacks and other belongings during the administration
- Ensuring technology readiness prior to administration in order to prevent previewing and reopened test sessions

Testing Students with Accommodations

Test administrators testing students with **accommodations** should be provided with the following:

- Training on what accommodations each student will receive
- A list of the accommodations each student is set to receive and when they should receive them
- Processes for communicating with the testing coordinator should questions or issues arise during administration

Test administrators testing students with accommodations, including small group, are expected to actively monitor during administration including moving about the room and ensuring limited student interaction during any breaks.

STC Next Steps

Test Security Next Steps

Prior to administration of any state assessment district test coordinators are required to train school test coordinators in test security as well as any LEA level staff that may be participating in test administration or monitoring.

School test coordinators are required to train school-level staff (e.g., test administrators, proctors, monitors).

Resources available for test security training include:

- Test Coordinator and Administrator Manuals and
- Test Security Training for Schools.

Next steps for school test coordinators:

- Access Test Security Training for Schools.
- Schedule school test security trainings.
- Provide test security training to school test administrators and proctors.
- Plan for school level active monitoring for test administration.

Investigation Reports

Investigation Support

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

- 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 or consumable test booklet and the domain to be voided.
- The **School Test Coordinator** should 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. The STC will complete the **Void Notification form** and notify the District Test Coordinator of any voided test.
- The **District Test Coordinator** should mark the test invalid in the appropriate online system and email a completed testing irregularity form to assessment@la.gov.

Investigation Support

The following items are required by Bulletin 118 for any test security investigation:

- Explanation of the incident in complete detail.
- A list of all people involved.
- Description of the secure storage area and a list of people with access to the secure storage area.
- Transcripts of interviews with the following people:
 - Principal
 - School Test Coordinator
 - Test Administrator(s)
 - Proctor(s)
- Transcripts of interviews with multiple students regarding the information below:
 - Testing procedures
 - Layout of the classroom
 - Access to test materials before the test
 - Access to unauthorized materials during testing

Investigation Support

The following are recommendations based on best practices in conducting investigations:

Collect/view all evidence prior to conducting any interviews.

- Schedule a plagiarism/answer change analysis viewing by emailing assessment@la.gov, if applicable.
- View security camera footage if available.
- Obtain oaths of security and confidentiality, test security and administration sign-in sheets and training materials.

Interview test administrators, proctors, and students in question last.

Interview other personnel first.

- Questions should include general procedures and about the incident.
- Ask as many open-ended questions as possible; limit the number of yes and no questions.

Investigation Support

Interview all individuals who were in the room but not directly involved in the event.

- All interviews should be conducted at least twice across multiple days.
- Questions should include general procedures and questions about the incident.
- Ask as many open-ended questions as possible; limit the number of yes and no questions.
- Individuals in this group should not be told who is being investigated.

Interview all individuals who were directly involved in the event.

- All interviews should be conducted at least twice across multiple days.
- Questions should include general procedures and questions about the incident.
- Ask as many open-ended questions as possible; limit the number of yes and no questions.
- Individuals in this group should not be told they are under investigation until absolutely necessary.
- Avoid being overly aggressive. Investigators who are friendly and helpful get better results.

Key Dates

LEAP 2025 Grades 3-8: Key Dates

Action	Key Dates
Manuals posted in eDIRECT	February 2
Manuals Delivered	March 9
Printed accommodation materials for CBT delivered to districts	March 9
Test Setup Opens (TA numbers assigned to CBT and PBT)	March 19
Computer-based Testing Window	April 9 - May 4
PBT materials delivery	April 16
Additional Materials Window opens	March 10 - CBT April 17 - PBT
Last day to order additional materials prior to the paper testing window, including large print, braille, and communication assistance scripts	April 24

LEAP Key Dates

Action	Key Dates
Paper-based testing window (see manual for daily schedule)	April 30 - May 4
Makeup Testing	May 7 – 8
Materials pickup 1 (scorables)	May 8
Test Invalidations and Void Forms due to LDOE	May 9
Materials pickup 2 (scorables and nonscorables)	May 10
Materials pickup 3 (administration materials)	May 12 – 19

LEAP 2025 Test Setup

Off Grade Voids

All students should take the **appropriate grade level or grade span** assessment.

All official grade assignments are in **SIS**, and changes must be documented in SIS.

Students who take a grade level test lower than their enrolled grade or grade span will have **their test voided**.

LEAP 2025 Test Setup

The 2018 LEAP 2025 administration will be active in eDIRECT on March 19. District and school level users should do the following:

- Upload additional students
- Move students within the district
- Create TA Numbers
- Assign, verify, and view accommodations
- Create test sessions
- Generate and print test tickets
- Review the [eDIRECT User Guide](#) under the General Information tab.

Creating and Editing Test Sessions

To create a Test Session:

1. Click on Add Session from the Test Session screen.
2. Populate the session details, then click on Find Students. This will display all the available students for the test session, by grade and content area.
3. To add the students to the test session, select the student, then click on the right facing arrow to add the students to the session.
4. Complete the above steps until all students are added to test sessions.

The screenshot displays the 'Edit Test Session' interface. At the top, it shows the 'Testing Window: 08/20/2014 - 10/05/2014' and 'Eligible Grades: 04'. Below this is an 'Instructions' section. A red asterisk indicates required fields. The form includes fields for 'Session Name' (ELA LI, Gr 04 (1)), 'Content Area' (ELA: Literature and Info), 'Assessment' (Gr 04 - ELA: Literature), 'Mode' (Online), 'Begin Date' (8/20/2014), and 'End Date' (8/27/2014). A search section for available students has fields for 'Student Last Name', 'Student First Name', 'State Student ID', and 'Grade' (set to 04). There are 'Find Students', 'New Student', and 'Clear' buttons. Below the search fields are two panes: 'Available Students' (empty) and 'Students in Session' (containing 'StudentB, Test (234567899)'). Blue arrows point from the available students to the session list. At the bottom are 'Save' and 'Cancel' buttons.

*Note: The **Upload Multiple Test Sessions** option will be available in addition to creating individual test sessions.*

Multiple Test Session Upload

DTCs and STCs can set up all test sessions at one time by using the Multiple Test Session Upload file steps below:

- Select Test Management
- Select Manage Test Session
- Select Upload Multiple Test Sessions
- Download the [file layout](#) and sample CSV File
- Create the file for all students needing a testing session
- Upload the file

Note: Student accommodations and TA numbers must be in the system prior to creating test sessions.

LEAP 2025 Testing Alerts

LEAP 2025 Manuals

There are two Test Coordinator and Test Administrator manuals: paper-based and computer-based.

Manuals are posted in eDIRECT and printed versions will arrive in districts on March 9.

The next slides include highlights regarding:

- Testing Alerts
- Test security
- Test Schedules
- Materials
- Other Reminders

Everything in **RED** pertains to Paper-Based Testing **PBT**.
Everything in **BLUE** pertains to Computer-Based Testing **CBT**.

Testing Alerts

Accommodated Versions – PBTAM Pg iii

- Each content area has an accommodated version consumable test booklet for use with specific accommodations.
- *To help ensure the correct form is being administered, the accommodated version is identified on the cover page as “Accommodated Form” and is distributed as single books that are separate from the packs of 10 for consumable test booklets.*
- *The accommodated version is included in the initial materials shipment and available to order as additional materials for students with any read aloud or transferred answers accommodation only. This will also be kitted with braille, CAS, and large print for transferring answers.*
- *Students with read aloud by a human reader, Kurzweil file, or audio file MUST use the accommodated version.*
- Students having answers transferred from a consumable booklet to another consumable booklet MUST use the accommodated version. Test administrators must also use the accommodated version to transfer answers.

Testing Alerts

Preidentified Students

- For **CBT**, DRC will upload preidentified students who were identified in the Student Information System (SIS) database as of **February 1, 2018**.
- For **PBT**, students who were identified in the SIS as of **October 1, 2017**, are considered preidentified. For preidentified students, districts will **receive bar-code labels** (for use on ELA, Math, Social Studies, and the Science Field Test consumable test booklets) that are preprinted with the student's information. Nonpreidentified students must have their information hand-coded on the document and then the school system bar code label added. **Nonpreidentified bar-code labels** must be affixed to consumable test booklets for students who were not preidentified **PBTAM Pg i**

Accommodations

- Student accommodations **must be added prior to putting students in a test session**; if accommodations are assigned after a student is put in a test session, the student will not receive the accommodated form.
- Students with accommodations in SER and SIS will be uploaded by DRC.
- Spanish directions and the calculator accommodation in eDIRECT will go live for Spring assessments.
- **Students with the calculator accommodation must be provided a handheld calculator.**

Testing Alerts

Accommodations

- STCs should review and verify accommodations for all students in eDIRECT.
- School test coordinators must manually select accommodations or accessibility features in eDIRECT for students that have PNP or English Learner accommodations.
- Spanish mathematics test materials are only available through an additional materials request. **PBTAM Pg ii**
- School test coordinators **MUST** manually enter Read Aloud accommodations for students with accommodations in SIS. Students with Read Aloud accommodations in SER will be populated in eDIRECT.
- Student accommodations will display on the Test Rosters so STCs can verify accommodations before handing out tickets.
- **Test Read Aloud labels are for consumable test booklets that are used to administer the Read Aloud accommodations.** Affix this label to the front cover of the consumable test booklet, on top of the U-Blank barcode on the lower left corner. Do not place over the Security Barcode or the document will not be able to be checked in to DRC. All consumable test booklets with the Test Read Aloud label will not be scored. **PBTAM Pg i**

Testing Alerts

Void Forms – Both Tests (CBT & PBT)

- To report a testing irregularity that might result in a voided test, school test coordinators must complete and submit the updated Void Notification form (page 37) to the district test coordinator. A form should be completed for each student involved in an incident. Void Notification forms and the Void Verification form completed by the district test coordinator must be submitted to the LDOE with other necessary documentation by Wednesday, May 9. Please note that this form has been updated to comply with new student data privacy laws.

Search and Score

- **Check carefully to ensure all post-administration procedures are followed and tests are submitted to DRC within the designated time frames per the key dates. DRC will charge the school system \$100 to research any missing or unsubmitted tests, and, if a test is found, \$100 to score it. This will result in a delayed score memo for the student.**

Testing Alerts

998 Students

- District test coordinators should set up home study students for CBT in eDIRECT through the 998 school.
- District test coordinators must affix bar-code labels for PBT with site code 998.

Monitoring - Both Tests (CBT & PBT)

- Ensuring the **Proper Monitoring of Students**. It is strongly recommended that **one test administrator and at least one proctor for every testing group be present in a room during testing**. Adding a proctor to the testing situation, even for a small group of students, allows the test administrator to address any issues while still maintaining test security. This is especially important for the computer-based testing due to the nature of the online environment.

Testing Alerts

Scratch Paper - Both Tests (CBT & PBT)

- Students must be provided scratch paper (blank, lined, or graph) as directed in the Test Administration Manuals.
- Scratch paper used during administration of the assessments must be collected at the end of the administration of each session and turned in to the school test coordinator to be destroyed.

Accountability Codes

- A student's testing codes information cannot be viewed or edited until the student has been added to a test session in eDIRECT.
- Accountability codes must be entered by the end of the testing window.

Test Tickets

- The ELA, Math and Social Studies assessments each include three sessions or parts.
- The Science Field Test assessment includes two sessions or parts.
- A separate Test Ticket is required to log in to each session.

LEAP 2025 Test Security

Test Security

Training

- All staff involved in testing must be trained in test security prior to assessment day. Test security training information for paper-based and computer-based testing can be found in the [Assessment Library](#) and the district testing website.

Monitoring

- [Bulletin 118](#) requires all LEAs to have a plan to monitor all sites during testing. Monitoring forms for paper- and computer-based testing can be found in the [Assessment Library](#).

Test Security

Investigations

Districts are responsible to investigate all testing irregularities. Testing irregularities resulting from the following require submission of an investigation to LDOE:

- Void
- Lost secure material

The [Investigation template](#) and forms are available in the [Assessment Library](#).

Test Security

- **Secure materials must never be left in open areas or unsupervised.** Supervision requires a person trained in test security. **Test administrators must not be given access to secure test materials before the test administration day.**
- To the extent it is practicable, precoding and labeling of assessments shall occur **at two central locations** in a district prior to the assessment.
- Security numbers are used to track individual documents. Test booklets have security numbers on the back cover. Answer documents and consumable test booklets have security numbers on the front cover. Security numbers on test booklets and answer documents do not match.
- **Principals are required to sign each Pre-Administration and Post-Administration School Test Coordinator's Oath of Security and Confidentiality Statement before and after testing is completed,** ensuring that security and test administration procedures were followed.

Test Security

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

- 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 or consumable test booklet and the domain to be voided.
- The **School Test Coordinator** should 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. The STC will complete the Void Notification form and notify the District Test Coordinator of any voided test.
- The **District Test Coordinator** should complete and email the Void Verification form **by May 10, 2018**, to LDOE at assessment@la.gov.

Test Security

Unlocking and Invalidating Test Tickets

Only the District Test Coordinator should have the permission to unlock and invalidate test tickets. Every time a DTC takes either of these actions a [Testing Irregularity form](#) must be sent to assessment@la.gov.

LOCKED TEST TICKETS

Student's Test Ticket locks before testing is completed

<i>If...</i>	<i>Then...</i>
A student exited the test by using the End Test function in INSIGHT and the student needs to log back into the test:	Contact the District Test Coordinator to unlock the Test Ticket.
A student exited the test by using the Pause/Exit function, or the student was inactive in the system, the session in progress will automatically lock at the end of each day. To continue testing the In Progress session the following day:	Contact the District Test Coordinator to unlock the Test Ticket.

INVALIDATING TEST TICKETS

Student's Test Ticket needs to be voided due to a testing irregularity

<i>If...</i>	<i>Then...</i>
A testing irregularity occurs while a student is testing and the student's score is no longer valid:	The DTC may invalidate the student's Test Ticket. The student cannot continue testing and cannot be given a new Test Ticket, but all student data is saved.

LEAP 2025 Testing Times

Test Schedules

- **All tests are strictly timed.** No additional time is allowed except for students receiving the accommodation Extended Time. TAs will follow the directions in each *Test Administration Manual*.
- Each test session must be administered and completed on the day it is scheduled.
- For PBT, School Test Coordinators and principals will schedule makeup test sessions on the designated makeup date. Makeup testing must be completed before the final pickup of answer documents and consumable test booklets for the test administrations.
- For CBT, users must enter the designated begin and end dates for each test session in eDIRECT.

PBT Schedule

Grade 3		
Day 1 April 30	English Language Arts Session 1: Literary Analysis Task OR Research Simulation Task	75 minutes
	Mathematics Session 1	75 minutes
Day 2 May 1	English Language Arts Session 2: Research Simulation Task only OR Narrative Writing Task and a Passage set with one text	75 minutes
	Mathematics Session 2	85 minutes
Day 3 May 2	English Language Arts Session 3: Reading Literary and Informational Texts	60 minutes
	Mathematics Session 3	75 minutes
Day 4 May 3	Social Studies Session 1: Item Sets	75 minutes
	Social Studies Session 2: Task Set	45 minutes
	Social Studies Session 3: Item Sets and Discrete Items	75 minutes
Day 5 May 4	Science Field Test Session 1: Discrete Items and Item Sets	60 minutes
	Science Field Test Session 2: Discrete Items and Task Set	45 minutes
May 7-8	Makeup Sessions	Depends on session

Grade 4		
Day 1 April 30	English Language Arts Session 1: Literary Analysis Task and a Reading Passage set with one text OR Research Simulation Task	90 minutes
	Mathematics Session 1	75 minutes
Day 2 May 1	English Language Arts Session 2: Research Simulation Task OR Narrative Writing Task and a Passage set with one or two texts	90 minutes
	Mathematics Session 2	85 minutes
Day 3 May 2	English Language Arts Session 3: Reading Literary and Informational Texts	60 minutes
	Mathematics Session 3	75 minutes
Day 4 May 3	Social Studies Session 1: Item Sets	85 minutes
	Social Studies Session 2: Task Set	45 minutes
	Social Studies Session 3: Item Sets and Discrete Items	85 minutes
Day 5 May 4	Science Field Test Session 1: Discrete Items and Item Sets	60 minutes
	Science Field Test Session 2: Discrete Items and Task Set	45 minutes
May 7-8	Makeup Sessions	Depends on session

CBT Testing Times

Grade 3	
English Language Arts Session 1: Research Simulation Task OR Literary Analysis Task	75 minutes
Mathematics Session 1	75 minutes
English Language Arts Session 2: Research Simulation Task OR Narrative Writing Task and Reading Set	75 minutes
Mathematics Session 2	85 minutes
English Language Arts Session 3: Reading Literary and Informational Texts	60 minutes
Mathematics Session 3	75 minutes
Social Studies Session 1: Item Sets	75 minutes
Social Studies Session 2: Task Set	45 minutes
Social Studies Session 3: Item Sets and Discrete Items	75 minutes
Science Field Test Session 1	60 minutes
Science Field Test Session 2	45 minutes
Makeup Sessions	Depends on session

Grade 4	
English Language Arts Session 1: Research Simulation Task OR Literary Analysis Task and Reading Set	90 minutes
Mathematics Session 1	75 minutes
English Language Arts Session 2: Research Simulation Task OR Narrative Writing Task and Reading Set	90 minutes
Mathematics Session 2	85 minutes
English Language Arts Session 3: Reading Literary and Informational Texts	60 minutes
Mathematics Session 3	75 minutes
Social Studies Session 1: Item Sets	85 minutes
Social Studies Session 2: Task Set	45 minutes
Social Studies Session 3: Item Sets and Discrete Items	85 minutes
Science Field Test Session 1	60 minutes
Science Field Test Session 2	45 minutes
Makeup Sessions	Depends on session

CBT Testing Times

Grade 5	
English Language Arts Session 1 Research Simulation Task OR Literary Analysis Task and Reading Set	90 minutes
Mathematics Session 1	75 minutes
English Language Arts Session 2: Research Simulation Task OR Narrative Writing Task and Reading Set	90 minutes
Mathematics Session 2	85 minutes
English Language Arts Session 3: Reading Literary and Informational Texts	60 minutes
Mathematics Session 3	75 minutes
Social Studies Session 1: Item Sets	90 minutes
Social Studies Session 2: Task Set	45 minutes
Social Studies Session 3: Item Sets and Discrete Items	90 minutes
Science Field Test Session 1	60 minutes
Science Field Test Session 2	55 minutes
Makeup Sessions	Depends on session

Grades 6–8	
English Language Arts Session 1: Research Simulation Task OR Literary Analysis Task and Reading Set	90 minutes
Mathematics Session 1	60 minutes
English Language Arts Session 2: Research Simulation Task OR Narrative Writing Task and Reading Set	90 minutes
Mathematics Session 2	90 minutes
English Language Arts Session 3: Reading Literary and Informational Texts	80 minutes
Mathematics Session 3	90 minutes
Social Studies Session 1: Item Sets	90 minutes
Social Studies Session 2: Task Set	45 minutes
Social Studies Session 3: Item Sets and Discrete Items	90 minutes
Science Field Test Session 1	60 minutes
Science Field Test Session 2	55 minutes
Makeup Sessions	Depends on session

LEAP 2025 Test Materials

Test Materials

- **PBT materials will be produced and packaged based on the October 1 enrollment.** The ELA, Math, Science, and Social Studies test materials, including large print and braille and will arrive in districts according to the delivery schedule.
- **CBT uploads are based on February 1 enrollment.**
- To confirm accurate shipment of test materials, complete the Receipt Notice on eDIRECT immediately upon receipt of test materials. If there are any issues with the shipment (e.g., missing or damaged boxes), call DRC Customer Service at 1-888-718-4836 prior to completion of the Receipt Notice.
- For each shipment, materials will arrive at the school system in boxes labeled with the district test coordinator's name and the school system's shipping address. Each box label references the school name and is sequentially numbered. A School Box Range Sheet indicates which school's materials are contained in each box.
- Boxes used for delivery of materials must also be used to return test materials. The additional shipping boxes may be provided to schools as needed.
- District Test Coordinators will receive a packing list for all district materials in each shipment and a copy of each school's packing list for each content area.

Test Materials

- Large-print (PBT) and braille test materials will be boxed by school and delivered to the district in the same shipment as standard print materials. **Exception:** Spanish large print (PBT) will be provided as an additional materials request only.
- Preidentified students using large print (PBT) or braille receive standard print consumable booklets preprinted with their student information and consumable test booklets with preidentified bar-code labels. The students' responses must be transferred to these consumable test booklets.
- **For PBT, a Kurzweil DVD, Human Reader MP3 File DVD, Communication Assistance Scripts, and Social Studies accommodated version consumable test booklet (for students who have the *Human Read Aloud* or *Text to Speech* accommodation) must be requested as additional materials.**
- Each shipment of materials for schools includes overage. District Test Coordinators will also receive district overage materials, which must be inventoried and stored in the locked, secure storage area.
- **If an answer document, test booklet, or consumable test booklet is soiled, the District Test Coordinator should destroy the document by burning or by shredding if the document can be shredded. The Materials Accountability Form must also be completed in eDIRECT.**
- UPS is **prescheduled** to arrive at the district office on pickup days. There is no need to call UPS.

Test Materials

- Before PBT begins, preidentified bar-code labels must be affixed to consumable test booklets for ELA, Math, and Social Studies by the STCs. Nonpreidentified bar-code labels must be affixed to answer documents and consumable test booklets for students who were not preidentified.
- Colors for return labels and preidentified labels are listed below.

DRC Box-Return Label Colors		
Content Area	Color	UPS Pickup for Return to DRC
ELA, Math, Social Studies, and the Science Field Test (scorable)	goldenrod	pickup 1 (May 8) pickup 2 (May 10)
ELA, Math, Social Studies, and the Science Field Test (nonscorables)	white	pickup 3 (May 11–18)

Preidentified Label Colors for Each Content Area				
Content Area	ELA	Math	Social Studies	Science Field Test
Label Color	Pink	Yellow	Purple	Green

Accommodations Audit and Accountability Codes

Accommodations Audit

At the conclusion of each testing administration the Louisiana Department of Education (LDOE) completes an audit to ensure students are receiving appropriate accommodations as documented on the student's IEP/IAP.

Any student not receiving the appropriate accommodation will have their test voided for accountability purposes only. Additionally, high school tests may be eligible for an administrative error retest.

As you prepare for students with accommodations, please put a copy of the students' IAP/IEP in a folder. You should also list all students and their LASID #. This should be available at all times.

Accommodations Info

No Temporary Accommodations – Must do a 504 Plan

Copies of all IAPs for audit

Human Reader PD –

- Need names by Tuesday, April 10
- Training on Wednesday, April 18

Accountability Codes

District and school test coordinators should wait until the very end of the testing window to complete all accountability coding in the eDIRECT system.

At the end of the window accountability code students should be placed into a test session for each subject and have the appropriate accountability code applied. Documentation for a code should be available for review during an audit.

Steps to pull up list of applied accountability codes:

- Manage Test Session
 - Select District and School
 - Export student details
- Applied accountability codes will be in the column labeled testing codes.

LEAP 2025 Student Transfers

LEAP 2025 Student Transfers

- DTCs should follow this following protocol regarding student transfers.

<i>If...</i>	<i>Then...</i>
A new student moves into the district	If it is just one student transferring, the designated DTC should email DRC customer support and request the transfer. If you are requesting a transfer for more than one student, the designated DTC should download the Student Transfer Form in eDIRECT, complete the form and then email it to DRC customer support. The DTC will receive an update on the request within 24 hours.
A student moves from one school to another school within the same district <i>prior</i> to testing	The DTC should edit the student's information in eDIRECT before the student begins testing so that the student's scores report to the correct school. The DTC must move the student to a different test session in eDIRECT.

LEAP 2025 Student Transfers

Students who have transferred from another district in Louisiana:

- STCs must use the LEAP 2025 Student Transfer Form which was sent in an email on **Monday, March 19**. The form will also be available on the Testing Website Page.
- Completed forms should be emailed to Rhonda by **noon Tuesday, March 27**.

Students who have transferred from a school within the district:

- Email the student's name and prior school to Rhonda

LEAP 2025 Student Transfer Form

Testing Homebound and Home Study Students

Testing Homebound Students

Policy requires that homebound students participate in state **testing unless it is determined by a doctor in writing that they are too ill to test. The doctor's letter must include all dates of testing, including makeup days.**

Secure materials must be checked in and out daily by homebound test administrators. When possible the test administrator should be the regular homebound teacher. Tests should be administered in accordance with all rules for test administration and security. Any accommodations should be documented on an the IEP.

The four options for testing homebound students are:

- Install both the TSM and Insight client on a single laptop to be transported to the testing location
- Install Virtual Private Network (VPN) software and the client software on a laptop to be transported to the testing location
- Utilize the district's virtual desktop infrastructure (VDI) to set up and deliver a web-based login to access the district's internal TSM and client software
- Purchase a hosted VDI as a service solution to deliver TSM and client software access

Testing Home Study Students

State law requires that home study students be provided access to state tests. Districts must offer testing to home study students for LEAP 2025 or EOC testing when it is requested. Districts can charge up to \$35.00 for testing; however, if the student enrolls in the district in the fall, the testing fee should be returned to the family.

- Districts can set up an application process with a deadline in order to meet any special requirements such as accommodations and to plan for needed materials and technology.
- Districts determine where students are tested and when they are tested (within approved window).
- When adding home study students in eDIRECT districts/schools should use 998 sitecode.
- The LASID for home study students is the SSN with a leading “0”.
- Test reports will be returned with other student reports in eDIRECT and should be provided to parents using the district’s policy for distribution (i.e. mail, direct pickup).
- Since these students are not enrolled in the district or a school, the scores for students enrolled in a home study program will not count in the SPS or DPS.
- If students are uploaded incorrectly using a school site code, their scores will be included in assessment reporting.
- The [FAQ about Testing Home Study and Nonpublic School Students](#) is available in the Assessment Library.

Science Field Test for Grades 3-8

Features of the Science Field Test: Grades 3-8

All LEAs are required to participate in the science field tests.

Features of the Science Field Tests include:

- two sessions
- timed
- same test window
- online for all grades, district option for paper-based tests at grades 3 and 4
- all items reviewed by educator committees

Grade	Session	Components	Time Allowed
3-8	1	2 item sets 3 discrete items	60 minutes
3-4	2	1 task set	45 minutes
5-8	2	1 task set	55 minutes

Science Online Tools Training and Tutorials

- The Science Online Tools Training (OTT) for grades 3-8 is currently available.
- Students and teachers should practice the OTT prior to taking the Science field test.
- The OTT can be accessed by clicking on the INSIGHT icon or using the [web link](#) in a Google Chrome Browser.
- Tutorials are video overviews of the tools and are available in [eDIRECT](#).

Online Calculators

New Online Graphing Calculator

What's **new**:

- Replaces DRC graphing tool
- Fully functional Desmos graphing calculator
- [Desmos](#) free online - access outside testing platform

What's **unchanged**:

- Online scientific calculator
- Handheld calculators recommended
- Calculator Policy

**Available in all LEAP
2025 and LEAP 360
Algebra I and
Geometry tests and
resources.**

The Old vs The New

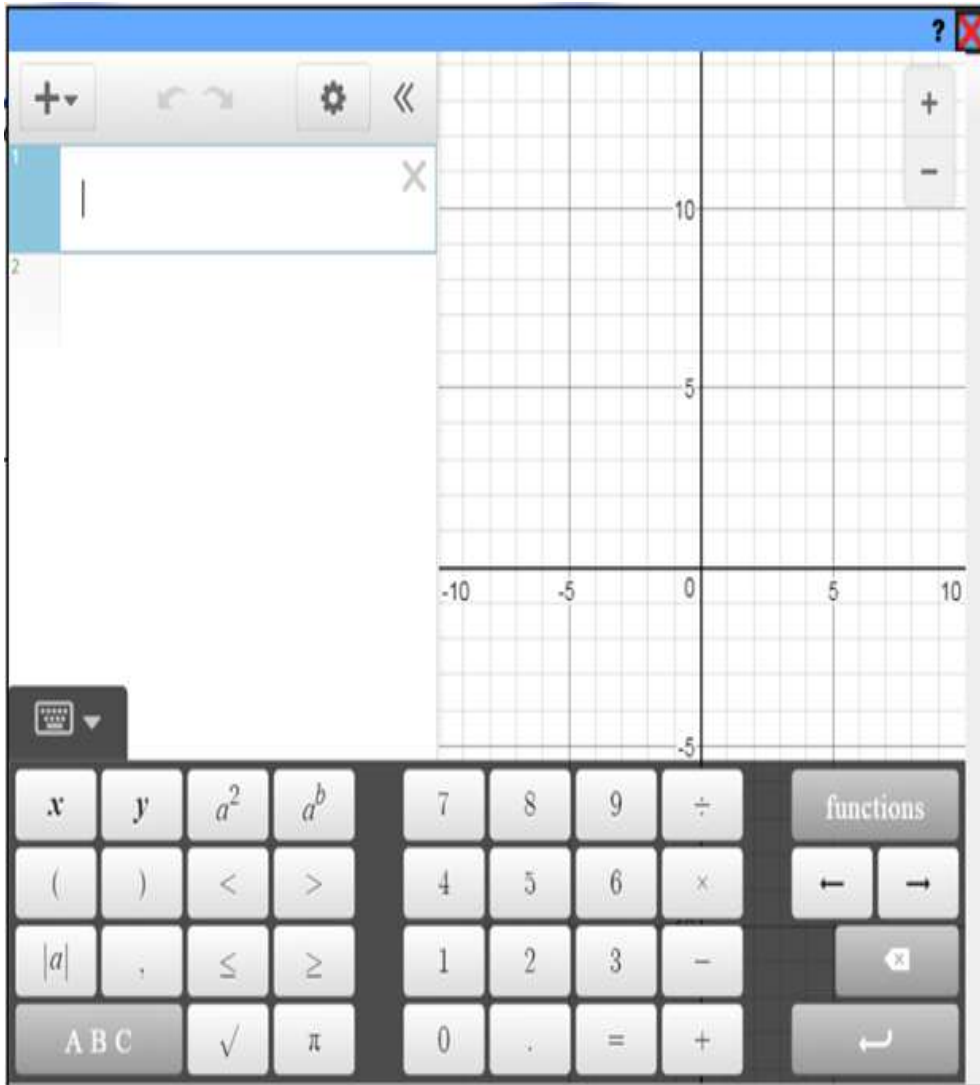


Same Scientific Calculator

Old DRC Graphing Tool

New Desmos Graphing Calculator

New Desmos Graphing Calculator



Key Upgrades:

- One screen
- Coordinate plane, scale shown on axes
- Allows all inputs of a graphing calculator
- Is a fully functional graphing calculator

Desmos Online

<https://www.desmos.com/calculator>

The screenshot shows the Desmos online graphing calculator interface. At the top, there is a navigation bar with a hamburger menu, the text "Untitled Graph", the "desmos" logo, and buttons for "Create Account" and "Sign In". Below the navigation bar is a toolbar with icons for zooming, undo, redo, and settings. The main area is a coordinate plane with x and y axes ranging from -10 to 10. A small input box is visible on the left side of the graph. At the bottom, there is a virtual keyboard with buttons for variables (x, y), mathematical symbols (a², a^b), arithmetic operators (7, 8, 9, ÷, 4, 5, 6, ×, 1, 2, 3, -, 0, ., =, +), and a "functions" section with buttons for subtraction, addition, and a function key.

The screenshot shows the Desmos online help and resources page. At the top, there is a navigation bar with a green "Create Account" button, a "Sign In" button, and icons for help, search, and a globe. Below the navigation bar is a "Tours" section with four circular icons representing different features: "Sliders" (m = -9, -10), "Tables" (a 2x2 grid with x, y, 1, 2), "Restrictions" (the inequality {1 < x}), and "Regressions" (a scatter plot with a regression line and statistics: R-SQUARE = 0.994, PARAMETER = 0.654). Below the "Tours" section is a "Resources" section with a list of links: "Getting Started", "Video Tutorials", "Desmos User Guide", "Help Center", and "Keyboard Shortcuts". At the bottom, there is a "Feedback" section with a text input field labeled "Type your question or suggestion..." and a submit button.

Assessment Resources

LEAP 2025 Practice Tests

Practice Test Do's

- Compare task approach with instructional approach
- Compare sources to those used instructionally
- Understand tasks associated with assessable content
- Guide selection of open-source materials
- Understand expectations for written responses
- Facilitate testing discussions with colleagues and students
- Practice timing/pacing

Practice Test Don'ts

- Gather cumulative data about overall student performance and preparedness
- Prioritize content based on the standards and GLEs represented on the practice tests
- Limit instructional strategies to those represented in the practice tests

[Practice Test](#) library

- Practice Test Quick Start Guide and guidance documents*
- Webinars - presentations and recordings
- Paper-based practice tests (grades 3 and 4)*
- Practice test answer keys - paper-based and computer-based*
- Accommodated practice test materials*

*Also found in [eDIRECT](#)

LEAP 2025 Assessment Resources

Assessment Guidance library

- LEAP 2025 Assessment Guides*
- Science Field Test Guides*
- Reference sheets, rubrics, and checklists*
- Webinars - presentations and recordings
- Sample social studies item sets and task sets
- Equation builder guides
- Link to Desmos online graphing calculator

Assessment library

- [LEAP 2025 Technology Enhanced Item Types](#)
- [LEAP Accessibility and Accommodations Manual](#)*

INSIGHT™

- Computer-based practice tests
- Online Training Tools

*Also found in [eDIRECT](#)

Parent Guidance for the Spring LEAP 2025 Tests

The [Parent Guide to the LEAP 2025 Tests](#) provides guidance to families on the LEAP 2025 tests for grades 3-8 and high school.

The guide provides information on:

- which tests students take;
- when students will take the test; and
- resources to help parents understand what students should know and be able to do on the tests.

Located within the guide is a [Parent Guide to the Practice Tests](#).

Both of these guides, and all other assessment resources can be found in the [Parent Assessment Portal](#).

3/22/18

→ PARENT GUIDE TO LEAP 2025 TESTS ←

As schools and students begin their final preparations for the spring Louisiana Educational Assessment Program (LEAP 2025) tests, the Louisiana Department of Education (LDOE) created this fact sheet to provide parents with general information about the tests, and what you and your child can expect when he or she takes the tests in April and May.

✓ KNOW THE TEST

LEAP 2025 TESTS

Each year, students in grades 3 through high school take state tests to measure their knowledge and skills in each subject area and their readiness for the next level of study.

The LEAP 2025 tests are just one of several indicators, in combination with report cards, teacher-made tests, and classroom work, that are used to create a complete picture of a student's performance in school. The results from the tests will be used to help teachers identify when students need additional support or more challenging work in each subject area. This information is also used to measure how well schools and school systems are helping students achieve higher expectations.

FOR THE 2017-2018 SCHOOL YEAR, STUDENTS WILL TAKE THE FOLLOWING TESTS IN GRADES 3 THROUGH HIGH SCHOOL:

- ✓ ENGLISH LANGUAGE ARTS (ELA)
- ✓ MATHEMATICS
- ✓ SCIENCE (FIELD TEST)
- ✓ SOCIAL STUDIES
- ✓ ALGEBRA I
- ✓ GEOMETRY
- ✓ ENGLISH I
- ✓ ENGLISH II
- ✓ BIOLOGY
- ✓ U.S. HISTORY

Students with the most significant learning disabilities are eligible to take the LEAP Alternate Assessment, Level 1 (LAA) for Science in grades 4, 8, and 11 and LEAP Connect in grades 3-8 in ELA and Math. LEAP Connect is given to students from February 5 through March 16, depending on schools' individual schedules.

SCIENCE FIELD TEST

In order to update the LEAP 2025 science test to the new Louisiana Science Standards, all students this spring will participate in a field test. Students will not receive a score report for their performance on the field test, but the results will be used to design the test that students will take next year.

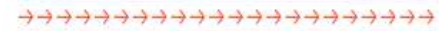
🕒 TEST SCHEDULES

LEAP 2025 TEST SCHEDULE

Students in grades 5 through high school will take the LEAP 2025 tests in ELA, math, and social studies online. Students will also participate in a science field test. In grades 3-8, Schools have the option to test students in grades 3 and 4 online or on paper.

All LEAP 2025 tests are strictly timed, and no additional time is permitted except for students who have a documented extended time accommodation.

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Other Information

LEAP 2025 Files

- Send Rhonda the following files:
 - School Initials Spr 18 LEAP 2025 example: **FWES Spr 18 LEAP 2025**
 - School Test Coordinator Pre-Administration Oath of Security & Confidentially Sheets
 - School Test Coordinator Post-Administration Oath of Security & Confidentially Sheets
 - Test Administrator Pre-Administration Oath of Security & Confidentially Sheets
 - Test Administrator Post-Administration Oath of Security & Confidentially Sheets
 - PD Sign –In Sheets
 - PD Agenda
 - Daily Sign-In and Out Sheets
 - Security Checklist for PBT Materials
 - School Initials Spr 18 ELPT example: **FWES Spr 18 ELPT**
 - Include the same information/sheets as above
 - School Initials Spr 18 LAA1 example: **FWES Spr 18 LAA1**
 - Include the same information/sheets as above

Use the dividers to separate the different forms. Dividers will be given at the April 18 meeting. Dividers will be given out at the April 18th meeting.

Calendar of Events

Date	Tasks/Meeting
March 19	Test Setup Can Begin
March 19	TA Numbers have been assigned (Rhonda)
March 22	Test Coordinators' Meeting
March 27	STC – email names of students who need to be added to system to Rhonda
April 10	STC- email names of human readers to Rhonda
April 16	Paper Based Test Material will be delivered to District Office
April 18	Test Coordinators' Meeting - 10:30 prior to Human Reader Meeting
April 18	Pick-up Paper Based Test Materials from District Office
April 18	Professional Development for Human Readers
	You will receive the schedule for returning materials on April 18.

