

Delaware Comprehensive Assessment System (DCAS)

Paper/Pencil Test Administration Manual

2010–2011

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Descriptions of the operation of the Test Delivery System, Test Information Distribution Engine, Online Reporting System, and related systems are the property of the American Institutes for Research (AIR) and are used with the permission of AIR.

Delaware Comprehensive Assessment System (DCAS) SUPPORT

For questions regarding the paper/pencil assessment or for additional assistance, please contact the Delaware Comprehensive Assessment System (DCAS) Help Desk at the American Institutes for Research (AIR).

When contacting the Help Desk, provide as much detail as possible about any issues encountered.

The Help Desk will be open Monday–Friday from **5:00 a.m. to 10:00 p.m.** Eastern time. During these hours, staff will respond promptly to calls.

American Institutes for Research Help Desk Contact Information:

Phone: 1–877–560–8331

Fax: 1–877–231–7813

E-mail: DCASHelpDesk@air.org

Introduction

For the 2010–2011 school year, a paper/pencil version of the Delaware Comprehensive Assessment System (DCAS) is available for those students unable to take the online assessment due to disability, illness, homebound instruction, or testing location.

This *Paper/Pencil Test Administration Manual (PPTAM)* provides the information needed regarding policies and procedures for the DCAS paper/pencil assessment.

Manual Organization

This manual covers the following topics:

- Preparing for the DCAS
- Security of DCAS materials
- Administering the DCAS, including specific Directions for Administration
- Return of DCAS Paper/Pencil Testing Materials

Preparing for the DCAS

ROLES AND RESPONSIBILITIES

School Test Coordinators (STCs)

School Test Coordinators are ultimately accountable for ensuring that testing is conducted in accordance with the test security and other policies and procedures established by the Delaware Department of Education. School Test Coordinators must

- Identify Test Administrators and ensure that they are properly trained;
- Create or approve testing schedules and procedures for the school;
- Monitor testing progress during the testing window and ensure that all students participate as appropriate; and
- Handle testing problems as needed.

School Test Coordinator Key Dates/Checklist For Paper/Pencil Version

Activity	Date Completed
Review students in TIDE on online system to make sure information and accommodations are correct	Before test administration
Identify and request paper/pencil version of test for appropriate students (mark accommodation)	Before testing window opens
Set-up testing schedule for two weeks of testing for paper/pencil test	Before and during each testing window
Request any additional copies of paper/pencil test for homebound students	Before testing window opens.
Inventory all test booklets when received	Before test window opens
Make sure accommodations have been reviewed and updated in DCAS Accommodations and are correct in TIDE; also make sure training is provided to test administrators using the Read-Aloud,	Before and during each testing window

Scribing, and Translating protocols.	
Test students during two week paper-pencil test window	During testing window
Pack all test materials and ship back to vendor for scoring	During/after testing window.

In addition, School Test Coordinators can also act as Test Administrators.

A School Test Coordinator can be a principal, vice principal, technology coordinator, counselor, or other staff member. It is recommended that the School Test Coordinator be a person with non-instructional or limited instructional duties so that she or he can coordinate testing activity in the school.

Test Administrators (TAs)

Test Administrators administer the DCAS. The DCAS Paper/Pencil version may be administered only by

- Delaware-certified educators (teachers, administrators, or guidance counselors);
- paraprofessionals, if closely supervised by a Delaware-certified educator;
- translators (if they are not Delaware-certified educators, they must be closely supervised by a Delaware-certified educator); and
- substitute teachers (if they are not Delaware-certified educators, they must be closely supervised by a Delaware-certified educator).

If there is a severe shortage of staff, a test may be administered by

- student teachers acting as Test Administrators, if closely supervised by a Delaware-certified educator, and
- student teachers and school support staff to act as proctors.

Test Administrators must perform the following duties:

- Review necessary manuals and materials (shown in Appendix A)
- Prepare the testing environment, ensuring that students have the necessary equipment and materials, including scratch paper, and pencils, as appropriate.
- Assure students receive the necessary accommodations (Special Education/504, ELL)
- Administer the DCAS Paper/Pencil version, following the *Directions for Administration*
- Report testing irregularities
- Dispose of scratch paper in a secure manner

Key Dates for DCAS Paper/Pencil Test

DATE	DESCRIPTION OF TESTING
September 3, 2010	Deadline for paper/pencil and Braille orders
November 1-19, 2010	Initial Assessment Testing Window (Mathematics/Reading Grades 3–10)
December 1, 2010	Deadline for paper/pencil and Braille orders
January 18–January 31, 2011	Midyear Assessment Testing Window (Mathematics/Reading Grades 3–10)
April 18, 2011	Deadline for paper/pencil and Braille orders
May 9–20, 2011	Final Assessment Testing Window (Mathematics/Reading Grades 3–10 and Science Grades 5, 8, and 10)
May 9–20, 2011	Norm-Referenced Assessment Test Window Grades 3–10
May 9–20, 2011	Ongoing Assessment Test Window (Mathematics/Reading Grade 2)
May 23–June 3, 2011	Final Summative Test Window for Social Studies Grades 4 and 7

Receipt of Test Materials

All test items, test materials; paper/pencil tests are secure documents and must be appropriately handled. Secure handling must protect the integrity, validity, and confidentiality of assessment questions, prompts, and student results. Any deviation in test administration must be reported to ensure the validity of the assessment results. Mishandling of test administration puts student information at risk and disadvantages the student as tests that are improperly administered may be invalidated.

Failure to honor security severely jeopardizes district and state accountability requirements and the accuracy of student data. Printed test materials will be shipped for only those students who been identified with the paper/pencil accommodation. Printed materials will be shipped directly to each school. Manuals and other information can also be found online at de.portal.air.org. School and test administrators will be able to print out materials from this site.

All test materials for paper/pencil assessments must be kept in a securely locked room that can only be entered with a key or key-card. All test materials must remain secure, both prior to the testing and following testing. Student test documents must not be given to the test administrator prior to the date of the actual test administration.

All printed test materials must be returned to the School Coordinator on the day that testing is completed and kept in a secure location until all tests are completed. After testing is complete, the School Coordinator must return all test booklets and unused pre-printed or blank answer sheets.

Samples of the cover pages of the test booklet and the answer sheet are located in Appendix D.

All test materials are scheduled to arrive approximately one week before the opening of the paper/pencil test window:

ASSESSMENT DESCRIPTION	DELIVERY SCHEDULE
Initial Blended Assessment Testing Window	Week of October 25, 2010
Midyear Assessment Testing Window (Mathematics/Reading – Grades 3 -10)	Week of January 11, 2011
Final Assessment Testing Window (Mathematics/Reading Grades 2–10 and Science Grades 5, 8, and 10) and Norm- Referenced Assessment Test Window Grades 3-10	Week of May 2, 2011
Final Summative Test Window for Social Studies Grades 4 and 7	Week of May 16, 2011

Checklist for School Test Coordinators – Inventorying Paper/Pencil Test Materials

1. Produce an accommodations list from DCAS Accommodations application for all students who have paper/pencil accommodation or from request form.
2. If testing materials have not been received by Wednesday of week specified above, please contact AIR help desk.
3. Open paper/pencil shipment of test materials. Inventory the paper/pencil quantities. If information is pre-ided, validate the receipt of materials against shipment order.
4. Review overage with District Test Coordinator and determine if any more overage needs to be ordered from testing vendor
5. Store test materials in secure location.
6. Retain cartons for return shipment.

Some test materials used for the paper/pencil tests must be securely recycled on site immediately after each separate testing session. The following test materials must be securely shredded and recycled immediately after each testing session and may not be retained from one testing session to the next:

- Scratch paper and all other paper handouts written on by students during testing
- Any reports or other documents that contain personally identifiable student information

Student Participation and Accommodations

Students from all Delaware public and charter schools should participate in the DCAS as appropriate. All students are required to participate in the DCAS reading and mathematics assessments unless they receive a special exemption, or they qualify as a recently arrived English language learner (see the DCAS Guidelines for inclusion for more information on recently arrived English language learners)

Paper/pencil and Paper Braille forms are available. Enter the correct accommodation codes in the online accommodations system. DOE will notify AIR which schools and students require paper/pencil and Braille forms.

All student testing accommodations must be entered into the DCAS Accommodations database. A student must be provided with all accommodations entered in the DCAS Accommodations database. Students may refuse to use an accommodation, but they must be offered the opportunity to use the accommodations.

If questions arise about the use of specific accommodations with the DCAS, please contact Helen Dennis at the Delaware Department of Education at (302) 735–4090 or Brian Touchette (302-735-4210).

Exempt Students

Some students may be qualified for a special exemption from the DCAS during a particular testing window.

These include:

- Students receiving services at an out-of-state residential program that is approved by the student's Individualized Education Program (IEP)
- Recently Arrived ELL students (In US schools less than one year at time of testing)
- Students too ill to test or who have recently experienced severe traumatic events
- Other student situations identified by school, and evaluated and approved by DOE.

Please see the "What to Do When" section in Appendix C for specific examples of when to file an exemption request.

Test Security

Everyone who administers DCAS tests is responsible for understanding the security procedures for administering the assessments. Test security and the confidentiality of the testing program are vital to maintain validity, reliability, and fairness. It is a testing security violation for any individual to fail to follow DCAS administration procedures. No individual shall do any of the following:

- Give any examinee access to secure test items or materials except in the regular course of an authorized administration of DCAS
- Give unauthorized individuals or other persons access to secure test items or materials
- Copy, reproduce, or otherwise disclose in any manner inconsistent with test security regulations and procedures any portion of the secure test materials
- Provide answers orally, in writing, or by any other means to any examinee
- Provide or allow the use of accommodations or resources that are not in a student's IEP or have not received prior approval for the individual student
- Coach any examinee during testing by giving the examinee answers to secure test questions or otherwise direct or guide a response by altering or interfering with the examinee's response in any way
- Alter student responses or encourage a student to alter responses
- Use a student's SSID to log into the online test system
- Allow a student to log into the online system using a SSID other than his or her own
- Fail to properly monitor test administration, including permitting inappropriate collaboration between or among students
- Administer secure DCAS tests on dates other than those authorized by the Department of Education
- Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this list
- Refuse to disclose to the Department information regarding test security violations
- Refuse to cooperate in the investigation of a suspected breach of test security whether such investigation is conducted by a school district or the Department
- Use secure test items, modified secure test items, reading passages, or writing prompts for instruction
- Allow review, discussion, or analysis of test items, reading passages, or writing prompts before, during, or after the test by students, staff, or TAs

Materials for Testing

Student ID Numbers

All students must be registered at their testing schools before they can take any DCAS test. If a student is not registered at the testing school, this information must be updated in the student information system before the student can be tested. Data from the student information system will be uploaded nightly into the DCAS testing system.

Allowable Resources for Paper/Pencil Testing

Table 2: Allowable Resources for the DCAS Tests

Mathematics Test
Calculators <ul style="list-style-type: none">○ Calculators supplied by the school to students for the Mathematics test only
Department-approved formula and conversion sheets <ul style="list-style-type: none">○ This will be available on the DCAS portal de.portal.airast.org under Test Resources.
Science Test
Department-approved periodic table (for applicable grades): <ul style="list-style-type: none">○ Only the Department-approved periodic table accessible on the DCAS portal de.portal.airast.org is allowed during the Science test.
All DCAS Tests
Pencil and eraser
Blank or grid scratch paper (must be securely shredded immediately after a test administration) and a ruler for drawing on scratch paper only
Posters offering students encouragement or inspiration without any specific content related to content standards

During Testing

Establishing Appropriate Testing Conditions

The School Test Coordinator and Test Administrators will need to work together to determine the most appropriate testing option(s) and testing environment and the average time needed to complete each test. Establishing smaller groups lessens test fear and anxiety for the students and allows for monitoring and control by the Test Administrator.

The test administration should be conducted in a room that does not crowd students. Good lighting, ventilation, and freedom from noise and interruptions are important factors to be considered when selecting a site.

The room should be prepared for test administration. Information that is displayed on bulletin boards, chalkboards, or charts and that might be used by students to help answer questions **should be removed or covered**. This applies to rubrics, vocabulary charts, student work, posters, graphs, charts, etc. **Cell phones are not allowed in the testing room.**

It may be helpful to place a “TESTING—DO NOT DISTURB” sign on the door. It may also be helpful to block off hallways by posting signs in halls and entrances. Reroute traffic, if necessary, in order to promote optimum testing conditions.

Students should be seated in such a way that they will not be tempted to look at the answers of others. Appropriate seating arrangements should be used to discourage students from aiding one another. To prevent confusion, arrangements for student seating should be completed prior to the test administration.

Expected Testing Times

Establish procedures to maintain a quiet testing environment throughout the testing session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may do after they finish the test.

The paper/pencil tests are NOT timed; however, students who begin a paper/pencil session should complete the test within the session whenever possible.

All testing must take place during the designated testing window. Students who finish early should be encouraged to use any remaining test time to check answers.

Distribute Materials

A Security Checklist will be provided in Appendix E of this manual to be used by the School Test Coordinator to checkout secure test materials to each Test Administrator. When receiving materials, Test Administrators should sign for the receipt of materials.

No test booklets or materials will be pre-printed for the fall administration. that the student answer sheets will be pre-printed for future administrations for each student identified prior to mailing by the vendor.

Sample instructions for Reading and Mathematics from Test Booklets:

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R **Reading**

Directions: Read each passage. Then read each question about the passage. The following multiple-choice questions have only one right answer. Choose the best answer to each question and darken the corresponding circle on your Answer Sheet.

Mathematics **M**

Directions: Read each question or problem carefully. The multiple-choice questions in this section have only one correct answer. Choose the best answer to each question and darken the corresponding circle on your Answer Sheet. You may use a calculator during this test session.

Sample stop for the Test Booklet:



Read the *Directions for Administration*

In order to ensure that all students are tested under the same conditions, you should adhere strictly to the *Directions for Administration*. When asked, you should answer questions raised by students, but you should never help the class or individual students with specific test items.

All directions that you are to read to students are indicated in bold type so that they stand out from the regular text. Read these directions exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "I made a mistake. Listen again." Then read the direction again.

Try to maintain a natural classroom atmosphere during the test administration. Before each test begins, encourage students to do their best. See Appendix B for printable page of the Directions for Administration for Reading, Mathematics, Science and Social Studies.

The script follows (with TA read-aloud sections in bold):

You are now going to take the [subject] test. You will have [time] to complete this test.

Make sure that you have two sharpened No. 2 pencils on your desk. If you need another pencil during the test, raise your hand and I will give you one. If you need to change an answer, make sure that you completely erase the answer you do not want.

Are there any questions? Answer any questions.

I will hand out the test booklets and answer documents now. Do not open your test booklet or answer document until I tell you to do so.

Make sure that each student receives his or her assigned test booklet and answer document and has two No. 2 pencils.

Look at the covers of your test booklet and answer document. If your name is not printed on the covers of the test booklet and answer document, print your first and last name carefully in the space provided on the right-hand corner of the covers of the test booklet and answer document. If another person's name is printed on the test booklet or answer document, please raise your hand. If the back of your answer document is blank, please fill in the bubbles for *all* fields.

Allow time for students to print their names. If a student has a test booklet with another person's name, provide him or her with a blank test booklet and answer document from the overage. Please make sure that the student's first name, last name, and student ID are bubbled on the back of the answer document.

There are several important things to remember:

- 1. Read each question carefully. Think about what is being asked.**
- 2. For multiple-choice questions, fill in the bubble corresponding to your choice from the list of possible answers on your answer document. Mark only one answer. If you change an answer, make sure that you erase your old answer completely. Notice that the answer choices alternate between A through D.**
- 4. Do not spend too much time on any one question. Go on to the next question and return to the skipped question after answering the remaining questions.**
- 5. Check your work when you are finished.**

You should continue until you see the word STOP in your test booklet. If you finish before time is called, make sure that you have answered all the questions and bubbled any information needed. Then raise your hand and I will collect your test.

After I collect your test, you may take out your silent work. Are there any questions?
Pause for students' questions.

If you have any questions during the test, please raise your hand.
Go to page 1 of your test booklet. Please read the directions provided in the test booklet. You may begin.

When the students are finished, collect all test materials, including scratch paper, etc.

Ensuring Accommodations are Provided

School Test Coordinators must ensure special education; Section 504 and ELL students are provided accommodations to which they are entitled. Special protocols must be followed for translating, signing, scribing, reading aloud, and other accommodations. TAs must be familiar with these protocols if they are administering tests to students with these accommodations.

Securing Test Materials between Administration Sessions

The School Test Coordinator is responsible to monitor and ensure the secure storage of all test materials between testing sessions. Secure Test Booklets and answer sheets when not in use must be stored in a locked, secure location in each school.

Make-up Testing

Students who are absent during their regular testing period can be tested at any time during the DCAS paper/pencil test window. All students who can be appropriately tested must participate in the test.

In addition, any students who have not completed their tests should be allowed to do so within the DCAS paper/pencil test window.

Absences

School Test Coordinators must keep a record of absences for any student in grades 3-10 eligible for paper/pencil testing who was absent from the regular and make-up testing.

Whenever possible, students who were ill or absent during testing should be assessed during the paper/pencil make-up sessions in your school. A student's name must be recorded that he/she did not participate in testing and did not take the test during school's scheduled make-up sessions. This record will help each school verify the receipt of student scores when released on the online reports system. Apply for a special exemption if applicable.

Testing Incidents and Irregularities

Occasionally an emergency beyond the control of the Test Administrator will arise, necessitating some unusual action. Please see the What to Do When Appendix C of this document.

For example, if a student becomes ill during the course of a test, the testing session for that student should be ended immediately. You should pause the student's test session, and the student may continue the test at some later time. In such cases, a few minutes should be set aside for orientation at the beginning of the new session.

Testing irregularities are unusual circumstances that impact a group of students who are testing and may potentially affect student performance on the test or interpretation of those scores. Examples of testing irregularities include major disruptions to a test, such as a fire drill, a school-wide power outage, or a force majeure (e.g. a natural disaster) that impact either test security or test validity.

During an event such as a fire drill or other evacuation, safety is the top priority. If the TA can safely secure all test materials before evacuating the testing environment, then the TA should do so, before evacuating. If the TA cannot safely secure the paper/pencil tests, then the TA should evacuate. Upon returning to the testing environment, the TA should secure all test materials .

Testing irregularities also include the administration or failure to administer an accommodation to a student or a group of students when the student(s) is not eligible for the accommodation.

If testing improprieties or irregularities occur during administration of a paper test, DDOE may refrain from scoring the student responses. Alternatively, DDOE may allow the student to retest at the request of the school district if DDOE determines that the retest can be completed during the official testing window and allowing the student to retest will not compromise the security or validity of the assessment. Please see Appendix C for What to Do When.

Reporting Testing Security Incidents

School District Test Coordinators are required to report testing security incidents to the Department of Education.

Test Administrators and School Administrators who have witnessed, been informed of, or suspect the possibility of a testing incident that could potentially impact the integrity of the tests, the data, and the test results, should immediately contact the District Test Coordinator:

Provide the following information:

- Name and role
- School name
- Date of incident
- Description of incident
 - Type (e.g., cheating, copying items)
 - Scope (e.g., individual, class, grade-level, school wide)
 - By whom (e.g., student, school personnel)

These incidents should be recorded in the DSTP Incidents and Exemptions application. Any breach in test security may result in personnel action.

Shred Scratch Paper and Notes

Scratch paper and all other paper handouts written on by students during testing must be securely shredded immediately following each testing session and may not be retained from one testing session to the next. (For additional information on allowable resources, see Appendix B.)

After Testing

Voiding Answer Documents

Answer documents can be voided for the following reasons:

- An answer document is defective and has been replaced.
- A student has been dismissed for prohibited behavior and has been told that the answer document will not be scored.
- A student compromises test security.

To void an answer document for any reason, write **“VOID”** on the front cover of the answer document. Do **not** write **“VOID”** across any of the grids on the back cover. Place the voided answer document in the orange “Void” envelope and fill out the Void Answer Document Form with the student’s name and student ID and the reason for the void. Return the “Void” envelope with your answer document shipment.

Packaging Materials for Return

- Collect all test booklets, answer documents, and other test materials from TAs.
- Check that you have the same quantity of test materials that you distributed and that all materials are accounted for. Use the School Packing List that came with your materials to verify that all test booklets and answer documents delivered to your school are being returned.
- Separate the answer documents from the test booklets and other materials, including any additional material that was supplied to make up for shortages.
- Do not destroy any test booklets or answer documents. All used and unused test materials **must** be returned.
- Use the original shipping boxes to return the test materials to AIR. If these boxes have been damaged, please contact the AIR Help Desk at (877) 560-8331 for additional boxes.
- Do not overfill the box, and be sure to use filler if the materials do not completely fill the box. Remove any previous markings or labels from the boxes before filling them.

Returning Answer Documents and Test Booklets

The STC is responsible for arranging for the test materials to be picked up and returned to AIR. It is very important that schools follow the return procedures below so that answer documents can be received and scored expeditiously and that test booklets are returned.

Unacceptable Label Placements

DO NOT place any labels across the top or bottom of the boxes.

UPS Contact Information

UPS will serve as the shipping carrier. The STC Kit contains appropriate UPS labels. If a daily pickup or a drop box is not available, call UPS to arrange a pickup at (800) 742-5877 at least two or three days in advance.

Packing of Test Materials for Return Shipment

- Locate the package labeled “STC Kit.” This packet contains two envelopes of UPS ground and next-day air labels, which are preprinted with your school information.
- **Use the UPS next-day air delivery labels and green stickers for answer document return.**
- **Use the UPS ground delivery labels and red stickers for test booklet return.**
- Count the total number of boxes. Use the correct box count labels and fill in the sequence of boxes being returned, starting with Box 1 (e.g., Box 1 of 5, Box 2 of 5, Box 3 of 5). Do not write anything on the UPS return shipping label.
- Once all boxes are appropriately labeled, seal them with packaging tape.
- It is important to return answer documents by the last day of the administration window.
Materials returned late may not be scored in time for results to be reported.
- Keep the boxes in locked storage until they are picked up for return to AIR.

For any additional information or questions regarding packing or shipping, please contact the AIR Help Desk at 1-877-560-8331.

Returning District Overage

District Test Coordinators must be sure to count and return ALL unused secure materials in the district overage shipment. District overage should be returned to AIR using the same time frame and procedures as schools will to return test materials.

APPENDIX A: 2010–2011 DCAS RESOURCES

All materials are available at de.portal.airast.org.

Table A-1: Resources for the DCAS

<i>Resource</i>	<i>Description</i>
<i>Paper/Pencil Test Administration Manual</i>	Manual that includes information for School Test Coordinators, Test Administrators, and other roles. This manual describes the policies and responsibilities for each role in paper/pencil testing.
<i>Guidelines for Inclusion</i>	Guidelines for Inclusion of Students with Disabilities and English Language Learners
<i>Math Formulas Sheets</i>	For use during the mathematics tests
<i>Graph Paper</i>	For use as scratch paper during the mathematics tests
<i>Periodic Table</i>	For use during the science tests.

APPENDIX B: DIRECTIONS FOR ADMINISTRATION (PRINTABLE PAGE)

The script follows (with TA read-aloud sections in bold):

You are now going to take the [subject] test. You will have [time] to complete this test.

Make sure that you have two sharpened No. 2 pencils on your desk. If you need another pencil during the test, raise your hand and I will give you one. If you need to change an answer, make sure that you completely erase the answer you do not want.

Are there any questions? Answer any questions.

I will hand out the test booklets and answer documents now. Do not open your test booklet or answer document until I tell you to do so.

Make sure that each student receives his or her assigned test booklet and answer document and has two No. 2 pencils.

Look at the covers of your test booklet and answer document. If your name is not printed on the covers of the test booklet and answer document, print your first and last name carefully in the space provided on the right-hand corner of the covers of the test booklet and answer document. If another person's name is printed on the test booklet or answer document, please raise your hand. If the back of your answer document is blank, please fill in the bubbles for *all* fields.

Allow time for students to print their names. If a student has a test booklet with another person's name, provide him or her with a blank test booklet and answer document from the overage. Please make sure that the student's first name, last name, and student ID are bubbled on the back of the answer document.

There are several important things to remember:

- 1. Read each question carefully. Think about what is being asked.**
- 2. For multiple-choice questions, fill in the bubble corresponding to your choice from the list of possible answers on your answer document. Mark only one answer. If you change an answer, make sure that you erase your old answer completely. Notice that the answer choices alternate between A through D.**
- 4. Do not spend too much time on any one question. Go on to the next question and return to the skipped question after answering the remaining questions.**
- 5. Check your work when you are finished.**

You should continue until you see the word STOP in your test booklet. If you finish before time is called, make sure that you have answered all the questions and bubbled any information needed. Then raise your hand and I will collect your test.

After I collect your test, you may take out your silent work. Are there any questions?

Pause for students' questions.

If you have any questions during the test, please raise your hand.

Go to page 1 of your test booklet. Please read the directions provided in the test booklet. You may begin.

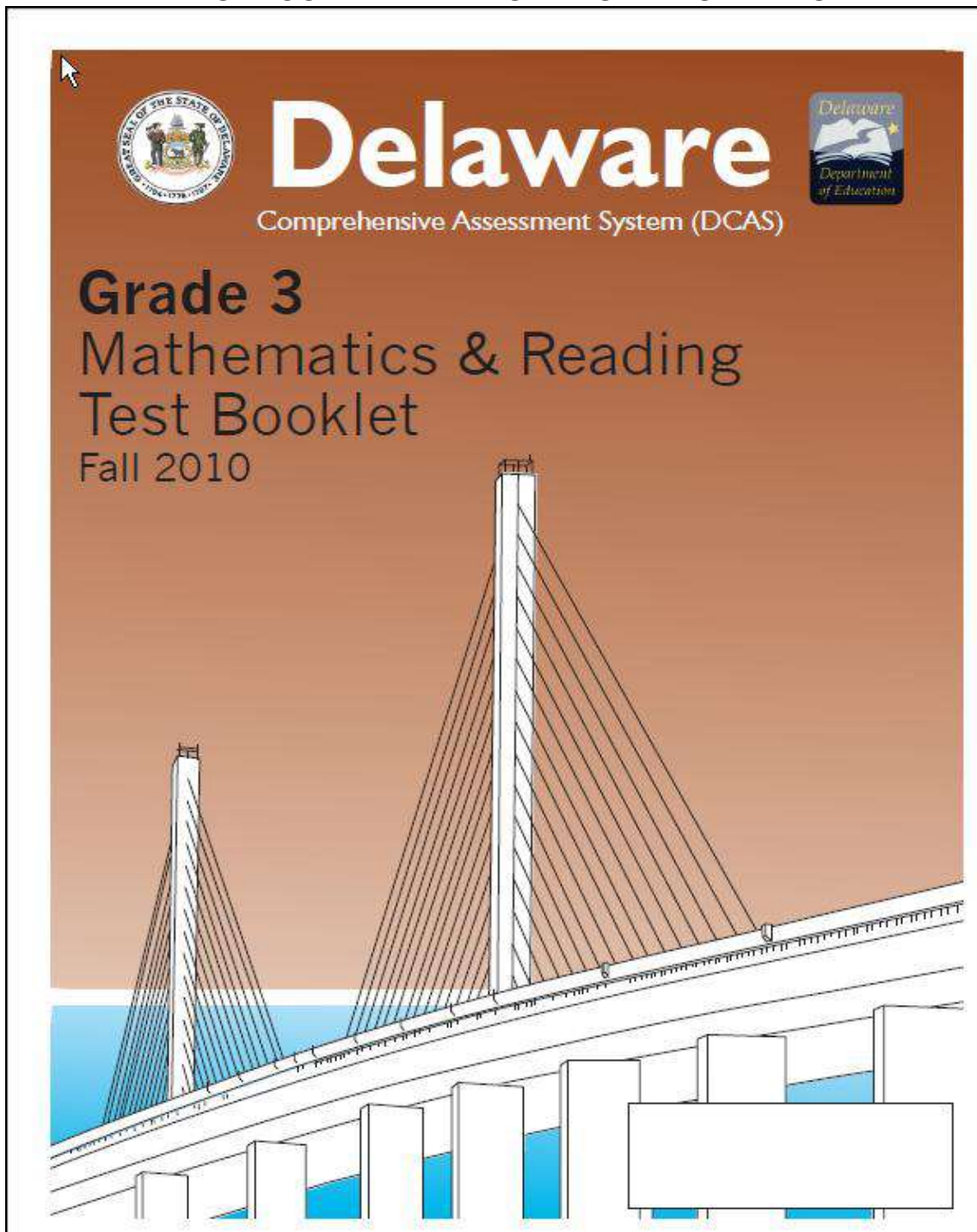
When the students are finished, collect all test materials, including scratch paper, etc.

APPENDIX C: WHAT TO DO WHEN (FOR PAPER/PENCIL TESTING)

Description	What to Do
BEFORE TESTING	
A. A student is chronically truant.	Do not submit incident report. No exemptions will be granted.
B. A student is present at school but refuses to take the test any time during the testing window.	Submit an incident report for the individual student for the affected tests.
C. A student is being treated as in-patient in a non-DSCYF mental health facility during the testing window.	Submit a request for an exemption. Keep letter from the doctor on file at the district office.
D. Student was recently released from a mental health facility, and his or her doctor believes the student should not test.	Submit a request for an exemption. Keep letter from the doctor on file at the district office.
E. A student is hospitalized or homebound with a serious or terminal illness.	Submit a request for an exemption. Keep letter from the doctor on file at the district office.
F. There is a death in the family before or during the testing window.	Determine if the child can be tested at the end of the testing window; if that will not be feasible, submit an exemption.
G. A student is in a DSCYF juvenile detention facility.	Do not submit an exemption. Make sure student has a home school record associated with your district and the student has been enrolled at detention facility.
H. A student is in a court-ordered private placement in-state.	Submit a request for an exemption. Keep letter from facility on file in district office. If the student does return, he or she must be given the opportunity to test.
I. Student is in court-ordered private placement out of state.	Submit a request for an exemption. Keep letter from facility on file in district office. . If the student does return, he or she must be given the opportunity to test.
J. Student is in DAPI or Consortium Discipline Alternative program (CDAP).	Student will be tested at current CDAP facility. Make sure student has home school record and the CDAP facility has entered the student record for their facility.
K. Student is in adult prison.	Submit a request for exemption.
L. Student delivers baby shortly before or during testing.	Submit a request for exemption. Keep letter from doctor on file at the district office.
M. A student who wears glasses or takes medication on a daily basis is without them on testing day.	Postpone testing for student and have student take test at a later time in the testing window.
N. Student qualifies for English as a Second Language (ESL) services but the student's parent/guardian/caregiver has withdrawn him or her from ESL services. Can this student have testing accommodations? Can this student qualify for an exemption in the Reading test?	<p>If a student meets the criteria to be identified as an English language learner (ELL) and receive ESL services, a student may receive ELL accommodations even if parent/guardian/caregiver has withdrawn the student from ESL services.</p> <p>Please see the Guidelines for Inclusions for ELL Student to determine if a student can be excluded from the Reading test.</p>

Description	What to Do
DURING TESTING	
A. Student became sick during testing.	Stop student test, secure materials and allow student to return during make-up sessions to finish test
B. A student was removed from test session due to student misbehavior.	Stop student test, secure materials and allow student to return during make-up sessions. If student is not allowed to finish, void the answer sheet.
C. A student was given a test accommodation that is not in his or her IEP.	Submit an incident report indicating name(s) and ID numbers of students involved. Indicate which accommodations were incorrectly provided. Students will not be penalized for Assessment Administrator or staff errors.
D. A security violation regarding test materials occurs.	Report incident to the district's State Assessment Coordinator, who will contact the DOE Accountability Resources office. The School Test Coordinator or State Assessment Coordinator should submit an online incident report. Refer to security policy in this manual.
E. A student is cheating.	Submit an incident report. Enforce district policies for student misconduct.
F. It is identified that a student who has test accommodations has not been provided one or more of these accommodations during a test session.	Submit an incident report. Make sure the student is provided with appropriate accommodations for any remaining test sessions. The student may be granted an exemption for the test session (content) affected.
G. A student moves out of my school before all test sessions are completed.	Indicate to receiving school if any paper/pencil testing has occurred.
H. A student moves into my school in middle of testing window. He/she has completed part of the test in previous school.	Contact sending school to ascertain if any paper/pencil testing has occurred.
I. A student registers in school from out of state during testing window.	The student should be administered all tests that he or she can complete before the testing window has ended. Paper/pencil accommodations must be entered into the DCAS Accommodations application which will always remain open so that all accommodations can be entered at any time.
J. The building experiences a fire drill, emergency situation, or extended power outage.	The Test Administrator should ensure student safety and pause the test if time permits. Testing should be continued when order is restored if time permits. If not, a new test session must be scheduled to give the students sufficient time to complete the test.

APPENDIX D – TEST BOOKLET AND ANSWER SHEET SAMPLES



STUDENT NAME
SCHOOL
DISTRICT
TEACHER

**Delaware
Comprehensive
Assessment System**



Student
Answer Document

Grade 3

[illegible]

B DATE OF BIRTH								
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APPENDIX E – SCHOOL SECURITY CHECKLIST



School Security Checklist

[illegible]

APPENDIX F—SECURITY CERTIFICATION

Security Certification

(This form may be photocopied for use in test security maintenance.)

School District _____ School _____

NOTE: This Certification must be signed by all Test Administrators (persons who give or help give the test) and returned to the School Test Coordinator for transmittal to the District Test Coordinator. The certification returned to the Delaware Department of Education.

TEST ADMINISTRATOR/PROCTOR CERTIFICATION

I certify that I have administered the DCAS in accordance with the DOE Directions for Administering and that I have received and complied with the DOE Test Security Policy as supported by Subchapter IV, Chapter 1, Title 14.

I have not copied or reproduced the DCAS or any part thereof, nor have I permitted any other person to copy, reproduce, or have access to the DCAS or any part thereof, except for those students authorized to take the test under my supervision. I have not participated in any inappropriate activities that would invalidate student test scores.

I have read the statements above and certify that they are true.

Test Administrator's Name (typed/printed) _____

Signature of Test Administrator _____

Date Signed _____