Delaware System of Student Assessments (DeSSA) Test Security and DTC/STC Manual Overview Training

Office of Assessment

Jan-Feb 2020

Delaware Department of Education

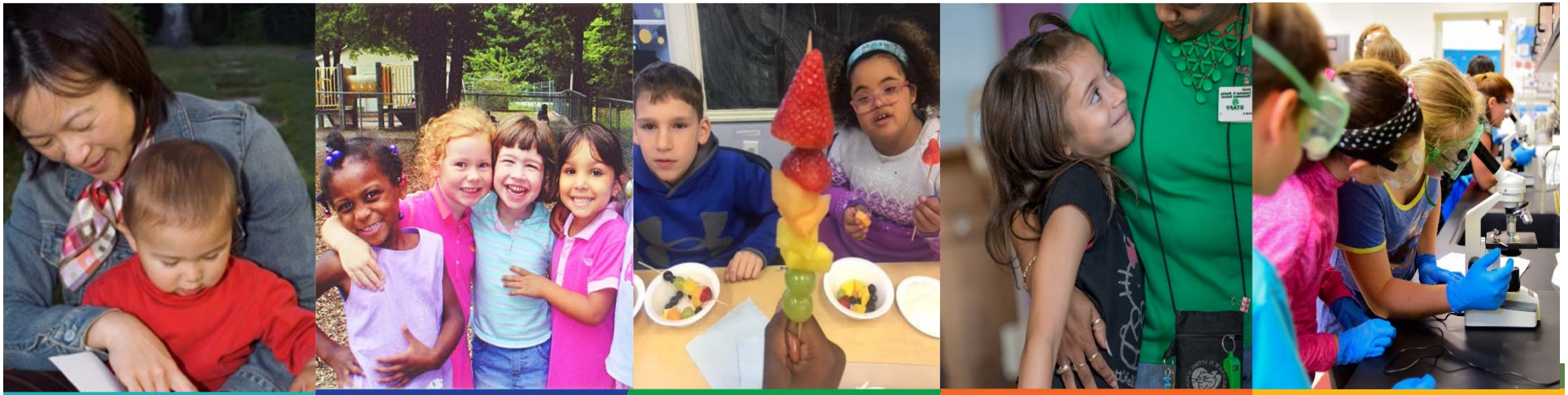
Agenda

- Best Test Security Practices
- Review of DTC/STC Manual – Outline
- Section 2 - DTC/STC Major Responsibilities
- Section 3 – Assessment Overview
- Section 4 – Assessment Vendor Specific Information
- Section 6 – Technology Specific Information

Agenda

- Section 7 – Accommodations/Supports
- Section 8 – Assessment Participation
- Section 9 – Assessment Guidelines/Rules for Testing
- Section 10-12 – Before, During and After Testing
- Section 13 – Training and Resources
- Upcoming training

DeSSA Test Security Practices



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Delaware Context
Computer-Based Testing

Delaware System of Student Assessments (DeSSA)

- ~ 140,000 students
- ELA and Math (SBAC) — grades 3-8
- Science — grades 5, 8, HS Biology
- Social Studies — grades 4, 7, 11
- ACCESS
- DeSSA-ALT
- PSAT/SAT

Test Security requirements apply to Measure B assessments also

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Why Test Security Training?

To protect the integrity and confidentiality of secure test items, prompts, and passages

The security of these materials is necessary so they can be used in later years to measure trends in performance.

Test security helps ensure test results can be used in accountability reporting.

Why Test Security Training?

This training provides the guidelines necessary to:

- develop an understanding of appropriate assessment practices
- ensure ALL school and district administrators, teachers, and other personnel uniformly and securely administer DeSSA assessments

Who is Responsible for Test Security?

- Every individual who interacts with the assessments, communicates test results, and/or receives testing information
- This includes but is not limited to:
  - Delaware Department of Education Staff
  - District Administrators and Heads of Charter Schools
  - District Test Coordinators
  - School Test Coordinators
  - Test Administrators
  - Certified and Non-certified Public School Staff
  - Students, Parents, and the Community at Large

Test Security and Non-disclosure Agreements

All school personnel directly or indirectly associated with the assessment process must read the Test Security Manual, complete Test Security Training, and sign the Universal Test Security and Non-disclosure Agreement.

This includes counselors, teachers who are not serving as test administrators, school nurses, custodians, secretaries, and other support staff who may be required to enter a testing environment at any time during a DeSSA assessment.

Security Focus over two years

COMMUNICATION

TRAINING

ALL TESTS FALL UNDER SECURITY UMBRELLA

ALL STAKEHOLDERS HAVE A PART TO PLAY

Delaware Test Security Incidents 2019

	Impropriety	Irregularity	Breach
Accommodation/Administration		23	
Electronic Device - Staff	1	5	2
Electronic Device - Student		66	
Fire Drill / Schoolwide Interruption	1	5	
Instructional Materials Visible		2	
Non-Certified Staff	1	4	
Personally Identifiable Information	1	2	
Scratch Paper	2	3	
Secure Administration Test/Materials	2	12	2
Student Cheating		3	
Student Disruption (intentional)	30		
Student Disruption (unintentional)	14		
Student Unauthorized Materials	2		
TA Procedure Departure	2	11	

	ACCESS	ALT	Comp 5	PSAT	SAT	SBAC	Sci	Soc St	IAB/ICA
DISTRICT	15	1	6	28	20	80	14	10	4
CHARTER	0	0	0	1	2	12	2	0	0

Test Security Summary 2019

Increase in the number of reported incidents

YEAR	INCIDENTS
2016-2017	94
2017-2018	92
2018-2019	196

- Success in reducing instructional materials on walls
- Added tests (ACCESS/PSAT/SAT) to reporting queue
- Continued struggle with electronic devices

Reporting Test Security Incidents

- All personnel in a school must be aware of what constitutes a test security incident and its potential severity.
- All personnel in a school are responsible for reporting all potential incidents to the School Test Coordinator or the District Test Coordinator.
- The District Test Coordinator reports security incidents to the Department of Education.

Delaware Test Security Incidents 2019

39 LEAs = districts + charter schools

13 reported zero incidents

9 reported 1 (one) incident

6 reported 2-5 incidents

5 reported 6-9 incidents

2 reported 13-15 incidents

3 reported 18-21 incidents

Communication and Training

- Require test security plans and testing schedules from LEAs
- F2F training for School Test Coordinators
- Site Visits with DOE staff + contractors
- E-learning for TAs and Support Staff

DeSSA Site Visit Assessment Monitoring

DOE staff + contractors

- Rotating schedule to visit each LEA
- DOE feedback provided in training and administration, accommodations, test security practices, testing environment
- Observations of testing environment
- Interviews with TAs, Test Coordinators, students
- Opportunity for LEA feedback to DOE

Written report follows site visit

Definitions for Test Security Incidents

Type	Definition
Low Effect **Impropriety**	An unusual circumstance that has a low effect on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity. Examples: • Student disruption during a test • Student refusal to take the test • TA gives incorrect instructions to students

Definitions for Test Security Incidents

Type	Definition
Moderate Effect **Irregularity**	An unusual circumstance that affects an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity. Examples: • Student cheating • Electronic devices • Instructional materials visible to students • Coaching, TA assistance

Definitions for Test Security Incidents

Type	Definition
High Effect **Breach**	An event that poses a threat to the validity of the test. Examples may include such situations as a release of secure materials or a repeatable security/system risk. The threat of a breach is the reason for the insistence on no electronic devices present in the testing environment. Student cell phones and non-testing use of a computer in a testing room are a direct threat to the integrity of the DeSSA assessments. All educators in the testing environment are responsible for the requirements of the electronic device policy, found in Appendix D of the Test Security Manual.

Irregularities and Breaches Can Affect Licensure

- Some irregularities and breaches are the result of improper or unethical behavior by educators and will result in an investigation by the DTC and DOE Office of Assessment.
- At the conclusion of the investigation, the security incident may be referred to the DOE Office of Educator Supports for action related to licensure.

Appendix A
Test Security Manual

- State code = threats to validity
- Role of OOA is to identify and record test security incidents after reporting by DTCs
- Threats to validity result in DOE letters sent to DTCs and referral to DOE investigators

Before Testing

- Conduct whole-school Test Talk with slide deck
- Review testing room requirements
- Deliver signage – no electronic devices, quiet, no admission to testing room without security training
- Show test security video to students
- Prepare robocalls and/or mailings for parents about electronic devices
- Schedule testing to minimize daily disruption

Secure Testing Environment

A quiet environment, free from distractions, and supervised by a trained test administrator

Minimize noise and other disruptions when classes or other assessments take a break

- Bell system is silenced
- No planned fire drills
- Hall monitors are present

See pg. 8-12 of the Test Security Manual.

Secure Testing Environment

- Provide visual barriers or adequate spacing between students
- Ensure no student can be distracted by another's test
- Generally considered to be about 4 feet between each student
- Student seating in rows
- Comfortable writing/working surface

Secure Testing Environment

For all DeSSA assessments …

- General rule is no instructional materials, for any content area, during testing (even for content areas outside of the area being tested)
- Encouraging materials may remain posted

To prevent misinterpretation of what is “encouraging,” DOE recommends removing everything.

However, if a school wishes to have encouraging posters, the examples below would be acceptable.

- poster of classroom expectations or the school pledge
- a welcome sign near the door
- “mindfulness” posters

Electronic Devices

Increase in post-testing incidents – students connect to Internet on laptop after test completion/submission

<u>Recommendations</u>

- Parent contact – robocalls, letters before testing
- Do more than read the script about cell phones
- Enact procedures - for example, removing the laptop from the student once testing is complete
- Use bins or other measures to collect phones *and smartwatches* prior to testing
- Show the DeSSA Test Security Video for Students to reinforce the importance of test security and what that looks like in the classroom

Before Testing

Ensure that each student takes the correct test with the proper supports

- use IEPs to corroborate the needed accommodations for students
- verify rosters for accommodations are accurate
- provide test administrators with names, accommodations, and locations of testing

An accommodations checklist is created for each student. It is printed on cardstock and placed on students' desks so both teachers and students are reminded of the specific accommodations available.

Before Testing

- ensure that testing sessions are not projected on a smart board, and students ID numbers and accommodations are not visible
- conduct walkthroughs each morning of testing rooms
- place poster-sized signs in the hallways to minimize noise distractions from passing adults and students
- use a specific color for scratch paper, such as green or blue, to signify that it is secure material and should be shredded once testing is complete

Before Testing

- Evaluate the schedule used to complete testing.
- *Students and staff reported dissatisfaction with the amount of time allocated and the ability of students to finish assessments.*
- *Students and staff reported frustration with 1 hour sessions and how that extends the overall testing time needed for students to complete the test (log-in, set up, starting and then logging out etc. time taking at least 10 minutes of the session away from concentration and work time).*

Secure Testing Environment

Policy on Electronic Devices during Standardizing Testing (page D-1 in Test Security Manual)

- Expectation that efforts will be made by school personnel to prohibit cell phones and inappropriate computer usage
- Students may not retain the computer used to complete testing AFTER testing is complete
- These efforts and any resulting investigation will be documented for the Department of Education by the District Test Coordinator

During testing

Ensure tests are paused when students…

- leave the room
- leave their computer for any amount of time

After testing

- Take the computer away from the student who just completed testing
- Students may only read or rest – no drawing, writing, coloring, word searches, crossword puzzles, schoolwork

Test Security Videos for Students

Mandatory for students in 2019

- Short
- Engaging
- Accessible online

Test Security for Students K-5
https://youtu.be/UmMgazwnd7U

Test Security for Students K-8 Spanish
https://youtu.be/P-B-KCtiXvw

Test Security for Students 6-8
https://youtu.be/eoICnxYIl2k

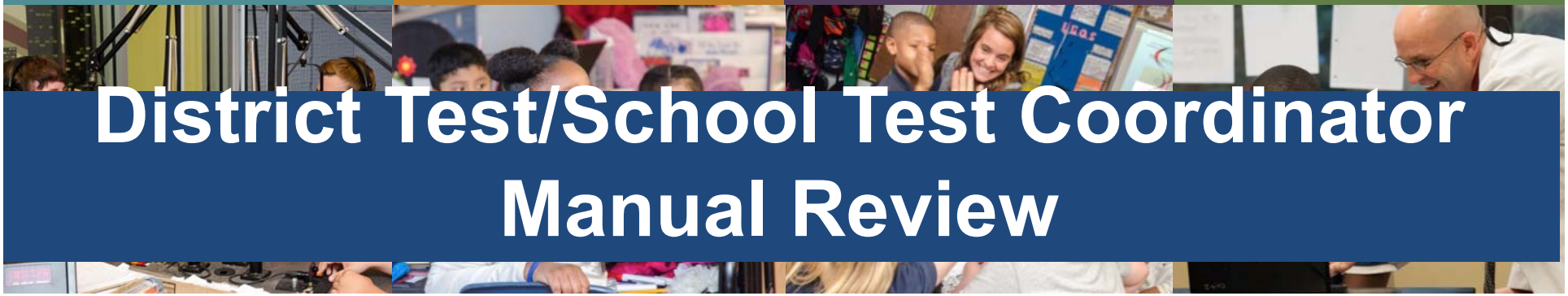
Test Security for Students SAT
https://youtu.be/89VgqNuzttw

Site Visit Feedback
Test Security Videos

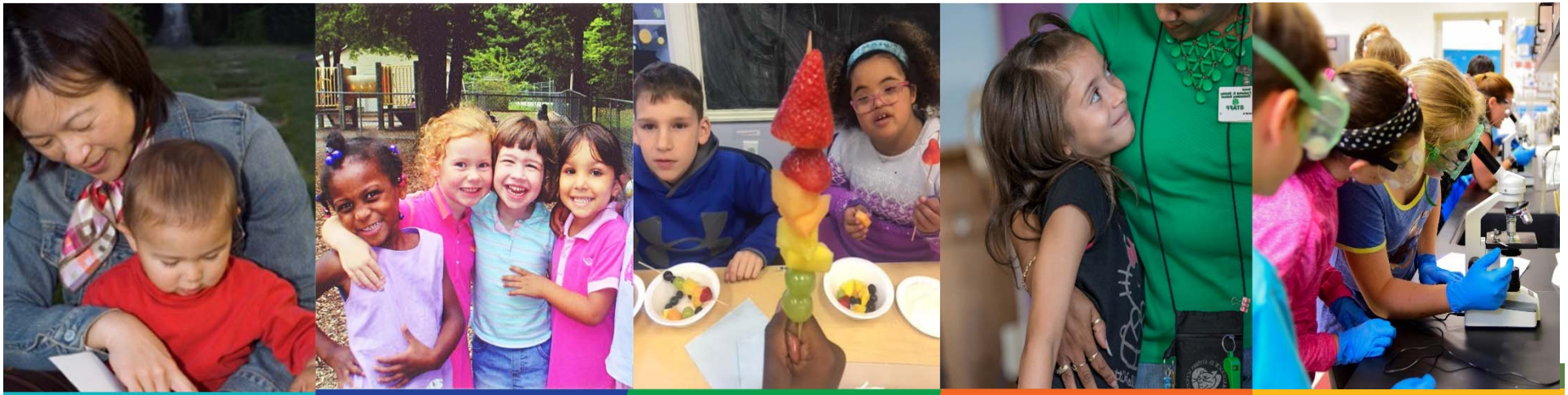
Teachers reported that students enjoyed the video.

Teachers reported that it was beneficial for students to see an "official" security video and that it helped them take security issues seriously.

Students reported that it helped them understand that teachers could not help them and they should not discuss the test at any time.



District Test/School Test Coordinator Manual Review



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General Expectations/ Information

- This overview will provide look into DTC/STC
- It will not cover nor go in-depth into any section within manual
- DTC/STC manual is living breathing draft for the 2020 SY and updated version will be posted by February 7 and will be updated to include additional or updated information
- Establish a best practice appendix that will grow as we meet with DTC/STCs

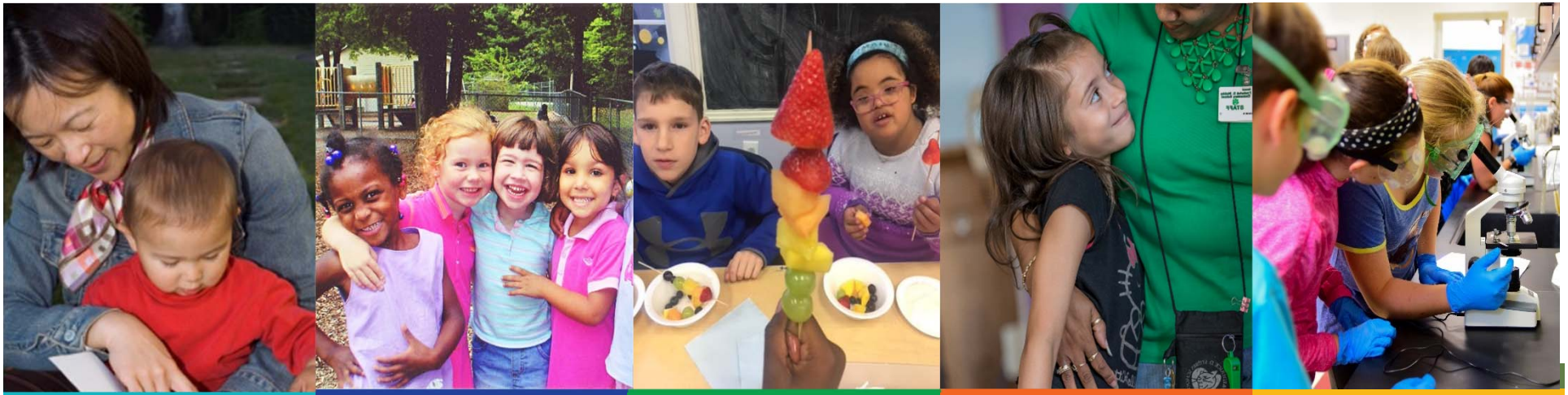
Manual TOC

- Section 1 – Delaware System of Student Assessments (DeSSA) Overview
- Section 2 – DTC/STC Coordinator Responsibilities
- Section 3 – DeSSA Assessment Overview
- Section 4 – DeSSA Assessment Specific Information/Guidelines
- Section 5 – DeSSA Assessment Test Security
- Section 6 – Technology Infrastructure
- Section 7 – DeSSA Assessment Accommodations/ Supports

Manual TOC

- Section 8 – Assessment Participation
- Section 9 – General Guidelines/Rules for Online Testing
- Section 10 – Before Test Administration
- Section 11 – During Test Administration
- Section 12 – After Test Administration
- Section 13 – Training Requirements and Resources for all DeSSA Assessments
- Appendices

DTC/STC Manual – Section 1 DeSSA Assessment Overview



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DeSSA Assessments - Online

- ACCESS 2.0 for English Language Learners (ELs) – grades K–12
- Alternate ACCESS 2.0 for ELs – grades K–12
- DeSSA ALT – Reading and Mathematics, grades 3–8 and 11, and Science grades 5, 8, and 10
- DeSSA Science – grades 5, 8, and High School Biology
- DeSSA Social Studies – grades 4, 7, and 11
- DPAS II Measure B Student Improvement Component V – grades K–12 (may be)
- Smarter English Language Arts (ELA)/Literacy and Mathematics Summative – grades 3–8
- Smarter Interim Comprehensive Assessments (ICAs) and Interim Assessment Blocks (IABs) for ELA/Literacy and Mathematics – grades 3–10 (optional)

DeSSA Assessments - Paper

- ACCESS 2.0 for English Language Learners (ELs) – grades K–12
- Alternate ACCESS 2.0 for ELs – grades K–12
- DeSSA Science – grades 5, 8, and High School Biology (paper version)
- DeSSA Social Studies – grades 4, 7, and 11 (paper version)
- Smarter English Language Arts (ELA)/Literacy and Mathematics Summative – grades 3–8) (paper version)
- DPAS II Measure B Student Improvement Component V – grades K–12
- PSAT – grades 8-9 (optional)
- PSAT – grade 10
- SAT School Day – High School

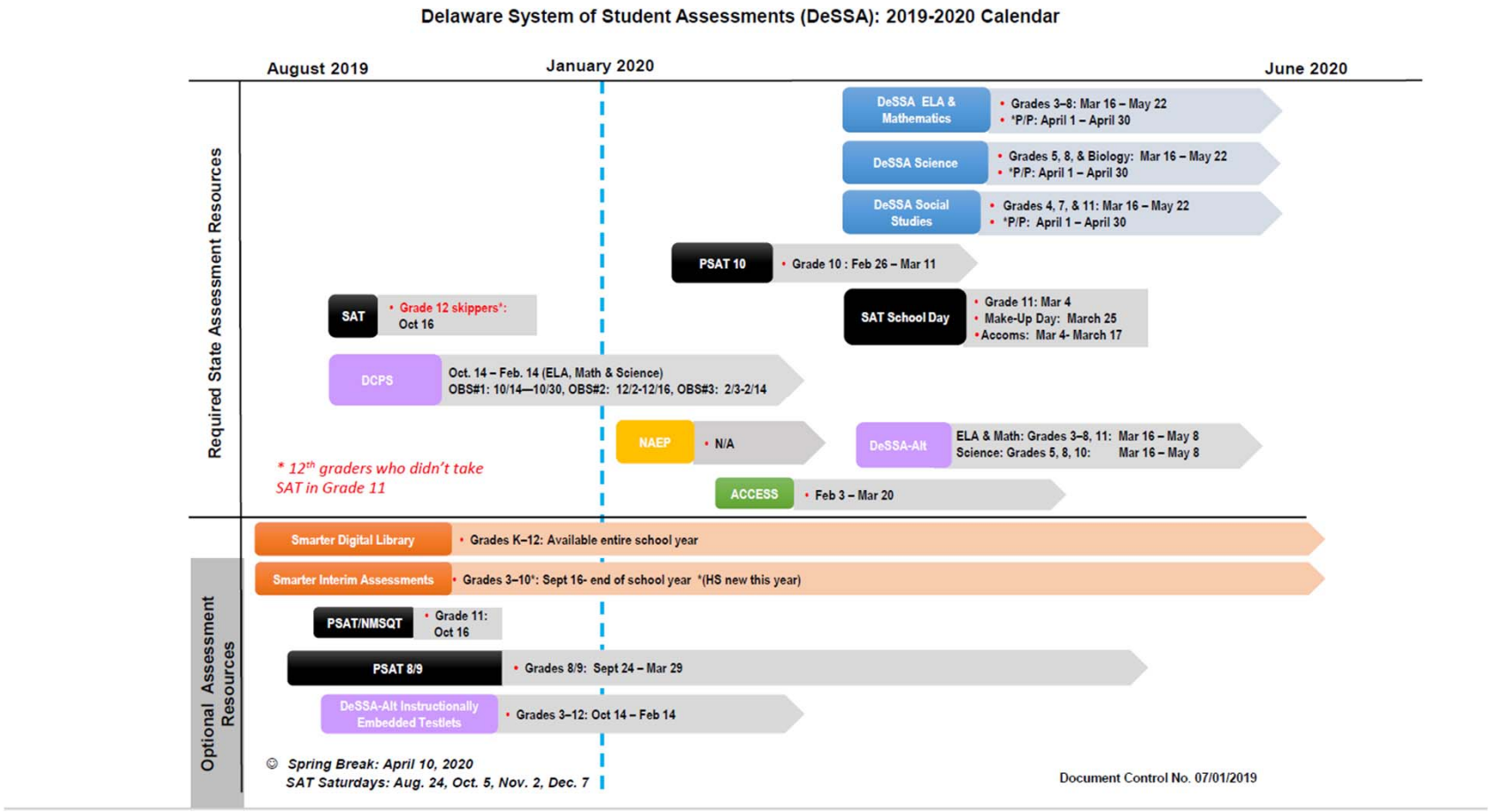
DeSSA Assessments – Grade/Config

Assessment/ Content	K	1	2	3	4	5	6	7	8	9	10	11	12	HS
Access 2.0	X	X	X	X	X	X	X	X	X	X	X	X	X	
DeSSA Alt(DCPS) – ELA				X	X	X	X	X	X			X		
DESSA Alt(DCPS) – Math				X	X	X	X	X	X			X		
DeSSA Alt(DCPS) – Science						X			X		X			
DeSSA ELA				X	X	X	X	X	X					
DeSSA Math				X	X	X	X	X	X					
DeSSA Science						X			X					X
DeSSA Social Studies					X			X				X		
PSAT									X	X	X			
SAT														X

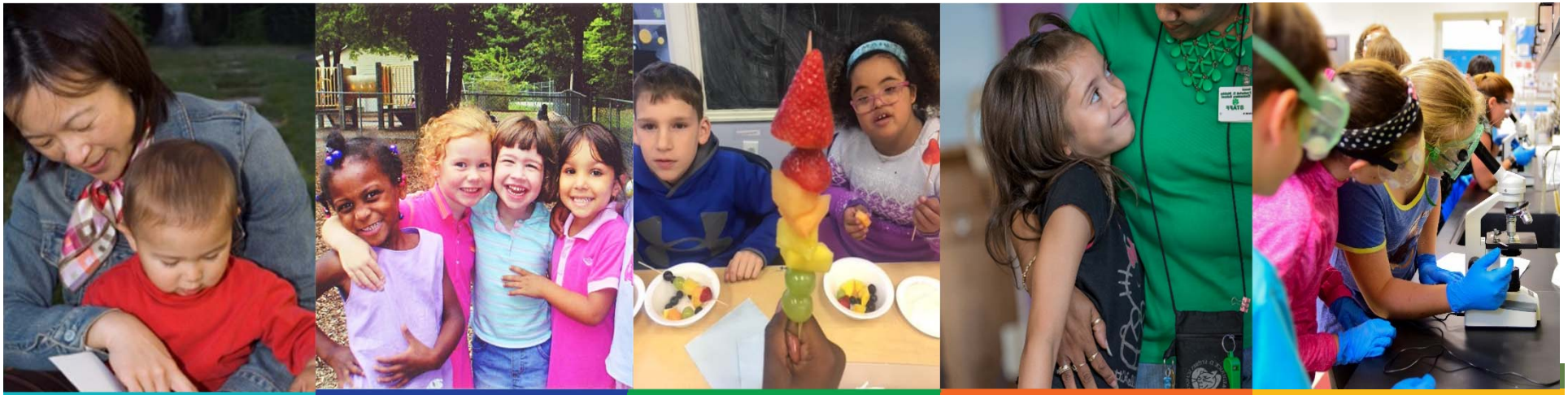
DeSSA Assessments – Content/Config

Assessment/ Content	ELA	Math	Science	Social Studies
DeSSA ALT	X	X	X	
DeSSA ELA/Math	X	X		
DeSSA Science			X	
DeSSA Social Studies				X
PSAT	X	X		
SAT	X	X		

DeSSA Assessments – Testing Calendar



DTC/STC Manual – Section 2 DTC/STC Responsibilities



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DTC/STC Definitions

District Test Coordinator	District test coordinators (DTCs) are responsible for coordinating all DeSSA testing in their districts. They must ensure that the school test coordinators (STCs) in their districts are appropriately trained and aware of all policies and procedures of assessment testing.
School Test Coordinator	School test coordinators (STCs) are responsible for coordinating all DeSSA testing in their individual school. They must ensure that the all test administrators and school personnel in their building are appropriately trained and aware of all policies and procedures.

DTC Major Area of Responsibilities

- Coordination of Assessments
- Test Security
- Training
- Technology
- Assessment Administration
- Assessment Accommodations/Supports
- Communication of Assessment information

TC Major Area of Responsibilities – School

- Coordination of Assessments
- Test Security
- Training
- Technology
- Assessment Administration
- Assessment Accommodations/Supports
- Communication of Assessment information
- Testing Schedule

DOE Major Area of Responsibilities

- Primary Assessment Manager for each state assessment (see Appendix XX) for the identified managers
- Test Security
- All Training
- Technology Information and Access
- Assessment Administration Support
- Assessment Accommodations/Supports
- Communication of Assessment information
- DeSSA Assessment Reporting
- State Summary Reporting

DTC/STC Yearly At-a-Glance Calendar(Aug-Jan)

DTC Statewide Testing Checklist: A Year At-a-Glance

August
- All state summary data released (1st)
- Monthly DTC Meetings resume
- DeSSA Test Security Training/Manual released(15th)
- All Feedback for Policies due (31st)
- Training calendar released(31st)
- Nightly load for DeSSA ELA/Math student
- Remind technology coordinators (installation of new browsers)

September
- Review monthly training released
- Monthly DTC Meeting
- DeSSA ELA/Math Interim TA Training Released
- DeSSA ALT Training Released for DCPS and TA
- All updated policies released (30th)
- DCPS Data updates due via DOE Help desk Ticket

October
- Review monthly training released
- Monthly DTC Meeting
- All DCPS Communication levels Due
- DCPS - FIrst observation window
- DeSSA Test Security Plan due (16th)
- Start review and load of DesSA ALt data

November
- Review monthly training released
- Monthly DTC Meeting
- DCPS NEW students communication levels due
- Entry of DeSSA Alt students/rosters/users
- Start review of SAT/PSAT and ACCESS students
- All district/school personnel should complete DeSSA Test Security Training (30th) including signed forms

December
- Review monthly training released
- Monthly DTC Meeting
- DCPS -SECOND observation window
- Finalize review of any PSAT/SAT/ACCESS student data and submit via DOE help desk ticket
- DeSSA ELA/Math TA Training available
- Data submitted for ACCESS/WIDA

January
- Review monthly training released
- Monthly DTC Meeting
- SAT/PSAT bulk registration completed
- Nightly load for DeSSA S/SS students starts
- DeSSA S/SS TA training and PearsonAccessNext System (PAN) open
- Remind schools regarding training and accommodation deadline (March 1)
- ACCESS test window opens(usually end of month)
- Final Testing Plan/Schedule due (16th)
- All paper-pencil flags need to be entered in TIDE for DeSSA ELA/Math (31st)

Delaware System of Student Assessments (DeSSA)

DTC – Yearly Checklist

DTC/STC Yearly At-a-Glance Calendar(Feb-July)

DTC Statewide Testing Checklist: A Year At-a-Glance

February
- Review monthly training released
- Monthly DTC Meeting
- DCPS FInal Observation window
- Nightly load for DeSSA S/SS students starts
- Remind schools regarding training and accommodation deadline (March 1)
- Order DeSSA S/SS Test Admin Manuals
- Most recent student browsers installed

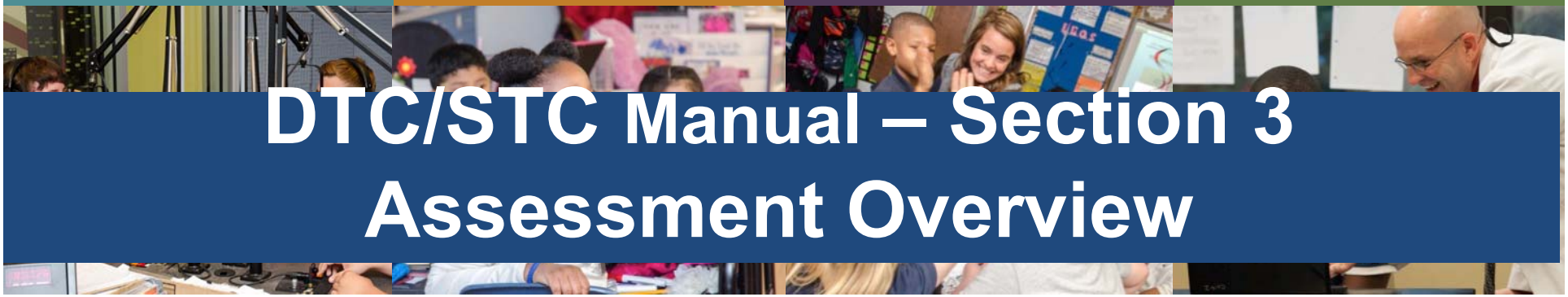
March
- Review monthly training released
- Monthly DTC Meeting
- Remind schools regarding training and accommodation deadline (March 1)
- DeSSA ELA/Math, S/SS and Alt windows open
- ACCESS Test window closes
- Return all ACCESS paper test materials (30th)
- SAT School Day(either March/April)

April
- Review monthly training released
- Monthly DTC Meeting
- Paper -Pencil test window ELA/Math, S/SS (1-30)
- SAT School Day(either March/April)
- Exemptions due for SAT/ACCESS(either April/May)

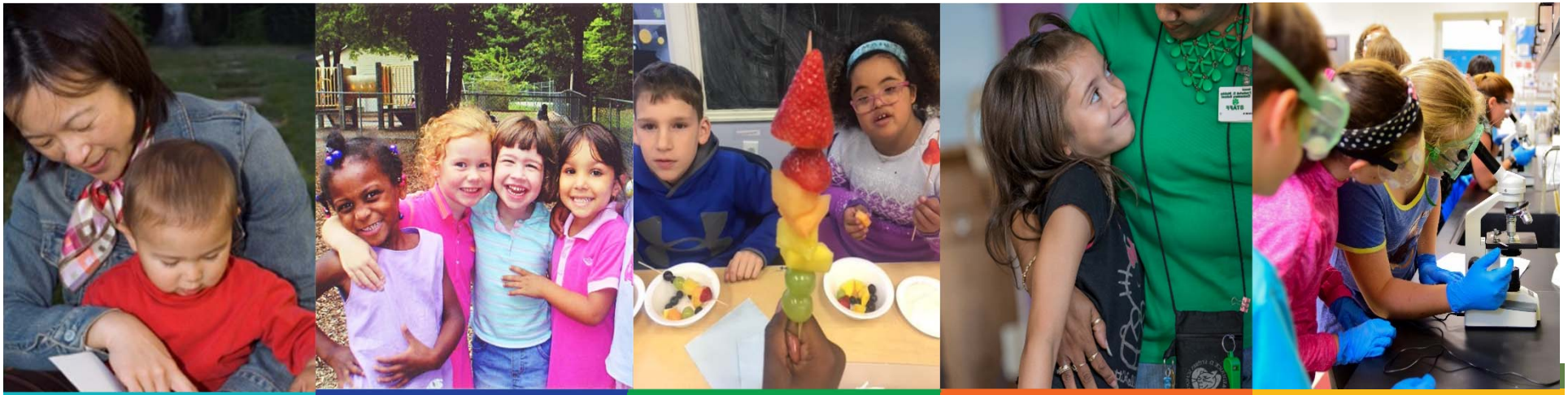
May
- Review monthly training released
- Monthly DTC Meeting
- Exemptions due for SAT/ACCESS(either April/May)
- Return all P/P materials (7th)-DeSSA ELA/Math, S/SS
- DeSSA ELA/Math, S/SS, Alt test window closes (22nd)

June
- Review monthly training released
- Monthly DTC Meeting
- Exemptions due for ELA/Math, S/SS and ALt (31st)

July
- Review monthly training released
- No Monthly DTC meeting
- Review state summary preliminary data



DTC/STC Manual – Section 3
Assessment Overview



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DeSSA Assessment Overview

- Contains general information associated with each DeSSA Assessment
- Contains vendor information for each DeSSA Assessment

DeSSA ELA/Math - Overview

- This assessment is part of the Smarter Balanced Assessment Consortium (SBAC)
- Summative assessments given once a year
- Online/paper versions available
- Vendor: American Institutes for Research

DeSSA Sci/Soc - Overview

- Science – tests Next Generation Science Standards (NGSS)
- Social Studies Assessments
- Summative assessments given once a year
- Online/paper versions available
- Vendor: Pearson

DeSSA Alt - Overview

- Contents tested: ELA, Mathematics and Science
- Summative assessments given once a year – students must complete set number of testlets to receive score
- Online versions available
- Vendor: Dynamic Learning Maps(DLM)

DeSSA Alt DCPS - Overview

- Contents tested: ELA, Mathematics and Science
- Observations given three times a year (October, December, February)
- Minimum one instructional testlet per grade related content
- Online version available
- Vendor: Dynamic Learning Maps(DLM)

ACCESS 2.0 - Overview

- Test students K-12
- Students who are not proficient in English language complete this assessment
- Administered yearly Feb/March
  Online/paper versions available
- Vendor: WIDA

PSAT - Overview

- Two tests: PSAT8-9 and PSAT10
- Given during yearly test window
- Administered during school day
- Windows for both above assessments slightly different
- Paper version available (currently beta testing online version PSAT8-9)
- Vendor: College Board

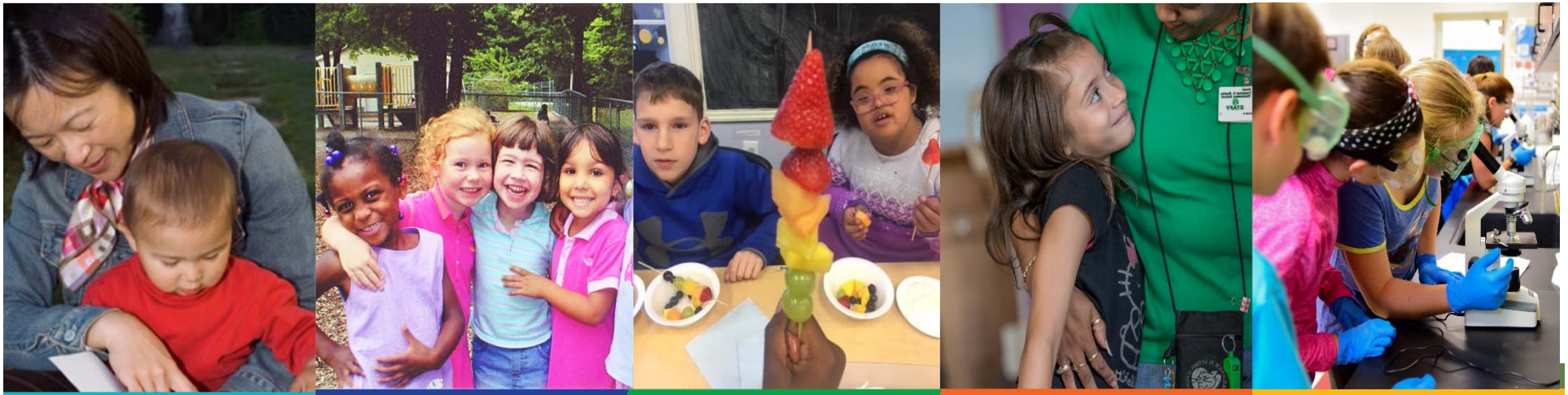
SAT - Overview

- SAT
- Given during yearly test window (fall/spring)
- Fall – Grade 12 students only
- Spring – All grade 11 or any student who is/will be grade 12 that year
- Administered during school day
- One day each spring with one make-up day (dates vary each year)
- Paper version available
- Vendor: College Board

NAEP - Overview

- NEAP - National Assessment of Educational Progress (NAEP), often called The Nation's Report Card
- Given odd school years (Jan-March) –Biannually
- Grades 4, 8 and 12
- Contents: Civics, geography, mathematics, science and reading
- Select schools only
- Administered during school day
- Online version only
- Vendor: Vendors managed by NCES

DTC/STC Manual – Section 4 Assessment Detail



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DeSSA Assessment Specific Information

- Detailed information associated with each DeSSA Assessment
- Vendor Application information
  - Including accessing vendor applications
- Data Requirement information
- Contains vendor information for each DeSSA Assessment

DeSSA ELA/Math - Specifics

- Two components for assessment:
  - Computer adaptive test (CAT)
  - Performance Task (PT)

- Vendor applications list available
- Access vendor applications (through IMS)

Application/Area	Description
Test Information Distribution Engine (TIDE)	DeSSA TIDE is the system used to manage student information and user accounts for online testing.
Test Administration	The Test Administration provide the site to create and administer the DeSSA ELA/Math assessments.
Assessment Viewing Application (AVA)	This Assessment Viewing Application (AVA) provides authorized users to view Smarter interim assessments for administrative or instructional purposes.
AIRWays Reporting	This applications provides reporting and for Smarter Interim Assessments. This applications provides performance reports for Smarter Interim Assessments. It also provides the platform for scoring non-machine-scored items for the Smarter Interim assessments.
Online Reporting System	This reporting systems shows all performance scores and reports for students who have successfully completed the DeSSA ELA/Math assessment (both CAT and PT). This reporting system no longer displays Interim Assessment scores.
Digital Library	This application requires an additional login. This provides instructional resources for both DeSSA ELA/Math based on specific content areas.
Data Entry Interface	This application provides access to users to allow the entry of student paper-pencil assessment responses.

DeSSA ELA/Math - Data

Application/Area	Description
Student	This data is housed in the TIDE application on the vendor portal. Data is transferred on a nightly basis. An update in eSchool takes 48-72 hours to transfer successfully to TIDE. The flow is as follows:
User	Users who have access do not transfer their account information until they have logged into the system and access an application with the DeSSA ELA/Math portal. This data is updated each time the individual logs into the system
Accommodations/ Supports	This data is entered manually into the TIDE application for the student in two ways: • Modify individual student record • Upload a bulk set of accomms/supports updates
Organization	This data is updated on a yearly basis at the beginning of each school year. All new/updated/removed schools are provided to test vendor
Roster	This data is housed in TIDE application. IT is used in the Online Reporting System and the AIRWays reporting system to group students within a building. There are two ways to roster students: • Uploaded based on eSchool rosters each Friday evening • Create user based rosters within TIDE or AIRWays

DeSSA Sci/Soc - Specifics

- Fixed form assessments
- Both online/paper
- Vendor applications list available
- Access vendor applications (through IMS)

DeSSA Sci/Soc - Data

Application/Area	Description
Student	This data is housed in the PearsonAccessNext (PAN) application on the vendor portal. Data is transferred on a nightly basis. An update in eSchool takes 48-72 hours to transfer successfully to PAN. The flow is as follows:
User	Users who have access do not transfer their account information until they have logged into the system and access an application with the DeSSA Sci/Soc portal. This data is updated each time the individual logs into the system
Accommodations/ Supports	This data is entered manually into the PAN application for the student in two ways: • Modify individual student record • Upload a bulk set of accomms/supports updates
Organization	This data is updated on a yearly basis at the beginning of each school year. All new/updated/removed schools are provided to test vendor
Roster	This data is housed in PAN application. It is used to roster students who are assigned to a HS Biology course only. This is uploaded on a nightly basis based on identification of HS Biology Course.

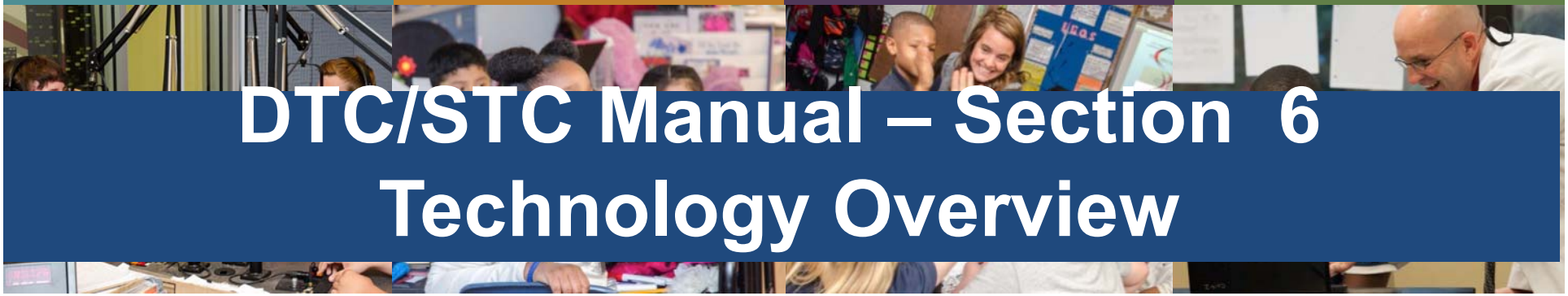
DeSSA Alt - Specifics

- Test Administrators must have separate account
- Access vendor system (KITE)
- No social studies assessment available

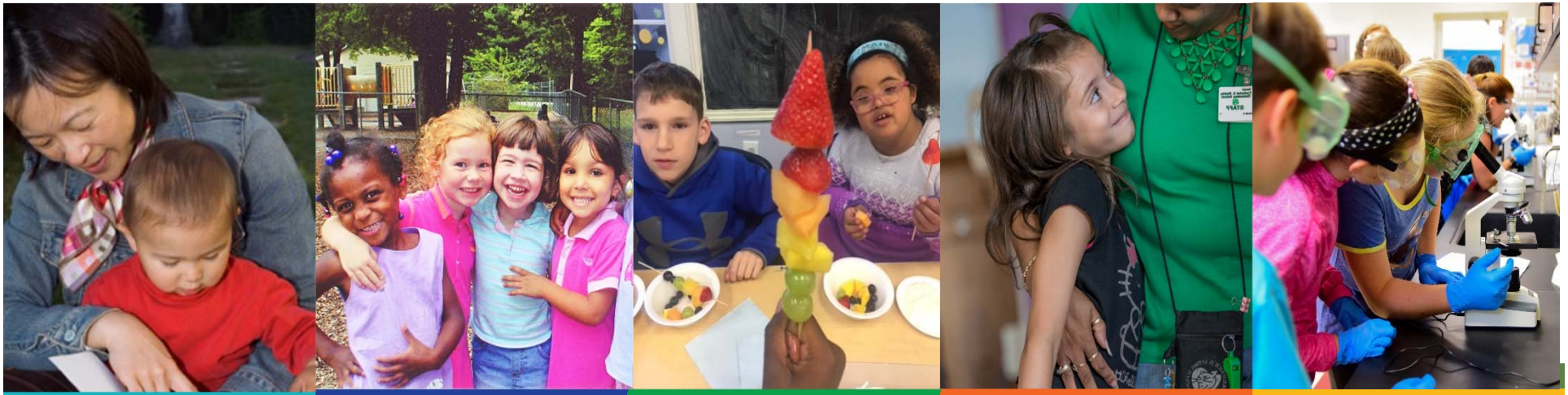
- Summative assessments given once a year – students must complete set number of testlets to receive score
- Online versions available
- Vendor: Dynamic Learning Maps(DLM)

DeSSA Alt - Data

Application/Area	Description
Student	This data is housed in the KITE application/Settings/Enrollment area of the portal. Data is entered two ways for student enrollment: • Student can be added individually associated with correct school • Upload students with bulk load process There is no nightly data transfer process with this application. Districts/ charters are required to upload all DeSSA Alt data.
User	Users who need access to this application must request access one of two ways: • Submit a DOE help desk ticket and request account • Request an account via District Information Security Officer (ISO)
Accommodations/ Supports	This data is entered manually into the KITE portal for the student in two ways: • Completing the student First Contact Survey • Completing student Personal Needs Profile (PNP) A student is not considered eligible to be assigned testlets until these two steps are complete
Organization	This data is updated on a yearly basis at the beginning of each school year. All new/updated/removed schools are provided to test vendor
Roster	This data is housed in the KITE application/Settings/Roster area of the portal. A roster must be created for each student based on content area, for example if the student is grade 5, he must be rostered in ELA, Math and Science. Data is entered two ways to roster student/Test administrator: • Student can be individually rostered to test administrator within the KITE application • Roster assignments can be completed and uploaded for all content areas If a test administrator is administering DeSSA Alt to more than one student please make sure students are all added to same roster by content area



DTC/STC Manual – Section 6
Technology Overview



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Technology Infrastructure

- Review Technology requirements for each DeSSA Assessment
- Provide specifics and requirements for each
- Provide links and resources

eSSA ELA/Math - Technology

- Two levels of access:
  - Assessment Personnel
  - Student (Browser)
- Online administration requirements:
  - User/student level access (described in 6.1) and installation of required software
  - Students to be properly registered in the TIDE system to be able to test
  - Test administrator must have user account, complete test security training and necessary test administrator training in order to administer an assessment
- Additional technology information provided

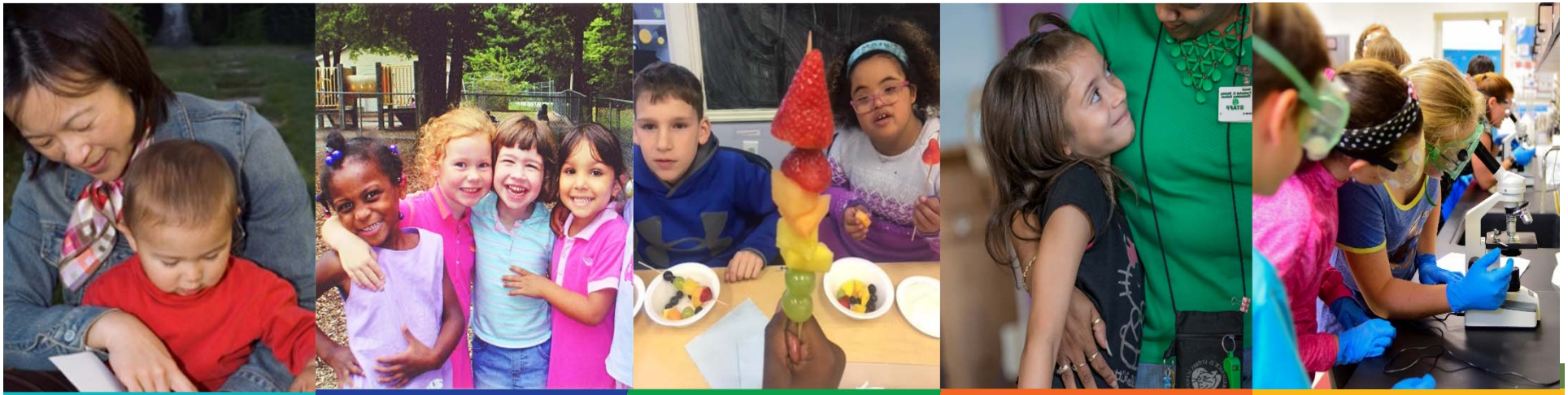
DeSSA Sci/Soc - Technology

- Two levels of access:
  - Assessment Personnel
  - Student (Browser)
- Online administration requirements:
  - User/student level access (described in 6.1) and installation of required software
  - Students to be properly registered in the PAN system to be able to test
  - Test administrator must have user account, complete test security training and necessary test administrator training in order to administer an assessment
- Additional technology information provided

DeSSA Alt - Technology

- Two levels of access:
  - Assessment Personnel
  - Student (Browser)
- Online administration requirements:
  - User/student level access and installation of required software
  - Students to be properly registered in the KITE system to be able to test
  - Test administrator must have user account, complete test security training and necessary test administrator training in order to administer an assessment
- Additional technology information provided

DTC/STC Manual – Section 7
Accommodations/Supports



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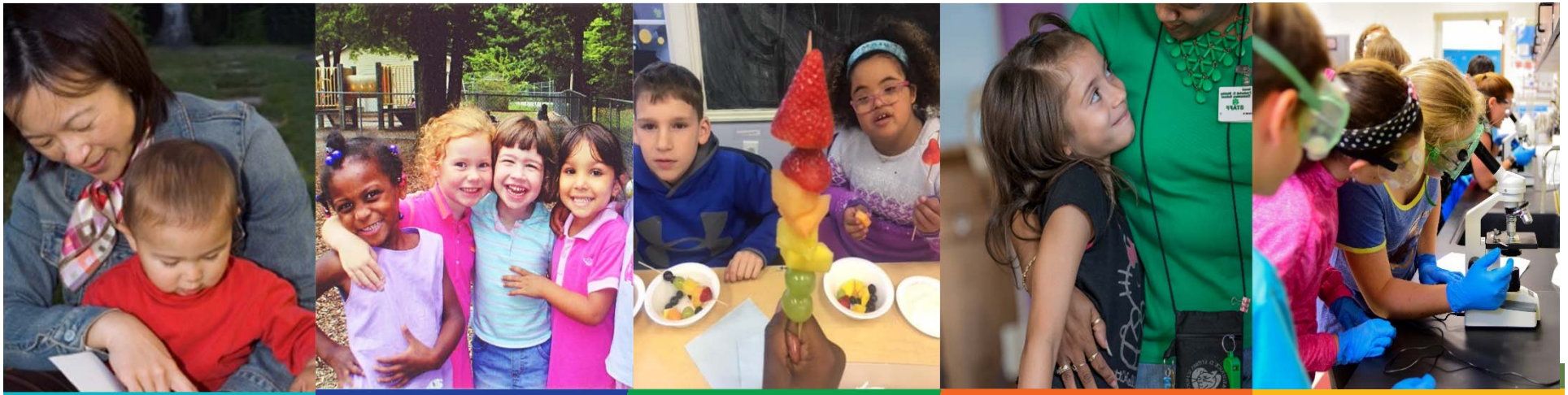
Definition of Accoms/Supports

Type Accommodation/ Support	Definition
Universal Tool	Universal tools are access features of the assessment that are either provided as digitally delivered components of the test administration system or are separate from it. Universal tools are available to all students based on student preference and selection and require no prior planning.
Accommodation	Accommodations are changes in procedure that allow the student equitable access to assessment. These are available to the following students: • Students with disabilities (IEP and Section 504 Plans) • ELLs with disabilities
Supports	Supports are access features of the assessment available for use by any student for whom the need has been indicated in the vendor database

Additional Information

- Accessibility Guidelines – available on DOE Assessment page links provided
- This section discusses how to enter accoms/supports in most vendor systems
- Discusses timelines and deadlines for entry for accoms – March 1

DTC/STC Manual – Section 8
Assessment Participation



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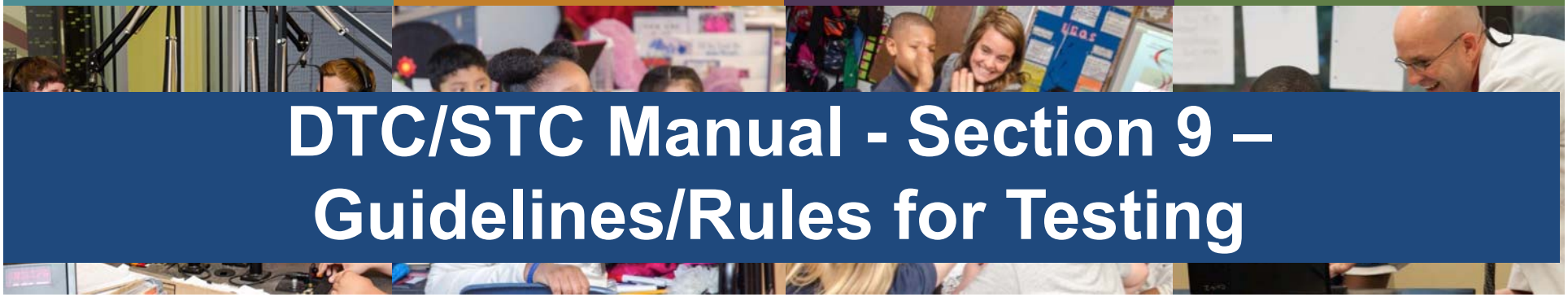
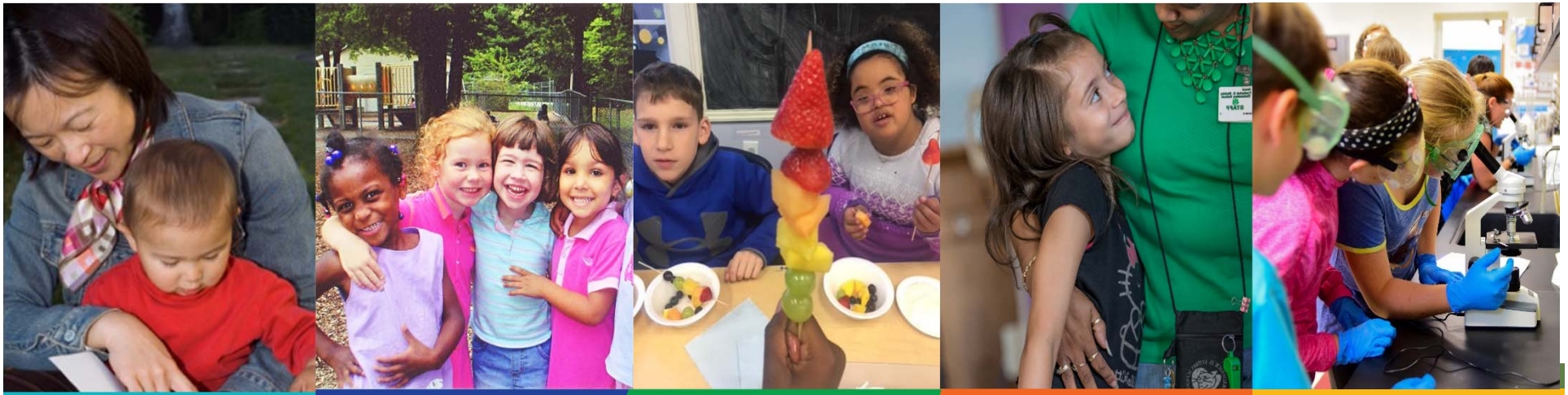
Assessment Participation

- Discusses who should complete and take DeSSA Assessments
- Provides link to the Participation Policy



DTC/STC Manual - Section 9 – Guidelines/Rules for Testing



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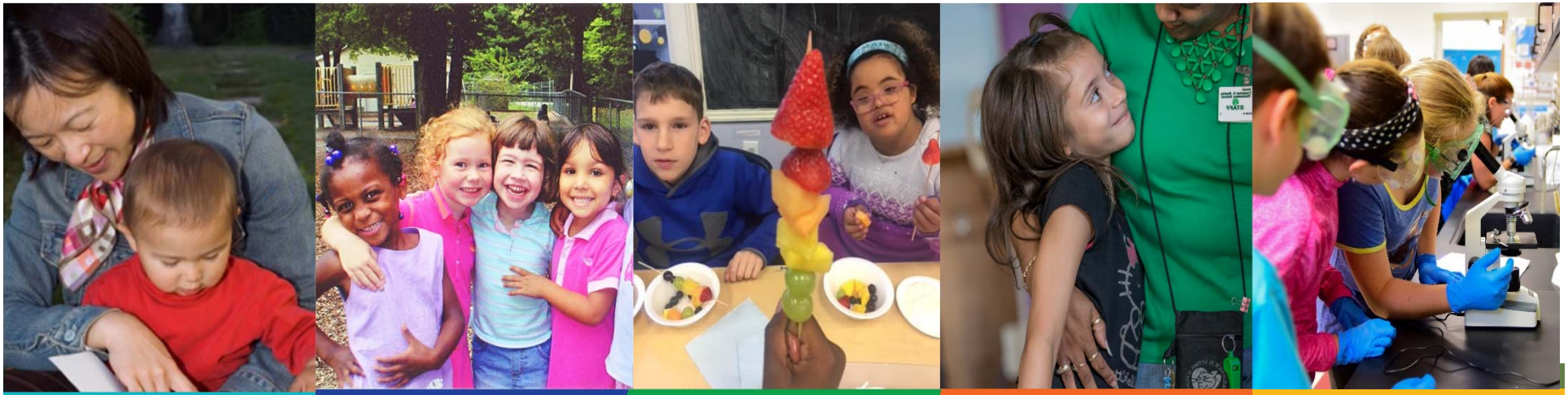
Guidelines/Rule for Online Testing

- Testing parameters:
  - Tests will be presented one question at a time
  - Student tests may be segmented
  - Students must answer all questions on page
- Pause Rules:
  - All tests will be paused within 20 min inactivity
  - Students may not go back and review answers after 20 minutes
  - No student notes or highlights will be saved

Guidelines/Rule for Online Testing

- Test Administrator/Student Timeout:
  - TAs are automatically logged out after 20 minutes
  - Students and TA will receive notification before they are logged out
- Recommended Testing Times:
  - Provided time estimates for completion of each assessment

DTC/STC Manual – Section 10-12 Before, During and After Testing



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Before Testing

- Includes information on:
  - Establishing appropriate testing conditions
  - How to set-up testing environment
  - Required materials can be located in each DeSSA Assessment Test Administration Manual
  - Student Test Security videos
  - What other tasks should be completed such as: training, accommodations review/entry, student review/update and user accounts

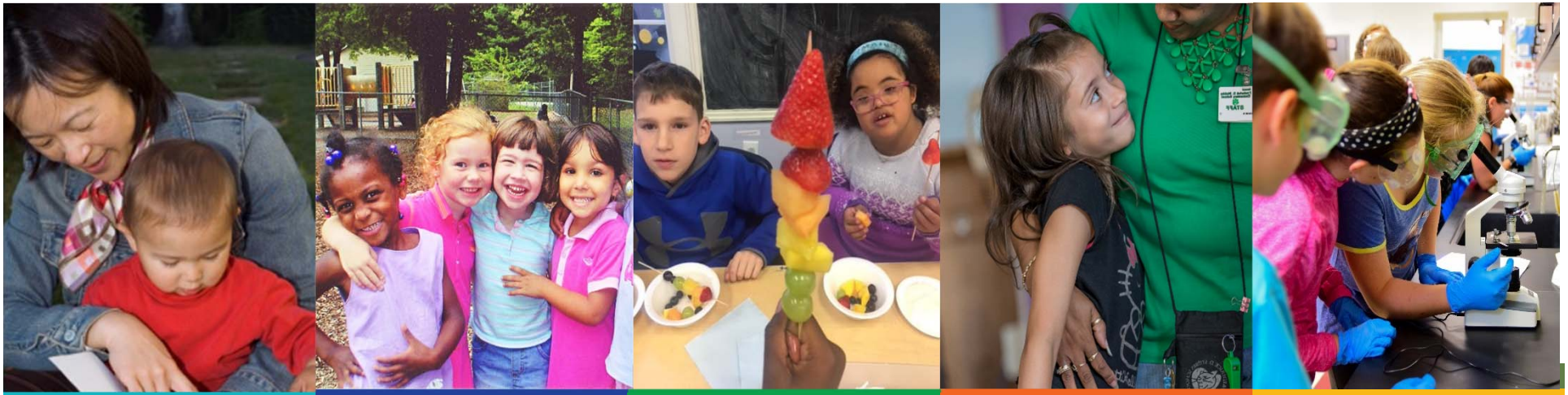
During Testing

- Includes information on:
  - Active Test Monitoring
  - Electronic Devices reminders
  - Students having access to correct assessment
  - What test administrator should be doing
  - Directions for Administration for each DeSSA Assessment
  - Testing over multiple days

After Testing

- Includes information on:
  - What to do with test materials
  - Security Incident reporting
  - Sensitive Responses

DTC/STC Manual – Section 13 Training Requirements and Resources



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DOE Training Calendar

- DDOE-OOA creates a yearly training calendar that is available in several locations:
  - DTC/STC Schoology Group – Resources/Training
  - DOE-OOA – Calendar and Resources Page (hard copy document) and searchable online calendar

Yearly DOE Training Calendar

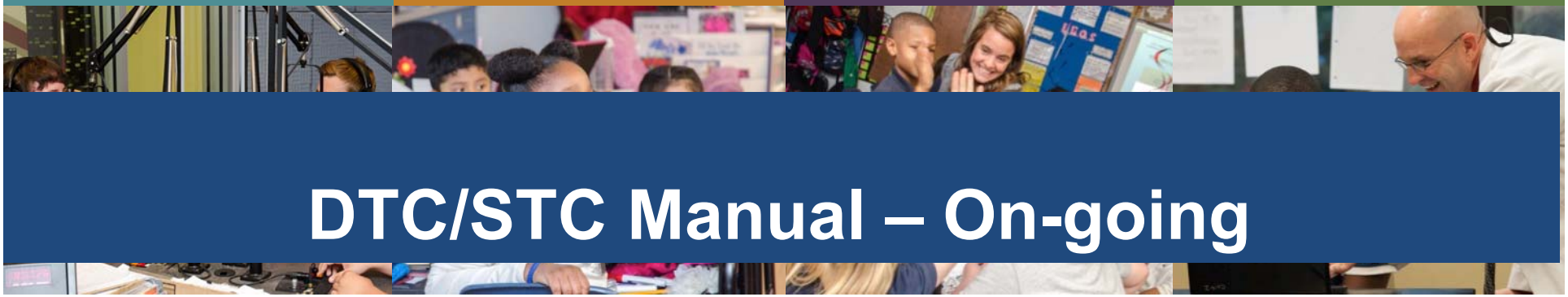
Training Course Title/Name	Course Number	Course Description	Role	DeSSA Assessment	Required Training	Release Date
Managing User roles for DeSSA Assessments	28715	This course will provide the necessary information for District ISOs and District Test Coordinators to successfully assign the correct user roles for DeSSA Assessment applications.	District Information Security Officer /District Test Coordinator	DeSSA Smarter ELA/Math	Required	11/15/2019
DTC/STC Basic Training	28716	This course will provide an overview of the requirements for perform the DTC or STC roles at a district or school level in association with state administered assessments	District Test Coordinator/School Test Coordinator	All Assessments	Required	11/11/2019
DeSSA Test Security Training	26402	DeSSA Test Security Training	All Roles	All Assessments	Required	8/15/2019
DeSSA Summative Test Administrator Training	24246	Training on how to Administer DeSSA ELA/Math assessments	DTC, STC, TA	DeSSA Smarter ELA/Math	Required	12/15/2019
Smarter Interim Test Administrator Training	24649	Training on how to Administer DeSSA ELA/Math assessments	DTC, STC, TA	DeSSA Smarter ELA/Math	Required	9-Sep-19

Page 1

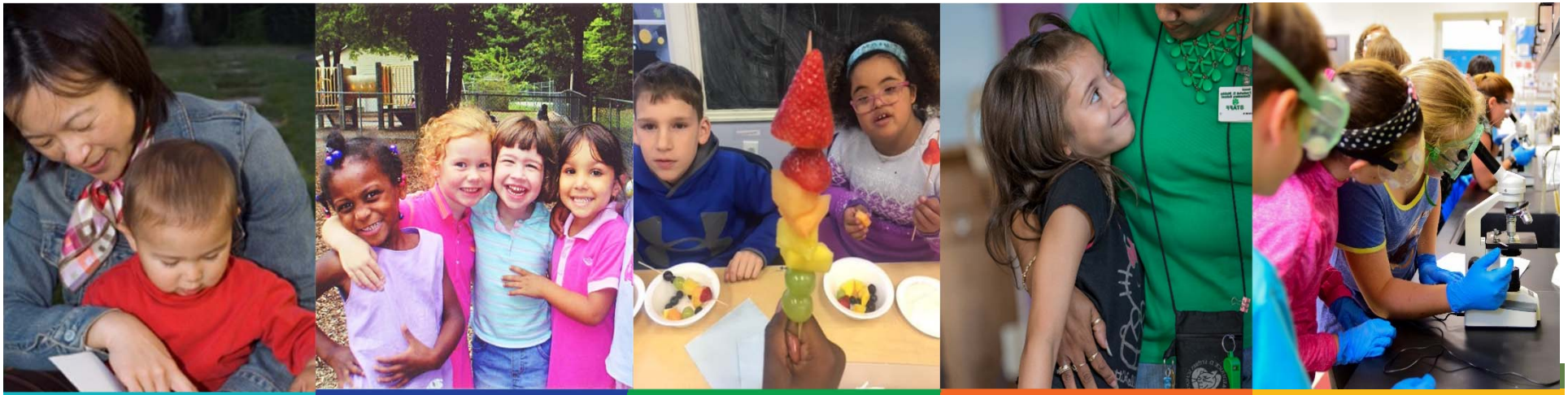
- Sample page of DTC/STC training calendar

eSSA Assessment Resources

- Appendix G – contains list of all vendor pages where resources can be accessed



DTC/STC Manual – On-going



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Wrap-up

- Future training – online modules
- What additional information training
- Looking for feedback
- Best practices appendix

Wrap-up

- Contact – Dusty Shockley – Preston.Shockley@doe.k12.de.us
- Lisa Alexander – Lisa.alexander@doe.k12.de.us

Exit Ticket

- Please identify one thing that you have learned today
- One thing that you already knew
- A best practice that you use in your school/district around assessment testing