Module 6: Administration Closeout & Reporting

Office of Assessment

November 2021

Required Assessment Training Modules

- Module 0: Assessment Training Module Overview

- Module 1: Test Integrity & Assessment Overview

- Module 2: Preparing for Administration, Part 1

- Module 3: Preparing for Administration, Part 2

- Module 4: Test Administration – Setup and Monitoring

- Module 5: Test Administration – Prohibited Actions & Incident Reporting

- **Module 6: Administration Closeout & Reporting**

District of Columbia Assessment Coordination Timeline

- Select LEA Test Coordinator and Submit to OSSE
- Determine Test Windows and Submit to OSSE
- Apply for Alternate Assessments
- Attend OSSE Assessment Trainings
- Register Students to Test
- Assign Student Testing Accommodations
- Assign Staff to Testing Roles
- Establish a School Test Security File
- Receive Testing Materials
- Create School Test Schedule

- Setup Test Sessions
- Setup Student Testing Devices
- Submit School Test Security Plan(s) to OSSE
- Train Authorized Personnel
- Send Assessment Notification Letter to Families
- Setup Testing Environment
- Prepare and Distribute Testing Materials
- Administer Statewide Test to Students
- Monitor and Support Staff
- Submit Incident Reports to OSSE

- Collect Testing Materials
- Return/Shred Secure Testing Materials
- Closeout Testing in Online Platform
- Finalize School Test Security File
- Submit Test Security Affidavit to OSSE
- Complete OSSE Data Validation
- LEAs Receive Student Data
- OSSE Releases Test Results Publicly
- Individual Score Reports (ISR) Sent to Schools
- Share ISRs with Families

Legend:
- LEA Submission to OSSE Required
- Shipment to/from School
- LEA Action
- OSSE Action
- School Action with LEA Oversight

Assessment Closeout

Collect Testing Materials

Test Administration

Collect Testing Materials

- Test Administrators must follow the closeout protocol detailed in the assessment manual for each test. Scripted closeout instructions may be required.

  - TAs are not permitted to tell/ask students to check their work.

  - Sample approved statement: "Are you finished and ready to close out your test?"

- After the student has exited a test, the Test Administrator must collect all testing materials and keep them in their possession until materials are returned to the secure storage location.

- After collection, Test Administrators may dismiss students or students may sit quietly or read books or complete activities not related to the assessed subject.

  - Examples: Crossword puzzle after math; Sudoku puzzle after ELA

Test Security Reminder

Test Administrators must ensure that all secure materials are collected and in their possession prior to the student receiving any other materials or beginning any other activities.

Return/Shred Secure Testing Materials

*Assessment Closeout*

Return/Shred Secure Testing Materials
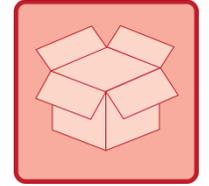
- Test Administrators must return all testing materials to the secure storage location as soon as testing is over and sign the chain of custody form.

- The Test Monitor/School Test Coordinator is responsible for securely storing all secure testing materials as soon as they are returned.

- The Test Monitor/School Test Coordinator should review test coordinator manuals to determine which materials to shred and which to return to the vendor. All secure materials that will not be returned to the testing vendor following test administration should be securely shredded with a witness present.

- When returning test booklets to WIDA, any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information.

- Test Coordinators should refer to the Test Administrator Manual for details on returning materials.

ACCESS for ELLs & Alternate ACCESS
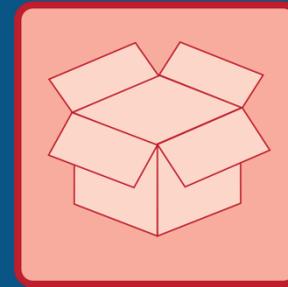
Return/Shred Secure Testing Materials

- At the end of MSAA testing, Test Coordinators should destroy secure MSAA materials. All printed materials should be collected and securely shredded.

- At the end of DLM testing, Test Coordinators should collect and securely destroy username and password information, TIP pages, and related materials.

# MSAA & DLM
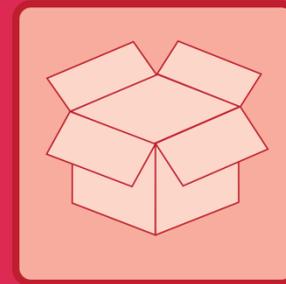
Return/Shred Secure Testing Materials

Secure and scorable materials will need to be returned to Pearson at the end of testing. Each item that must be returned will include a secure material label.

SECURE MATERIAL
Ship to Pearson

- Shipments from Pearson will include labels and packaging for returning secure materials. Keep these materials for use at the end of testing.

- Return shipments must be sent to Pearson within **five school days** of the last day of testing.

- Contact UPS to schedule a pickup for your materials.

- Additional details about returning secure materials can be found in the PARCC & DC Science Test Coordinator Manual.

PARCC &
DC Science
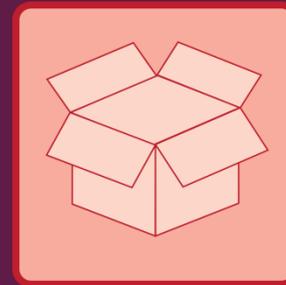
Return/Shred Secure Testing Materials

Closeout Testing in Online Platforms

Assessment Closeout

Closeout Testing in Online Platform

Some testing platforms require closeout actions at the end of student sessions or the testing window. Ensure that all steps in the testing manual are followed for the online closeout process.

ACCESS Test Coordinators must complete the data validation process (separate from OSSE's data validation process) in WIDA AMS at the end of testing.

Tutorials of the data validation process and after-testing activities are available in WIDA AMS.

ACCESS for ELLs & Alternate ACCESS

Closeout Testing in Online Platform

MSAA

Test administrators should ensure all tests have been submitted and/or closed by the School Test Coordinator in the MSAA platform. They should also complete the Accommodations: After Test tab in the testing platform, and the End of Test Survey.

DLM

Once the final unit of testing is complete, no additional actions need to be taken for closeout.

MSAA & DLM

Closeout Testing in Online Platform

When a PARCC or DC Science test session is complete, the session should be "stopped" in PearsonAccess^next. This action will close that session for all students.

All efforts should be made to complete makeup testing. If a student has an incomplete unit and was unable to complete testing during the makeup window, the student's unit can be "marked complete" and the session can be closed after the last day of testing at the school.

PARCC & DC Science

Closeout Testing in Online Platform

Finalize School Test Security File

Assessment Closeout

Finalize School Test Security File

The School Test Coordinator must ensure that all required information in the School Test Security File is updated after test administration. Every school is required to keep the updated file in hard-copy format for **four years**.

Test Security Reminder

Every school must keep an updated version of the Test Security File in hard-copy format on site for four years. OSSE may request to see the test security file at any time within the four-year time frame.

Submit Test Security Affidavit to OSSE

Assessment Closeout

Submit Test Security Affidavit to OSSE

Within 10 days after the conclusion of each school's testing window, the LEA Test Coordinator must obtain signed affidavits from the School Test Coordinator **for each assessment**.

Within 15 days after the conclusion of each school's testing window, the LEA Test Coordinator must also sign the affidavit and submit all affidavits to OSSE using the OSSE Support Tool. Nonpublic School Test Coordinators must sign affidavits and submit them directly to OSSE.

Test Security Reminder

An affidavit must be submitted for the LEA and School Test Coordinator for every assessment.
If you are both the LEA and School Test Coordinator, please indicate that on the affidavit upon submission.
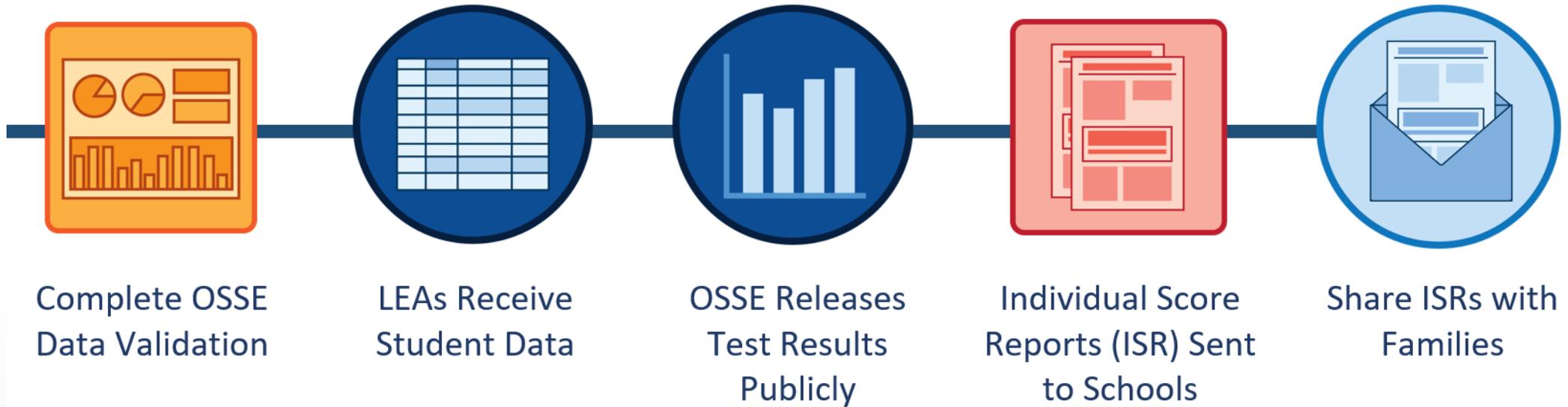
Data and Reporting

Assessment Closeout

Data and Reporting

Complete OSSE Data Validation

LEAs Receive Student Data

OSSE Releases Test Results Publicly

Individual Score Reports (ISR) Sent to Schools

Share ISRs with Families

Test Security Training Quiz and Certification

Please follow the link below to access the Test Security Training Quiz and Certification Form:

forms.office.com/g/6X4iDG84Kh

Please remember: A score of 80 percent or higher on the quiz will serve as the official attendance and completion of 2022 Test Security Training

Resources

OSSE Assessments Main Page: osse.dc.gov/assessments
OSSE Test Security: osse.dc.gov/service/test-security-and-incident-forms
OSSE Test Coordinator Resources (including OSSE training schedule): osse.dc.gov/page/test-coordinator-resources

ACCESS for ELLs: wida.wisc.edu/ and www.drcedirect.com/all/eca-portal-v2-ui/#/login

MSAA: www.msaaassessment.org/user?destination=tap-dashboard

DLM: dynamiclearningmaps.org/district-of-columbia

PARCC and DC Science: dc.mypearsonsupport.com/

NAEP: nces.ed.gov/nationsreportcard/

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) & General Assessment Policy	**Danielle Branson,** Director of Assessments Danielle.Branson@dc.gov
	Data, Reporting, Business Rules	
	Test Integrity and Security	
	Special Populations	**Michael Craig,** Assessment Specialist, Special Populations Michael.Craig@dc.gov
Test Administration		**OSSE Assessment Team** OSSE.Assessment@dc.gov
		Deanna Santoro, Assessment Specialist, Test Development, Administration, and Education Deanna.Santoro@dc.gov
		Stephanie Snyder, Deputy Director of Assessments Stephanie.Snyder@dc.gov
		Michael Craig, Assessment Specialist, Special Populations Michael.Craig@dc.gov
Assessment Literacy	LEA/School Workshops and Trainings	**Stephanie Snyder,** Deputy Director of Assessments Stephanie.Snyder@dc.gov

OSSE Assessments Webpage: osse.dc.gov/assessments