



2007 Administration Manual

West Virginia Online Writing Assessment Grades 7 and 10





**WEST VIRGINIA BOARD OF EDUCATION
2006-2007**

Lowell E. Johnson, President
Delores W. Cook, Vice President
Priscilla M. Haden, Secretary

Robert W. Dunlevy, Member
Barbara N. Fish, Member
Burma Hatfield, Member
Jenny N. Phillips, Member
Ronald B. Spencer, Member

Brian E. Noland, Ex Officio
Chancellor
West Virginia Higher Education Policy Commission

James L. Skidmore, Ex Officio
Chancellor
West Virginia Council for Community and Technical College Education

Steven L. Paine, Ex Officio
State Superintendent of Schools

**WEST VIRGINIA
ONLINE WRITING ASSESSMENT
Grades 7 and 10**

**2007
ADMINISTRATION MANUAL**

**January 2007
Office of Student Assessment Services
Division of Curriculum and Instructional Services
West Virginia Department of Education**

TABLE OF CONTENTS

Foreword	i
Contact Information, Window for Testing, Calendar of Testing Activities.....	1
Overview of the West Virginia Online Writing Assessment	2
General Test Administration	3
Students with IEPs and Section 504 Plans	6
Students with Limited English Proficiency (LEP).....	8
Directions for Transcribing	10
Home Instructed Students (Home Schooled)	11
Homebound Students	11
Alternative Schools	11
Private/Parochial Schools.....	11
Responsible Test Administration Practices.....	12
Responsibilities for County Test Coordinator.....	13
Responsibilities for County Technology Coordinator	13
Responsibilities for Principal/Building Level Coordinator.....	14
Instructions to the Assessment Examiner	15
Directions for Administering Online Writing Assessment	17
Online Writing Assessment Steps	24
West Virginia Online Writing Assessment Scribe Verification Form	25
West Virginia Online Writing Assessment Irregularity Form	26
Appendix 1: Testing Code of Ethics	27
Appendix 2: Examiner’s/Proctor’s/Scribe’s Secure Materials and Test Procedures Agreement	30
Appendix 3: Principal’s Secure Materials and Test Procedures Agreement	31
Appendix 4: Building Level Coordinator’s Secure Materials and Test Procedures Agreement	32
Appendix 5: County/School Personnel Secure Materials Agreement	33
Appendix 6: County Test Coordinator’s Secure Materials and Test Procedures Agreement	34
Appendix 7: Verification of Training for Principals, Building Level Coordinators, Examiners/Proctors/Scribes, County/School, RESA Personnel	35


FOREWORD

The West Virginia Board of Education is committed to improving the writing skills of West Virginia students in preparation for meeting national educational standards and higher educational goals. This has been an ongoing process since 1984 when the West Virginia Board of Education determined that a Writing Assessment would be conducted. Although the State of West Virginia already monitored student progress in language skills by using a multiple choice standardized test, it was decided to assess writing skills through a holistic scoring process by requiring students to complete a writing sample. The intent of this holistic scoring was to link classroom instruction to the assessment program and to promote excellence in writing. For the past twenty years, data has shown improvement in writing as a direct result of assessment. In addition, the frequency of writing in the classroom has improved the quality of writing of West Virginia students.

Writing Assessment was the only performance assessment in West Virginia until the constructed response items were developed as a part of the West Virginia Educational Standards Test (WESTEST). With the Reading/Language Arts constructed response questions and the Writing Assessment, performance-based student achievement is now measured through a variety of items.

Recognizing the need for alignment to national standards, a team consisting of West Virginia Writing Assessment Standards Committee members, West Virginia Higher Educational professionals and West Virginia Department of Education staff was formed to lead a redesign of the West Virginia Writing Assessment. In alignment of West Virginia Online Writing Assessment to the West Virginia Content Standards, technology is used as an aid to the development of writing skills for West Virginia students. This use of technology will be demonstrated with the West Virginia Online Writing Assessment in grades 7 and 10.

The statewide Writing Assessment Program has been a positive influence in promoting the teaching of writing skills in all West Virginia schools. This manual is provided by the West Virginia Department of Education to assist educators in understanding and administering the Writing Assessment as part of the West Virginia Measures of Academic Progress.



Steven L. Paine
State Superintendent of Schools

Contact Information	
WVDE – Office of Student Assessment Services: 304-558-2546	CTB/McGraw-Hill Technical Support Staff: 866-282-2250

2007 Window for Testing	
2007 West Virginia Online Writing Assessment Grades 7 and 10 (Make-up Session—Any student who does not take the Online Writing Assessment on the assigned date should attend a make-up testing session scheduled during the county’s testing window.)	<u>TENTH GRADE</u> February 26 - March 9, 2007 <u>SEVENTH GRADE</u> March 12 - March 23, 2007

Calendar of Testing Activities	
Secure Usernames and Passwords Distributed to County Test Coordinator	February 12, 2007
Secure Usernames and Passwords Distributed to Schools	February 20, 2007

Overview of the West Virginia Online Writing Assessment

The West Virginia Online Writing Assessment is a criterion-referenced test with the writing sample assessed by using a modified holistic scoring process. West Virginia English/Language Arts professionals developed the modified criteria to best exemplify the elements of the writing process. The criteria were field tested in 1984 and updated in 2004.

The Online Writing Assessment requires students to write an essay in response to a specific topic referred to as a prompt. The prompts used in the statewide Online Writing Assessment were field tested by West Virginia seventh and tenth grade students. Each prompt is general in nature and eliminates the need to have specific content or technical knowledge in order to address the topic. In addition, the prompts were written to procure the narrative, descriptive, expository and persuasive methods of discourse. For administration of the West Virginia Online Writing Assessment, a random prompt will be given when a student logs onto the testing Website.

Since the writing process includes completing a rough draft, students will have the option of doing prewriting before developing the actual writing sample. The assessment will not be timed, and every student will be given the time needed to complete the West Virginia Online Writing Assessment within the confines of the testing session. However, it is recommended that an Examiner end a test for a student who has stopped working for more than 10 minutes. At that time, the Examiner will instruct the student to submit the essay.

Student essays will be computer scored using the West Virginia Six-Point Rubric. The West Virginia Department of Education required CTB/McGraw-Hill to use thousands of West Virginia student papers to train the scoring computer program. The computer will assign a score of 1 to 6 in the criteria areas of Organization, Development, Sentence Structure, Word Choice and Mechanics and assign a Summative Score and Performance Level. A Summative Score is the total of these criteria scores. The Performance Level indicates the level at which the student can consistently perform. The score point criteria eliminate scores based on personal biases or ordering of papers in terms of quality.

Student, school, county and state score reports are generated by CTB/McGraw-Hill and reviewed by the West Virginia Department of Education. Detailed reports are provided to students, parents, schools and counties. These reports are returned within the same school year.

General Test Administration

Testing Conditions for All Students

All students enrolled in grades 7 and 10 shall participate in the West Virginia Online Writing Assessment except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment. Even students who have not been enrolled in West Virginia during the full academic school year shall be tested. Students shall be tested at the grade level in which they are enrolled.

In order to access the Internet, students must have on file an *Acceptable Use of the Internet Form*, signed by a parent or legal guardian, as directed by West Virginia Board of Education Policy 2460*. For directions concerning the testing of students who do not have this form on file, administrators need to contact the County Test Coordinator who in turn will contact the Office of Student Assessment Services.

***West Virginia Board of Education Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators §126-41-3.2.1. (Refer to <http://wvde.state.wv.us/policies/p2460.html>)**

Standardized Conditions

The West Virginia Online Writing Assessment requires standardized testing conditions. In order for the test results to support valid inferences, each Examiner will adhere to the conditions described in the Administration Manual and the *Testing Code of Ethics* (Appendix 1, p. 27). Proper administration of tests plays an integral part in the testing process and is vital to the accuracy of the test results. Consistency in test administration is crucial to this process. To facilitate student performance during the testing process, certain conditions for testing must exist. These include the following:

- Principals/Building Level Coordinators/Examiners must be trained prior to test administration and must sign the appropriate *Secure Materials and Test Procedures Agreement* (p. 30-35) indicating proper training for test administration and test/data security has been received.
- Only designated staff members who have been trained in proper administration of the test may administer the West Virginia Online Writing Assessment.
- An Examiner must be a currently employed educator and/or an approved employee of the state, county or RESA, or an educator of a private or parochial school with a valid West Virginia teaching license who has been trained and has signed an Examiner's/Scribe's/Proctor's Secure Materials and Test Procedures Agreement for the purpose of administering or assisting with the administration of an assessment included in the West Virginia Measures of Academic Progress (WV-MAP).
- Examiners must monitor the students during testing.
- Test administration procedures must be followed in accordance with the Administration Manual.

Testing Procedures

- Students and parents shall be informed of the dates and testing schedule prior to testing.
- Materials used for testing, including secure student usernames and passwords, shall be assembled for quick distribution.
- Students shall be tested at the grade level in which they are enrolled.
- Students shall be tested in labs/classrooms with adequate lighting and ventilation.
- The atmosphere in the testing room shall be positive.
- Students shall be seated to deter interaction with each other.
- The West Virginia Online Writing Assessment is not timed. Every student must be given the time he or she needs to complete the Online Writing Assessment within the confines of the testing session. However, it is recommended that an Examiner end a test for a student who has stopped working for more than 10 minutes. At that time, the Examiner will instruct the student to submit the essay. Please note that the test must be completed within the same school day in which it was started.
- Students who typically take longer to complete tests may be grouped together so they are more comfortable taking the time they need to complete the test.
- Students are to be provided scratch paper that may be used for prewriting and generating a rough draft.
- Sufficient time for students' questions shall be provided prior to beginning the test.
- As students complete and submit essays, the Examiner must enter the password (**1ctb**) in order to exit the Website. This password should not be distributed to students.
- Students are not permitted to be on the computer once they have submitted their essays. Silent reading may minimize class disturbance if students finish before others. Remind students the day before the test to bring appropriate reading material. Examiners should have extra materials available in case students forget to bring them.
- Prior to submitting the essay, a student may leave the testing area only in a case of a medical emergency.
- Any specific information pertinent to the Online Writing Assessment test is not to be displayed in the area during test administration. For example, any teaching aid that may give students information or help on any part of the test must be removed or covered during test administration. These may include, but are not limited to, writing posters, graphic organizers and transitional expressions.

- Students are not permitted to use a dictionary or a thesaurus on the rough draft or the final copy of the Online Writing Assessment.
- Assistance to students shall be limited to problems with site navigation, connectivity or computer hardware.
- Students and Examiners shall turn off any cellular phones, pagers or electronic devices during the testing period.
- Make-up testing is to be scheduled during the county’s testing window. Students who are absent during the scheduled testing dates are to attend a make-up session.
- Examiners must collect and destroy rough drafts and scratch paper. Rough drafts and scratch paper are considered secure documents. At the end of testing these must be collected by the Examiner and delivered to the Principal/Building Level Coordinator who will destroy them either by shredding or incinerating. It is not appropriate to simply throw rough drafts/scratch paper in trash containers in the testing room/lab. Rough drafts and scratch paper must be destroyed as quickly as possible.
- Copying of rough drafts or final essays is not permissible.
- The Online Writing Assessment Test Prompts are secure prompts of the West Virginia Online Writing Assessment Program and must not be shared by either students or teachers.
- Invalidation of a student’s assessment may occur when a testing irregularity is reported. The decision to invalidate a student’s assessment will be determined by the County Test Coordinator in conjunction with the Office of Student Assessment Services, West Virginia Department of Education.
- Conditions for nonscorable essays include the following:
 - Too short
 - Off topic
 - Repetitious
 - Insufficient development
 - Too many unknown words
 - Incoherent or has bad syntax
 - Copied the question
- Note: “bad syntax” may be referring to a lack of capitalization or punctuation; “incoherent” may be referring to the use of random words.

Students with IEPs and Section 504 Plans

All students with Individualized Education Programs (IEPs) or Section 504 Plans are to participate in the West Virginia Online Writing Assessment at the grade level in which they are enrolled, except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment. These students are to receive all assessment accommodations as outlined in their IEPs or Section 504 Plans. For additional information, refer to *Guidelines for Participation in the West Virginia Measures of Academic Progress* (<http://osa.k12.wv.us>).

Accommodations

An accommodation is a change in the administration of an assessment, such as setting, scheduling, timing, presentation format, response mode or others, including any combination of these that **does not change what is intended to be measured** by the assessment or the meaning of the resulting scores; an accommodation does not change the construct of the test. The allowable accommodations for the West Virginia Online Writing Assessment are as follows:

Presentation

- Have directions and prompt read aloud verbatim to the student as per the IEP or Section 504 Plan.
 - For a blind/partially-sighted student who does not read Contracted Braille or Nemeth Code, directions and prompt will be read aloud verbatim to the student.
- Adjust screen resolution to enlarge text for visually impaired students.
- Present directions and prompt through sign language for the student.
- Use an electronic translator or sign-dictionary to present directions and prompt for the student.
- Use a text-talk converter to present directions and prompt for a blind/partially-sighted student when that is the student's typical mode of accessing written material.
- Use Braille or other tactile form of print when that is the student's typical mode of accessing written material. Student response must be word processed with the student's username and password to the testing Website. Refer to *Directions for Transcribing* (p.10).
- Use a secure electronic Braille note taker for directions, prompt and student's response.
- Have directions and prompt **rephrased** by a trained Examiner in a way that does not breach security of the Online Writing Assessment.
- Use a magnifying screen cover when it is the student's typical mode of accessing written material.
- Provide physical support for a student by an aide if this support is provided routinely and if the aide has been trained as an Examiner.

Response

- Indicate response to a Scribe when the student is physically unable to respond otherwise. Refer to *Directions for Transcribing* (p. 10).

- Use Braille or other tactile form of print when that is the student's typical mode of responding to written material. Student response must be word processed to the testing Website using the student's username and password. Refer to *Directions for Transcribing* (p. 10).

Scheduling

The assessment must be completed within the same school day in which it was started. Every student must be given the time he or she needs within the confines of the testing session. However, it is recommended that an Examiner end a test for a student who has stopped working for more than 10 minutes. At that time the Examiner will instruct the student to submit the essay. Please note that the test must be completed within the same school day in which it was started.

Additional Accommodation Request

A request for a student to use an assessment accommodation that does not appear in this document must be directed to Sandra Foster, Coordinator, Office of Student Assessment Services. This request must be emailed and received no later than Friday, February 23, 2007. The request must come from either the County Test Coordinator or the County Special Education Director. The following information must be included in the request:

- student's name, school, county and student's WVEIS number;
- specific requested accommodation(s);
- rationale for request;
- verification that student receives the accommodation(s) on a regular basis during classroom instruction and classroom assessment and is familiar with the accommodation(s); and
- impact on student's Online Writing Assessment results if the student is not permitted to use the requested accommodation(s).

Upon completion of the review of the request, the County Test Coordinator and County Special Education Director will be notified of the determination.

Students with Limited English Proficiency (LEP)

All Limited English Proficient (LEP) students participate in the West Virginia Online Writing Assessment at the grade level in which they are enrolled. An LEP student is defined in West Virginia Board of Education Policy 2340, Measures of Academic Progress and Policy 2417, Programs of Study for Limited English Proficient Students. An LEP student in the State of West Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act of 2001* (hereinafter NCLB).

Standard Conditions with Accommodations for LEP Students

- All LEP students are to participate in the West Virginia Online Writing Assessment at the grade level in which they are enrolled, except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment.
- All LEP students must be assessed in their enrolled grade following the same schedule as their regular education peers. LEP students must be tested on the same day as their peers unless other accommodations as stated below have been approved.
- The student is to receive all assessment accommodations as outlined in the *LEP Assessment Participation Document*. After examining the student's background characteristics, the committee must determine appropriate accommodations and document their decisions using the *LEP Assessment Participation Document*.
(Refer to <http://wvconnections.k12.wv.us/assessment.html>)

Accommodations

An accommodation is a change in the administration of an assessment, such as setting, scheduling, timing, presentation format, response mode or others, including any combination of these that does not change what is intended to be measured by the assessment or the meaning of the resulting scores; an accommodation does not change the construct of the test. The allowable accommodations for the Online Writing Assessment are as follows:

Presentation

- Have directions and prompt read aloud verbatim for the student as per the *LEP Assessment Participation Document*.
(Refer to <http://wvconnections.k12.wv.us/assessment.html>)
- Use an electronic translator or bilingual dictionary if needed to present directions and prompt to the student.

Response

- Indicate responses to a Scribe when the student is physically unable to respond otherwise. Refer to *Directions for Transcribing* (p. 10).

Scheduling

The assessment must be completed within the same school day in which it was started. Every student must be given the time he or she needs within the confines of the testing session. However, it is recommended that an Examiner end a test for a student who has stopped working for more than 10 minutes. At that time, the Examiner will instruct the student to submit the essay. Please note that the test must be completed within the same school day in which it was started.

Additional Accommodation Request

A request for a student to use an assessment accommodation that does not appear in this document must be directed to Sandra Foster, Coordinator, Office of Student Assessment Services. This request must be emailed and received no later than Friday, February 23, 2007. The request must come from either the County Test Coordinator or the County Title III Director. The following information must be included in the request:

- student's name, school, county and student's WVEIS number;
- specific requested accommodation(s);
- rationale for request;
- verification that student receives the accommodation(s) on a regular basis during classroom instruction and classroom assessment and is familiar with the accommodation(s); and
- impact on student's Online Writing Assessment results if the student is not permitted to use the requested accommodation(s).

Upon completion of the review of the request, the County Test Coordinator and County Title III Director will be notified of the determination.

Directions for Transcribing

Scribes are charged to record a student's response; not add, delete or insert personal thinking in any manner. When a Scribe is transcribing the student's written response in a statewide test, the Scribe is to copy the exact words the student wrote. When the Scribe is recording oral or signed responses in a statewide test, the Scribe may give the student these options when recording the student oral response:

- verbalize the punctuation/mechanics as he/she gives the answer to the Scribe,
- have the student read the written response and indicate where the punctuation would be after he/she has given the answer or
- use a combination of the above options.

Scribe will adhere to the following:

- An Examiner must be a currently employed educator and/or an approved employee of the state, county or RESA, or an educator of a private or parochial school with a valid West Virginia teaching license who has been trained and has signed an Examiner's/Scribe's/Proctor's Secure Materials and Test Procedures Agreement for the purpose of administering or assisting with the administration of an assessment included in the West Virginia Measures of Academic Progress (WV-MAP).
- Sign the West Virginia Online Writing Assessment Scribe Verification Form (p. 25) at the conclusion of the transcription.
- Provide a location where other examinees are not able to hear or see other students' responses.
- List the names and enrollment grades of the students whose essays were transcribed. The form is to be sent to the principal upon completion.
- Word process the response specifically as given by the student.
- Remain silent while the student is dictating, signing, word processing or writing the response. Scribe can ask the student to repeat a word or phrase for understanding.
- If necessary, proofread student essay with another Scribe before word processing student responses.

If transcribing from Braille, the Scribe must demonstrate proficiency in Braille. If transcribing from sign language, the Scribe must demonstrate proficiency as an interpreter and Scribe. (Corrections of exclusively Braille errors will be at the discretion of the Scribe. Braille errors are those errors that occur specifically to that population due to recording medium. An example could be the result of the physical typing on a Braille machine such as typing a 'f' as opposed to the intended 'd' due to finger misplacement.)

If transcribing from a handwritten or word processed response, the Scribe must

- record punctuation, capitalization and spelling as provided by the student;
- not complete a student's incomplete essay; and
- not discuss the student's essay with the student or any other person.

Home Instructed Students (Home Schooled)

Home instructed students are students not enrolled in a public school in the Local Education Agency. They are instructed by a person/persons providing home instruction. They may be enrolled in a course or courses in the public school system.

The parent(s)/guardian(s) of home instructed student(s) must notify the County Test Coordinators of their intent to participate at least ***two months prior to the testing window or by a date determined by the County Test Coordinator***. Home instructed students who are taking the Online Writing Assessment must test in the county in which they reside at a school indicated by the County Test Coordinator. All educators and non-public school students participating in the assessment of the West Virginia Measures of Academic Progress shall be required to follow all testing guidelines and procedures set forth (see West Virginia Board of Education Policy 2340, 4:11).

Homebound Students

If it is possible for the homebound student to come to the school for testing, he or she should attend a school on the assigned day of testing. If it is impossible for the homebound student to go to the school on this day, the county will determine how the administration of the West Virginia Online Writing Assessment will occur. However, the following conditions must be met:

- An Examiner must be a currently employed educator and/or an approved employee of the state, county or RESA, or an educator of a private or parochial school with a valid West Virginia teaching license who has been trained and has signed an Examiner's/Scribe's/Proctor's Secure Materials and Test Procedures Agreement for the purpose of administering or assisting with the administration of an assessment included in the West Virginia Measures of Academic Progress (WV-MAP).
- The signed *Examiner's/Scribe's/Proctor's Secure Materials and Test Procedures Agreement* (p. 30) must be on file in the home school.
- No family member may read any of the testing materials.
- All test security procedures and schedules must be followed.

Alternative Schools

Students in alternative education programs are tested at the school site where they are receiving instruction. All test security procedures and schedules must be followed.

Private/Parochial Schools

The private and parochial school administrator(s) must notify the County Test Coordinator of the school's intent to participate in the Online Writing Assessment at least ***two months prior to the testing window or by a date determined by the County Test Coordinator***. All educators and non-public school students participating in the West Virginia Online Writing Assessment shall follow all testing guidelines and procedures set forth in this manual.

Responsible Test Administration Practices

Examiners have the responsibility for administering the tests to their assigned students. The following practices address some common issues related to test administration, although they are not inclusive of every situation that may be encountered. These practices are in alignment with the *Testing Code of Ethics* (Appendix 1, p. 27).

Providing Assistance to Students - It is appropriate and beneficial that all students understand the directions before taking the test. However, the Examiner may assist students who are having problems with site navigation, connectivity or computer hardware. **UNDER NO CIRCUMSTANCES SHOULD THE EXAMINER CHANGE A STUDENT'S ESSAY.** It is an infraction to change a student's response. (*Testing Code of Ethics*, Appendix 1, p. 27).

Irregularities During Testing - Although planning the test administration process contributes to smooth and successful testing, some irregularities can occur which disrupt the test situation. Record these irregularities on the West Virginia Online Writing Assessment Irregularity Form (p. 26) provided by the Office of Student Assessment Services. A copy of this form should be kept at the local school and a copy should be submitted to the County Test Coordinator. These irregularities will be taken into consideration during the interpretation and analysis of the results of the test.

Invalidation Process - The decision to invalidate a student's assessment will be determined by the County Test Coordinator in conjunction with the Office of Student Assessment Services, West Virginia Department of Education. Invalidation may occur when a testing irregularity is reported. For instance, if a student becomes ill during the test and has to leave, the test may or may not be made up. The Examiner must notify the Principal/Building Level Coordinator with the student's name and the nature of the problem as soon as possible. The Principal/Building Level Coordinator must contact the County Test Coordinator immediately.

Proctoring Functions – An Examiner must be a currently employed educator and/or an approved employee of the state, county or RESA, or an educator of a private or parochial school with a valid West Virginia teaching license who has been trained and has signed an *Examiner's/Scribe's/Proctor's Secure Materials and Test Procedures Agreement* for the purpose of administering or assisting with the administration of an assessment included in the West Virginia Measures of Academic Progress (WV-MAP). It is the responsibility of the Examiner to proctor the assessment. Proctoring requires that an Examiner quietly circulate around the room throughout the testing session. Functions related to proctoring include encouraging students to keep working and maintaining a quiet orderly testing environment. Good proctoring facilitates good test taking by the student. In the end, the quality of proctoring directly contributes to the accuracy and validity of the test results.

Responsibilities for County Test Coordinator

The County Test Coordinator is responsible for

- informing Principals/Building Level Coordinators of the test date and the purpose of the test;
- training Principals/Building Level Coordinators;
- distributing parent letter/brochure;
- establishing a plan for the delivery of secure student usernames and passwords;
- preparing and delivering school packets that include Administration Manuals and secure student usernames and passwords;
- contacting the Office of Student Assessment Services for
 - additional secure student usernames and passwords and/or
 - prompts for students needing Scribes;
- informing the Office of Student Assessment Services of testing irregularities; and
- participating in WVDE investigations of testing irregularities.

Responsibilities for County Technology Coordinator

The County Technology Coordinator is responsible for

- ensuring that all computers are in good working order;
- installing or updating VanGuard 3.1 Security on all computers that will be used in testing; and
- ensuring that students have on file an *Acceptable Use of the Internet Form* signed by a parent or legal guardian as directed by West Virginia Board of Education Policy 2460*.

In order to access the Internet, students must have on file an *Acceptable Use of the Internet Form*, signed by a parent or legal guardian, as directed by West Virginia Department of Education Policy 2460*. The County Test Coordinator/Principal/Building Level Coordinator must arrange for Scribes for the testing of students who do not have this form on file.

***West Virginia Board of Education Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators §126-41-3.2.1.**

(Refer to <http://wvde.state.wv.us/policies/p2460.html>)

Responsibilities for Principal/Building Level Coordinator

The Principal/Building Level Coordinator is responsible for

- training Examiners on the administration of the 2007 Online Writing Assessment;
- informing students and parents of the test date and the purpose of the test;
- distributing parent letter/brochure -- available from the County Test Coordinator or from the Office of Student Assessment Services Website. (Refer to <http://osa.k12.wv.us>);
- arranging for the assessment on the days scheduled by the County Test Coordinator;
- ensuring that each student is familiar with the general procedure for online writing;
- ensuring that all computers are in good working order;
- ensuring that VanGuard Security 3.1 has been installed or updated on all computers that will be used in testing;
- establishing a plan for the delivery of secure student usernames and passwords;
- preparing a roster for each Examiner listing the Examiner's name, the date of testing, the grade level, the school name, the county name, student names scheduled for testing and student WVEIS numbers;
- distributing 2007 Administration Manuals, rosters, usernames and passwords, pencils or pens and scratch paper;
- contacting the County Test Coordinator for
 - additional secure student usernames and passwords
 - arranging for Scribes; and
- informing County Test Coordinator of any testing irregularities.

To ensure that all students are able to do their best work throughout the Online Writing Assessment process, certain conditions are required. These conditions are required so that the most accurate information about the students' skills is obtained. Student performance will be enhanced by

- assessing students in groups of approximately 30 or less;
- assessing students in a lab/classroom setting with adequate lighting and ventilation;
- making necessary arrangements for proper seating; and
- eliminating distractions such as ringing bells, intercom announcements or telephones ringing during the assessment.

If a student experiences difficulty logging onto the Website with the assigned username and password, the Principal/Building Level Coordinator should contact CTB/McGraw-Hill Technical Support Staff at 866-282-2250. All other problems are to be directed to either the County Test Coordinator or to Sandra Foster and Jason Perdue, Office of Student Assessment Services, 304-558-2546.

Instructions to the Assessment Examiner

Students need to be motivated to do well in order to obtain the most accurate results possible. It is imperative that you address the assessment in a positive fashion. Your attitude and the attitudes of other staff members contribute significantly to the perceptions and subsequent performances of the students on the assessment. If you convey to the students that the assessment is important, their efforts will reflect this attitude. However, the assessment should not be given such importance that students experience high levels of anxiety. It is essential that students understand the purpose for, and implications of, the Online Writing Assessment before they begin writing.

Prior to the assessment session:

- Inform students of the date and general process of the assessment.
- Become familiar with directions for the actual assessment administration.
- Demonstrate the online assessment by using the PowerPoint presentation: “Administering the 2007 Online Writing Assessment.” (The PowerPoint is located on the Writing Assessment Website. (Refer to <http://writing.k12.wv.us/>)
- Check secure student usernames and passwords against class roster.
- Inform the Principal/Building Level Coordinator of the names of students with no secure username and password.
- Remove or cover any writing posters, graphic organizers, transitional expressions, etc. on display in the classroom/testing area.
- Remind students the day before the test to bring appropriate reading material; have extra materials available in case students forget to bring them.

At the beginning of the assessment session:

- Create an effective atmosphere for assessment in the classroom, free of tension and concern.
- Have all materials assembled for quick distribution.
- Distribute secure student usernames and passwords.
- Contact the Principal/Building Level Coordinator if a student experiences difficulty logging in with assigned username and password.
- Make sure each student has pencil or pen and at least three pieces of scratch paper.
- Review the instructions in the Online Writing Assessment Administration Manual.
- Copy and distribute to students the one-page handout, Online Writing Assessment Steps (p.24).

During assessment session:

- The assessment is not timed. Every student must be given the time he or she needs within the confines of the testing session. However, it is recommended that an Examiner end a test for a student who has stopped working for more than 10 minutes. At that time, the Examiner will instruct the student to submit the essay. Please note that the test must be completed within the same school day in which it was started.

- If Internet connectivity is lost, close VanGuard application; enter the exit password (Examiner only) **1ctb**; direct student to follow the Online Writing Assessment Steps (p. 24).
- Monitor the assessment for irregularities and record on the *West Virginia Online Writing Assessment Irregularity Form* (p. 26) any irregularities that may affect a student's or the group's performance.
- As students complete and submit essays, enter the password (**1ctb**) in order to exit the Website. This password should not be distributed to students.
- Encourage silent reading for those students who finish before others. Reading or other activities provided by the Examiner may minimize class disturbance if students finish before others.

After the assessment session:

- Examiners must collect and destroy rough drafts. Rough drafts are considered secure documents. At the end of testing these must be collected by the test Examiner and delivered to the Principal/Building Level Coordinator who will destroy them either by shredding or incinerating. It is not appropriate to simply throw scratch paper/rough drafts in trash containers in the testing room/lab. Rough drafts must be destroyed as quickly as possible.
- Submit names of students who need to attend makeup sessions to the Principal/Building Level Coordinator.
- Report on the *West Virginia Online Writing Assessment Irregularity Form* (p. 26) any irregularities that may invalidate results for a student or group of students; submit the form to the Principal/Building Level Coordinator.
- Keep a copy of all rosters and test irregularities sheets for the school's record.

The following irregularities on the part of the Principal/Building Level Coordinator, Examiner or another student will result in an investigation:

- **Assisting a student with the content of the essay**
- **Typing/word processing a student's essay**
- **Giving students advice or calling students' attention to errors of grammar, punctuation, capitalization or spelling**

See Appendix 1 for Testing Code of Ethics (p. 27).

Directions for Administering Online Writing Assessment

Since all students will not access Website screens at the same time, Examiners have the option of presenting the directions to students via a PowerPoint presentation in a classroom environment prior to the testing session. The following script can be delivered with the prepared PowerPoint presentation, "Administering the 2007 Online Writing Assessment." This PowerPoint is located on the Website of the Office of Student Assessment Services, Writing Assessment, <http://writing.k12.wv.us/> under File Library.

READ THE FOLLOWING DIRECTIONS TO ACCOMPANY THE POWERPOINT:

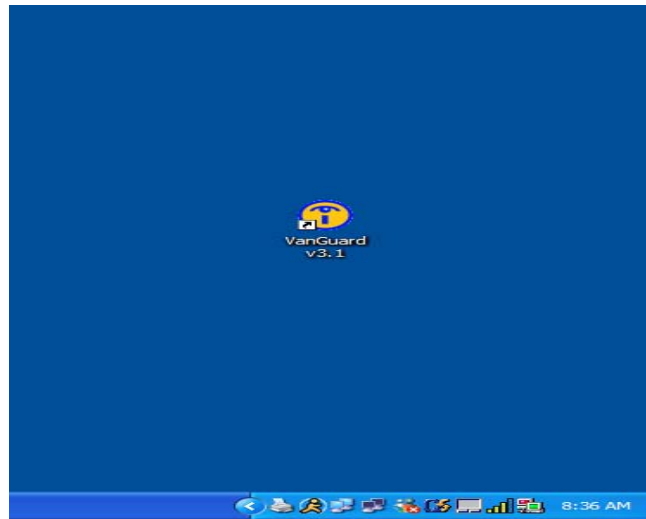
Today (this week) you will be writing for the West Virginia Online Writing Assessment. You are doing this so that you, your parents and teachers can evaluate how well you write. The West Virginia Online Writing Assessment is part of the West Virginia Measures of Academic Progress, which means your score will be recorded in your permanent record folder. Please take this assessment seriously and do your best work.

A topic will be assigned to you when you log onto the testing Website. Your assigned topic will require one of the following types of writing: descriptive, narrative, expository or persuasive. The topic will be one that you can write about without having to remember facts or other information. All of the topics were developed so that you can use your own ideas, words and imagination in your essay. The online directions will suggest a multiple-paragraph essay; this would be equal to a one-to-two page handwritten essay. Once you have been given your assigned topic, you have the option to use the provided scratch paper for prewriting or for creating a rough draft. Type your final copy of the essay in the space provided and save the essay. You will not be permitted to use a dictionary or a thesaurus on the rough draft or the final copy of your essay. After reviewing or revising, submit your final copy. Please do your best work. For the most part, how well you express yourself will determine the score you receive.

Your paper will be read and scored by a computer that has been trained with essays written by West Virginia seventh and tenth grade students. The computer will assign a score of 1 to 6 in the criteria areas of Organization, Development, Sentence Structure, Word Choice and Mechanics. You will receive an "N" if your paper is too short, off topic, repetitious, insufficiently developed, contains too many unknown words, is incoherent, has bad syntax, or reflects a copying of the question. Your essay will not be returned, but within a few weeks you will receive a detailed report of your score.

This is an untimed assessment, and you will be given the time you need to compose and submit your essay. However, if you stop working for more than ten minutes, you will be asked to submit your essay. You are expected to be writing or typing at all times. You may leave the testing site only in a case of a medical emergency. I am only permitted to help you if your computer malfunctions.

Your username and password will admit you to the testing site. On the desktop of your computer you will find a gold and blue circle icon with the caption VanGuard 3.1. Double clicking on this icon will take you to the testing Website.



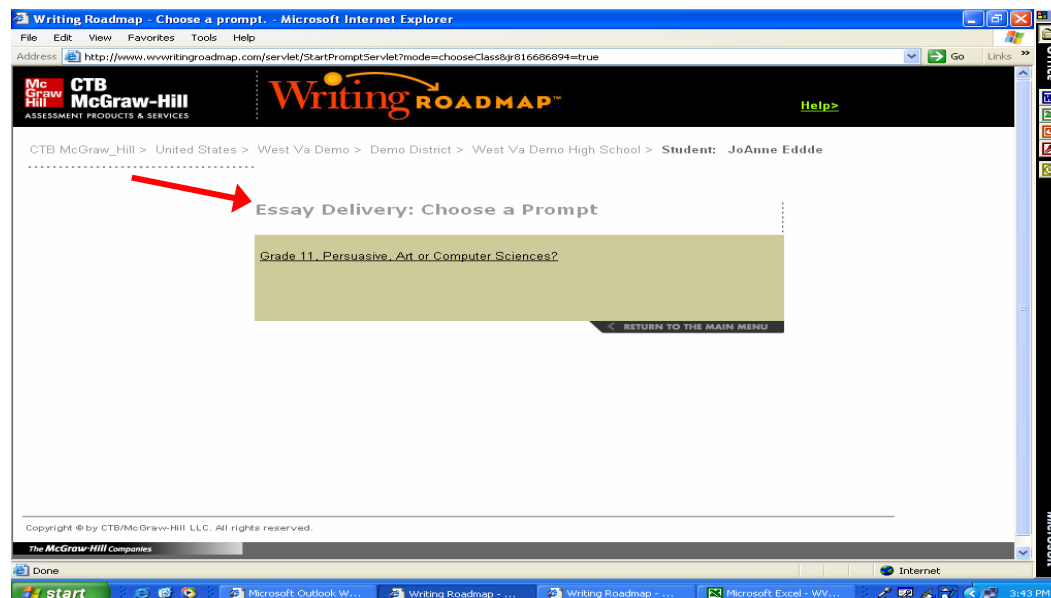
The next screen is the Student Log-in Screen to the Writing Roadmap Website with the heading Welcome to Writing Roadmap. You will log in with your secure username and password. You must type in exactly the username and password that has been given to you. Your username and password **are** case sensitive.



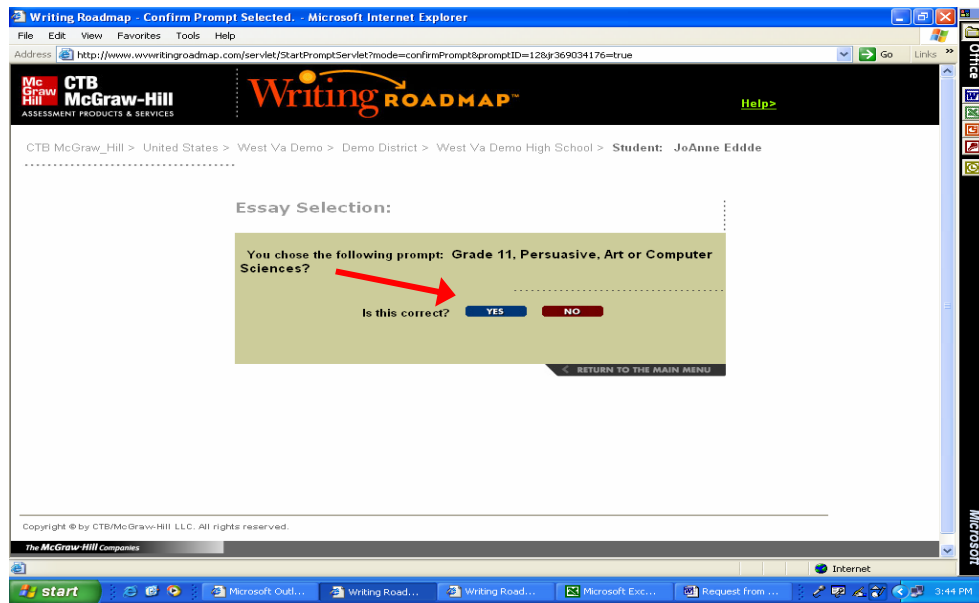
The next screen will be the main menu for writing the essay. At this point you will need to check the information at the top of the screen that begins with your state, county, school, and your name. If this information is correct, you will then proceed to the heading WRITE A NEW ESSAY and click on this. If this information is incorrect, do not proceed but alert your Examiner who will report the inconsistent information to the Principal/Building Level Coordinator.



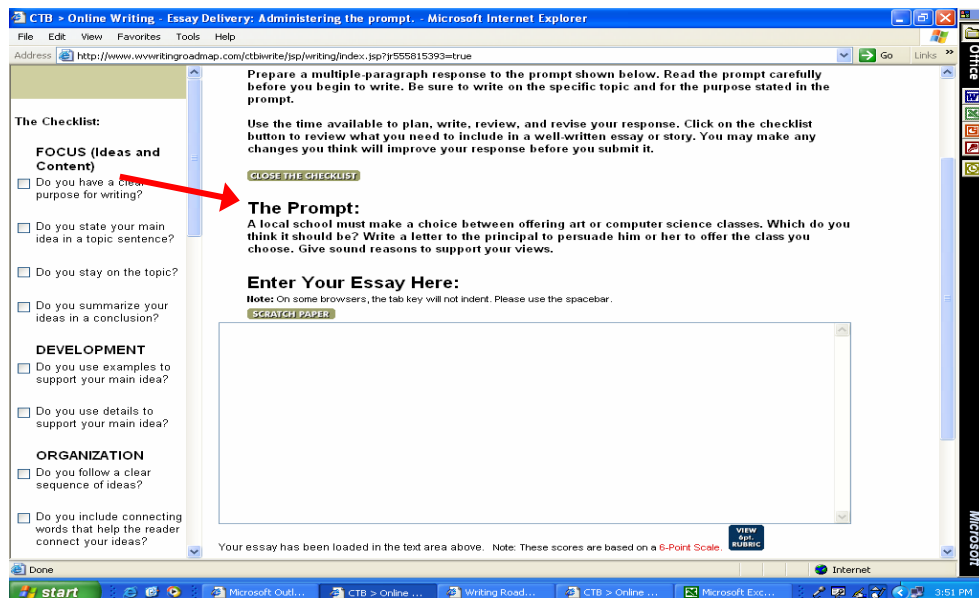
The next screen is headed Essay Delivery: Choose a Prompt. You will click on the prompt that is listed.



The next screen is the confirmation of the prompt selected; you will select “Yes.”

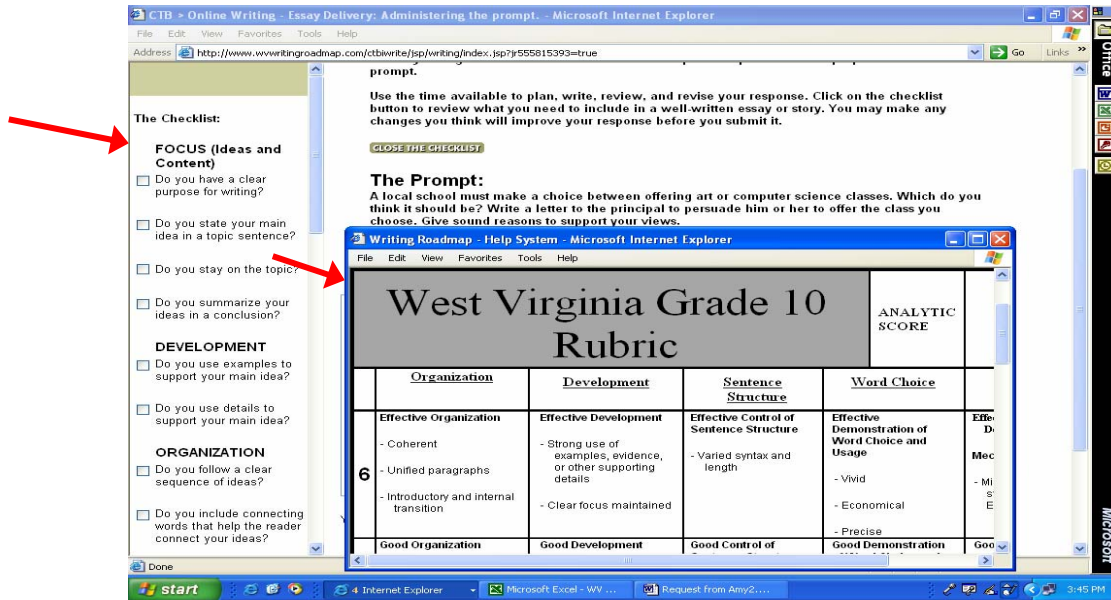


At this time you will know the prompt you will be addressing. It is recommended that you use the scratch paper you have been given for prewriting. You may wish to brainstorm, create an outline or apply other prewriting skills that you have found to be successful in past writing assignments. You may also handwrite a rough draft of your essay prior to typing your final response. As you are entering your essay to the Website, it is recommended that you click the SAVE button often even though the program automatically saves every 15 minutes.



Remember to develop a multiple-paragraph essay that addresses the topic and has a beginning, middle and end. For the most part, how well you express yourself will determine the score you receive. An insufficient amount of writing will not be scored.

From this screen, you also have the option of opening a checklist and viewing the West Virginia Six-Point Rubric. This rubric will be used in the scoring of your essay.



Once you are ready to enter your final draft, you must do so in the space provided on this screen. Before submitting your essay, do the following:

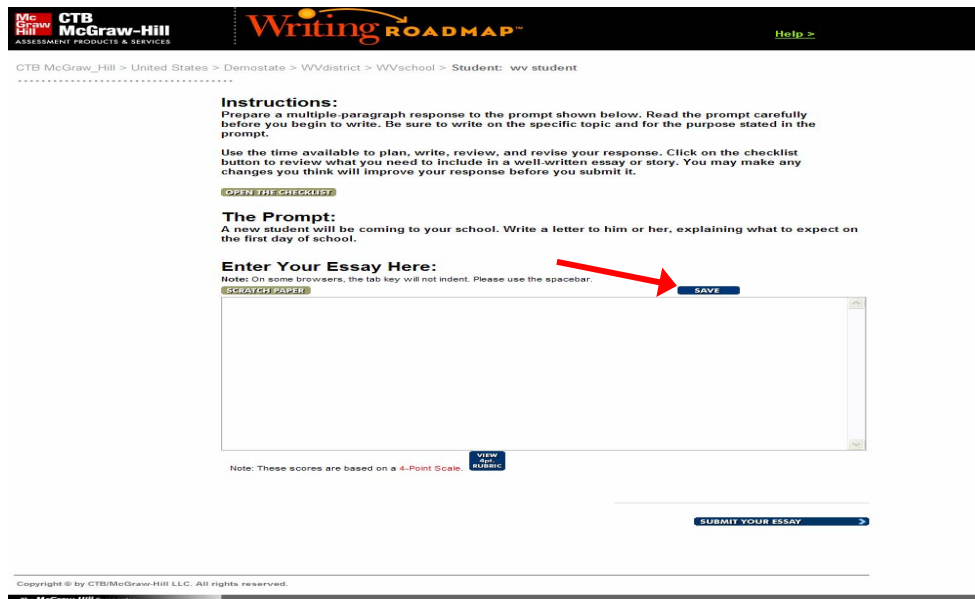
- Read your first draft to see if it is well organized and clear. Make any changes that you think will improve your writing.
- Make sure that you have used words correctly and that all of your sentences are complete.
- It is imperative that you carefully check your capitalization, punctuation, and spelling. Incorrect punctuation and spelling could result in an incoherent essay that would not be scored by the computer. You will **not** have access to Spell Check or Grammar Check options.
- Do not use the Tab Key for paragraph indentions.

The following conditions will result in a nonscorable essay:

- Too short
- Off topic
- Repetitious
- Insufficient development
- Too many unknown words
- Incoherent or bad syntax
- Copied the question

Remember: write only about the assigned topic. Make corrections and improvement; when finished, go back and check your work before submitting your essay.

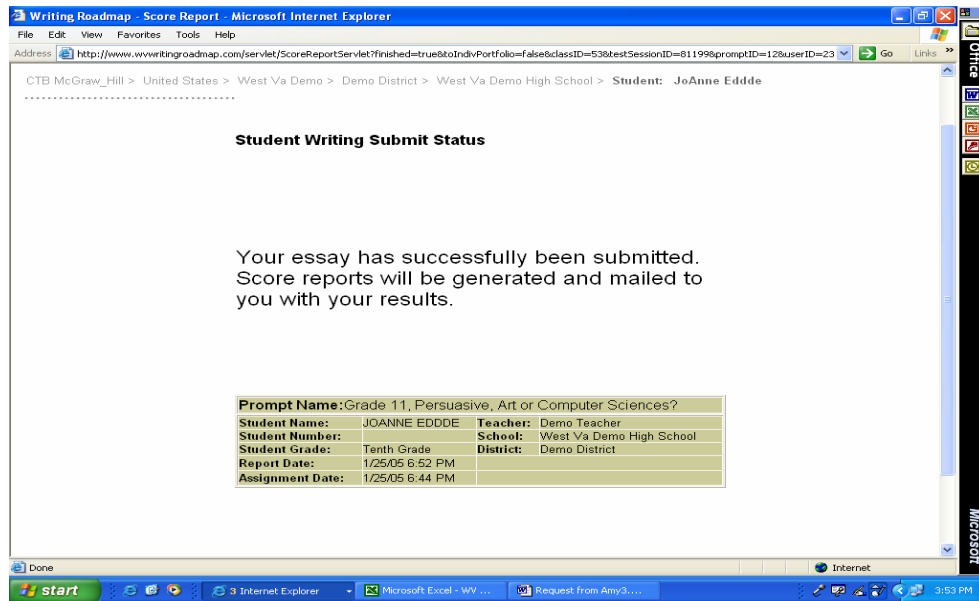
When you are confident that your final draft is complete, click on the **SAVE** button. After saving your essay, you will have the option of reviewing or revising. If you revise, click the **SAVE** button once again. After reviewing and saving, click the box **SUBMIT YOUR ESSAY** located at the bottom right-hand corner of the screen. **NEVER** hit the **DELETE ESSAY** button.



Next, a confirmation screen will display your essay. At the bottom of the essay will be the question: *Do you want to submit this essay and end your writing assignment?* This is the last opportunity to make changes to your essay. If you want to make changes, click the button **NO, LET ME GO BACK AND REVISE**. If no changes are necessary, click the **YES, SUBMIT MY ESSAY** button.



Once you click **YES, SUBMIT MY ESSAY**, a final screen will be displayed stating your essay has been successfully submitted.



Close the testing Website by clicking the close button (X). The Examiner will need to enter a password to exit the Website.

REMINDER: Give all written notes/rough drafts to the Examiner.

The Online Writing Assessment Test Prompts are secure prompts of the West Virginia Online Writing Assessment and must not be shared by either students or teachers.

FOR EXAMINER USE ONLY:

- Password to exit the Website: **1ctb**

Online Writing Assessment Steps

- **STEP # 1:**
Double click on the gold and blue circle icon on the desktop.
- **STEP # 2:**
Log in with secure username and password. Type exactly; username and password **are** case sensitive.
- **STEP # 3:**
Access main menu for writing the essay. Check the information at the top of the screen. If this information is correct, click on the heading WRITE A NEW ESSAY.
- **STEP # 4:**
Essay Delivery: Choose a Prompt. Click on the prompt that is listed.
- **STEP # 5:**
Confirmation of the prompt selected; select “Yes.”
- **STEP # 6:**
Develop a handwritten rough draft of essay. Options are available to view the West Virginia Six-Point Rubric and a writing checklist.
- **STEP # 7:**
Enter final draft in the space provided. Frequently click the SAVE button. Review the final draft.
- **STEP # 8:**
SAVE final draft of the essay.
- **STEP # 9:**
Click YES, SUBMIT MY ESSAY.
- **STEP # 10:**
Confirm that the essay has been submitted successfully.

Any time Internet connectivity is dropped, please notify your Examiner.

West Virginia Online Writing Assessment Scribe Verification Form

Student Name: _____

Student WVEIS Number: _____

Grade: _____

School: _____

County: _____

This is to verify that the student's essay has been accurately scribed to the West Virginia Online Writing Assessment CTB/McGraw-Hill testing Website under the following username and password:

Please check one of the following reasons for transcribing the student essay:

- IEP/504 – Scribe
- LEP – Scribe
- Short Term Medical Condition
- Student did not have Internet access

The following signatures are needed:

Student: _____ Date: _____

Examiner: _____ Date: _____

Scribe: _____ Date: _____

Principal: _____ Date: _____

Keep a copy for school file and submit a copy to the County Test Coordinator by March 26, 2007.

County Test Coordinator: _____ Date: _____

West Virginia Online Writing Assessment Irregularity Form

County Name: _____

School Name: _____

Examiner Name: _____

Date: _____

Check the appropriate box: Grade 7 Grade 10

List any disruptions/irregularities that may have influenced the performance of two or more students:

Time	Describe the Irregularity	Duration of Irregularity	Corrective Actions Taken

Original to be filed at the school and a copy to be filed with the County Test Coordinator.

Appendix 1

Testing Code of Ethics

The *Testing Code of Ethics* addresses special concerns regarding appropriate professional practices within the WV-MAP, as well as appropriate professional conduct. The *Testing Code of Ethics* supplements the practices and procedures set forth in W.Va. 126CSR14, WVBE Policy 2340, WV-MAP.

Ethical Testing Practices

Test Security

1. County school personnel shall establish and implement procedures to ensure maximum test security and limit access of secure materials to applicable county/school personnel.
2. Apart from the scheduled test administration to students, secure test materials shall be stored in a locked and secured, central location by the County Test Coordinator in accordance to the test administration guidelines of each assessment.
3. The County Test Coordinator shall be responsible for the test booklets received by the county and to maintain a record of the booklets sent to each school in accordance to the test administration guidelines of each assessment.
4. Before each test administration, materials must be distributed and stored according to instructions provided with the test. Tests must be secured at all times during test administration, including all breaks in the testing sequence. All test booklets (used and unused) and answer sheets, if applicable, must be counted, reconciled, and returned to a centrally located, locked and secured area immediately upon the completion of each daily testing session.
5. Secure test materials, in a school, must be stored in locked and secured central location(s) prior to and following each daily testing session. Secure test materials are to be stored in the building prior to and after testing in accordance to the test administration guidelines of each assessment. Testing, including makeups, must occur during the testing window. Access to test booklets and answer sheets shall be restricted to the State scheduled dates of test administration.
6. Any alleged security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable security procedures shall be reported immediately to the Principal, County Test Coordinator, County Superintendent, and the Office of Student Assessment Services which will inform the proper authorities at the Office of the State Superintendent of Schools, WVDE, according to the protocol set forth in §126-14-7.7. in this policy.

7. No secure test materials, questions or student responses shall be retained, reproduced, paraphrased, or discussed in any manner.
8. Personnel responsible for the testing program shall be properly instructed and participate in the training for each assessment's appropriate test administration procedures as set forth in Appendices B-F in this policy.
9. Each County Test Coordinator shall complete each required WVDE's assessment training and sign a *WVBE County Test Coordinator's Secure Materials and Test Procedures Agreement*. The agreements shall be filed at the WVDE prior to the fifteenth of September each year.
10. Principals and Building Level Coordinators shall complete each required County Test Coordinator's assessment training and sign a *WVBE Principal's/Building Level Coordinator's Secure Materials and Test Procedures Agreement*. The agreement shall be on file with the County Test Coordinator prior to the last day of September each year.
11. Any individual who administers, handles, or has access to secure test materials at the county or school shall complete each required assessment's training as appropriate and sign either a *WVBE Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement* or *WVBE County/School Personnel Secure Materials and Test Procedures Agreement* to remain on file in the appropriate office each year.
12. No one shall compromise test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
13. Student test scores or test performance shall not be disclosed to unauthorized persons as set forth in Policy 4350 and Policy 2340.

Test Administration

1. Tests shall be administered only during the testing window established by the WVBE, except when requested in writing, by the County Superintendent or County Test Coordinator and subsequently approved by the Office of Student Assessment Services, WVDE.
2. Examiners of standardized tests shall rigorously follow the appropriate administrative procedures as directed in the test's administration manual(s).
3. All Examiners shall strive to create a positive environment.
4. Students shall not have access to secure test questions or answer keys.
5. **Examiners shall limit assistance to students to only those issues concerning the mechanical aspects of marking answers, clarifying directions and finding the right place on answer sheets. Examiners shall not indicate answers, point out the rationale of an item, or prompt students in any manner.**

6. Students and Examiners shall be monitored to ensure that appropriate test taking procedures and test security measures are followed.
7. Specific information, as specified by the test manual, shall not be displayed in the room during test administration.
8. Only references or tools specifically designated in test manuals are provided to students.
9. **Accommodations, as appropriate, for students with IEPs, Section 504 Plans, or LEP Assessment Participation Forms shall be provided as established in their respective plans.**

Test Notification

1. Students and parent(s)/guardian(s) shall be
 - a. given notification before testing;
 - b. provided information on the purposes of the test and uses of the test results; and
 - c. encouraged to follow test preparation procedures.

Test Preparation Practices

1. Instruction will be focused on the content standards and objectives in the curricular areas.
2. Informal item bank(s) should be used for test preparation.
3. Students should be taught study skills and general test-taking skills.
4. Benchmark assessment should be used for test preparation.
5. Formative assessment should be used for test preparation.

Appendix 2

State of West Virginia
County of _____

West Virginia Board of Education
West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a (4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

Examiner’s/Proctor’s/Scribe’s Secure Materials and Test Procedures Agreement

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment’s required training.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or discuss the current test materials and/or test items or students responses.
2. I will not use test items, test booklets, or any of the information contained in an assessment to review/prepare students for a test.
3. I will not allow access to the test materials or answer keys to any student or any other person not so authorized by the Principal.
4. I will not alter students’ responses in any manner (indicate answers, point out rationale, prompt, etc.).
5. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
6. If serving as an Examiner for APTA, I will adhere to the prompting hierarchies and document all applicable assistive technology to ensure the accuracy of student responses.
7. If serving as an Examiner for students with IEPs, Section 504 Plans, or LEP Assessment Participation Forms, I will adhere to the accommodations listed therein.
8. If serving as an Examiner for online assessment, I will not offer technical (accessing dictionary, grammar checks, formatting functions, etc.) assistance that might alter the accuracy of student responses in the Web-based assessment before, during, or after the administration of the test.
9. I have read Policy 2340.
10. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *Examiner’s/Proctor’s/Scribe’s Secure Materials and Test Procedures Agreement* to the appropriate test administrator five instructional days prior to administering any assessment.

Signature: _____

Print Name: _____

Position: _____

School: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by the County and State.
This agreement is valid for one year from the signatory date.*

Appendix 3

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a(4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

Principal's Secure Materials and Test Procedures Agreement

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or discuss the current test materials and/or test items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I am responsible for the distribution of secure testing materials, including counting, reconciling, and returning all test booklets (used and unused) according to the instructions provided with the test, before and after each test administration. A record of the number of booklets and other identifying characteristics sent to and returned from my assigned school shall be kept.
4. I am responsible for the test booklets shipped to and returned from my school and will ensure that test materials are securely stored in locked and secure central location(s) prior to and immediately following each daily testing session.
5. I will immediately report any loss of materials, cheating, security breach, testing administration breach, copyright infringement, or other deviation from acceptable security procedures to the County Test Coordinator.
6. I will ensure all applicable personnel receive the proper instruction in appropriate test security and test administration procedures, including the *Testing Code of Ethics*.
7. I will collect and retain the signed *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement* and *County/School Personnel Secure Materials Agreement* for all applicable personnel in the building five instructional days prior to the first day of testing. Verification of all trained school personnel with a signed *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement* and *County/School Personnel Secure Materials Agreement* will be on file five instructional days prior to the first day of testing.
8. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
9. I will not violate test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
10. I will not give students access to test questions or answer keys.
11. I will monitor Examiners and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
12. I will check testing rooms prior to the beginning of test administration to ensure that all specific information, as specified by the test manual, is not displayed in the room during the test administration.
13. I will ensure that Examiners comply with the appropriate accommodations for students with IEPs, Section 504 Plans, and LEP Assessment Participation Forms when so designated in the test manual.
14. I am responsible for monitoring and verifying that the Building Level Coordinator(s), if applicable, has fulfilled his/her assigned duties.
15. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *Principal's Secure Materials and Test Procedures Agreement* to the County Test Coordinator prior to the last day of September.

Signature: _____

Print Name: _____

School: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by the County and State.
This agreement is valid for one year from the signatory date.*

Appendix 4

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a(4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

Building Level Coordinator's/Assistant Building Level Coordinator's Secure Materials and Test Procedures Agreement (Other than Principal)

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or discuss the current secure test materials and/or test items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I will distribute the secure testing materials, including counting, reconciling, and returning all test booklets (used and unused) according to the instructions provided with the test, before and after each test administration. A record of the number of booklets and other identifying characteristics sent to and returned from my school shall be given to and kept by the Principal.
4. I am responsible, to the Principal, for the test booklets shipped to and returned from my school and will ensure that test materials are securely stored in locked and secure central location(s) prior to and immediately following each daily testing session.
5. I will immediately report any loss of materials, cheating, security breach, testing administration breach, copyright infringement, or other deviation from acceptable security procedures to the Principal.
6. I will ensure all applicable personnel receive the proper instruction in appropriate test security and test administration procedures, including the *Testing Code of Ethics*, if assigned by the Principal to do so.
7. I will collect, if assigned to do so, and give to the Principal the signed *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement and County/School Personnel Secure Materials Agreement* for all applicable personnel in the building five instructional days prior to the first day of testing. Verification of all trained school personnel with a signed *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement and County/School Personnel Secure Materials Agreement* will be given to the Principal five instructional days prior to the first day of testing.
8. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
9. I will not violate test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
10. I will not give students access to test questions or answer keys.
11. I will monitor Examiners and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
12. I will check testing rooms prior to the beginning of test administration to ensure that all specific information, as specified by the test manual, is not displayed in the room during the test administration.
13. I will ensure that Examiners comply with the appropriate accommodations for students with IEPs, Section 504 Plans, and LEP Assessment Participation Forms when so designated in the test manual.
14. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *Building Level Coordinator's/Assistant Building Level Coordinator's Secure Materials and Test Procedures Agreement* to the County Test Coordinator prior to the last day of September.

Signature: _____

Print Name: _____

School: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by the County and State.
This agreement is valid for one year from the signatory date.*

Appendix 5

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a(4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

County/School Personnel Secure Materials Agreement

(For all personnel with access to secure materials who will **not** administer, proctor, or transcribe an assessment.)

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or discuss secure test materials and/or test items.
2. I will not allow access to the test materials or answer keys to any person, unless authorized to do so by the County Test Coordinator or Principal.
3. I will not alter students’ responses in any manner.
4. I will immediately report any loss of materials, damages, or other deviations from acceptable security procedures to either County Test Coordinator or Principal.
5. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license, if applicable, may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *County/School Personnel Secure Materials Agreement* to the County Test Coordinator or Principal prior to access to secure test materials.

Signature: _____

Print Name: _____

Position: _____

School/Department: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by the County and State.
This agreement is valid for one year from the signatory date.*

Appendix 6

State of West Virginia

County of _____

West Virginia Board of Education

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a(4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

County Test Coordinator's Secure Materials and Test Procedures Agreement

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training.

I therefore pledge:

1. I will not retain, copy, reproduce, paraphrase, distribute, or discuss secure test materials and/or test items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I am responsible for the distribution of secure testing materials, including counting, reconciling, and returning all test booklets (used and unused) according to the instructions provided with the test, before and after each test administration. A record of the number of booklets and other identifying characteristics sent to and returned from each school shall be kept.
4. I am responsible for the test booklets shipped to and returned from the schools and will ensure that test materials are securely stored in the buildings according to the instructions provided with the test and that all testing must occur during the testing window.
5. I will immediately report any loss of materials, cheating, security breach, testing administration breach, copyright infringement, or other deviation from acceptable security procedures to the County Superintendent and to the Office of Student Assessment Services.
6. I will properly instruct the Principals and Building Level Coordinators in appropriate test security and test administration procedures, including the *Testing Code of Ethics*.
7. I will collect and retain the signed *Principal's Secure Materials and Test Procedures Agreement* and *Building Level Coordinator's Secure Materials and Test Procedures Agreement*, if applicable, for each school in the county by the last day of September.
8. I will not release test administration materials to a school without the signed *Principal's Secure Materials and Test Procedures Agreement* and verification of training of all other applicable school personnel.
9. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
10. I will not violate test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
11. I will not give students access to test questions or answer keys.
12. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *County Test Coordinator's Secure Materials and Test Procedures Agreement* to the Office of Student Assessment Services prior to the fifteenth day of September.

Signature: _____

Print Name: _____

Date: _____

*If this form is not on file, it will be considered a breach of security by the County and State.
This agreement is valid for one year from the signatory date.*



West Virginia
Department of Education

Dr. Steven L. Paine
State Superintendent of Schools
West Virginia Department of Education