

# New England Common Assessment Program Test Coordinator Workshop



September 17 & 18, 2012



# Goals of this Workshop

- ✓ Prepare principals and test coordinators so that they may ensure a positive and productive assessment experience for administrators and students
- ✓ Review NECAP standardized testing procedures to ensure consistency and test security
- ✓ Review and clarify appropriate use of accommodations for students who need them
- ✓ Address any outstanding questions or concerns from principals and test coordinators



# NECAP Important Dates

- September 21** All NECAP test materials delivered to schools by this date
- September 23** Last day for LEAs to submit testing schedules to RIDE
- September 28** Last day to order additional student labels
- October 1–23** Test administration window
- October 5** All orders of additional labels shipped to schools
- October 23** Last day for schools to request student exemption
- October 24** UPS pre-scheduled pickup of test materials for return to Measured Progress. Materials must be ready at 8:00 AM
- October 24** Last day to complete online Principal Certification of Proper Test Administration and Principal/Test Coordinator Questionnaire



# Rhode Island's 2012–2013 Testing Schedule

**Oct 1–23**

**NECAP Reading, Writing, and Mathematics  
Testing in Grades 3–8 & 11**

(Test Materials picked up on October 24<sup>th</sup>)

**Oct 1 – Apr 5**

**Alternate Assessment in Grades 2–7, 8, 10, & 11**

(Data folios picked up on May 3<sup>rd</sup>)

**Dec 3–21**

**TechLiteracy Assessment** (Testing Window 1)

**Jan 17– Feb 14**

**ACCESS Testing for ELL Students K–12**

**Apr 29– May 17**

**TechLiteracy Assessment** (Testing Window 2)

**May 6–23**

**NECAP Science Testing in Grades 4, 8 & 11**

(Test Materials picked up on May 24<sup>th</sup>)

**May 1–31**

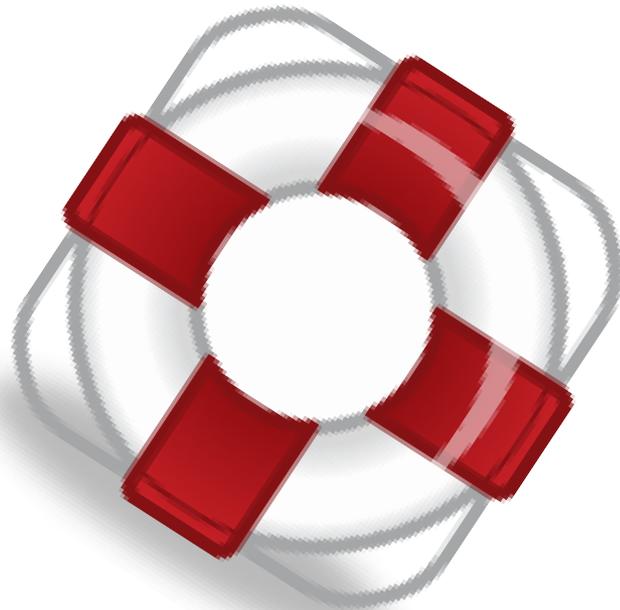
**Developmental Reading Assessment (DRA)  
in Grades K & 1**

# NECAP Service Center

1-877-632-7774

Monday – Friday

8:00 a.m. to 4:00 p.m.





# RIDE Contacts

## **Dr. Phyllis Lynch**

Director of Instruction, Assessment, and Curriculum

401-222-4693

[Phyllis.Lynch@ride.ri.gov](mailto:Phyllis.Lynch@ride.ri.gov)

## **Dr. Kevon Tucker-Seeley**

NECAP Program Manager

401-222-8494

[Kevon.Tucker-Seeley@ride.ri.gov](mailto:Kevon.Tucker-Seeley@ride.ri.gov)

## **Alternate phone numbers:**

401-222-8490 or 401-222-8491

# NECAP Web Page:

<http://www.ride.ri.gov/Assessment/NECAP.aspx>

**RIDE**.ri.gov  
Rhode Island Department of Elementary and Secondary Education

Deborah A. Gist  
Commissioner

Friday, September 07, 2012

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Home > Assessment > RIDE - Office of IAC - New England Common Assessment Program (NECAP)

## Office of Instruction, Assessment, and Curriculum

### New England Common Assessment Program (NECAP)

#### INTRODUCTION

State testing in Rhode Island has changed dramatically in response to the federal No Child Left Behind Act (NCLB). To meet these requirements, Rhode Island partnered with Vermont and New Hampshire to develop Grade Level Expectations (GLEs) and to design the New England Common Assessment Program (NECAP). One of the most important goals of this partnership was to make these assessments instructionally relevant by providing information to school administrators, teachers, and parents to help them make informed decisions about student instructional needs.

For NECAP-related questions, please send an email to [NECAP@ride.ri.gov](mailto:NECAP@ride.ri.gov).

**Changes to NECAP during the Transition to the Common Core State Standards**

Click here for a PDF that outlines the transition plan for the **Fall 2012** and **Fall 2013** NECAP assessments. Please note that the *NECAP Science Assessment is not affected* by the transition to the Common Core State Standards.

For more information on Rhode Island's transition to the Common Core State Standards and PARCC assessment, please go to [this page](#).

#### FREQUENTLY REQUESTED TOPICS

 <a href="#">NECAP Schedule</a>	 <a href="#">Exemptions</a>	 <a href="#">Workshops</a>
 <a href="#">NECAP Administration Materials</a>	 <a href="#">NECAP Accommodations Guide</a>	 <a href="#">Results</a>

#### NECAP RELEASED TEST ITEMS, PRACTICE TESTS, AND RESOURCE MATERIALS

 <a href="#">How to use the NECAP Released Items, Practice Tests, and Resource Materials (PDF)</a>	 <a href="#">Reading</a>	 <a href="#">Writing</a>
	 <a href="#">Mathematics</a>	 <a href="#">Science</a>

#### NECAP DATA, REPORTS, AND INTERPRETATION GUIDES

 <a href="#">NECAP Data Analysis</a>	 <a href="#">NECAP Report Interpretation Guides</a>
 <a href="#">NECAP Student Report Shells in English and Spanish</a>	 <a href="#">NECAP Online Analysis and Reporting System User and Training Manual (PDF)</a>

#### TECHNICAL REPORTS AND TEST SPECIFICATIONS

 [Technical Reports and Test Specifications for all grades](#)

#### NECAP WORKSHOP AND TEST DEVELOPMENT COMMITTEE INFORMATION

 <a href="#">NECAP Training Workshops</a>	 <a href="#">Item Review Committee (IRC)</a>
	<a href="#">Bias &amp; Sensitivity Committee</a>



# Measured Progress Contacts

**Pamela Oberg**

NECAP Program Manager

1-603-749-9102 ext. 2847

Oberg.Pamela@measuredprogress.org

**Elliot Dunn**

NECAP Program Manager

1-603-749-9102 ext. 2126

Dunn.Elliot@measuredprogress.org

# FYI

- NECAP Test Coordinator and Test Administrator Training Webinars:  
[www.ride.ri.gov/assessment/necap.aspx](http://www.ride.ri.gov/assessment/necap.aspx)
  
- Online Writing Test – Grades 8 & 11 only
  - Contact Dr. Kevon Tucker-Seeley for information on how your school can qualify for participation
  
- NECAP monitoring visits continue this year for fall and spring testing
  - Interview protocols used during visits are available online
  
- LEA test schedules due to RIDE by 9/21/12



# Your Primary Responsibilities

- ✓ Serve as the school's primary contact person for Measured Progress and RIDE
- ✓ Coordinate all NECAP test-related activities
- ✓ Prepare test administrators to administer the NECAP tests according to the directions in their grade-specific *Test Administrator Manual*
- ✓ Oversee the inventory, distribution, collection, and *return* of **ALL** secure test materials
- ✓ Observe and monitor test administration in your school and report any testing irregularities
- ✓ Ensure the security of test materials and compliance with test administration procedures

# Who Does What?

## Test Coordinator

### Before Testing:

- Reads the *Test Coordinator Manual*
- Obtains the testing schedule from the District
- Receives and inventories test materials
- Gathers accommodation information
- Prepares test booklets
- Conducts administration training session
- Communicates test security plan

### During Testing:

- Supports test administrator by ensuring security of test materials between testing sessions and by being available to answer questions
- Observes test administration throughout building
- Manages logistics and testing of students who move in or out of the school during testing

### After Testing:

- Collects and inventories all test materials from test administrators
- Checks all used answer booklets for documentation issues
- Completes online documentation
- Packs test materials for return to Measured Progress

## Test Administrator

### Before Testing:

- Reads the *Test Administrator Manual*
- Meets with the test coordinator
- Obtains and prepares materials needed for testing
- Meets with educational team to determine student accommodations as needed
- Prepares test site
- Prepares students for testing

### During Testing:

- Notifies test coordinator of any testing irregularities
- Maintains security of test materials and monitors students' handling of test materials
- Provides comfortable and adequate work spaces
- Ensures appropriate accommodations are provided
- Reads scripts as written
- Administers make-up testing in a timely manner

### After Testing:

- Verifies that test materials are appropriately marked
- Ensures answers are transcribed if necessary
- Ensures student accommodations are appropriately and accurately documented
- Ensures materials are in good condition before returning them to the test coordinator

Refer to page *iii* of the *Test Administrator Manual* for a more comprehensive checklist of test administrator responsibilities.



# Test Security

- Test security relies on the professional integrity of everyone in our schools across all four states. No student should be advantaged or disadvantaged based on how or where the test is administered.
- All test booklets and answer booklets are secure and may not be copied or duplicated in any way or kept by the school after testing is completed.
- Using secure test material to prepare students in any way for this test administration is a **violation of test security** and testing procedure.



# Breaches in Test Security

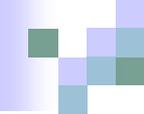
The test coordinator or principal must ***immediately*** report ***any*** concern about breaches in test security or noncompliance with test administration procedures to the district superintendent and to RIDE:

**Dr. Kevon Tucker-Seeley**

**NECAP Program Manager**

**401-222-8494**

Please instruct test administrators/teachers to contact the test coordinator and/or principal immediately to report all testing irregularities.



# Before Testing

- ✓ Read the *Principal/Test Coordinator Manual* thoroughly
- ✓ Utilize the Checklist for Principals and Test Coordinators (page *iii* )
- ✓ Confirm District Testing Schedule for ALL Test Sessions (pages 5–8)
- ✓ Designate and Train Test Administrators (pages 15–16)
- ✓ Prepare Students and Families (page 17)

## Before Testing *(continued)*

- ✓ Receive and inventory test materials according to *Material Summary Form* and **report any discrepancies** to the NECAP Service Center **BEFORE** testing (pages 9-11 and Appendix A). **Hold onto** this form as it will assist you in successfully completing the online *Principal Certification of Proper Test Administration*.
- ✓ Order additional student ID labels and/or testing materials (page 13)

# Determine Who Should be Tested

**ALL** students enrolled in the school as of October 1, 2012 are required to participate in the NECAP assessments with the following *exceptions*:

1. Students who completed the **Rhode Island Alternate Assessment** (RIAA) for the 2011–2012 school year.
2. Recently arrived **LEP** students first enrolled in any U.S. school *after* October 1, 2011. **NOTE:** These students must take the NECAP Mathematics test but are not required to take the NECAP Reading and Writing tests. Students may only be exempted from the reading and writing tests one time.
3. Students who have **State-Approved Special Considerations** and have been exempted by RIDE.

# Special Considerations

Conditions for Approval of Special Considerations Requests	Contact
<ul style="list-style-type: none"><li>❖ RIDE state-approved special considerations are for cases involving <b>1)</b> a medical emergency or serious illness; <b>2)</b> severe emotional distress; <b>3)</b> a family emergency; or <b>4)</b> RIAA-eligible students enrolling after the registration deadline (1/9/12).</li> <li>❖ Applicable forms (available on the RIDE website) <u>must</u> be completed and then <b>1)</b> <i>district</i> testing coordinator or superintendent submits request for exemption via eRIDE and <b>2)</b> <i>district</i> testing coordinator or superintendent faxes a signed copy of Form 1 to RIDE to obtain approval.</li> <li>❖ Requests must be submitted online <b><i>no later than</i></b> 3:00 p.m. on Tuesday, Oct. 23<sup>rd</sup>, 2012.</li></ul>	<p>Dr. Kevon Tucker-Seeley 401-222-8494</p>

# Blank Reason Box: State-Approved Special Consideration

**BLANK REASON—Answer booklet is blank in one or more sessions in a content area for the following reason:**

READING

MATH

WRITING

NA

Student is new to U.S. after Oct. 1, 2011, and is LEP (reading and writing only).

Student withdrew from school after Oct. 1, 2012.

Student enrolled in school after Oct. 1, 2012.

State-approved special consideration.

Student was enrolled on Oct. 1, 2012, and did not complete test for reasons other than those listed above.

# Blank Reason Box: LEP Students

**BLANK REASON—Answer booklet is blank in one or more sessions in a content area for the following reason:**

READING

MATH

WRITING

NA

Student is new to U.S. after Oct. 1, 2011, and is LEP (reading and writing only)

Student withdrew from school after Oct. 1, 2012.

Student enrolled in school after Oct. 1, 2012.

State-approved special consideration.

Student was enrolled on Oct. 1, 2012, and did not complete test for reasons other than those listed above.

# Blank Reason Box: Students Who Move During Testing

**BLANK REASON**—Answer booklet is blank in one or more sessions in a content area for the following reason:

READING	MATH	WRITING	
<input type="radio"/>	NA	<input type="radio"/>	Student is new to U.S. after Oct. 1, 2011, and is LEP (reading and writing only).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student withdrew from school after Oct. 1, 2012.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student enrolled in school after Oct. 1, 2012.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	State-approved special consideration.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student was enrolled on Oct. 1, 2012, and did not complete test for reasons other than those listed above.

# Blank Reason Box: “Other”

BLANK REASON—Answer booklet is blank in one or more sessions in a content area for the following reason:			
READING	MATH	WRITING	
<input type="radio"/>	NA	<input type="radio"/>	Student is new to U.S. after Oct. 1, 2011, and is LEP (reading and writing only).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student withdrew from school after Oct. 1, 2012.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student enrolled in school after Oct. 1, 2012.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	State-approved special consideration.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student was enrolled on Oct. 1, 2012, and did not complete test for reasons other than those listed above.

**NOTE:** Do not write “VOID” on the booklet if any of these options accurately represent the student’s situation and do not return booklet in Special Handling Envelope.



# Accommodations

- ❖ Testing accommodations are meant to remove barriers that may exist due to a student's learning style or disability.
- ❖ Students should have had experience using an accommodation in the classroom (during routine instruction and/or test taking) prior to using it on a NECAP test.

# Accommodations *(continued)*

**REMINDER:** Testing accommodations are designed for individual student use and *not* for use with entire classrooms.

# Accommodations *(continued)*

- **ALL students are eligible to utilize appropriate assessment accommodations.**
- **Any accommodation(s) utilized for the assessment of individual students must be:**
  1. the result of a decision made by the IEP, Section 504, or other school team that includes, whenever possible, the student's parent(s) or guardian(s);
  2. determined prior to testing under most circumstances;
  3. based on the individual student's needs; and
  4. recorded\* on the Student Answer Booklet (\* *Only bubble in the accommodations that the student actually used during testing* ).

Refer to the *Accommodations Guide* (available on the RIDE website) for detailed information about accommodations.

## STUDENT PROGRAM PARTICIPATION INFORMATION

A teacher/staff person should fill in the information below, if applicable, after the completion of testing. Please refer to the Principal/Test Coordinator Manual or the Test Administrator Manual for more information.

ACCOMMODATIONS USED			
	READING	MATHEMATICS	WRITING
T1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R1	<input type="checkbox"/>	<input type="checkbox"/>	NA
R2	<input type="checkbox"/>	<input type="checkbox"/>	NA
R3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R7	NA	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER ACCOMMODATIONS</b> Prior DOE approval required			
O1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O2	NA	NA	<input type="checkbox"/>
<b>MODIFICATIONS</b> Modifications result in impacted items being scored as incorrect			
M1	NA	<input type="checkbox"/>	NA
M2	<input type="checkbox"/>	NA	NA
M3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School must bubble in any accommodation(s) used

**BLANK REASON**—Answer booklet is blank in one or more sessions in a content area for the following reason:

READING	MATH	WRITING	
<input type="checkbox"/>	<b>NA</b>	<input type="checkbox"/>	Student is new to U.S. after Oct. 1, 2011, and is LEP (reading and writing only).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student withdrew from school after Oct. 1, 2012.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student enrolled in school after Oct. 1, 2012.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State-approved special consideration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student was enrolled on Oct. 1, 2012, and did not complete test for reasons other than those listed above.

**HOMESCHOOLED**

Yes

**OPTIONAL REPORTS**

Identify the appropriate code number:

<b>A</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
<b>B</b>	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20
<b>C</b>	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30
<b>D</b>	<input type="checkbox"/> 31	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40
<b>E</b>	<input type="checkbox"/> 41	<input type="checkbox"/> 42	<input type="checkbox"/> 43	<input type="checkbox"/> 44	<input type="checkbox"/> 45	<input type="checkbox"/> 46	<input type="checkbox"/> 47	<input type="checkbox"/> 48	<input type="checkbox"/> 49	<input type="checkbox"/> 50
<b>F</b>	<input type="checkbox"/> 51	<input type="checkbox"/> 52	<input type="checkbox"/> 53	<input type="checkbox"/> 54	<input type="checkbox"/> 55	<input type="checkbox"/> 56	<input type="checkbox"/> 57	<input type="checkbox"/> 58	<input type="checkbox"/> 59	<input type="checkbox"/> 60

**RESEARCH**

1	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
2	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
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4	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
5	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
6	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
7	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
8	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
9	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
10	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
11	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
12	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
13	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
14	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E

# NECAP Table of Standard Test Accommodations

*Refer to Appendix F in the Principal/Test Coordinator Manual*

## ■ Accommodation Codes:

**T** for Timing (T1 through T4)

**S** for Setting (S1 and S2)

**P** for Presentation formats (P1 through P11)

**R** for Response formats (R1 through R7)

**O** for Other (O1 and O2)

**M** for Modifications (M1, M2, and M3)

## ■ “O” and “M” Considerations:

- All “O” accommodations that are *not* authorized with **written** approval by RIDE will result in **no credit** for impacted test sessions. Test coordinators are responsible for contacting RIDE for approval of “O” accommodations *prior* to testing.
- All “M” modifications will invalidate the session(s) in which the modification was used and **no credit** will be given for those test sessions.

*Teachers should refer to the Accommodations Guide and/or contact their test coordinator if they have any questions about the use of any accommodation or modification.*

# Extended Time (T1) Considerations

## If the T1 accommodation is used, then:

- ✓ your school **MUST** have a pre-determined designated area in which to take the student(s) to complete the session of testing;
- ✓ a trained test administrator (TA) or authorized school employee **MUST** collect the student's test materials and escort him/her to the designated testing area;
- ✓ a trained TA **MUST** remain in the designated testing area to oversee the administration of the remainder of the session;
- ✓ the amount of extended time must **NOT** be unreasonable and must not continue beyond the regular school day unless absolutely necessary (*very rare*); and finally,
- ✓ the TA **MUST** code all accommodations used during testing, including T1, S1 (alt. location) and P1/P2 (individual or small group administration).

# What if....

...a single student needs extra time and the T1 extra time accommodation was not planned for ahead of time?

- To the extent possible, test administrators/teachers should identify those students who **may** need additional time and then approve and plan for the T1 accommodation *before* testing begins. NOTE: Just because the accommodation is approved in advance does not mean that the student **must** use the extra time.
- If a situation arises where a student needs extra time but was not identified prior to testing, collect the student's test materials and escort him/her to the designated alternate testing location to finish the session. Afterwards, code the student answer booklet to indicate the accommodations used (e.g., T1, S1) . For further guidance, contact Dr. Kevon Tucker-Seeley at RIDE.

# Computer Generated Responses

- ✓ Only student responses typed on the computer and printed out on standard paper under accommodation **R4** do not need to be transcribed back into the answer booklet.
- ✓ Only one typed response per page
- ✓ On each page include: student's full name, state-assigned student ID (SASID), booklet #, content area, and item #
- ✓ Return R4 responses in *Special Handling* with student answer booklet
- ✓ See Appendix I for detailed specifications

# Scheduling Guidelines

- ❑ All testing, including accommodated sessions and make-up sessions, must occur within the testing window (10/1 to 10/23)
- ❑ All students in a district must be tested at the same time within each grade. The only exceptions to these rules are for make-up testing.
- ❑ Test sessions must be scheduled in accordance with district schedule and given in the order outlined in the manual and presented in test booklets
- ❑ Make-up testing may begin as soon as the student returns to school

# Test Session Time Guidelines

Test	Grade	Number of Sessions	Scheduled Time per Session
Reading	3-8	3	90 minutes
Math	3-8	3	90 minutes
Writing	5 & 8	2	90 minutes
Writing	11	2	90 minutes
Reading	11	2	90 minutes
Math	11	2	90 minutes
Student Questionnaire	All	End of testing	20 minutes

NOTE: Although 90 minutes are scheduled for each session, in past years the vast majority of students finished in 75 minutes or less.

# Sample Schedule: Grades 3, 4, and 5

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Week of October 1-5, 2012</b>					
<b>AM</b>	October 3 Open	Gr. 3, 4 & 5 Reading 1	Gr. 3, 4 & 5 Reading 3	(makeups)	(makeups)
<b>PM</b>	Open	Gr. 3, 4 & 5 Reading 2	Gr. 3, 4 & 5 Math 1	(makeups)	(makeups)
<b>Week of October 8-12, 2012</b>					
<b>AM</b>	Columbus Day	Gr. 3, 4 & 5 Math 2	Gr. 5 Writing 1	(makeups)	(makeups)
<b>PM</b>	Columbus Day	Gr. 3, 4 & 5 Math 3	Gr. 5 Writing 2	(makeups)	(makeups)
<b>Week of October 15-19, 2012</b>					
<b>AM</b>	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
<b>PM</b>	(makeups)	(makeups)	(makeups)	(makeups)	(makeups)
<b>Week of October 22-26, 2012</b>					
<b>AM</b>	(makeups & packing)	(makeups & packing)	October 24 All materials ready for 8 AM pick-up		

# Sample Schedule: Grade 11

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Week of October 1-5, 2012</b>					
<b>Early AM</b>	(open)	<b>Writing 1</b>	(makeups)	(makeups)	(open)
<b>Late AM</b>	(open)	<b>Writing 2</b>	(makeups)	(makeups)	(open)
<b>Week of October 8-12, 2012</b>					
<b>Early AM</b>	Columbus Day	<b>Reading 1</b>	<b>Math 1</b>	(makeups)	(open)
<b>Late AM</b>	Columbus Day	<b>Reading 2</b>	<b>Math 2</b>	(makeups)	(open)
<b>Week of October 15-19, 2012</b>					
<b>AM</b>	(open)	(makeups)	(makeups)	(makeups)	(open)
<b>PM</b>	(open)	(makeups)	(makeups)	(makeups)	(open)
<b>Week of October 22-26, 2012</b>					
<b>AM</b>	(makeups & packing)	(makeups & packing)	<b>October 24 All materials ready for 8 AM pick-up</b>		

# Student Labels

Order additional student ID labels by **September 28**

- ❑ You will receive **one** label for each student in **grades 3 & 4**. Place this on student's integrated test booklet
- ❑ You will receive **two** identical student ID labels for each student in **grades 5-8 & 11**:
  - ✓ Place one label on the test booklet
  - ✓ Place the other label on the answer booklet

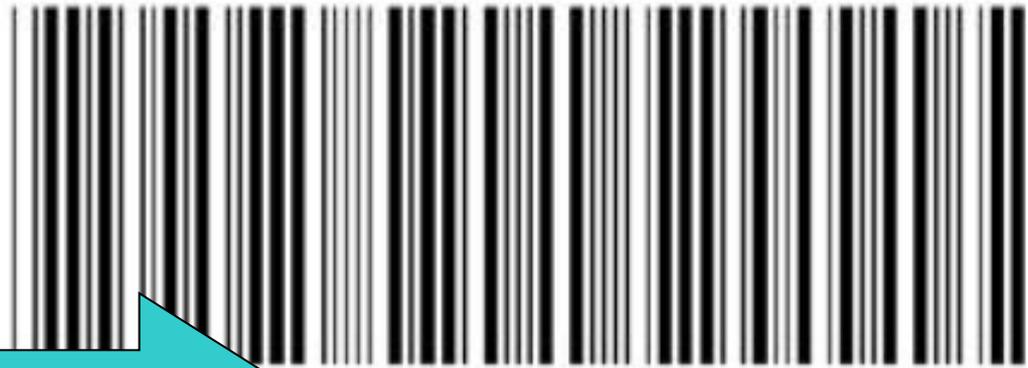
NOTE: Students in grades 5 & 8 will be instructed to write their names on the front cover of the Writing test booklet during testing

**You may** use a student ID label if the student's name and school name are correct.

Doe, Jane

09-21-2000

State Assigned Student ID: 1000593587



Gr: 03  
State

**Tracking #: Measured Progress only**

1234567896

NECAP Middle School

01-01103

# STUDENT ANSWER BOOKLET

Student Name: \_\_\_\_\_

2012-2013  
GRADE 8



### MARKING INSTRUCTIONS

USE NO.2 PENCIL ONLY

CORRECT MARK      INCORRECT MARKS

The information below must be completed for any student without a preprinted student identification label.

STUDENT NAME		MI
LAST NAME	FIRST NAME	
A	A	A
B	B	B
C	C	C
D	D	D
E	E	E
F	F	F
G	G	G
H	H	H
I	I	I
J	J	J
K	K	K
L	L	L
M	M	M
N	N	N
O	O	O
P	P	P
Q	Q	Q
R	R	R
S	S	S
T	T	T
U	U	U
V	V	V
W	W	W
X	X	X
Y	Y	Y
Z	Z	Z

STATE ASSIGNED STUDENT ID									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

BIRTH DATE			
MONTH	DAY	YEAR	
<input type="radio"/> JAN			
<input type="radio"/> FEB			
<input type="radio"/> MAR	00	00	00
<input type="radio"/> APR	11	11	11
<input type="radio"/> MAY	22	22	22
<input type="radio"/> JUN	33	33	33
<input type="radio"/> JUL	44	44	44
<input type="radio"/> AUG	55	55	55
<input type="radio"/> SEP	66	66	66
<input type="radio"/> OCT	77	77	77
<input type="radio"/> NOV	88	88	88
<input type="radio"/> DEC	99	99	99

### AFFIX STUDENT ID LABEL HERE

The information below must be completed if there is no label.

STUDENT NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

DISTRICT NAME: \_\_\_\_\_



10 Digit Variable Barcode

1 1234567890

**\*Place other label on corresponding Student Test Booklet, grades 5-8 and 11**

# Tips for Success Before Testing

- ✓ **Utilize** the *Principal/Test Coordinator Manual*
- ✓ **Do not** separate the answer booklets from the test booklets as they are paired by test form
- ✓ **Plan ahead:** arrange for testing space and order additional materials, if necessary, for read aloud and/or small group accommodations
- ✓ **Do not** transfer or transport student ID labels **OR** test materials from one location/program/district to another (See page 12 or call the NECAP Service Center for guidance)
- ✓ **Save the original boxes** and UPS return service labels for shipping materials back to Measured Progress
- ✓ Help teachers create an environment that will motivate students to do their best!



# Frequently Asked Questions Before Testing

**Q: Where do I find my password for completing the online *Principal's Certification of Proper Test Administration* or for ordering additional student ID labels?**

**A:** Your password can be found in two places: 1) on the green instruction sheet for the *Principal's Certification of Proper Test Administration* that came in the administrative materials box or 2) the white instruction sheet for ordering labels that came in the envelope with your student ID labels. The same password can be used for both tasks. If you have difficulty locating your password, or if your password is not working, please contact the NECAP Service Center (See page 23 in the manual for more details).



**Q: I need multiple copies of the same test form in order to administer the test to a small group of students with the same accommodation(s). What should I do?**

**A:** In specific situations like this one, you may collect enough copies of the same test form from different packs of test materials. If you are unable to collect enough copies, call the NECAP Service Center to request the number of copies of a specific form that you require.



**Q: Where can I find the Practice Tests, Released Items, Teacher Tips document, *NECAP Multiplication Table* and *NECAP Hundreds Chart*?**

**A:** These materials are only available on the RIDE website: [www.ride.ri.gov/assessment/NECAP.aspx](http://www.ride.ri.gov/assessment/NECAP.aspx)  
They should be downloaded and copied in the school. NOTE: These are not required materials. Schools may decide whether or not to provide these materials to students.



**Q: The entire classroom is filled with “reference materials”. How do I know which reference materials I need to remove or cover in order to prepare the test site?**

**A:** It is not possible to list all classroom materials that may potentially create an advantage or disadvantage for students during testing; if in doubt, remove or cover the materials, or reposition students’ desks so the materials cannot be viewed. If there are any questions, contact RIDE (See page 18 in the manual for more details).

# During Testing

- ❑ Distribute test materials to test administrators shortly before the start of the first testing session. Include an additional set of test materials for the test administrator to use while giving directions.
- ❑ Test coordinators should be actively involved in test administration through careful supervision and monitoring of the administration and test security procedures described in the manual
- ❑ Maintain test security (pages 2, 9, & 12).
  - ✓ **Helpful Tip:** Use the *Tracking Forms* in the RI Test Security packet
- ❑ Track and appropriately document students who move during testing (page 20)



Reminder: Test administrators may not comment on any student work and may not help students in any way except:

- ✓ during the general instructions,
- ✓ when students are completing the *Student Questionnaire*, and
- ✓ as specified in the *Test Administrator Manual*.

# Frequently Asked Questions During Testing

**Q: Are highlighters permitted during testing?**

**A:** Highlighters are not permitted for grades 3 or 4 because an integrated test booklet is used. Highlighters are permitted at grades 5-8 and 11, but in the **TEST BOOKLET only**, **NOT** the **ANSWER BOOKLET**.

Note: The Use of highlighters is not considered an accommodation (See script pages in the appropriate grade *Test Administrator Manual*).



**Q: A student was absent and missed Session 1 yesterday. We are beginning Session 2 today. How do we proceed?**

**A.** Have the student begin Session 2 and continue to follow the test schedule with the rest of the group. Schedule a make-up testing time for the student to complete Session 1 as soon as possible. **NOTE:** Make-up testing may begin immediately following the regularly scheduled administration of a test session.



**Q: I have a student with a broken hand/arm. Should I still test him or her?**

**A: Yes.** The student may utilize an “R” (Response) accommodation such as R1 (use of a scribe).

**NOTE:** If a scribe will be needed for the Writing test (grades 5, 8, and 11 only), you **must** seek prior approval from RIDE to use the “**O2**” (Other) accommodation. Please contact Dr. Kevon Tucker-Seeley at RIDE for further guidance.

# After Testing

- ❖ Collect and inventory all test materials from test administrators
- ❖ Check all used answer booklets for the following:
  - ✓ no scratch papers or Post-its are attached to or inserted in the booklets
  - ✓ the cover has a student ID label or the appropriate information bubbled in (page 22 and Appendix C)
  - ✓ page 2 is completed, as needed (page 22 and Appendix C)

# After Testing (continued)

<b>Type of Envelope</b>	<b>Material to Insert</b>
<b>“For Return of Used Answer Documents Only”</b>	<b>All</b> used answer booklets, except those below.
<b>“Special Handling”</b>	Any test or answer booklets requiring special attention (see page 22 for details)
<b>“For Return of Large-Print Tests”</b>	All materials associated with a used large-print test
<b>“For Return of Braille Tests”</b>	All materials associated with a used Braille test
<b>“For Return of Scratch Paper”</b>	All student scratch paper

# After Testing (continued)

- ❑ Complete the online *Principal's Certification of Proper Test Administration* for each grade tested by **October 24** (page 23). Refer back to the inventory you verified on the *Material Summary Form* before testing
- ❑ Complete the online *Principal/Test Coordinator Questionnaire* (page 23)
- ❑ Pack test materials for return to Measured Progress according to outline on page 25 of the manual. All secure materials (including scratch paper) must be returned to Measured Progress. Affix **one UPS return service (RS)** label to each box (page 25)

# Tips for Success After Testing

- ✓ Proper verification of student answer booklets and proper packing of materials being returned to Measured Progress helps facilitate timely reporting of student, school, and district results (pages 21-24)
- ✓ When completing the *Principal Certification of Proper Test Administration*, note that Large Print and Braille kits contain—and are counted as—two test booklets: the standard size test booklet and the Braille/Large Print test booklet
- ✓ Completing the online *Principal Certification of Proper Test Administration* by October 24 will prevent repeated follow up calls to your school from the NECAP Service Center



# Frequently Asked Questions After Testing

**Q: When should I write “VOID” on an answer booklet?**

**A:** Some reasons to VOID a booklet include:

- A student used multiple answer booklets and work was transcribed into one answer booklet by an administrator.
- A student ID label was affixed to answer booklet for a student who was not enrolled in the school as of October 1, 2012.
- A student ID label was affixed to answer booklet for a student who participated in the Alternate Assessment in the 2011-2012 school year.



**Q: What happens if I write “VOID” on an answer booklet?**

**A:** Booklets with “VOID” written on them are not processed or scored, *even if there is student work in them*. If you mistakenly voided a booklet and need it to be processed, return it in the “Special Handling” envelope with a note explaining what happened and specify that you need the booklet to be scored.



**Q. It is 11:00 a.m. (October 24), why hasn't UPS arrived to pick up our NECAP materials yet?**

**A. UPS is scheduled to arrive at your school on **Wednesday, October 24** to pick up your boxes. UPS can arrive **anytime** during school hours, therefore all test materials must be packed **by 8:00 a.m.****

UPS will not wait for you to complete packing the materials. Materials must remain secure until they are picked up by UPS. Do **not** contact UPS directly. Prior arrangements have been made by Measured Progress specifically for the pick up of NECAP test materials. Please note that the pick up may not be made by your regular UPS personnel at your regularly scheduled time. **This is the ONLY scheduled pick-up date.** If your materials have not been picked up by the end of the day, please contact the NECAP Service Center on Thursday, October 25 and arrangements will be made for another pickup.



**Q: I did not receive enough or cannot find UPS return service labels for all my boxes. What should I do?**

**A:** Contact the NECAP Service Center. If time allows before the pick-up date we will order and ship you more UPS return service labels. If time does not allow, we will e-mail you a label. We will need your email address. Please print out label and affix, securely, to box. Clear packing tape placed over the label works the best.

**Q: I have extra UPS return service labels, what should I do with them?**

**A:** Return them loose inside any one of your boxes. **DO NOT** affix more than one label to a box.

# Questions?



Thank you very much for your help in coordinating the New England Common Assessment Program.