



Tri-County Opportunities Industrialization Center (OIC) Standardized Test Administration Policy

Policy Title: *Standardized Test Administration*

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Standardized Test Administration Policy

1. PURPOSE & PHILOSOPHY

The purpose of the *Standardized Test Administration Policy* is to ensure that student progress is accurately measured through standardized achievement tests. OIC recognizes its responsibility to implement standardized testing procedures in accordance with PDE and test publisher's guidelines. Information from such student standardized testing may be used by OIC and teachers as an additional tool to plan, measure and evaluate the effectiveness of the educational program.

2. GUIDELINES AND PROCEDURES

The Executive Director is responsible for establishing specific guidelines and procedures. Staff are required to follow established procedures when administering standardized student tests. Staff are required to administer all assessment in accordance with PDE and test publisher's guidelines. Preference will be given for in-person assessment. Remote testing will be permitted when in-person assessment is not possible or places an undue burden on students.

- 2.1 It is the responsibility of all staff to take all reasonable steps to ensure that standardized tests reflect the ability, knowledge, aptitude, and/or basic skills of each individual student taking standardized tests.
- 2.2 Each school year teachers and administrators review these guidelines and procedures, including teacher responsibility for test security and proper professional practices.
- 2.3 OIC administers mandated tests in compliance with established school and grantor's calendars.

3. SECURITY

The Executive Director and the MIS Coordinator oversee the security of all testing materials.

- 3.1. All test booklets, administration manuals, and answer sheets are secured in a central location. Access to the secured materials is restricted to authorized personnel.
- 3.2. Test booklets are not duplicated.
- 3.3. All personnel are responsible for maintaining the confidentiality of tests, testing materials, and answer sheets.

4. STANDARDIZED TESTING PROTOCOL

OIC staff conducts test preparation, test administration, and the return of all secure test materials in strict accordance with this policy, administrative procedure, Pennsylvania Department of Education rules, and publishers' recommendations for fair and valid administration of tests.

- 4.1 All standardized tests are conducted without any reference materials being made available to students unless the publisher of the test specifies otherwise.
- 4.2 School personnel do not:
 1. provide students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any standardized test prior to administration.
 2. copy, print, or make any facsimile of testing material prior to test administration without express permission of the specific test publisher.
 3. alter, change, or amend any student answer sheet or other standardized test materials at any time in such a way as to alter the student's intended response.
 4. use any prior form of any NRS acceptable standardized test in test preparation for subsequent standardized testing.
 5. violate any specific test administration procedure or guidelines specified in the test administration manual.
 6. knowingly and intentionally do anything that would inappropriately affect the security, validity, or reliability of standardized test scores of any individual student, class, or OIC.
- 4.3 Students who are new or beginning the program year are assessed during the intake process by intake staff who are following the protocol procedures.
- 4.4 An individual student needing post testing during class time is post tested in a separate room and proctored by someone other than his/her instructor. Instructors set aside regular times for post testing students in the classroom. During these scheduled test times, students who do not need

a post test can work independently, meet with the case manager or study with a tutor/instructor in a separate room.

4.5 Assessment Guidelines:

1. Students must be tested in a quiet room.
2. Assessments are timed according to publishers' guidelines, using watches or timers if required.
3. *TABE* Locators are used (if required) to determine which *TABE* assessments is appropriate.
4. Post tests are administered according to recommended publisher intervals except for students who have:
 - achieved gains in an accelerated timeframe
 - indicated the need to exit early from the program
 - completed a class in a managed instructional delivery model.
5. Staff who administer the assessments must receive assessment training.

5. ASSESSMENT RESULTS

Results of an individual student's standardized tests can be shared with the student, referring agency, parent/guardian, or any other legal party with a stated interest in the student's assessment results.

6. STUDENTS WITH DISABILITIES

All students with disabilities participate in standardized testing as appropriate and as their abilities allow.

7. IN-PERSON TEST ADMINISTRATION GUIDANCE

Below is specific guidance for the in-person administration of the standardized assessments that are currently administered by this agency:

TABE Locator Procedures - Paper Version

1. Hand out *Locator* test booklets and answer sheets.
2. Give directions located in the *Test Directions* manual.
3. Remind students each test is timed.
 1. During administration, help may not be given, and questions may not be answered.
 2. When students are finished, they may review their answers while time is remaining.
 3. Instruct students to remain in their seats and close their test booklets when they have completed each individual test or when testing time has expired.

4. Using the *Locator Test Scores Evaluation Chart*, evaluate the results of the tests, according to the standards set forth in the test manual.
4. Include all original tests and scoring sheets in students' master files.

TABE Test Administration Procedures - Paper Version

1. Hand out appropriate *TABE* test booklets (according to *Locator Test Scores Evaluation Chart*) and answer sheets.
2. Give directions located in the Test Directions manual.
3. Begin appropriate time according to the test being given.
4. During administration, help may not be given, and questions may not be answered. Provide calculators and protractors as required.
5. When students are finished, they may review their answers while time is remaining.
6. At the end of the time, ask students to stop and close their test booklets. Collect all test booklets.
7. Using the *TABE* answer sheets, grade the test according to the appropriate level.
8. Record the raw number of correct answers in the appropriate area of the answer sheet along with the scale score.
9. Consult the *Scale Score Guidance* chart to determine the student's level and record this on the appropriate space on the answer sheet and on the NRS Assessment form.
10. Include all original tests, scoring sheets, and assessment forms in students' master file, and submit them to the data specialist within 3 days.

TABE Test Administration Procedures - Computer Version

1. Set up test session and add students. Print test tickets.
2. Hand out test tickets and instruct students to sign into the DRC Insight portal.
3. Review the directions from the Test Directions manual for the practice questions, Locator test(s), and *TABE* tests.
4. During administration, help may not be given, and questions may not be answered
5. When students are finished, they may review their answers while time is remaining.
6. Print test results add them to the NRS Assessment form, place test results and assessment forms in students' master files and submit them to the data specialist within 3 days.

BEST Literacy Testing Procedures

1. Hand out appropriate *BEST Literacy* test booklets.
2. Review the directions on the front cover with students.
3. Begin timer for sixty minutes.
4. During administration, help may not be given, and questions may not be answered.
5. When students are finished, they may review their answers while time is remaining.
6. At the end of the 60-minute period, ask students to stop and close their test booklets. Collect all test booklets.
7. Using the *BEST Literacy Scoring Sheets*, evaluate the results of the tests, according to the standards set forth in the test manual.
8. Record the raw number of correct answers in the appropriate area of the scoring sheet.
9. Use the *Score Conversion Table* for the test administered to record the scale score.
10. Add the total number of the scale scores in reading and writing.
11. Consult the *Educational Functioning Level Chart* to determine the student's level in ESL and record this in the appropriate space on the scoring sheet and on the NRS Assessment form.
12. Include all original tests, scoring sheets, and assessment forms in students' master files, and submit them to the data specialist within 3 days.

7. REMOTE TABE TEST ADMINISTRATION GUIDANCE

1. PURPOSE & PHILOSOPHY

The purpose of the addendum is to provide guidelines and procedures for the remote administration of the TABE test. All applicable sections of *Tri-County Adult Learning Center Standardized Test Administration Policy*, dated October 9, 2019, will continue in force.

2. GUIDELINES AND PROCEDURES

Orientation/Assessment staff will have the responsibility of administering the TABE tests remotely. They will be trained and certified for remote proctoring through the Data Recognition Corporation (DRC) and a PDE Division-designated expert and administer all assessments in accordance with state and publisher's guidelines.

- 2.1 The Executive Director and trained assessors will ensure that all system requirements for remote testing are met, including minimum browser requirements and access to the Remote Locator Test through the Google Chrome Browser for OIC and a computer, webcam, microphone, and speakers or headphones for student testers.

- 2.2 The assessors will select a web conferencing service that allows remote meeting sessions that are long enough to accommodate assessment sessions and includes the following functionality: computer-based audio and video; recording capability; breakout/private sessions with private chat and screen sharing capability; screen sharing by participants; private chat; and meeting login information embedded in link.

3. SECURITY

All access to tests must be kept secure, and all tests must be proctored.

4. STANDARDIZED TESTING PROTOCOL

All testing protocols as established by DRC in the “TABE Examiner Instructions for Remote Testing” will be followed.

- 4.1 The test assessors will email student instructions for remote testing to all testers at least two days in advance of an orientation web meeting and will schedule the orientation before the actual remote testing session to ensure that the testers have done the *Online Tools Training* and expose them to the web meeting software.
- 4.2 For each testing session, assessors will create a Web Meeting as outlined in the *TABE Examiner Instructions for Remote Testing*: (1) The web meeting settings will be established before the meeting is created with defaults to mute participants upon entry, allow participants to send chat message to the host only, not allow student participants to record the meeting, enable breakout sessions, and disable virtual backgrounds; (2) create a Web Meeting; (3) generate a meeting invitation and capture the meeting link; and (4) send out a custom email to participating students.
- 4.3 During the Web Meeting, the test assessors will move each tester into individual testing rooms and meet with each tester to validate the student’s ID, ask the students to use their web camera to show you their environment, and send via private chat the details for the student’s TABE Test Session.
- 4.4 Should a tester not be following proper procedures and TABE testing needs to be stopped, a test assessor will log into the same test using the student’s login credentials, allowing the assessor to take over the test, then immediately exit the student and electronically submit the test.
- 4.5 When all students have finished testing, the test assessors will end the Web Meeting.

5. ASSESSMENT RESULTS

Results of an individual student's standardized tests can be shared with the student, referring agency, parent/guardian, or any other legal party with a stated interest in the student's assessment results.

Addendum to Test Administration Policy: Under Extended Stay-at-Home Orders

During extended stay-at-home orders that impact in-person services, OIC will use remote administration of approved assessments whenever possible. In cases in which students do not have the technology required for remote administration of the standardized assessments used by OIC or their lack of familiarity or comfort level with required technology is a barrier to successful remote administration of the assessment, students will be assessed informally to determine eligibility for participation. All students who are placed using informal assessments will be assessed with a division-approved standardized assessment as soon as possible after the stay-at-home order is lifted or they are otherwise able to participate in face-to-face assessment.