Testing Coordinator Training

Winter 2011-12 End-of-Course (EOC)
Algebra 1 EOC Assessment

December 13, 2011
PearsonAccess – www.pearsonaccess.com/fl

- A website used for almost all test preparation (e.g., Prel D), setup, administration, and reporting tasks.
- Correct test administration **must** be selected each time you log in.
- Requires a username and password.
- Links to support materials:
  - www.FLAssessments.com/WinterEOC
  - www.FLAssessments.com/AdditionalResources

Proctor Caching

- Broward County non-charter schools will be proctor caching via the area servers.
- Broward County Charter schools will be doing their own proctor caching and should refer to the Technology Coordinator section of the Test Administration Manual
CBT Glossary

TestNav 6.9 (TestNav)

• Platform that Florida will use for high-stakes computer-based statewide assessments.
• Software application installed either on a file server or on each computer that will be used for testing.
TestHear

• The computer-based platform that Florida will use for CBT accommodations beginning in Fall 2011.
• An application that must be installed on each computer that will be used for testing. Only operates on Windows or Macs that are also running Windows.
<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Group Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>A <strong>six-digit</strong> code created by PearsonAccess and printed on Student Authorization Tickets and Session Rosters. The Login ID and the test code are required to log in to TestNav or TestHear.</td>
<td>A unique <strong>four-digit</strong> number used to identify groups of students tested together, which is created by district assessment coordinators or by school assessment coordinators. The Test Group Code is entered after the Welcome screen and student pledge in TestNav or TestHear and before students see the first question.</td>
</tr>
</tbody>
</table>
Support Information

• Where to find Support Resources
  - www.FLAssessments.com/WinterEOC
  - www.FLAssessments.com/AdditionalResources
    – TestNav Technology Guidelines
    – TestNav Early Warning System Reference Manual
    – Proctor Caching Guide
    – Infrastructure Readiness Guide
  - FDOE website

Support Information

Contact Student Assessment for Test Administration Issues: 754-321-4250
Contact ETS for Technology issues: 754-321-0411

Appendix C in the manual provides the following information:

- PearsonAccess
  - User Accounts- Through Principal’s email
  - Browser requirements
  - Logging in for the first time
  - Resetting passwords

Appendix D in the Manuals is a CBT Test Administrator quick reference guide.

Note: PearsonAccess will timeout after 14 minutes of inactivity.
Administration Schedule and Timing

<table>
<thead>
<tr>
<th>Test</th>
<th>Testing Window</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra 1 EOC Assessment</td>
<td>January 9 - 13, 2012</td>
<td>160-minutes*</td>
</tr>
</tbody>
</table>

* Any student not finished by the end of the allotted time may continue working; however, testing must be completed within the same school day.

- The majority of your testing at your school should be completed in the one week window noted above. The state is allowing for additional assessment days from the 16-20 but the District is requesting that your testing be done in the first week. Districts may schedule one or more sessions per day, depending on school-level circumstances.

- Since the testing window allows for multiple test sessions to be scheduled throughout the week, it is also possible to reassign absent students to an existing session scheduled later in the week rather than specifying make-up days.

Any deviation from this schedule requires written approval from the FDOE prior to implementation.
Accommodations Updates

• TestHear accommodated forms (e.g., large print, screen reader, color contrast, zoom, assistive devices) are available for this administration. Any student who requires an accommodated CBT form will need to test using TestHear software.

• Paper accommodations are also available for the Algebra 1 EOC Assessment (regular print and braille).

• Students requiring administration accommodations can test on the computer (see Appendix A of the Winter 2011-12 EOC Manual).
Students To Be Tested

The following students **will participate** in the Winter 2011–2012 Algebra 1 EOC Assessment administration:

• All students who will complete one of the following courses at the end of semester 1, or who have completed one of the following courses since the Spring 2011 administration:
  – Algebra 1 – 1200310
  – Algebra 1 Honors – 1200320
  – Algebra 1-B – 1200380
  – Pre-AlICE Mathematics 1 – 1209810
  – IB Middle Years Program/Algebra 1 Honors – 1200390

The following students **are eligible to participate** in the Winter 2011–2012 Algebra 1 EOC Assessment administration:

• Students who entered 9th grade and completed Algebra 1 course work in the 2010–11 school year but have not yet taken the assessment to be averaged as 30% of their course grade. These would be your “I” grade students.

• Students who entered 9th grade and participated in the Algebra 1 EOC Assessment in the 2010–11 school year who are in grade forgiveness programs and wish to improve their course grade.

• Students in a credit acceleration program (CAP) who wish to take the assessment to earn course credit.
Test Coordinators must Train Test Administrators

• Test administrators must contact the school assessment coordinator if the following occurs:
  ▪ A student has not participated in a practice test.
  ▪ A student has trouble logging in the first time.
  ▪ A student cannot see the shading on the Test Group Code screen.
  ▪ A test administrator does not have a Student Authorization Ticket.
  ▪ A student’s name or student ID number is not correct (e.g., misspelled) on the Student Authorization Ticket.
  ▪ A student is in the wrong test or the wrong accommodated form.
  ▪ A student refuses to agree to the student pledge.
  ▪ A test administrator is concerned that a student is unable (e.g., too ill) to finish the test.
  ▪ A student exits the test to finish later and logs out of the test session.
  ▪ A student has not completed the test at the end of the allotted time and will need additional time to continue working.
  ▪ Every Test Administrator must be aware of the security statutes as it applies to Test Administration
TEST SECURITY

Do Not:
– Read, reveal, or copy test items
– Interpret or read items to students
– Change or interfere with student responses
– Read or copy student responses
– Cause achievement of school to be inaccurately measured or reported
– Fail to follow security procedures and test administration directions
– Use technology in any way to view CBT items

If any staff involved in the test participate in the activities above either intentionally or unintentionally, they may be subject to criminal punishment and/or loss of teaching certification.
TEST SECURITY

Room Arrangements:

– Ensure that no student can view another student’s screen or communicate test answers
– Use the Privacy Screen provided by Student Assessment
– Test Administrators must be actively monitoring students

**This means that for the entire test session, the adults in the room are actively walking around, observing students, and proactively addressing the class as to any potential issues.**

– Ensure that there is adequate space (3 feet) between students that are testing.
– For any paper based accommodations ensure the security of materials
– Ensure all electronic devices are not in students’ possession.
## Invalidations Matrix Student Implications

<table>
<thead>
<tr>
<th>Students Violation of:</th>
<th>Examples of:</th>
<th>When invalidation will happen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Device Policy</td>
<td>Student has a cell phone/ipod etc in their possession during testing.</td>
<td>Invalidation will occur immediately.</td>
</tr>
<tr>
<td></td>
<td>Student is texting during the exam,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student is taking photos of the test</td>
<td></td>
</tr>
<tr>
<td>Leaving Campus Before Test is Complete</td>
<td>Student has an emergency and must leave.</td>
<td>Invalidation will occur once it is determined if the student has not completed enough answers to produce a valid score</td>
</tr>
<tr>
<td></td>
<td>Student becomes ill and leaves.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student leaves for lunch and does not come back.</td>
<td></td>
</tr>
<tr>
<td>Student Actively Cheating</td>
<td>Student is using paper or cell phone to share answers</td>
<td>Invalidation will occur immediately.</td>
</tr>
<tr>
<td></td>
<td>Student is looking at another student's test</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student is talking with another student during testing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student is using the computer to find answers to a computer based test</td>
<td></td>
</tr>
<tr>
<td>Similarity in Answer with Other Students</td>
<td>Student has statistically similar answers to a student in a testing room or several testing rooms</td>
<td>This will not happen immediately. Scores will not be reported and schools will be notified to produce appeals</td>
</tr>
</tbody>
</table>
## Invalidations Matrix Staff Implications

<table>
<thead>
<tr>
<th>Staff Activities prohibited</th>
<th>Examples of:</th>
<th>Ramifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give examinees access to test questions prior to testing</td>
<td>Staff provide students with test books, items, samples of items, writing prompts or other test information prior to testing.</td>
<td>Loss of teaching/administrator certification</td>
</tr>
<tr>
<td>Copy, reproduce, or use in any manner inconsistent with test security the student test book or computer based form</td>
<td>Staff copy a test, write down items from a test, verbally recite items from a test or otherwise compromise the security of a test. Staff take test books home overnight.</td>
<td>Loss of teaching/administrator certification</td>
</tr>
<tr>
<td>Coach examinees during testing or alter or interfere with examinees’ responses</td>
<td>Verbally or non verbally provide assistance in answering questions.</td>
<td>Loss of teaching/administrator certification</td>
</tr>
<tr>
<td>Make answer keys available to examinees</td>
<td>Provide answers to the test in any way.</td>
<td>Loss of teaching/administrator certification</td>
</tr>
<tr>
<td>Fail to follow security procedures and test administration directions</td>
<td>Fail to provide correct session timing. Fail to provide secure test environment.</td>
<td>Reprimand up to a loss of teaching/administrator certification</td>
</tr>
<tr>
<td>Fail to account for test materials before, during, and after testing</td>
<td>Unintentionally lose or misplace test materials. Intentionally take test materials</td>
<td>Reprimand up to a loss of teaching/administrator certification</td>
</tr>
</tbody>
</table>
Test Security Documentation:

- Every staff member involved in testing must receive live training from the Testing Coordinator.
- Every staff member involved in testing must sign a **Florida EOC Test Administration and Security Agreement**. Keep on file at the school.
- Every Test Administrator must sign the **Test Administrator Prohibited Activities Agreement**. Keep this on file at the school.
- **Seating Charts** are mandatory. If a student moves during testing, it must be noted on the Seating Chart.
- FCAT Required Administration Information is required. May be the session roster. For Paper Tests the Security Numbers must be tracked.
- Test Security Logs must be completed for every testing room.
## Proctors

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Proctor Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25 students</td>
<td>Test Administrator*</td>
</tr>
<tr>
<td>26-50 students</td>
<td>Test Administrator and 1 Proctor</td>
</tr>
<tr>
<td>51-75 students</td>
<td>Test Administrator and 2 Proctors</td>
</tr>
</tbody>
</table>

*It is recommended that a proctor be assigned to a room with 25 or fewer students whenever possible.*
Missing Materials and Test Irregularities/Security Breaches

Test administrators should report any test irregularities (e.g., disruptive students, loss of Internet connectivity) and possible security breaches to the school assessment coordinator immediately.

If a secure document, such as a test and answer book, a Student Authorization Ticket, a used Work Folder, a used reference sheet, or a Session Roster, is not found or a test irregularity or security breach is identified you must contact our office at 754-321-4250.
Test Invalidation Policies and Procedures

Purpose of test invalidation is to identify when the validity of test results has been compromised.

A test administrator should discuss any situation involving possible invalidation with the school assessment coordinator and the situation should be investigated before a final invalidation decision is made.

A test MUST be invalidated if either of the following circumstances occurs:

- A student has an electronic device during testing.
- A student is cheating during testing.
Test Invalidation
Policies and Procedures

A test **MAY** be invalidated if any of the following circumstances occur:

1. A student becomes ill and is unable to finish, OR a student is not allowed the correct amount of time.
2. A student was given an accommodation not allowed on the Algebra 1 EOC.
3. A student was given an accommodation not on the student’s IEP, Section 504 plan, or ELL plan.
4. A student was **not** provided an allowable accommodation listed on the student’s IEP, Section 504 plan, or ELL plan.
5. An error occurs in test administration or procedures that could compromise the validity of the test results (e.g., students had access to an unauthorized visual aid that gave an unfair advantage).
6. A student is disruptive during testing.
Communicate to Students

Prior to testing, make sure students understand the following policies:

Electronic Devices Policy: If students are found with ANY electronic device during testing, their tests will be invalidated. Define electronic devices for students and ensure they are aware they cannot access their devices until testing is completely finished.

Leaving Campus: If students leave campus before completing the test (for lunch, an appointment, illness, etc.), they WILL NOT be allowed to complete the test.

Student Pledge: Students will be asked to agree to a pledge stating that they will not give or receive unauthorized help during the test. If students are caught cheating or irregular answer patterns are detected during scoring, their tests will be invalidated.
Prepare for Testing Day

Read manual and provide/attend training at your school
Sign and return the “Test Administration and Security Agreement” found in Appendix C
Place security screens and ensure Test Security
Have plan in place to collect electronic devices (they are cause for invalidation)
Remove or cover all visual aids
Post Do Not Disturb signs
Assemble materials needed for testing
Prepare Testing Room Seating Chart and Required Administration Information
Ensure that each student taking a CBT has taken the EPAT practice test
Practice Tests (ePATs)

Students are required to participate in a practice test at the school using the script provided in the Winter EOC administration manual.

• Practice test is delivered using an ePAT (electronic practice assessment tool).
• ePAT is available for students to practice on their own.
• After participating in a practice test, students can request a four-function hand-held calculator.
• TestHear ePATs are available for students who will use accommodated CBT forms (e.g., zoom, screen reader, color contrast, large print, assistive devices).
Before CBT Specific

Before Testing-

• Ensure that sessions are set up in PearsonAccess, that each session has been started and that Session Rosters, Administration Records/Security Checklists, Seating Charts, Security Log are used.

• Each Test Administrator must have Test Materials, Work Folders, and Student Authorization Tickets to provide to the students.

• Remind students to submit their tests but not to exit TestNav upon completion of the Computer Based Test.
Required Administration Information

- Students assigned to each test administrator’s room
- Attendance information
- Accommodations provided
- Test group code
- Signatures for when secure materials are received and returned

Session Roster can be used to record most (if not all) of this information.
Attendance Codes

Attendance

- P = Present
- A = Absent
- W = Withdrawn
- P/I = Present but Invalidated
Accommodations Codes

(Directions are provided in Appendix A of the Winter EOC Manual)

**For ESE/504 students:**
- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

**For ELL students:**
- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary
# Session Roster

## Session Roster Table

<table>
<thead>
<tr>
<th>Test Administration:</th>
<th>Winter 2011-12 Algebra 1 EOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Session Status:</td>
<td>Not Started</td>
</tr>
<tr>
<td>Session Name:</td>
<td>Sample Session</td>
</tr>
<tr>
<td>School:</td>
<td>PEARSONACCESS PUBLIC SCHOOL (000002)</td>
</tr>
<tr>
<td>Test to be Administered:</td>
<td>Dec Algebra 1</td>
</tr>
<tr>
<td>Read Aloud:</td>
<td>No</td>
</tr>
<tr>
<td>Form Group Type:</td>
<td>SEE BELOW</td>
</tr>
<tr>
<td>Test Code:</td>
<td>ZE43QC</td>
</tr>
<tr>
<td>Scheduled Start Date:</td>
<td>12/12/2011</td>
</tr>
<tr>
<td>Scheduled Start Time:</td>
<td>08:00 AM</td>
</tr>
<tr>
<td>Actual Start Date:</td>
<td></td>
</tr>
<tr>
<td>Actual Start Time:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Lab A</td>
</tr>
</tbody>
</table>

## Results

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Date of Birth:</th>
<th>Class</th>
<th>Form/Form Group Type</th>
<th>Login ID</th>
<th>*Attend.</th>
<th>Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLESTUDENT NT, A</td>
<td>0623890001</td>
<td>08/29/1995</td>
<td>FLCLASS</td>
<td>Main</td>
<td>4367097621</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAMPLESTUDENT NT, B</td>
<td>0623890002</td>
<td>02/05/1996</td>
<td>FLCLASS</td>
<td>Main</td>
<td>1018305935</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Results: 2
Seating Chart

Test administrators are asked to complete a seating chart for each test session. The seating chart should include the following information:

• Room name/number
• Student names and their location in the room during testing
• Date
• Starting time
• Test Administrator’s name
• Names of proctors (if applicable)
• Test group code
• Session name in PearsonAccess
Test Materials for Students

• Student Authorization Tickets (secure materials)
  ▪ Students need a Login ID and Test Code (password) for each test session.

• Students need a pencil or pen to sign their tickets.

• Florida Computer-Based Testing Work Folders

• Four-Function Calculators

• Reference Sheets

• All other items need to be removed.
Student Authorization Tickets

Secure Material

- If the Last Name, First Name, or ID number are incorrect, the student cannot use the ticket.
- The ID number will show the last five digits of the Florida Student Number OR the last four digits of the Social Security Number and an X.
- If the Date of Birth is the only incorrect field, the student may use the ticket and the birth date can be updated after testing with the student database manager.
Cannot Login to TestNav

Prior to testing:
• Ensure that the appropriate link, username and password has been indicated in TestNav per the Student Authorization Ticket
• If you receive an Early Warning System (EWS) message, follow the prompts to resolve that issue.
• District staff and Pearson technical assistance are available to help with login issues.

During testing:
• If a student is kicked out or logs out of a test at any time a staff member must resume their session in Pearson Access. Then the student may resume testing at any workstation that has TestNav installed on it. Answers will be accessible on the new machine.
During Computer Based Testing

During Testing-
1. Everyone assessing the EOC must read the Script for Administering the Algebra EOC VERBATIM.
2. Ensure that no student is looking at another student’s computer monitor
3. Actively walk around the room, observing students, and proactively address the class as to any potential issues
4. Note the accommodations provided on the Administration Record and Security Checklist
5. If a student logs out for any reason (lunch, break, etc…) a staff member must resume their session in Pearson Access.
After Computer Based Testing

After Testing-
Collect and return to Student Assessment (District Coordinator Box):

1. Original Test Administration Security Log
2. Completed Administration Record/Security Checklist/Session Roster
3. Completed FCAT Seating Chart
Note About Exiting TestNav

• There is a final “close” screen, after which the student returns to the desktop. If the school permits this, test administrators can add an instruction at the end of the scripts to tell students NOT to close the final screen.
Student Comment Forms

• Student comment forms can be accessed at www.FLAssessments.com/EOCStudentCommentForm.

• This feedback is important to the FDOE and the contractor. Please encourage all test administrators to have their students complete comment forms.

• Technology coordinators may create shortcuts to the comment forms. If so, test administrators should be updated on how students should access comment forms.
PearsonAccess - Filters and Search Fields

Any column with this button \[\text{\begin{tabular}{|c|c|}
\hline
| Name | ID |
\hline
| Clear Filter | 503932 |
| Pearson | 503921 |
| person | 571213 |
\hline
\end{tabular}}\] can be filtered.

- To filter data, click the symbol and enter the filter criteria.

The column will be filtered according to the search term.

\[\text{\begin{tabular}{|c|c|}
\hline
| Name | ID |
\hline
| starts with: Pearson | 000005 |
| PEARSON PUBLIC SCHOOL | 000005 |
\hline
\end{tabular}}\]

Clicking on the column heading also allows you to sort the data in descending or ascending order. Once the data is sorted, an up or down arrow appears after the column heading.

\[\text{\begin{tabular}{|c|c|}
\hline
| Grade | |
\hline
| 1.0 | |
| 1.1 | |
\hline
\end{tabular}}\]
Paper Based Accommodations

Very few schools should have students testing on paper. If you have paper accommodations:

1. Please ensure that Test Security is maintained and that all print materials are always accounted for and returned.

2. Familiarize yourself with the Before, During and After testing responsibilities where applicable

3. Read and follow the instructions for returning materials on pages 83-92 of the Winter 2011-12 End of Course Test Administration Manual
Knowledge – Before Testing

• Logging in to PearsonAccess (refer to Karl’s email)
• Verifying Student Information (Creating a Session, Verifying Student Data, etc.) (page 51)
• Deleting a Student (page 54)
• Adding a Student (page 55)
• Adding a Test Assignment and Changing Tested Grade (page 56)
• Verifying All Students are in Test Sessions
• Moving a Student to Another Session (page 59)
• Removing a Student from a Session (page 59)
• Assigning a Specific Form (Accommodations page 63)
• Printing Authorization Tickets and Session Rosters (page 65)
Knowledge – During Testing

• Starting a Session (page 73)
• Monitoring Sessions (pages 73-74)
• Resuming Student Tests (page 74)
Knowledge – After Testing

• Marking tests complete (page 79)
• Invalidating tests (page 80)
• Recording accommodations (page 81)
  ▪ Instructions provided in Appendix A of the Winter EOC manual.
• Stopping a Session (page 80)

Note: Recording accommodations, invalidating tests, and any updates to student information in PearsonAccess must occur by 4:59 p.m. on Friday of the week of testing.