



**DURHAM**  
PUBLIC SCHOOLS

## Office of Research and Accountability



## Test Administration Handbook 2017-18

*Mission: Delivering excellent, timely, impeccable service and results*

## CONTACT INFORMATION

<b>Assistant Superintendent</b>	Julie Spencer, Ed.D.	
<b>Administrative Assistant to Asst. Superintendent</b>	Emily Wilson Pumisacho (919)560-2027	21075
<b>Director of Accountability &amp; State Assessments</b>	Crystal K. Vaught, Ed.S. (919)560-2668	29657
<b>Departmental Administrative Assistant</b>	(919)560-9502	29262
<b>Accountability Specialist</b>	Nathan Hester (919)560-2157	29655
<b>Testing Technicians</b>	Yaneek Campbell-McLean (919)560-2065	21065
	Nicole Smith (919)560-2883	29659
<b>Fax</b>	<b>(919)560-2067</b>	
<b>Address</b>	1817 Hamlin Road Durham, NC 27704	
<b>Data</b>	<a href="http://radd.dpsnc.net">http://radd.dpsnc.net</a> <i>State Testing Portal</i>	

**Resource Website** [central.dpsnc.net/research-accountability/testing/resources](http://central.dpsnc.net/research-accountability/testing/resources)

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## INTRODUCTION

The purpose of the Durham Public Schools (DPS) Test Administration Handbook is to provide district and school personnel with a framework for implementing the North Carolina testing program. This handbook provides information to ensure the integrity of the testing program, validity of the results, and accuracy of the authoritative data used for reporting.

The goal of the Test Administration Handbook is to:

- establish a district testing plan and school-level testing plan;
- develop tools that assist principals and Testing Coordinators in developing testing plans; and
- provide guidelines for test security, training, administration and materials management.

## DISTRICT TESTING PLAN

### A. TEST SECURITY

1. Upon arrival, testing materials will be counted, reconciled and shelved by the Office of State Assessments. Testing Technicians will reconcile the TOPS inventory forms and signs for all materials received within two business days of receipt. Any discrepancies will be faxed to TOPS within five days of receipt. Technicians will provide a nightly reconciliation of materials ordered, received and unpacked during the testing process.
2. Test materials will be secured in the testing area of the DPS Warehouse at 1817 Hamlin Road until distributed to schools. Only the Office of State Assessments staff shall have access to the secured testing storage area.
3. Used and scanned answer sheets (as well as mark-in book tests) will be stored in the locked cage within the warehouse for at least six months after the return of students' test scores. Schools must return **all used and unused** test materials to the Office of State Assessments.
4. The Office of State Assessments staff will count and pack testing materials in bulk by school. Testing Technicians will precode answer documents and package them by teacher. Schools must provide all required documents that comprise the *School Testing Plan* for approval by the Office of State Assessments prior to receiving any test materials.

5. Test Coordinators (TCs) will store materials in a secure, locked location at the school until needed for testing. TCs must ensure the security of **all** used and unused test materials at all times.
6. TCs must establish a written procedure for the secure distribution and return of test materials at their school.
7. Principals along with TCs must complete all required documents that comprise the *School Testing Plan* and submit all forms by the established deadline. The Office of State Assessments will review all testing plans and approve or return them for revisions. Copies of each *School Testing Plan* will be kept on file and made available to the Assistant Superintendents.
8. The disclosure of test content or specific test items is prohibited. Reproduction of the tests, or any part thereof, is prohibited. No school personnel shall possess any secure test materials after the deadline for returning materials to the Office of State Assessments.
9. The principal or TC must immediately report any testing irregularities to the Office of State Assessments. The TC must have access to the required websites prior to testing and comply with the established processes.

## **B. TRAINING**

1. The DPS Director of State Assessments will train school Testing Coordinators. TCs will sign an *Acknowledgement of Training* form at the conclusion of each training session.
2. Test Coordinators must provide training for their school's Test Administrators and proctors at least one week prior to the first day of testing. All TCs must maintain documentation of all staff members' trainings.
3. TCs must provide training on accommodations and use of *Review of Accommodations* form for all Test Administrators that will provide students with accommodations during testing.

## **C. ASSESSMENT GUIDE DISTRIBUTION AND RECONCILING**

By the time Testing Coordinators have training for an upcoming assessment event, they will need to notify their Testing Technician, at the Office of State Assessments, of how many Assessment Guides for each Test Type will be needed to train each Test Administrator prior to the assessment event.

Requestors should use this URL to access the Assessment Guide Request form:

<https://docs.google.com/forms/d/e/1FAIpQLSeHD59zUWAnus61jsxXJG5r-allOmXkUCPbt-a86xe0qJaASQ/viewform>

#### **Instructions for School Testing Coordinators:**

1. Select the **School Type** (range from Elementary to High School)
2. Select the **School Name** and Number (i.e.. Little River – 340)
3. For each Test Type, enter the number of Assessment Guides being requested; a zero (0) must be entered for any guides that are not needed
4. At the end of the form, click the **Submit** button
5. A date stamped PDF of the form will be automatically generated and emailed to the requester and to the Office of State Assessments

Once delivered to the school site via DPS courier, the shipment is expected to be reconciled within 24–48 hours. The Testing Coordinator must sign the form acknowledging the order and materials received are accurate and complete. The signed acknowledgement must be returned to the Testing Technician via scan/email or faxed to the department at (919)560-2067.

Any discrepancies found within the shipment should be brought to the attention of the Testing Technician so an investigation and resolution can be completed to satisfy the order. The Testing Coordinator may make any timely revisions to their order by resubmitting the form and immediately informing their Testing Technician. To ensure correct assessment guide amounts are delivered to accommodate training school staff, Testing Coordinators must submit their request and meet the scheduled deadline set by the Office of State Assessments.

#### **D. MATERIALS DISTRIBUTION and RETURN**

1. The Office of State Assessments staff will count and pack testing materials in bulk by school. Answer documents will be precoded and packaged by teacher.
2. Schools must provide a completed *School Testing Plan* that has been approved by the Office of State Assessments prior to receiving any test materials.
3. Testing Technicians will pack testing materials and ship via DPS courier to the each school no more than one week prior to the first scheduled day of testing. The delivery will be sent return receipt.
4. All TCs must verify the receipt and accuracy of materials within 24 to 48 hours (and report shortages and/or overages). Utilize the *Testing Materials Distribution and*

Return form at the completion of the reconciliation process and for any additional materials requests.

5. TCs will utilize the printed rosters to provide participation rates for their principals nightly.
6. The Office of State Assessments staff will schedule Outlook calendar appointments for the TC to return all used and unused testing materials within 24 hours of the last regular testing session. If staff members are late, the appointment may be rescheduled for the following day. Materials returns for makeups will be scheduled separately.
7. The TC and the designated Office of State Assessments staff must count all used and unused materials before they are released. Materials will not be released without approval of all required documents that comprise the *School Testing Plan*. Materials must be sorted and organized for the Test Administrators and kept secure.
8. The TC or school administrator must return all used and unused testing materials at the scheduled time and allocate enough time to assist while materials are scanned. Prior to returning materials to the Office of State Assessments, all used and unused testing materials should be reconciled per the instructions provided. Failure to adhere to the schedule will result in rescheduling appointments and may result in delays in receiving testing results.

#### **E. TEST ADMINISTRATION**

1. The principal or principal's designee (i.e., an employee of the school/school system who holds a Professional Educator's License and training in the state testing program) shall serve as the school Test Coordinator. The TC is responsible for completing the *School Testing Plan*, coordinating test administrations, training staff and ensuring test security. The school's Test Coordinator must be accessible to Test Administrators and Proctors during the entire administration of secure state tests and therefore must not be given the responsibility of administering a test.
2. The TC and Test Administrators are responsible for distributing and administering the appropriate assessment to each student and class. Test Administrators must read all directions verbatim.
3. The Test Administrator must stop the administration if the test booklets and answer documents do not match and notify the TC immediately.
4. Some EOG, EOC and NCFE assessments are administered online. All schools must complete the *Online Testing Plan* Google document.

## F. ONLINE TESTING

Test Coordinators and Tech Champions must work together to complete the Online Testing Plan

Google Document. This Google document must be completed before the *School Testing Plan* is submitted. The document can be accessed here:

[https://docs.google.com/a/dpsnc.net/spreadsheet/ccc?key=0A0q4R2mTvn0edFIPRIBuUGRqeEFrZE1id2VwLTNwa3c&usp=sharing\\_eid](https://docs.google.com/a/dpsnc.net/spreadsheet/ccc?key=0A0q4R2mTvn0edFIPRIBuUGRqeEFrZE1id2VwLTNwa3c&usp=sharing_eid)

1. No changes may be made to the Online Testing Plan Google document after the established deadline. This provides DPS Information Technology enough time to ensure that all hardware and software are in proper working order prior to testing.
2. TCs and Tech Champions must ensure that all additional testing items (headphones, power strips, etc.) are available prior to the test administration.
3. TCs must work with all Test Administrators to ensure that each student completes the Online Testing Tutorial via the NCTest Chrome Application for each online assessment on a day prior to the scheduled test session. Each Test Administrators must complete the Online Tutorial Roster and submit to the TC.
4. The Online Testing Plan Google document must be completed and attached to the *School Testing Plan*. No changes may be made after the established deadline.
5. TCs and Tech Champions should thoroughly review their technology plan to ensure a smooth online testing experience. The Appendix in the Assessment Guide that refers to Addressing Technical Issues provides tips for troubleshooting common issues as well. **TCs may contact the NC Education Help Desk at (919) 515-1320 from 7:30 a.m. – 5:00 p.m.**

## G. PARTICIPATION and REPORTING

1. TCs will utilize the printed rosters to provide participation rates for their principals. TCs must indicate all students that completed the assessment, received accommodations, completed the assessment online, did not test due to having a “banked” EOC score and all other issues that affect participation.
2. The Office of State Assessments will work closely with schools to clean data and provide reports.
3. Various WinScan reports will be provided on a nightly basis. Processing times can vary but will not exceed 24 hours.



H. **DEADLINES** – Please refer the Outlook calendar appointments and the **State Assessments Updates** from the Director of Accountability & State Assessments for dates.

## SCHOOL TESTING PLAN

A *School Testing Plan* is required for each administration of a state assessment. The *School Testing Plan* must include all required documentation for school-level testing plans. Additional test specific documentation may be required in addition to, or in place, of these required documents. Requirements will be discussed during the training session for each assessment. Items noted with an asterisk (\*) are required and must be submitted to the Office of State Assessments by the date indicated during training. All other forms may be used at the school Testing Coordinator's discretion.

### **A. Testing Plan Components:**

- School Testing Plan
- Daily Testing Schedule (*via Google*)
- Training Roster
- Online Testing Plan\* (*via Google*)
- Online Testing Tutorial Roster\*
- Test Coordinator Responsibilities
- Materials Distribution and Return form(s)
- Combined Acknowledgement of Training form
- Test Accountability Agreement
- Confidentiality Agreement

*\* required when administering online assessments*

**B. Attachments:**

<p>School Testing Plan</p>  <p>School Testing Plan 2017-18.docx</p> <p><b>***Must be typed***</b></p>	<p>Training Roster (kept on file at school for 2 years)</p>  <p>Training Roaster 2017-18.docx</p>
<p>Daily Testing Schedule</p>  <p>Daily Testing Schedule.pdf</p> <p><b>***Must be submitted via Google***</b></p>	<p>TC Responsibilities</p>  <p>Test Coordinator Responsibilities 2017-</p>
<p>Online Testing Plan</p>  <p>Online Testing Plan 2017-18.pdf</p> <p><b>***Must be submitted via Google***</b></p>	<p>Online Testing Tutorial Roster</p>  <p>Online Testing Roster 2017-18.docx</p>
<p>Materials Distribution and Return Form</p>   <p>EOC &amp; EOG Materials    NCFE Materials Distribution and Return Distribution and Return</p>	<p>Combined Acknowledgement of Training Form (kept on file at school for 2 years)</p>  <p>2017-18 ACKNOWLEDGEMENT</p>
<p>TC and Principal Confidentiality Agreement</p>  <p>TC and Principal Confidentiality Agreei</p>	<p>Test Administrator Confidentiality Agreement (kept on file at school)</p>  <p>Test Admin Confidentiality Form_</p>