**LEA Testing Plan**

LEA: Public Schools of Robeson County LEA Accountability Director: Bobby A. Locklear

Other LEA Testing Staff: Cindy Lewis, Lead Teacher

Joyce Locklear, Secretary

LEA Test Coordinators shall ensure a written testing plan for the school system is developed and disseminated to each school before the beginning of the school year. Plans should also be available in an electronic format and include “Sample” documents completed by the LEA/school and used as documentation for the testing plan. The LEA Testing Plan clarifies local procedures; testing staff are still required to read and follow all testing publications related to state assessments*.*

**School Test Coordinators and Counselors**

* The principal or principal’s designee (i.e., an employee of the school/school system who has professional training in education and the state testing program) shall serve as school test coordinator. Staff serving in the following roles may serve as school test coordinators (STC): Principals, Assistant Principals, Teachers, Media Coordinators, Support Staff
* Per G.S. 115C-316.1, school counselors may not coordinate any standardized testing. School counselors may serve in the roles of test administrators or proctors.

**Test Administrators and Proctors**

* All test administrators must be LEA/school employees with professional training in education (preferably certified personnel) who have attended the test administrator training session with the STC.
* Individuals serving in the capacity of long term substitutes are not allowed to serve as test administrators, even if they are retired teachers.
* Proctors may be school employees or trusted parents/community members who are not currently enrolled at an NC public high school and have attended a proctor training session; they must be age 18 or older and may not proctor with a test administrator who is a relative, close friend, teachers of the same subject (i.e., Grade 8 Science Teacher proctoring for another Grade 8 Science Teacher) or direct supervisor (i.e., a teacher assistant proctoring for his/her regular classroom teacher).
* A trained proctor must be assigned and present for each state test administration (except ACT and PreACT) regardless of the number of students being tested. ACT and PreACT only require a proctor if more than 25 students are in the test setting. The proctor assigned for state test administrations can be either (1) a one-on-one, full-time proctor or (2) a roving proctor.
* Administrators and proctors must be trained before every test.
* The LEA will use the following procedures for roving proctors for North Carolina Final Exams only and will assist up to three test administrators in three testing rooms:
  + Roving proctors will not be responsible for more than three, centrally located classrooms.
  + Roving proctors will spend the first 15 minutes to rotate between their three classrooms. Then the proctor should be scheduled a minimum of 30 minutes in each room before rotating to the next room to proctor.
  + Test settings served by a roving proctor cannot have more than a typical classroom size group of students.

**Training**

* The LEA Test Coordinator will provide annual accommodations and security training to Principals, STCs, EC, EL, 504 Coordinators in the fall of each year. STCs will then train all school instructional personnel. Training materials and sign in sheets for each school will be kept at the Testing Department
* The STC trains all proctors at least one week prior to first day of testing. Proctors sign a sign-in sheet and a *Testing Code of Ethics* sign-off sheet (or Materials Check-Out sheet).
* The STC trains all potential test administrators at least one week prior to the first day of testing. Administrators will sign a sign-in sheet. The school principal is encouraged to attend test training.
* At least one week prior to testing, the STC trains all test administrators on the use of any specific accommodation offered in their assigned test setting.

**Test Materials Security**

Materials Handling and Storage Procedures

* Upon arrival in the LEA, test materials are counted by Testing Staff; any discrepancies will be faxed to TOPS within 5 days of the shipment arrival.
* Test materials are stored at Testing Department until needed and after use until securely destroyed; used and scanned answer sheets are stored at Testing Department for at least 6 months following testing.
* Testing Staff counts out and packages test materials for the schools.
* The STC picks up test materials from Testing Department, not more than 10 days prior to the first day of testing; the STC counts all materials and then signs for receipt of the materials.
* STC stores materials in a locked, secure, limited-access location at the school until needed for testing.
* On test days, the STC distributes test materials to test administrators only. The STC has a system in place for test administrators to count, document the count in writing, and sign for materials prior to testing. After testing, the STC or designee counts, document the count in writing, and sign materials back in at the end of each testing session.
* Test materials may not be left unattended at any time and may not remain in classrooms after testing is finished. Information written on Review of Accommodations forms and used blank paper and graph paper may not be visible in any testing site.

Reviewing and Processing Test Materials Procedures

* Test administrators enter special codes and check student answer sheets after testing, including form number, 504 or Transitory Impairment Plan codes, accommodation codes, and Grade 3 EOG codes.
* This process must be completedunder secure conditions (3 or more school personnel present) and without test booklets present.
* The STC prepares materials for scoring as follows:
  + Package each grade or subject’s documents separately.
  + Place a properly completed header sheet on top of each tested section’s answer documents.
  + Alphabetize the student answer sheets under each header.

School Materials Return

* The principal, STC, or back-up STC may bring answer documents to central office for scanning.
* The STC returns testing materials within 5 days of last day of testing; Testing Staff counts and signs materials in.

LEA Materials Destruction Procedures

* Once designated by the state for destruction, LEAs must securely destroy test materials using one of the following methods: shredding, secure recycling, observed landfill burial (i.e., by two or more designated school personnel), and/or incineration.
* This LEA will use the shredding method for destroying test materials. Certificate of Destruction serves as the verification that materials have been destroyed.

**Testing Environment**

* STC checks all test administration sites and hallways prior to the first day of testing to ensure all information on tested content areas and test-taking skills has been removed from the walls.
* Test administrators report all concerns about lighting, temperature, etc. to the school principal in time for maintenance staff to take care of the situation.
* Bells at the school are turned off during testing.
* Internet activity is at a minimum during online testing.
* All intercom announcements and phone calls to/from testing rooms stop during testing.
* STC, principal, and other designated personnel are visible in hallways during testing; they monitor individual testing rooms as they patrol the hallways.
* LEA TC and other LEA administrators visit some schools during testing for self-monitoring; LEA TC is available at all times during testing for testing emergencies.
* Food and drink for TAs and Proctors only are permitted in test sites.

**Accommodations Documentation**

Review of Accommodation Forms- 504, LEP, and IEP case managers complete the left side of the *Review of Accommodations Used During Testing*. At least 30 days prior to each test administration, case managers provide a current copy of the form for all students with accommodations to the STC. Immediately after testing, the test administrator giving the assessment completes the right side of the form. Purposes for the form include:

* Documentation of accommodations required, provided, and used during testing
* Data collection for future accommodations decisions

Accommodation Entry in PowerSchool- Accommodation information in PowerSchool derives from two sources:

1. IEP: For students with an IEP, the accommodation information is transferred automatically from CECAS. The EC Staff at each school is responsible for entering and updating the plan details and accommodations information into CECAS for each EC student.
2. 504 and LEP: The School Data Manager for students with a 504 or LEP plan is responsible for entering the special program participation and the accommodation in the appropriate pages in PowerSchool. Unlike IEP data, PowerSchool is the authoritative source for 504 and LEP accommodation data.

* For each school year, the initial entry of special program assignment and accommodations must be completed by October 1 for returning students. PowerSchool entries for special program participation and accommodations must be made by the first of each month following initial assignment to a special program, annual review of the plan, and/or the addition of accommodations. Care must be taken to make certain that the start and end dates are correctly entered; PowerSchool defaults the accommodation start date to the current date and the end date as the last day of the school year.

Accommodations Self-Monitoring

The LEA uses the following procedures for self-monitoring to ensure all documented, required accommodations were provided to students and to what extent the accommodations were used by the students during the test administrations:

* The STC designs a test plan that provides the appropriate accommodations to each student.
* The STC makes sure that each Test Administrator completes the right side of the form immediately following the test session.
* The STC returns the original copy of the form to the student’s case manager to be filed with the IEP, LEP, 504 or transitory impairment plan.
* Central office staff who monitor schools during testing will check accommodation groups.

**School Testing Plans and Self-Monitoring Procedures**

* The STC submits a school testing plan to LEA TC prior to the first day of testing.
* Central office staff members visit schools during testing with the goal of preventing any avoidable irregularities and to ensuring that there are no errors in the coding. These staff members need to have access to the test plan upon their arrival and use the following self-monitoring procedures:
* Make sure Test Coordinators are accessible.
* Before testing starts, ask a couple of students in online EOC settings if they watched the online tutorial video and had a chance to do the sample test items on the computer they will be using.
* Check to see if the bells are turned off.
* Each testing site should have a DO NOT DISTURB sign on each door.
* Check to see if there is a Test Administrator in each room.
* Check to see if there is a Proctor serving each room. Roving proctors are permitted with these conditions:
  + The roving proctor may serve no more than three centrally located classrooms
  + Test Administrator cannot be teacher of subject area tested (science teacher cannot administer any science test)
  + Proctor rotates every 30 minutes
* Observe whether or not each Test Administrator is providing a positive test‑taking climate.
* Check to see if there are enough testing materials (i.e. scratch paper, calculators, etc.)
* Be sure the Test Administrator and Proctor remain in the room moving quietly around the testing site monitoring students.
* Students should not receive instruction related to the concepts measured by the tests on the morning prior to or during the test administration session.
* Classroom displays that provide information regarding the content being measured by the test or test taking strategies should be covered or removed.
* Do not allow visitors in the testing site while testing. (Monitoring staff are not visitors)
* Windows on doors should be uncovered and doors should be unlocked.
* Report any noise or disruptions.
* Randomly select 5 students receiving accommodations during each testing period. Pull the IEP, LEP 504, or transitory impairment plans. Make sure that the accommodations each student is receiving matches those listed on the plan and those listed on the Review of Accommodations sheet. Record the information from the IEP, LEP, or 504 plan, accommodations listed on the Review of Accommodations form, and the accommodations observed in the testing site on the Self-Monitoring Report Form.
* Complete the Self-Monitoring Report Form for each testing period and deliver or fax to the LEA TC.

**Test Irregularities Reporting Procedures**

* The test administrator or proctor report any alleged testing violation or testing irregularity to the school test coordinator on the day of the occurrence.
* The test administrator and proctor sign the Materials Check-Out Form following each administration to verify that they have reported all testing irregularities.
* The STC contacts the LEA TC immediately with any allegation of a testing violation.
* The STC then conducts a thorough investigation and complete a report of testing irregularity. The LEA TC ensures submission of the report through the Online Testing Irregularity Submission System (OTISS).
* If a student refuses to use a documented accommodation or if the student is not offered a documented accommodation, the school must obtain a written statement from the parent/guardian prior to receiving score results. The statement indicates whether the parent waives the right to have the student retested or will accept the score results from the initial administration. (See the sample Test Irregularity Parent Notification Form.)
* The OTISS report is submitted to the Regional Accountability Coordinator within five days of the irregularity occurrence.

**Pre-coded student answer documents and student information corrections in PowerSchool (p. 36)**

* The LEA TC ensure that all answer documents are electronically pre-coded using MEMBER files pulled from PowerSchool. Prior to testing, the STC will identify any students who enrolled after the date of the MEMBER file used for precoding and ensure that a staff member hand-bubbles the pre-coded information on the student’s answer document.
* Schools will utilize the attached Materials Check-Out Form to document any reports of inaccuracies in pre-coded information that needs to be reviewed in PowerSchool. The STC will share this information with the data manager.

**Online Testing**

* Schools decide as early in the school year as possible which assessments will be given online and which will be given on paper. The format of each test is included on the school test calendar that is shared with students, staff, and parents.
* Schools ensure every student participating in an online assessment has completed the Online Assessment Tutorial for the associated assessment at least one time at the school before test day.
* The test administrator ensures any information from the test saved or cached on any network appliance or computer is purged or deleted immediately following the completion of the test administration. To ensure this step, all devices are to be shut down after each test administration.

**District Plan to Log In Students for an Online Test via NCTEST**

**NCEducation Account Information**

* NCEducation usernames and passwords must remain secure at all times throughout the school year.
* Students must not have access to usernames and passwords by either posting on the board or projecting in the classroom.
* Students must not be responsible for entering username and password in the NCTEST App or Secure Browser.

**Options for Log In Process for NCTEST App**

The Principal and School Test Coordinator will select from the options listed below. If Option 1 is selected, then the entire school must follow this process. A school may choose a combination of Option 2 and 3 as long as the School Testing Plan reflects their choice.

* Option 1 – Students remain outside the classroom until the test administrators has logged in all students on computers/tablets with screen set to START Page.

* Option 2 – Students are seated in their respective testing sites. The Test Administrator removes devices from cart, logs in each student then carries the device to the student with the device set on the START Page.
* Option 3 – Students remain in the classroom (computer lab) standing away from the devices. The Test Administrator then logs in each device and directs each student to their respective device set on the START Page.

If Option 2 or 3 are chosen, then the Proctor must be in the testing site prior to the Test Administrator beginning the process.

**Arrangements for Completing Make-ups**

* Every eligible student must take the state assessment. STCs develop school-based plans to ensure that ALL eligible students participate in the appropriate tests.
* Students under suspension are required to take the appropriate state assessments. The school makes arrangements to test these suspended students in a location (e.g., central office, home, school after-hours) that is mutually agreeable to parent/guardians.
* Each test administrator takes attendance and reports absences prior to starting the test session.
* The STC designates someone to contact all students absent from the test session.
* Make-up testing occurs on days immediately following the regular test administrations.
* If a student is absent from the initial make-up test session, the STC schedules another make-up session to ensure that the student is tested.
* Except for ACT, make-ups may occur ten school days after the date of the initial test administration. Make-ups can occur on teacher workdays.
* The STC must provide a thorough written explanation for each eligible student who is not administered the state assessment. (See Sample “Students Absent from Make-Ups for State-Required Assessments” form).

**LEA E-mail and FERPA protocol**

* The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. According to the *State of North Carolina Statewide Information Security Manual*, “All confidential information shall be encrypted when transmitted across wireless or public networks.” E-mail privacy, without some security precautions, can be compromised. Therefore, school e-mail communications cannot contain Personally Identifiable Information (PII). For additional information, please see NCDPI *Transmitting Private Information Electronically* publication.
* To protect the confidentiality of individuals from those who do not have access to individual level data, PII should be transmitted using one of the following methods:
* Encrypted Files,
* Password Protected Files, (as long as the password is not contained within the email, file, or on the electronic device containing the data)
* Secure FTP Servers, and
* Emailed files only if encrypted and/or password protected using strong passwords (example: mixed case, special characters)
* The LEA process for transmitting PII, including test scores is secure website.

**School-wide Emergencies**

Sometimes schools experience severe weather, bomb threats, gas leaks, or other situations that interrupt state assessments. During such events, the safety of students always takes precedence. However, maintaining test security to the maximum degree possible during an emergency requires careful planning beforehand to minimize the potential for invalidating the test results and requiring a retest of all students at a later date.

1. Follow safety guidelines as dictated by the school’s emergency response plan.
2. If test materials have been distributed, direct students to quickly place answer documents, cover/work sheets, and all other test materials such as graph paper or formula sheets inside their test books.
3. As students exit the room in a single file, collect all testing materials from each student and quickly secure them. If students are taking an online test, ask each student to press the “pause” button.
4. As students exit, note of the time of day and the amount of time elapsed since the beginning of the test. Record that information on the cover of the Test Administrator’s Guide and include it in with the collected students’ materials.
5. It is essential to prohibit talking between students, if you reasonably expect to return to the building and resume the testing activity.
6. After the emergency has ended and students returned to their classrooms, testing can be resumed, only if it is possible to complete the tests as required during that same day. If the tests are to be completed immediately, materials will be redistributed and testing resumed with students given the allotted remaining time for the test.
7. The STC must contact the LEA TC as soon as possible to properly document the incident and provide the details needed for determining if a misadministration may have occurred.

**Process to Request Testing Outside the Test Window**

1. Under the following *rare* circumstances, exceptions may be permitted to test a student outside the state-designated testing window, including make-up dates:
   1. **Special Circumstances**: Examples: Family emergency, family relocation, surgery/medical procedure scheduled during the test window, etc. In these cases, first the school principal must determine if they will allow course or grade work to end early and grant credit for course. For high school EOC and NCFE subjects, the EOC or NCFE test score must be used as the course exam in the final grade calculation.
   2. **IEP/504 Plan Documentation:** Per G.S. 115C-174.12(a), exceptions shall be permitted to accommodate a student’s IEP or 504 Plan. In these cases, the need for additional time beyond the window must be documented in the student’s IEP or 504 Plan. Example: Multiple Test Sessions over multiple days that will need to extend beyond the test window.
2. Parent/Guardian and Student Request Form: The parent/guardian must complete, sign, and submit the form, ***Parent/Guardian Request for Testing outside the Scheduled Test Window and Test Security Documentation****.* Staff will make every effort to process the request as soon as possible, but parents should allow 3-4 weeks.
3. School Principal must determine if student will be permitted to close out the semester for the student when he/she withdraws and provide final averages and credits for the courses in which the student was enrolled.
   * If the principal **is not** willing to close out the semester for the student who is leaving, the principal denies the early testing request. The parent must enroll the student at his/her new school in order to complete the semester. (The process stops here.)
   * If the principal **is** willing to close out the semester for the student and award course credits, move to #4 below.
4. School Submission to District Testing Office: The principal and school test coordinator must complete, sign, and submit the form, ***School Principal Request for Student to Test Outside of the Scheduled Window*** with the following attachments:
   1. ***Parent/Guardian Request for Testing Outside the Scheduled Test Window and Test Security Documentation form*** signed by the parent/guardian and student
   2. **Other required documentation** as specified on the ***School Principal Request for Student to Test Outside the Scheduled Window form****.*

The LEA Accountability/Testing Coordinator will notify the school principal and school test coordinator as to whether the request has been approved or not approved. If request for testing outside of the test window is approved by NCDPI, the requested test(s) must be administered on the last day(s) of school attendance or date specified by the LEA Accountability/Testing Coordinator. All state and local policy and procedures for materials and testing must be followed by school staff. If the request is not approved by the LEA Accountability/Testing Coordinator or NCDPI Regional Accountability Coordinator, the school principal will be notified that testing must not be provided outside of the test window.

The school principal and/or school test coordinator must notify the parent/guardian as to whether the request has been approved or not approved.

**Testing Plan Documents**

**School Test Plan**

* School Name:
* Building Level Test Coordinator’s Name:
* Backup Test Coordinator:
* Test:
* Date of Test Administrations:
* Make-Up Day:
* Test Training Date and Time:
* Log In Student Devices (please circle): Option 1 Option 2 Option 3

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| **Date** | **Test Name** | **Room #** | **Administrator** | **Proctor** | **# of Students** | **Special Setting?** |
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* What locked, secure storage area will be used for test materials?
* Where will test administrators pick up and return test materials?
* What are the procedures (when, where, how) for editing of test materials that ensure three or more school personnel present?

Building Level Test Coordinator’s Signature:

Principals’ Signature:

Date of Signatures:

**Sample School Test Plan**

* School Name: ABC Elementary
* Building Level Test Coordinator’s Name: Susie Coordinator
* Backup Test Coordinator: Jimmy Back-Up
* Test: EOGs
* Date of Test Administrations: May 25-26, 28
* Make-Up Day: May 28
* Test Training Date and Time: May 10, 3:00-4:00

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| **Date** | **Test Name** | **Room #** | **Administrator** | **Proctor** | **# of Students** | **Special Setting?** |
| May 25 | Gr. 3 Math EOG | 14 | M. West | C. East | 24 | No |
| May 25 | Gr. 4 Math EOG | 15 | D. North | T. South | 25 | No |
| May 25 | Gr. 4 Math EOG | 16 | N. January | R. Smith | 5 | Yes |
| May 26 | Gr. 3 ELA EOG | 14 | M. West | C. East | 24 | No |
| May 26 | Gr. 4 ELA EOG | 15 | D. North | T. South | 25 | No |
| May 26 | Gr. 4 ELA EOG | 16 | N. January | R. Smith | 1 | Yes |
| May 27 | Make-Up Testing | 20 | J. Haley | B. Burke | ? | No |
| May 27 | Make-Up Testing | 21 | C. Southeast | F. Southwest | ? | Yes |
| May 28 | Gr. 3 ELA Retest | 20 | J. Haley | B. Burke | ? | No |
| May 28 | Gr. 3 ELA Retest | 21 | C. Southeast | F. Southwest | ? | Yes |

* What locked, secure storage area will be used for test materials?

Materials will be stored in the vault room in the main office. During testing, all keys will be collected, so that only the school test coordinator and the principal can access this space.

* Where will test administrators pick up and return test materials?

Test administrators will pick up and return materials in the media center.

* What are the procedures (when, where, how) for editing of test materials that ensure three or more school personnel present?

Test administrators will edit test materials in the media center with the test coordinator and back-up test coordinator present when they return materials for check-in.

Building Level Test Coordinator’s Signature: Susie Coordinator

Principals’ Signature: Alexandra Boss

Date of Signatures:May 1, 20XX

**Special Setting Test Administration Site Plan**

# School: \_\_\_\_\_\_\_\_\_\_\_

# Test: \_\_\_\_\_\_\_\_\_\_\_

# Test Date: \_\_\_\_\_\_\_\_\_\_\_

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| **Room #** | **Administrator** | **Proctor** |
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| **Student** | **EC/LEP/504** | **Accommodations** |
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Sample Special Settings Test Administration Site Plan

# School: ABC Elementary\_\_\_\_

**Test:** Math EOG\_\_\_\_\_\_\_\_\_

**Test Date:** May 25, 2010\_\_\_\_\_\_

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| **Room #** | **Administrator** | **Proctor** |
| 16 | N. January | R. Smith |

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| **Student** | **EC/LEP/504** | **Accommodations** |
| E. Plumb | EC | R. Aloud, Sep. Setting (Sm. Grp), Ext. Time |
| T. Dowe | 504 | R. Aloud, Sep. Setting (Sm. Grp), Ext. Time |
| J. White | EC | R. Aloud, Sep. Setting (Sm. Grp), Ext. Time |
| S. Dey | EC | R. Aloud, Sep. Setting (Sm. Grp), Ext. Time |
| S. Baio | LEP | R. Aloud, Sep. Setting (Sm. Grp), Ext. Time |
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**Test Administrator Training Sign-Off Sheet**

# School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

# Facilitator(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Test NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name**  **(print)** | **Signature** | **Received**  **Manual**  **(initial)** | **Received Accommodations Training**  **(initial)** |
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**Proctor Training Sign-Off Sheet**

# School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

# Facilitator(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Test NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name**  **(print)** | **Signature** | **Received**  **Proctor Guide**  **(initial)** |
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**Accommodations Acknowledgement**

I am a: (circle one) Test Administrator Proctor

Test Name: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will be in a special setting test administration in which the following accommodations will be used:

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I have received training on administering/proctoring each of the above accommodations and agree to use them properly during this test administration.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Name of School

Public Schools of Robeson County Testing Department

Classroom Distribution Checklist

Teacher: Subject:

Period: Date:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Before testing | | | | |  | After testing | | | |
|  |  | Number Distributed | | Number Received | |  | Number Returned | | Number Received | |
|  | Form  Letter | Books | A/S | Books | A/S |  | Books | A/S | Books | A/S |
| Form \_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |
| Form \_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |
| Form \_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |
| Form \_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |
| Test Administrator’s Guides |  |  | |  | |  |  | |  | |
| Graph Paper |  |  | |  | |  |  | |  | |
| Reference Tables |  |  | |  | |  |  | |  | |
| Large Print |  |  | |  | |  |  | |  | |
| Braille |  |  | |  | |  |  | |  | |
| School Test Coordinator Signature |  |  | |  | |  |  | |  | |
| Test Administrator Signature |  |  | |  | |  |  | |  | |
| Time Out |  |  | |  | |  |  | |  | |
| Time In |  |  | |  | |  |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Irregularity Report Today? | YES | NO |
| Students Absent Today | |  | Students involved | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |

|  |
| --- |
| Comments? |
|  |

Proctor’s Signature Date:

**Test Irregularity Parent Notification Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student: |  | | | | | | Grade: |  |
| Test and Subject: | |  | | PowerSchool ID: | | | |  |
| Teacher: |  | | | | Test Date: | | |  |
| School Test Coordinator (STC): | | |  | | | STC Phone: | |  |

**The following test irregularity occurred during testing today which invalidates your child’s test results.**

**Therefore, your child’s test will not be scanned or scored and your child is scheduled to retake the test on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Description of Test Irregularity:

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Waiver of Right to Retake the Test**

In some cases, you may choose to waive the right for your child to retake the test and accept the scores from the test already taken. Please sign and return this form to the school test coordinator before the date listed above. If this form is not returned by the above date, the test will be re-administered to your child as indicated. *Note: The test already taken is deemed invalid and will not be scanned or scored unless you choose to waive the right for your child to retake the test.*

|  |  |
| --- | --- |
|  | I would like for my child to retake the test. I understand we will not receive results from the original test. |
|  |  |
|  | I do not want my child to retake the test. I understand that the results from the test already taken will be used. Furthermore, I understand I am waiving the rights for my child to retake the test. |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Parent Signature |  | Date |

*Note to staff: This document should be scanned and attached to the OTISS report.*

****

**Self-Monitoring Report Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK ALL BOXES THAT ARE OBSERVED; INCLUDE EXPLANATIONS FOR ANY AREAS NOT OBSERVED**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Test Notebook in Office |  | Notebook includes copy of test plan |  | DO NOT DISTURB signs on each door |  | Proctor/Roving Proctor assigned to all test sites |
|  | Notebook includes Review of Accommodations During Testing forms |  | Notebook includes copies of CECAS Testing Participation Report |  | Test Administrator and Proctor monitoring students |  | Classroom displays covered or removed |
|  | Notebook includes copies of 504 and LEP plans |  | Bells turned off |  | Positive test-taking environment |  | All materials provided (calculators, paper, pencils, etc.) |

Test Session

\_\_\_\_ This test was conducted in accordance with the accepted practices of standardized testing.

\_\_\_\_ This test had some irregularities and/or findings as listed below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodations

Choose three students at random who are receiving accommodations on the test and complete the chart below.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name | Type of Plan (504, LEP, IEP) | Accommodations Viewed on the “Review of Accommodations” form | Accommodations Observed in Test Site |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Monitor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monitor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **School Code / School** |
|  |  |  |  |  |  |  |  |
| **Students Absent from Make-Ups for State-Required Assessments** | | | | | | | |
| *The STC must list all students ABSENT from Make-ups on this form. If 100% tested for EOCs, EOGs, and NCFEs, write NO ABSENCES.  For Online Tests, the STC must code the student ABSENT from ALL Make-ups in NC Education also. For Paper/Pencil tests, the STC must code the ABSENT bubble on the answer sheet also and return it to the district testing office for scanning.* | | | | | | | |
| # | **Last Name** | **First Name** | **POWER SCHOOL ID** | **Grade** | **Subject** | **Classroom Teacher** | **Reason Student is ABSENT from Testing** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *My signature below indicates that I understand it is the responsibility of the principal and school test coordinator to ensure that ALL eligible students are tested. Every effort was made  to test students listed above and/or student was no longer available to be tested. Reason for not testing is stated clearly under "Reason Student is ABSENT from Testing".* | | | | | | | |
|  |  |  |  |  |  |  |  |
|  | | | |  |  |  |  |
| School Test Coordinator Signature / Date | | | |  |  |  | Principal Signature / Date |