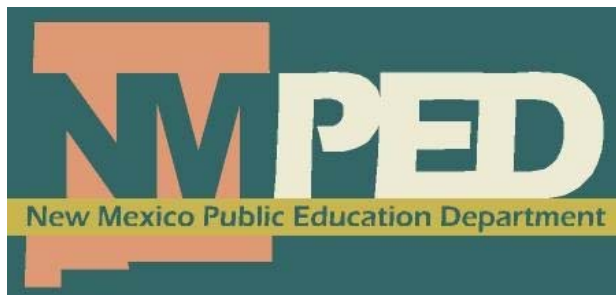


Fall 2009
District Test Coordinator
Training



**New Mexico Public
Education Department
Assessment &
Accountability Division
September 2009**

Thank You to our Hosts



Speakers

Assessment & Accountability Division

- Robert Romero
- Charles Trujillo
- Dr. Tom Dauphinee
- Mona Martin
- Cindy Gregory, Ph.D.

Topics

- PED Staff Introductions
- Training Objectives
- What's New?
- Overview: 2009-2010 NMSAP
- Test Security and Special Situations
- Q & A
- AYP Data Collection and Reporting
- Graduation Cohorts

Training Objectives

Participants Should:

- Be familiar with the High School Assessment System
- Understand test security and training requirements
- Understand the basic processes and procedures of test administration

Acronyms: Tests

- **NMSAP:** New Mexico Statewide Assessment Program
- **SBA:** New Mexico Standards Based Assessment
- **NMHSCE:** New Mexico High School Competency Exam
- **NMAPA:** New Mexico Alternate Performance Assessment
- **NMELPA:** New Mexico English Language Proficiency Assessment
- **NAEP:** National Assessment of Educational Progress

Acronyms: Tests

Test Manual Acronyms:

- **TCM:** Test Coordinator's Manual
- **DFA:** Directions for Administering
- **TAM:** Test Administration Manual (NMAPA)

Acronyms: Testing Personnel

- **DTC:** District Test Coordinator
- **STC:** School Test Coordinator
- **TA:** Test Administrator
- (Proctors)

Resources

- Test Manuals
 - Test Coordinator's Manual (TCM)
 - Directions for Administering (DFA)
 - Test Administration Manual
- New Mexico Statewide Assessment Program NMSAP 2009-2010 Procedures Manual
- PED Assessment and Accountability Webpage

<http://www.ped.state.nm.us/div/acc.assess/assess/index.html>

DTC Training Materials

You should have the following handouts:

- DTC Fall 2009 Training PowerPoint Handouts
- Calendar of Important Dates
- ESMS Flow Chart (color)
- Test Security Form
- SBA Fact Sheet
- NMELPA Fact Sheet
- NMHSCE Fact Sheet
- NMAPA Fact Sheet
- Student Assessment Funding Sheet
- Evaluation Form

NMSAP Testing Windows

2009-10 NMSAP Testing Calendar

NMHSCE	Oct. 26 – Nov. 6, 2009 (Gr. 11, 12, & 13+)
	Mar. 1 – Mar. 12, 2010 (Gr. 11, 12, & 13+)
NMAPA	Sept 28 - Oct 30, 2009 (Gr. 11, 12 & 13+) Mar. 1 – April 9, 2010 (Gr. 11,12,&13+)
	<p>Trainings for 2010 Administration:</p> <p>January 25, 26, 28, 29 (Albuquerque) February 1, 2, 4, 5 (Albuquerque)</p>

NMSAP Testing Windows

2009-10 NMSAP Testing Calendar

New Mexico SBA	March 22 – April 23, 2010
NMELPA	
	Jan. 25 – Feb. 26, 2010

NAEP 2010

- Assessment Window – Jan. 25 – Mar. 5
- U.S. History, Geography, Civics (Gr. 4, 8, 12)
- Writing (Grade 4)
- Computer Based Writing (Grades 8 & 12)
- Mathematics Special Study (Grades 4 & 12)
- Superintendents were notified in May 2009.

New Mexico Statewide Assessment Program

NM Standards Based Assessments (SBA)

- Grades 3-8 and 11
- Reading, Writing, Math, Science
(only Reading and Math count for AYP)
- Social Studies at Grade 11 (English only)
- English and Spanish versions

Test Window: March 22 – April 23, 2010

New Mexico Statewide Assessment Program

New Mexico High School Competency Examination (NMHSCE)

- Retakes only for grades 11, 12, & 13 +
- Reading, Language Arts, Mathematics, Science, Social Studies, Written Composition
- English and Spanish versions for Fall and Spring administration

Test Windows: October 26 – November 6, 2009
March 1 – March 12, 2010

New Mexico Statewide Assessment Program

New Mexico Alternate Performance Assessment (NMAPA)

- Alternate Assessment for both SBA **and** NMHSCE
- Grades 3-12+
- Available only to students with significant cognitive disabilities who meet the eligibility criteria established by the PED

Test Windows:

Grades 11,12, & 13+: Sept 28 – Oct 30, 2009

Grades 3-12: March 1 – April 9, 2010

New Mexico Statewide Assessment Program

New Mexico English Language Proficiency Assessment (NMELPA)

- New Assessment (TBA)
- One assessment window
- Students are tested once per year using prior year's test window to measure longitudinal growth

Test Window:

Grades K-12: January 25 – February 26, 2010

Test Security and Training

- DTCs, STCs, TAs, and Proctors should be familiar with:
- Requirements outlined in 6.10.7 NMAC
<http://www.nmcpr.state.nm.us/nmac/parts/title06/06.010.0007.htm>.
- 2009-10 NMSAP Procedures Manual

Test Security: Three Principles

Test Security is everybody's responsibility.

- Keep test booklets in a locked and secure area before, during, and after testing.
- Keep track of and return **every** test booklet, used and unused.
- Report suspected testing irregularities to the DTC or the STC immediately.

6.10.7 NMAC

- Statewide Standardized Testing Security Issues and Irregularities
- Working draft moving through PED approval process
- 14 subsections
- 6.10.7.6 Objective
- 6.10.7.8 Superintendent's Responsibilities
- 6.10.7.9 DTC Responsibilities
 - A-F (2.5 pages, #s 2-5)

6.10.7 NMAC (cont'd)

- 6.10.7.10 STC Responsibilities
- 6.10.7.11 Staff :TA & Proctor Responsibilities
- 6.10.7.12 Non-Disclosure of Student Test Materials
- 6.10.7.13 Reporting Test Irregularities
- 6.10.7.14 Corrective Measures

Test Security Forms (1 of 3)

Superintendent's Verification Form on Test Security and Administration Training

- Submitted by PED timelines (Oct & Jan)
- Includes Principal's Verification Form

Test Security Forms (2 of 3)

Principal's Verification Form on Test Security and Administration Training

- Submitted after training is administered on test security and on test administration
- Support material should include sign-in sheets with printed name and signature, and position of each attendee.

Test Security Forms (3 of 3)

New Mexico Public Education Department Confidentiality Agreement for the New Mexico Statewide Assessment Program (NMAC 6.10.7.12)

- Replaces “Non-Disclosure Form”
- Non-disclosure of student test materials prohibits any person from:
 - Copying,
 - Removing,
 - Electronic import/export
 - Disclosing any information related to
 - **Test items,**
 - **Test data,**
 - **Other materials related to the NMSAP, or**
 - **Any other confidential information as defined in the Agreement**

Test Security Forms

All three forms will be located:

- **PED 2009-2010 Procedures Manual**
- **PED Webpage**

Roles & Responsibilities regarding Test Security

- Superintendent
- Principal
- R & R Before, During, and After Testing:
 - District Test Coordinator
 - School Test Coordinator
 - Test Administrator
 - Proctor

Superintendent's Responsibilities

- Designate District Test Coordinator who holds a certified school instructor or administrator license,
 - provide that information to the PED Assessment & Accountability Division
- Submit Superintendent's Verification Form on Test Security and Administration Training to PED Assessment & Accountability Division immediately after staff has attended fall training.

Principal's Responsibilities

- Attend Fall & Spring DTC or STC trainings on test security and administration.[6.10.7.9.D and D(1) NMAC]
- Submit Principal's Verification Form on Test Security and Administration Training to Superintendent to meet PED timeline.
- Principals shall:
 - Identify a secure (locked) location for test materials.
 - Develop and implement a process of daily sign-out and sign-in procedures for **all** statewide assessment materials.
 - Ensure reporting of all test irregularities as required in Subsection C of 6.10.7.9 NMAC.
- Notify parents of test administration.
- Have a plan to assist with medical emergencies.

Principal's Responsibilities (cont'd)

- Principals of Charter or a Special State Supported school shall receive the same in-service training and be charged with the same knowledge and accountability.

DTC: Before Testing

- Attend PED's Fall and Spring trainings
- Administer training for **all STCs, TAs, and proctors** on:
 - Security
 - Test administration
 - Preparation, distribution, and return of all test materials to Harcourt Assessment, Inc.
- Maintain sign-in forms of all individuals who attend training.
- Sign and have **all** attendees sign a PED Confidentiality Agreement.

DTC: Before Testing

- Develop a list of all students having allowable accommodations.
- Develop a testing schedule for the district
 - Optimal Testing Times
 - Mornings
 - Tuesdays, Wednesdays, Thursdays
 - May adjust order of content area/test sessions to accommodate scheduling needs of schools in the district except for:
 - SBA Writing subtest (grades 4-8 and 11) on consecutive days without a weekend in between.
- Students within the same school and same grade must take the same sessions at the same time (except for students with allowable accommodations).

DTC: Before Testing

Develop a checklist or written procedure for storing and handling test materials that includes:

- Documentation signed by the DTC and the STC verifying receipt of test materials from vendor
- Provision for **counting** test materials daily
- Storage in a secure, locked area
- A list of school personnel who have access to test materials
- Use PED/vendor-approved procedures to return test materials for scoring

DTC: During Testing

- Ensure that all schools are following testing schedule set by the district.
- Report any **missing test booklets** or **testing irregularities**, as required by 6.10.7.13 NMAC – *Reporting Testing Irregularities*, to the Assistant Secretary, Assessment and Accountability Division. Phone: 505-827-6683
- Be available to STCs during test administration window.

DTC: After Testing

- Inventory serial numbers on *scorable* materials before returning to contractors
 - *Scorable* materials are test booklet at grade 3 and answer document at grades 4-8 and 11
- Notify PED if any booklets are missing.
- Ensure that appropriate biogrid data fields for Section 2 (Test Completion, Accommodations, and Form Number) are bubbled.
- Ensure correct Pre-ID labels are on biogrid of *scorable* materials
- Ensure the name student printed on front cover of *scorable* material matches Pre-ID label

DTC: After Testing

- Vendors provide PED with list of missing test booklets on the contractor's *Did Not Return* list
- Districts on this list conduct an investigation
- Submit a report with a cover letter from the District Superintendent to the PED

STC: Before Testing

- Is appointed and trained by the DTC
- Signs a PED Confidentiality Agreement
- Provides training for **all** school personnel involved in test administration, preparation, and security, including the Principal
- Uses the written district or school policy, checklist, or procedure developed for storing, accessing and administering tests

STC: Before Testing

- Implement plan for make-up tests
 - Test Completion VIP
- Ensure sufficient supply of test materials is available (complete list in DFA)
- Provide TAs/proctors a list of students receiving allowable accommodations
- Read Test Coordinator's Manual and Directions for Administering for the relevant test family (all levels)

STC: During Testing

- Ensure that TAs/proctors follow district test schedule
- Follow district procedures for daily sign-out and sign-in for all test materials
- Post signs near copy machines warning that tests cannot be copied
- Report any missing test booklets or testing irregularities to DTC

STC: After Testing

- Confirm **counts** of test materials being returned are the same as those received by the school
- Check *scorable* materials for any stray pencil marks
- Ensure that appropriate biogrid data fields in Section 2 (Test Completion, Accommodations, and Test Form Number) are bubbled
- Ensure correct Pre-ID labels are on biogrid of *scorable* materials
- Ensure name student printed on front cover of *scorable* materials matches Pre-ID label

TA: Qualifications

Only trained, certified staff are permitted to administer tests. Some examples:

- Licensed school instructors and administrators
- Teachers on waivers or intern licenses
- Long-term substitutes with a valid teaching license
- Coaches and contractors with a valid teaching license
- Licensed counselors and related service providers

TA: Qualifications

In the event schools require additional staff to administer the SBA, other trained (non-certified) staff members may be used to:

- Provide one-on-one accommodations to Special Education or ELL students
- Provide one-on-one administration because of other documented IEP accommodations
- **Must be supervised** by a certified, trained staff member

Test Proctor: Qualifications

Any staff or community member who has been trained in proper test administration and test security may serve as a proctor

- Assist, but not act as test administrators
- Act as hall monitors
- Escort students to and from restroom
- A parent cannot serve as a proctor in his or her child's classroom

Proctors must sign Confidentiality Agreements.

TA: Before Testing

- Be trained on test security and administration
- Sign the PED Confidentiality Agreement and return to the STC
- Read the Directions for Administering
- Have a supply of pencils and erasers for students' use

TA: During Testing

- Follow the testing schedule established by the district for your school
- **Must not be** assigned to a room where a relative is being tested
- Store test materials in a locked, secure area when not in use (as identified by STC).

TA: During Testing

- Use School Security Checklist daily to check out and check in all test materials (packaged with test booklets)
- Must carry out standard examination procedures
- Must remain attentive
- Remain in the room during the entire testing session
- Collect test materials, including pencils, drafts of written compositions, and scratch paper and calculators used for math after each testing session

TA: During Testing

- Report breaches of security to the STC immediately including:
 - Improper handling of test materials
 - Keeping or reproducing test materials or student responses
 - Allowing any unauthorized access to test materials before, during, or after testing
 - Leaving test materials unsecured
 - TA leaving room with test materials in the open

TA: After Testing

Ensure efficient, accurate test return preparation by doing the following:

- Confirm **counts** of returned test materials are the same as those received by the school
- Check *scorable* materials for any stray pencil marks
- Ensure that appropriate biogrid data fields in Section 2 are bubbled
- Ensure correct Pre-ID labels appear on biogrid of *scorable* materials
- Ensure student's name printed on front cover of *scorable* material matches Pre-ID label

Guidelines: Preparing the classroom for testing

- Rooms should have adequate lighting, room temperature, and a quiet atmosphere
- Place a **DO NOT DISTURB** sign on the door of the testing room
- Provide adequate writing surface to accommodate test booklet and answer document (grades 4-8 and 11)
- Allow enough space between students to prevent sharing answers

Guidelines: Preparing the classroom for testing

- Cover or remove anything posted in a classroom providing information that might direct students to a correct answer to any test item. Some examples:
 - Number lines
 - Rubrics
 - Posters

Test Security: Three Principles

Test Security is everybody's responsibility.

- Keep test booklets in a locked and secure area before, during, and after testing
- Keep track of and return **every** test booklet, used (*scorable*) and unused
- Report suspected testing irregularities to the DTC or the STC immediately

Special Situations

- Testing Irregularities
- NMHSCE Waivers
- Special Education: Allowable Accommodations
- English Language Learners: Allowable Accommodations
- Allowable Accommodations for Students not in Special Programs (Not SPED or 504)
- Parental Refusal

Testing Irregularities

- A testing irregularity is:

Any circumstance within or beyond the control of a school district that in the opinion of the PED or a school district, raises doubts about the propriety of standardized testing procedures, preparation materials, standardized test administration, standardized testing security, student scores attained from standardized testing, or teacher or student conduct observed during standardized testing.
(6.10.7.7 (A) NMAC)

Reporting Testing Irregularities

- School officials report to the DTC within 3 working days
- The DTC submits report to the PED containing the allegations, findings, and corrective actions taken, if any

NMHSCE Waivers

- With the approval of the local board of education, the local superintendent may request **written approval from the Secretary of Education** to award a diploma to a student who has not passed the Competency Examination and who is not covered under subparagraph (b) of paragraph (1) of subsection K of 6.2.30.10 regarding student with disabilities.
- Waiver eligibility is evaluated on a **case-by-case** basis.

(6.30.2 NMAC—Standards for Excellence)

PED – Assessment & Accountability

Waiver Process

- Parent & student make request to principal
- Principal makes request to Superintendent
- Superintendent presents request to local school board
- If approved by local school board, a letter of request and documentation of student's having met all other graduation requirements is sent to:

Veronica García, Ed.D.
Secretary of Education,
Jerry Apodaca Education Building
300 Don Gaspar,
Santa Fe, New Mexico, 87501

PED – Assessment & Accountability

Special Education: Allowable Accommodations

- 24 codes
 - 1-24 are on your accommodations handout.
 - 24 is an accommodation that is not listed, but is approved in writing by the PED
 - DTC submits memo to the Secretary of Assessment and Accountability describing the accommodation, ensuring instructional relevance, reasonable time expectation, skill deficit.
 - The PED will return a written response with approval status.

English Language Learners: Allowable Accommodations

- Presentation
- Response
- Reasonable time expectation
- Local SAT determines accommodations

Accommodations for Students Not in Special Education, 504, ELL Programs

- **Any student** may receive PED allowable accommodations provided that they are documented as used in instruction for reasonable time period prior to the assessment window
- Accommodation is content-area specific
- Bubble the accommodation number
- Not necessary to bubble a program (Section 3)
- Never permissible to “read the Reading test” as an accommodation

English Language Learners: Participation

After three years in U.S. schools, excluding kindergarten:

- Students must participate in English language assessment with or without accommodations.
- Waiver to continue testing student in his/her home language is available **for up to two additional years.**
- Waiver request submitted by district superintendent to NM Secretary of Education
- Waiver is effective only for current year

English Language Learners: New to U.S.

- Option available first year in U.S. only
 - May receive language exemption from Reading test
 - Language proficiency assessment substituted for participation
 - Must take Math and other assessments
- Scores do not affect AYP performance results
- Exchange Students are exempt from participation in the NMSAP

Parental Refusal Form

Parents have the right to refuse participation of their child in the New Mexico Statewide Assessment Program.

- Parents take the refusal to the principal
- Principal notifies the district office personnel
- District office personnel should counsel the parent
- Parental Refusal form must be completed and kept on file

Assessment Audits and Monitoring

- Annual PED reviews
- Randomly selected sites statewide
- PED sends information about process, expectations, and scoring rubric
- PED conducts interview and review of documents on security procedures, TA qualifications, and accommodations

Audits (cont'd)

- PED sends report with recommendations and score
- Site submits action plan as needed
- PED conducts follow-up audit

TA: Assessment Support Process

- Refer to the relevant TCM and/or DFA first.
- Ask the STC
- Ask the DTC if the STC is not available or has questions

DTC: Assessment Support Process

- Check the PED Procedures Manual for questions about policies or procedures
- Call the PED at 505-827-6536 (Charles Trujillo)