



# Fall 2013 NECAP Test Administrator Presentation



# Thank you!

Administering the New England Common Assessment Program (NECAP) correctly is essential for ensuring an equitable experience for students across our four states.

Thank you for your contribution. Your efforts enable us to provide valuable information for your school and allow for comparability of results from year to year and group to group.

# Purpose



The purpose of this presentation is to review key information with test administrators to ensure that

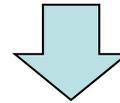
- secure test materials remain secure at all times,
- standardized testing procedures are consistent across all schools,
- accommodations are provided appropriately for students who need them, and
- students and staff are prepared for a positive and productive assessment experience.

Note: Test administrators in Maine should ignore references to grade 11 testing throughout this presentation.

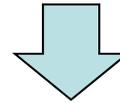
# Got a question? Need help?



1. Refer to your copy of the *Test Administrator Manual*.

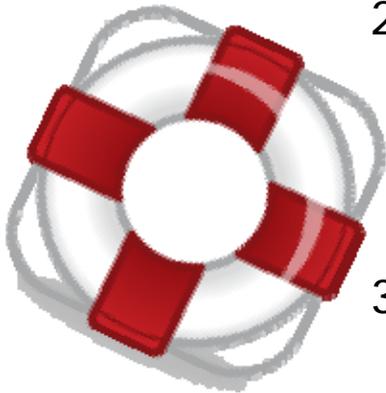


2. If you still have questions or need clarification after reading the *Test Administrator Manual*, or if you need additional test materials, contact your test coordinator.



3. If your test coordinator has questions about test materials or administration procedures, the test coordinator should contact the NECAP Service Center at 1-877-632-7774, Monday through Friday, between 8:00 A.M. and 4:00 P.M.

4. If your test coordinator has a question about a particular testing situation, test security, or a policy, the test coordinator should contact your state's Department of Education (DOE).



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# Online Writing



## Grades 8 and 11

- In March 2013, a number of schools participated in a pilot test at grades 8 and 11 to administer writing online. Schools that completed the pilot test successfully, as well as those that participated in the operational test in the fall of 2012, are now eligible to administer the October 2013 NECAP writing assessment online.
- If your school is participating in the online writing test this fall and you have been assigned as a test administrator, your test coordinator needs to prepare you for tasks that must be completed prior to testing. If you are unsure if your school is participating online or if you have any questions about online testing, please check with your test coordinator for more information.



# Who Does What?

## Test Coordinator

### Before Testing:

- Determines the testing schedule
- 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 maintaining security of test materials between testing sessions and by being available to answer questions)
- Observes test administration
- Manages logistics and testing of students who move in or out of the school during test administration

### 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
- 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, administers make-up testing

### After Testing:

- Verifies that all answer booklets are appropriately marked, answers have been transcribed if necessary, and materials are in good condition before returning them to the test coordinator

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



# Test Sessions

## Grades 3 through 8

- Reading and Mathematics – 3 sessions each
- Writing (Grades 5 & 8 only) – 2 sessions
- Student Questionnaire

## Grade 11

- Writing, Reading, and Mathematics – 2 sessions each
- Student Questionnaire

Refer to page 5 in your *Test Administrator Manual* for a detailed testing session and timing chart for each grade.



# Extended Time Considerations

## Test Sessions

Grades 3-8:	45 minutes (minimum)	45 minutes (additional time)
Grade 11:	60 minutes (minimum)	30 minutes (additional time)

Your test coordinator will schedule **90** minutes for each session regardless of grade level or content area

- All students are allowed the additional time noted for their grade level.
- If **all** students finish before the 90-minute window has ended, testing may be concluded for that session, but only after the minimum session length has been provided for that grade level.

## What if....



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



Do not let yourself be put in this situation. If a student **may** need additional time, approve and plan for the accommodation before testing begins. Remember, just because the accommodation is approved in advance does not mean that the student **must** use the extra time.

If you do find yourself in this situation, contact your test coordinator and have him or her immediately contact the DOE for instructions.



# Test Accommodations

**Test coordinators** will oversee the determination of approved test accommodations by an educational team based on the following considerations:

- Accommodations are available to all students on the basis of individual need regardless of disability status.
- Accommodations must be consistent with those used during the student's regular classroom instruction, including test taking.
- Accommodations must be determined **prior** to testing.

**Test administrators** assigned to administer accommodations must:

- review the *NECAP Accommodations Guide*,
- be able to appropriately administer the accommodations required for the students assigned to them, and
- appropriately and accurately document the accommodations that were used by a student.

Refer to the *NECAP Accommodations Guide* (available on each state's DOE website) for detailed information about accommodations.

# Test Accommodations (cont.)



REMINDER: Testing accommodations must be approved by an educational team for individual students; they are not designed for use with entire classrooms. They should not give students unfair advantages. Rather they are meant to remove barriers that may exist due to an individual student's language skills, learning style, or disability.

# NECAP Table of Standard Test Accommodations

## 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 the DOE will result in no credit for impacted test sessions. Test coordinators are responsible for contacting the DOE 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.

Please contact your test coordinator if you have any questions about the use of any accommodation or modification.

# Test Accommodations - Computer Generated Responses

- Accommodation R4 allows students to answer test items on separate paper, a computer, or similar device. Like all accommodations, it is intended to be used on an individual basis – **not** for entire groups of students.
- Schools are not required to transcribe **computer generated** hard copy student responses to non-multiple-choice test items for students using accommodation R4. (Note: Responses on special-sized paper, paper with large lines, and the like **must still** be transcribed in order to be scored.)
- Student responses generated on a computer must be printed out and included with the student's answer booklet. Printed pages must follow the specifications outlined in Appendix E of the *Test Administrator Manual* in order to be scored.

Refer to Appendix E of the *Test Administrator Manual* for detailed specifications for the computer printouts.

# Test Administrator Responsibilities

## BEFORE TESTING

- Carefully read the *Test Administrator Manual* in its entirety
- Meet with your test coordinator to review the testing schedule, discuss arrangements for providing accommodations, and review the testing procedures
- Review the test materials you receive to be certain you have everything you need



Additional information regarding test administrator responsibilities before testing begins on page **3** of the *Test Administrator Manual*.

# Prior to Test Administration



Your test coordinator will provide you with a prepared set of test materials for the students you are assigned to test. When you receive these materials:

- Inventory and count all test materials. If you find you do not have enough materials or you notice any discrepancies, see your test coordinator.
- Do not separate the answer booklets from the test booklets since they are paired by test form.
- Ensure that each booklet has been clearly assigned to a specific student.
- Confirm that you have sufficient numbers of all materials needed for testing (#2 pencils, scratch paper, calculators, ancillary materials, etc.)
- If you are administering the test to a small group of students, confirm that you have been given the same form of the test for all of the students. (The form number is indicated on the test booklet cover and within the brackets on the bottom right corner of the answer booklet.)

# Materials and Devices Permitted and Prohibited During Test Administration



You and your test coordinator are responsible for providing an appropriate testing environment for the assessment.

## Reference Materials

- *Dictionaries/Thesauruses*: Are **not** allowed during **any** session of the assessment with the exception of word-to-word translation dictionaries as an accommodation for English language learners.
  - **NOTE: The use of word-to-word translation dictionaries is not allowed during any portion of the reading test.**
- *Multiplication Tables/Hundreds Chart*: During Session 2 and Session 3 only of the mathematics test at grades 3 through 8, schools may decide to provide students with the *NECAP Multiplication Table* and/or *NECAP Hundreds Chart*.
  - Combined use of the *NECAP Multiplication Table* and/or *NECAP Hundreds Chart* **together** with a calculator is **not** recommended since using all three is often unmanageable for students.
  - **NOTE: If schools decide to provide students with multiplication tables or hundreds charts, schools must use the official NECAP versions provided on each state's DOE website.**

# Materials and Devices Permitted and Prohibited During Test Administration



## Reference Materials

- Post-it® Notes: In the test booklet only, administrators or students may use Post-it notes to flag test session stop signs that students must not go beyond. It's important that Post-it notes be removed before the booklet is returned to your test coordinator.

Additional reference materials prohibited include those on classroom walls and/or printed or attached on student desks. These types of references should be removed or covered as they interfere with proper test administration and therefore, are prohibited.

# What if....

...my classroom is filled with reference materials that would be extremely difficult to remove during testing?



In order to provide a consistent test administration, these materials **must** be removed or covered. This includes materials posted on walls, taped to desks, prompts for individual students, etc. Leaving these materials accessible to students is a violation of testing procedures.

Consider creative ways to make these materials unavailable. Have students temporarily tape newspaper over large posted materials. Turn desks around. Post motivational signs over the reference materials. Remember to prepare your classroom ahead of testing.

# Materials and Devices Permitted and Prohibited During Test Administration



Devices such as pocket organizers, handheld or laptop computers, electronic writing pads or pen-input devices, cellular phones or other wireless communication devices, and calculators with “Qwerty” keyboards are prohibited.

## Devices

*Calculators* : The items on the mathematics test are designed to be solved without the use of calculators. The decision about whether or not to use calculators is made at the school level.

- If it has been decided to allow their use, calculators are permitted only during Sessions 2 and 3 of the grades 3 through 8 mathematics tests and Session 2 of the grade 11 mathematics test.
- Calculators are not permitted on Session 1 of the mathematics test.
- If your school does not have enough calculators for all students, students may use their own. Students may not share calculators during testing.
- A four-function calculator is sufficient; however, students may use a scientific or graphing calculator if it does not contain prohibited features.

Refer to page **7** of the *Test Administrator Manual* for additional information about prohibited features on calculators.

# Materials and Devices Permitted and Prohibited During Test Administration



## Devices

*Cellular Phones* : Are prohibited during any session of the assessment because most have the capability of photographing, video-recording, or audio-recording. These functions are a violation of NECAP test security policies, which prohibit duplication of test booklet and answer booklet content.

*Computers* : Are restricted only to be used by students who have been approved by a team for an accommodation that requires the use of a computer (e.g., accommodation R4) and/or those students who are participating in the online writing test at grades 8 and 11.

NOTE: All test items and all student responses in the NECAP tests are secure and may not be released, copied, or duplicated in any way, or retained once testing is completed.

# Materials and Devices Permitted and Prohibited During Test Administration



REMINDER: During testing, students may use **only** the materials permitted for the assessment. Allowable materials are listed in the *Test Administrator Manual* in the instructions for administering each test session.

Refer to pages **7 & 8** of the *Test Administrator Manual* for additional information about specific prohibited materials.



# Preparing Students for Testing

- Your students should be supported and encouraged to do their best during the testing period.
- It may be helpful to use the NECAP Practice Tests and the *Test Taking Tips for Teachers to Share with Students* (available on each state's DOE website) to familiarize students with the test format.
- Explain that all student answers must fit within the answer space or they will not be scored. Use the *NECAP Practice Test Student Answer Booklet* to familiarize your students with the size of answer spaces.
- If you typically instruct the group of students you will be administering the test to, it may be helpful to explain to the students the different role you have as a test administrator. You could say:  
"We are about to take an important test. During the test, my job is to make sure the test is the same for everyone. I won't be able to answer your questions the same way I do during our regular class time."

Refer to pages **8 & 9** of the *Test Administrator Manual* for additional information about preparing students for testing.

# Preparing Students for Testing

REMINDER: Although reviewing prior years' released items may familiarize students with the test format, using the **current** year's test materials is a violation of test security and testing procedures.

# Test-Taking Strategies for Students



During testing, a student may

- circle, underline, or mark text in the test booklet
- use Post-it notes to flag test session **Stop** signs, etc.
- use a plain (non-ruler) straight edge (e.g., scratch paper) to assist with visual tracking while they read

Reminders:

- Highlighters are not permitted for grades 3 and 4 because an integrated test/answer booklet is utilized. Highlighters are permitted at grades 5-8 and 11 in the **test booklet only**.
- Any Post-it notes or similar inserted material must be removed before the answer booklet is returned for scoring.



## Shortly before testing, you should

- identify a secure, locked location for storing test materials between test sessions
- encourage students to bring something appropriate (e.g., not subject-related) to read if they finish a test session early
- familiarize yourself with the session scripts that you will read to students during testing
- acquire a test booklet and answer booklet to use when reading the directions to students
- post a “Testing—Please do not disturb” sign on the classroom door
- remind students that this a secure test and the use of electronic devices is strictly prohibited

# Test Administrator Responsibilities

## DURING TESTING

- Ensure that students use only the test materials assigned to them
- Follow the instructions in the *Test Administrator Manual* to ensure a standardized testing environment
- Provide comfortable and adequate workspaces
- Provide accommodations as determined by the student's educational team prior to testing



# Test Administrator Responsibilities

## DURING TESTING (cont.)

- Maintain the security of test materials between sessions
- Notify your test coordinator when a student misses a session
- Notify your test coordinator of any testing irregularities

**Remember:** Do not allow students to handle test materials except when the student is actively testing. (For example, a student should not be handed a test booklet and told, “Take this to your small-group testing location.”)

# Giving Directions to Students



At the beginning of each test session, you will read scripted general test directions to all students. The scripts must be read exactly as they are written.

During the introduction to a session:

- you **may** repeat scripted directions for students as needed,
- you **may** check for understanding of scripted test directions before proceeding, and
- you **may** answer questions the students have about the directions.

# Why....



**...are students instructed to write their names on their answer booklets if it already has a student label on it or has bubbled information? Why are so many of the test session directions repetitive?**



Occasionally, a school returns an answer booklet that has a student label on it with conflicting bubbled information. When this occurs, the written name provided by the student is very useful to the states to help determine which student the answer booklet belongs to.

The directions are intentionally formulaic. Reading the scripts is an important component of ensuring a standard test administration across our four states. All students should be provided with the same instructions at the start of every test session, including make-up sessions.

# Monitoring Students During Testing



During testing,

- walk around the room to ensure students are working independently.
- check to be sure students are working in the correct session, marking answers in the appropriate answer spaces, and are stopping when they reach the **Stop** sign at the end of the session.



## Monitoring Students During Testing (cont.)

During testing:

- you **may** answer questions about the **very few** test navigation directions found inside the test booklet ('Mark your answer to number 15 on page 4', 'Go on to the next page', or 'Stop'.)
- you **may**, upon student request, pronounce single words in the mathematics and writing sessions only.
- you **may not** read entire sentences to students.
- you **may not** read anything to students during the **reading** test—including single words.
- you **may not** pronounce mathematical symbols or numbers written as numerals during the **mathematics** test.

# IMPORTANT REMINDERS FOR TEST ADMINISTRATORS

- Test Administrators may not help students in any way, except during the general instructions, Student Questionnaire, or as specified in the *Test Administrator Manual*. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.
- Once a student has completed a session and has handed in his or her answer booklet, test administrators may not look through the booklets to view student responses.
- When **students** attempt to turn in their answer booklets prior to the end of a test session, test administrators should instruct students to recheck their answer booklet for unintentionally skipped items, stuck pages, or misplaced answers before accepting the answer booklets.

## What if....



**...a student arrives for testing with an injury to his arm? Does the student still need to be tested?**



Yes. The student may utilize a Response (R) accommodation following a quick consultation with the principal and parents (abbreviated team meeting). You must seek DOE approval and further instruction if a scribe will be utilized for the writing test.



## What if....

**...midway through a test session an unexpected interruption occurs (a student becomes ill/a fire alarm goes off/a student becomes distraught)? When testing is resumed should the student(s) pick up where the interruption occurred?**



Inform your test coordinator of the situation as soon as possible. The test coordinator should contact the DOE for guidance. There are many factors to consider in order to determine the correct response depending on the situation. Has the student been exposed to items the student hasn't answered yet? Has the student had an opportunity to discuss the test session with other students? How soon will it be possible to resume testing?



## What if....

### ...as you are monitoring the students, you discover a student has worked beyond the expected stopping point for a session?

Hopefully, this will not happen since you will be actively monitoring students during each test session, but if it does please follow these steps:

- Step 1: Instruct the student to stop testing right away.
- Step 2: Record which question the student answered last.
- Step 3: After the session is over, speak with the student about **Stop** signs in the test booklet.
- Step 4: Remind the student not to discuss any items with other students.
- Step 5: When testing resumes, the student may work forward from their earlier stopping point but may not change the answers to any questions previously answered.

Reminder: Your test coordinator should contact the DOE if a student inappropriately shares information about questions in upcoming sessions with other students.

Tip: Prior to testing, use a Post-it to mark the last page of the session.

# What if....

**...you notice while monitoring a test session that a student's answer extends outside of the answer space? Can the student erase the answer and rewrite it so it will fit?**



<p>No. Do not have the student erase any answers.</p>	<p>Please remind the student that his or her answer must fit in the answer box.</p>	<p>Contact your test coordinator. The test coordinator should then contact the DOE for instructions.</p>
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# What if....



...a student hands in his answer booklet before the session has ended and I notice he has not answered several items? Can I hand it back and instruct him to finish?



No. You may not look through the answer booklets to view student responses. You may not instruct an individual student to make changes (of any type) to his or her answer booklet.

When a student attempts to hand his or her answer booklet to you before the end of the test session, you should instruct him or her to recheck it for skipped items, stuck pages, or misplaced answers before accepting it.

# Test Administrator Responsibilities

## AFTER TESTING

- Ensure that a test booklet and answer booklet have been collected from every student, in addition to the copy you used during test administration.
- Follow the detailed instructions in the *Test Administrator Manual* when preparing your set of test materials for delivery to the test coordinator.
- Provide student information on the answer booklets as instructed by your test coordinator. This includes student identification information, accommodations, and not-tested reasons.
- Confirm that any answers requiring transcription have been properly transcribed and no additional pages have been taped, stapled, pasted, or otherwise attached to the answer booklets.



Additional information is included in the “After Testing” section of the *Test Administrator Manual*.

## Preparing Braille and Large Print Materials for Return

- Braille and large print versions of the test come with a standard-size test booklet and answer booklet.
- Some students who use Braille/large print versions of the test also use additional technology tools to produce their written responses.
  - If the student produces responses using a computer, follow the instructions for computer generated responses provided in the *Test Administrator Manual*.
  - If the student produces responses using some device other than a computer, the responses **must** be transcribed in the accompanying answer booklet in order to be scored.
- The Braille/large print version and standard-size version of the test must be returned to the test coordinator together.

# Preparing Computer Generated Responses for Return

- Computer generated responses from students who use accommodation R4 do not need to be transcribed into their answer booklet.
- Detailed specifications for the computer printouts must be followed. These include:
  - Limiting one response to a single page
  - The student's name, state student identification number, booklet number, content area, and item number must be on each page
  - Inserting the computer generated response printouts in the answer booklet

Refer to Appendix E of the *Test Administrator Manual* for detailed specifications for the return of computer generated responses.

# Special Handling



Your test coordinator may need to place certain materials in an envelope marked “Special Handling”.

- Materials that require special handling are defined as any answer booklets that are non-standard. A detailed note explaining why the booklet needs special handling **must accompany every booklet**.
- Examples of non-standard booklets include, but are not limited to:
  - torn booklets,
  - booklets that are damaged or got wet during testing, or
  - multiple test forms or answer booklets used by one student.
- Booklets that do not require special handling include:
  - Voided booklets
  - Unused booklets
  - Booklets for students who withdrew from or enrolled in the school after October 1, 2013
  - Booklets where standard test accommodations were used

If you have any of these materials, organize them together with a note and return them to your test coordinator.

# Preparing Test Materials for Delivery to the Test Coordinator



- This is a final opportunity for you to confirm that all necessary documentation has been completed and all secure materials are being returned in good condition.
- Deliver all secure testing materials to your test coordinator, along with a reminder of any students who missed sessions and have not yet taken makeup sessions.
- After testing is finished, please complete the online *Test Administrator Questionnaire*.

Refer to the *Test Administrator Manual* for complete instructions on returning test materials to the test coordinator.

# Test Security



All test items and responses to those items in the New England Common Assessment Program are secure and may not be copied or duplicated in any way, or retained in the school after testing is completed.

Any concern about breaches in test security must be reported immediately to the test coordinator and/or principal. The test coordinator/principal is then responsible for reporting breaches to the district superintendent and state director of assessment at the DOE.

