



South Dakota Assessment Workshop

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Assessment Director

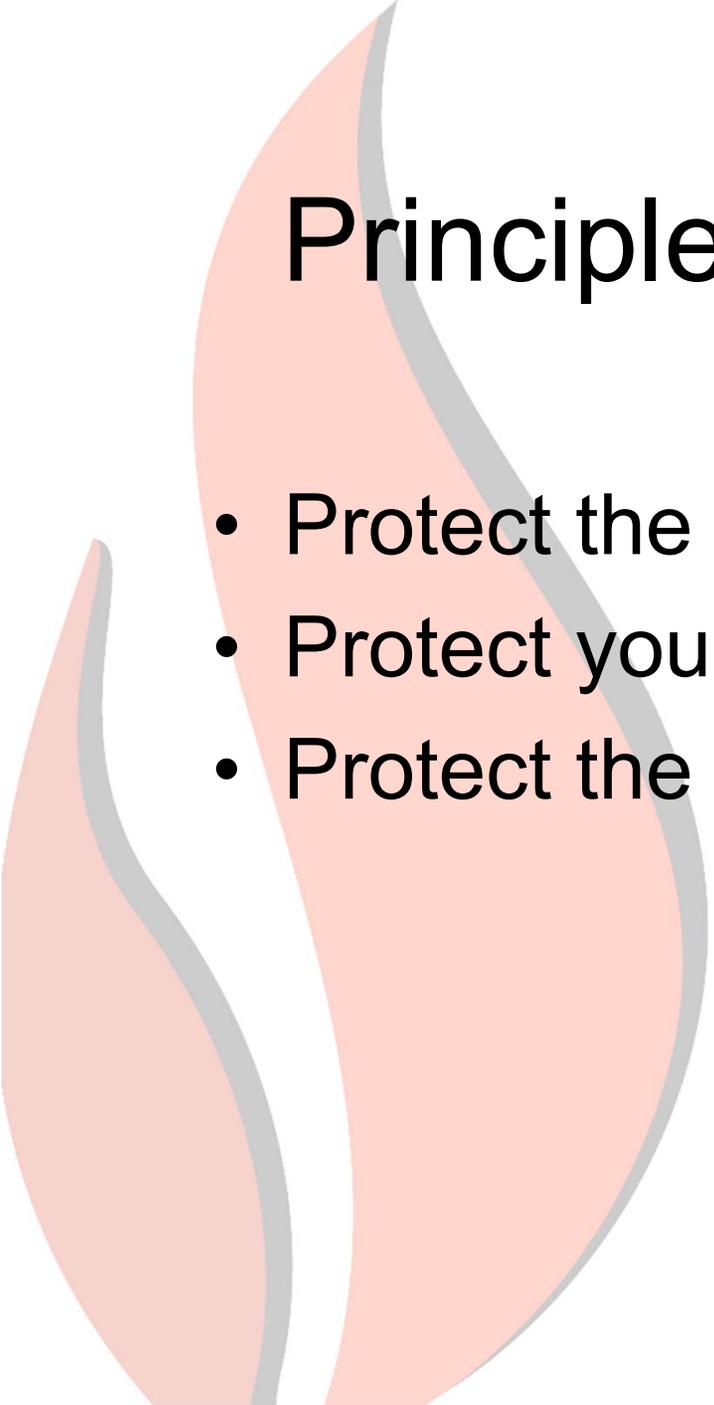
South Dakota Department of Education

Overview of the Day

- DSTEP Science and other state testing updates
- Smarter Balanced Overview
- Lunch on your own
- Smarter Balanced Administration

Security, Irregularities, and Medical Exceptions

- Test security is critical.
- Test irregularities must be documented.
- Medical exceptions must be filed in timely manner for Science.
- If a student needs a medical exception for Science and for Smarter Balanced, there will need to be two exceptions filed.



Principles of Test Security

- Protect the student
- Protect yourself
- Protect the test

Test Security

- Test Security relies on the professional integrity of everyone across the state. No student should have the advantage or disadvantage based on how or where the test was administered.
- All students test booklets and answer docs are secure at all times and may not be copied or duplicated in any way.
- Using secure test materials to prepare students in any way for this test is a direct violation of test security and testing procedure.

Test Security Forms

- Everyone **MUST** go online and complete the form before given access to assessment

- <https://docs.google.com/a/pearson.com/spreadsheets/viewform?formkey=dFZLNmhOZEFvU0hpcnQ4R1ZLckp3SXc6MA#gid=0>

- If needing names of who completed the form, let me know.

- This form is for DSTEP Science, DSTEP-A and Home School

Test Security

- Anyone administering the Dakota STEP and Smarter Balanced MUST be trained
- Paraprofessionals will not be allowed to administer Smarter Balanced. They may assist in proctoring.
- Non-district employees cannot administer the Dakota STEP or Smarter Balanced.(i.e. volunteers)

DSTEP Science Test Security: Three Basic Activities

- Test Security is everybody's responsibility
 - Keep test booklets in a secure location before, during and after testing
 - Keep track of and return ALL test booklets used and unused
 - Report suspected testing irregularities to the SDDOE immediately

Test Security - Standardized

- Secure all booklets
- Teachers/paras read ALL instructions in the DFA (Directions for Administering)
- NO assistance to students once test has begun
 - May read directions only
 - Cannot pronounce words
 - Cannot give any assistance to student

DSTEP Science Test Security Procedures

- Ensure that all individuals who will be involved with the assessment understand the importance of test security and adherence to standard test administration procedures. This includes special education teachers.
- Inventory test booklets when they arrive at your school. Keep an on-going inventory of materials as they are distributed and returned each day.
- Never leave students alone with testing materials. Do not allow students to carry test materials from room to room.

DSTEP Science Testing Irregularities

- A testing irregularity is:
 - Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data
 - Includes any actions or precautions that vary from directions specified in the DFA or TCH

DSTEP Science Testing Irregularities

- Reporting Testing Irregularities
 - Teacher/para must report potential testing irregularities/breaches immediately to district testing coordinator
 - District Testing Coordinator must then immediately report to the SDDOE Assessment Director using Testing Irregularity form
 - https://docs.google.com/forms/d/1-vhmJPV8ax6sb6l6_4K0YBicQKODIhiWx2smF3mKIPo/viewform
 - Form must be completed online within 24 hours of reported testing irregularity to you.

Medical Exemptions

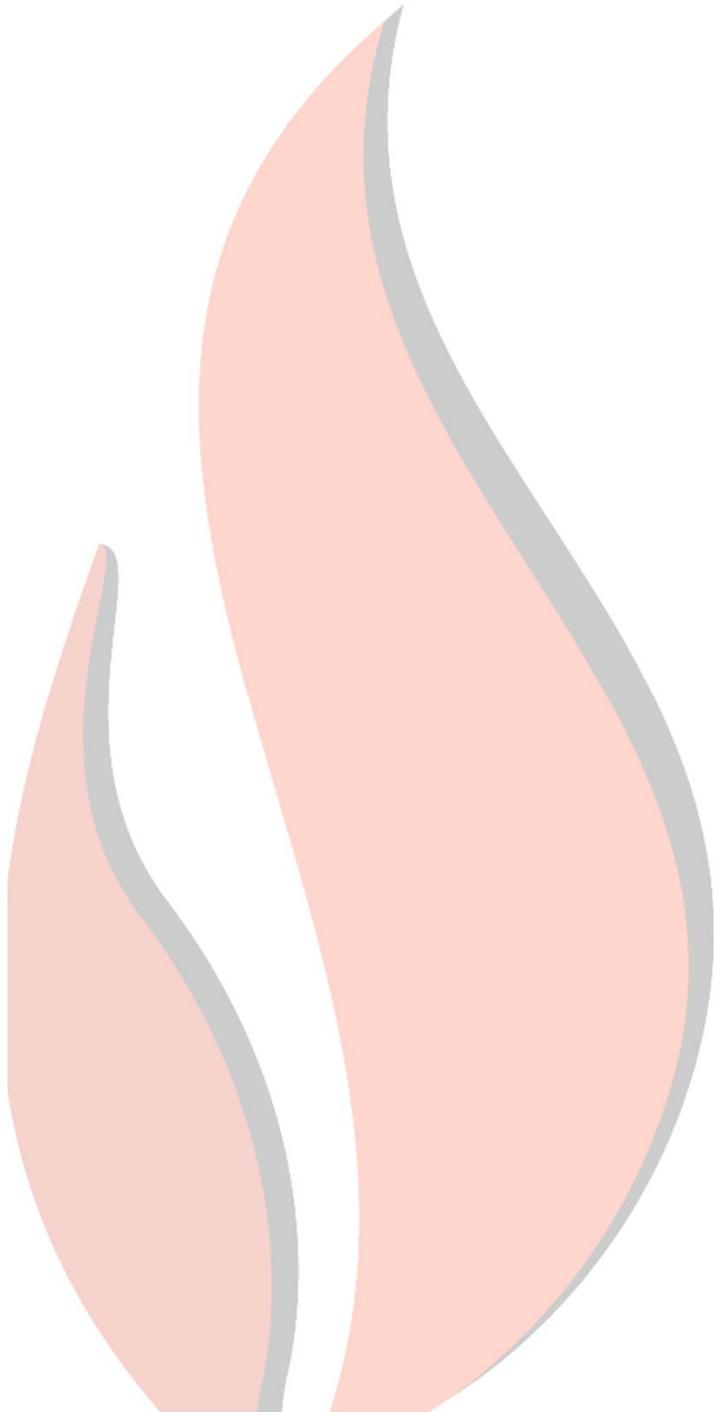
- <http://doe.sd.gov/oats/documents/MedEmergn.pdf>
- **Medical Emergency** In rare instances, a student may be unable to participate in any part of the assessment *due to a significant and documented and fully incapacitating medical emergency. In order to qualify for state-approved special consideration, the incident or condition must be so severe as to prevent the student from participating in instruction offered either at school or at home.*

Conditions that do not qualify for exemption:

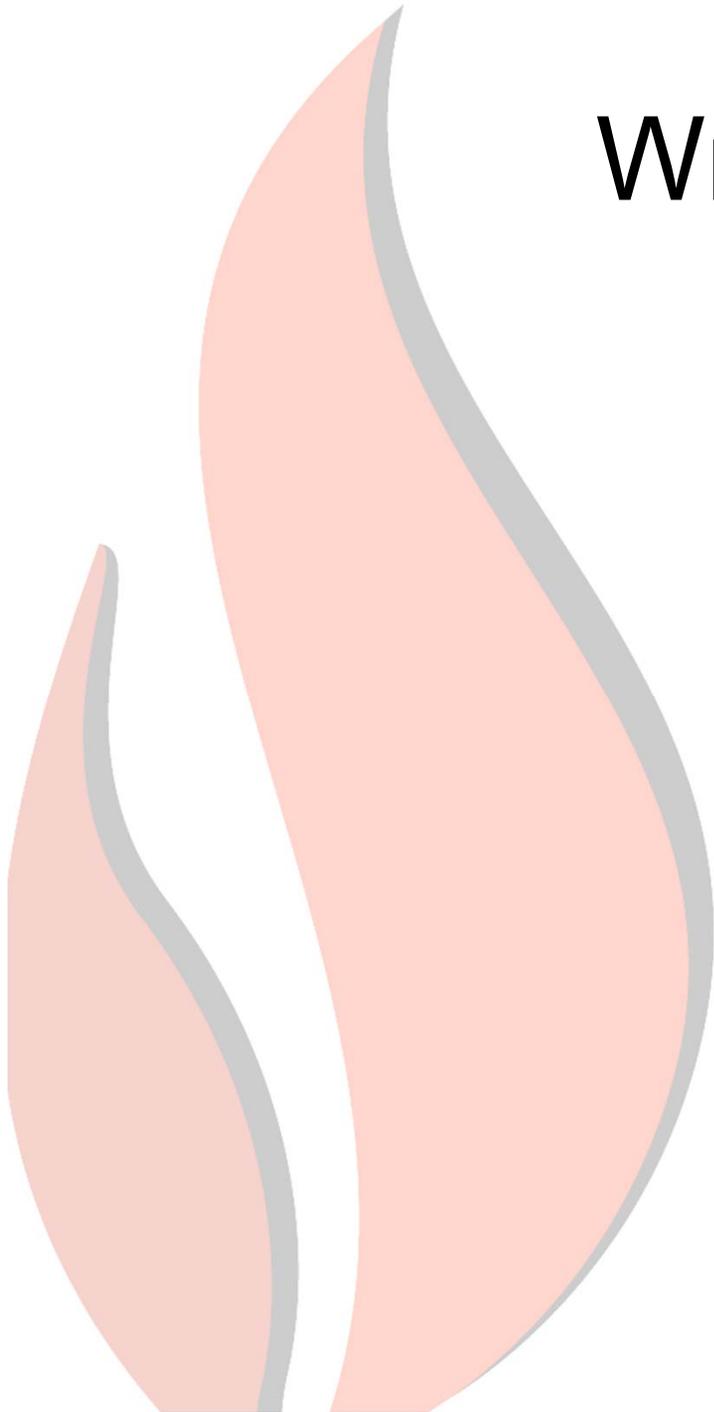
- *Medical Fragility* – All —medically fragile students are expected to participate in statewide assessment unless a significant and documented medical emergency exists *in addition to medical fragility*
- District-provided home-based educational programs (student remains enrolled in district)
- Pregnancy
- Students with acute, short-term minor illnesses or injuries
- Students placed in correctional facilities
- Student or Parent refusal to test
- Mental health conditions that permit students to receive instruction

Virtual School Students

- For both DSTEP Science and Smarter Balanced, virtual school students must be tested.
- It is the responsibility of the district to ensure student access to testing.
- Open-enrolled students are the responsibility of the receiving district. Districts may need to develop cooperative arrangements to manage this process.



Write to Learn



State Assessment Details

- Students in grades 5, 7, & 10 are required by state law to participate in a writing assessment
- WriteToLearn
 - online literacy program
- Is not intended to replace classroom instruction or to serve as a stand-alone curriculum
 - assessment tool with embedded instructional feedback
 - provide for more opportunities for students to practice their writing

State Requirement

Students must submit two responses to teacher-selected ESSAY prompts

- Summary writing activities do not meet state requirements
- Teacher-created prompts meet state requirements
- DSTEP-A Students are required to take the Alternative Writing Assessment or participate in WriteToLearn, as indicated on their IEP.

Testing Window: September - April 30

DOE will monitor participation only

- Participation is recorded when the student hits the “Get Feedback” button
- Usage and performance data is available at the school level

New Enrollments

- New students to the district must be added to the WriteToLearn program manually in either the admin or teacher interface
 - Username: 9-digit SIMS Number
 - Password: first 4 characters of their last name plus 4-digit birth month and day (ex: rick0314)
- Email Matt to check number of student essays at previous school

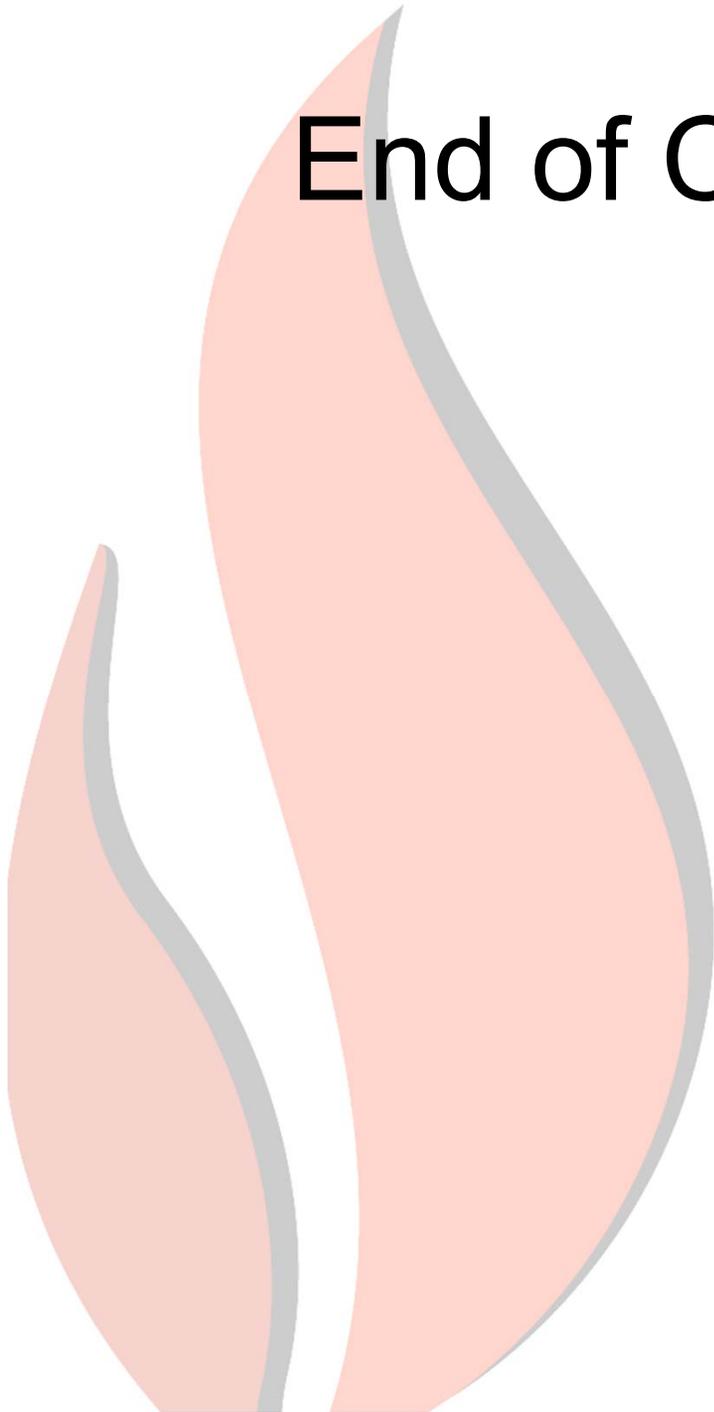
Irregularity Forms

- Must be submitted at the end of the testing window by May 15
 - <http://doe.sd.gov/oats/writetolearn.asp>
- Record students who did not submit two essays during the testing window

Questions?

- Matt Gill
 - 605.773.8193
 - Matthew.Gill@state.sd.us
- WriteToLearn Technical Support:
 - 1-888-977-7100 between the hours of 8:00 AM to 8:00 PM Eastern Time, Monday - Friday.
 - Also, e-mail, chat, and other product support are available at <http://support.pearsonschool.com>.

End of Course and NCRC



End of Course & Course Equivalency Exams

- End of Course exams allow students opportunity to earn High School credit before grade 9.
 - Teacher must be HS certified in content area
 - Exam may be taken twice
 - Student must score at least 80%
- Course Equivalency exams allow students opportunity to ‘test out’ of a High School course.
 - Exam may be taken **ONLY** once
 - Student must score at least 85%

Administering Exams

- Administrative rule waiver is required for either exam.
 - Good for five years
 - Must be in place by July 1 of preceding year
- Security agreement is required for every exam offered.
 - Good for one year
 - One for each person per test
- All tests are delivered through the iTester Client within the South Dakota Assessment Portal.
- The iTester Client must be downloaded either on each computer being used or on the school's network.

Scheduling Exams

- Teacher/proctor must complete a Test Security Agreement within SDAP.
 - Inform Mike Rickert when it is pending (Michael.rickert@state.sd.us)
 - Approval may take a few days
- Teacher will need to create a class within the iTester program.
- When security agreement is approved, you will be able to schedule classes through the iTester program.

Test Irregularity Form

- This should be completed if any irregularities occur.
- Exams must be completed in one setting.
 - Test Irregularity Form must be filled out whenever a test is paused or stopped for any reason.
- Form can be accessed within the iTester program under the Test Irregularity Report tab.

End of Course web pages

- End of Course main page
 - <http://doe.sd.gov/oats/EOC.aspx>
- Help Guide for EOC State-Created Exam:
 - http://doe.sd.gov/oats/documents/EOC_steps.pdf
- April 2013 EOC Webinar
 - <http://doe.sd.gov/oats/SDAP.aspx>

National Career Readiness Certificate (NCRC)

- NCRC is a portable credential that shows achievement and workplace employability skills in Applied Mathematics, Locating Information, and Reading for Information.
- <http://www.act.org/products/workforce-act-national-career-readiness-certificate/>
- It is not intended to be indicator of college success, as is the ACT.

NCRC cont.

- Part of ACT's WorkKeys
 - WorkKeys is a job skills assessment system measuring "real-world" skills that employers believe are critical to job success.
- Levels of Bronze, Silver, Gold, and Platinum to indicate skill levels
- Given in SD as partnership between DOE and DLR
- 2014-15 Schools are encouraged to participate at one grade in high school at no cost

NCRC Skill Areas

- Reading for Information
 - Skill levels 3-7
 - Measures the skill to read and use written text to do a job, such as memos, letters, policies, directions, regulations, etc.
- Applied Mathematics
 - Skill levels 3-7
 - Measures the skill to apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems.

NCRC Skill Areas cont.

- Locating Information
 - Skill levels 3-6
 - Measures the skill to work with workplace graphics. Examinees are asked to find information in a graphic or insert information into a graphic. They also must compare, summarize, and analyze information found in related graphics.



For more information on NCRC contact

Mike Rickert michael.rickert@state.sd.us or

Tiffany Sanderson tiffany.sanderson@state.sd.us