

WESTEST 2 Policy Based Scenarios

County Test Coordinators Meeting March 25, 2009

County Test Coordinators (CTC)

1. In March, John's parents decided to home school him. They still want him to take WESTEST 2 in May.
 - a. 4.10. Home instructed (home schooled) students may participate in the WV-MAP under standard conditions administered in the public schools of the county in which they reside. Students may participate provided that the home instructor notifies the County Test Coordinator of the intention to participate at least two months prior to the testing window. Home instructed students will be assigned: 1) a location for testing with an approved educator who has completed the required training as an Examiner/Scribe and signed the *WVBE Examiner's/Scribe's Secure Materials and Test Procedures Agreement*, and 2) a test date by the County Test Coordinator during the testing window. All educators and nonpublic school students participating in the assessments of the WV-MAP shall be required to follow all testing guidelines and procedures set forth in this policy. Violations of this policy shall result in the loss of testing privileges.
2. A student is extremely ill and is instructed as a homebound student. The student is too sick to currently attend school, so the school is implementing some of the IEP services in the home. The school is not going to administer WESTEST 2 to the student due to her medical condition and that is all they need to do.
 - a. 3.26. Medically Fragile. A medically fragile student is a student who is suffering from a terminal illness, injuries, medical or mental emergency, or receiving extraordinary short-term medical treatment for either a physical or psychiatric condition, and for whom a participation rate exemption may be requested through an appeals process with the Office of Education Performance Audits.
 - b. 4.8. All homebound public school students are to be assessed at the schools in which the students are enrolled or at alternate testing sites approved by the County Test Coordinators. **All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in this policy.** Appeals are available for those students who are too medically fragile to be assessed or who have other medical emergencies as documented by a physician. The appeals form is located at <http://oepa.state.wv.us>.

3. The pastor of the church is also the principal of the church sponsored non-public school. The school has been approved for WESTEST 2. On the day of testing, one of his Examiners is absent so he administers the test to that class.
 - a. 5.3.5. Principals/Building Level Coordinators at nonpublic schools that administer any portion of the WV-MAP are required to have a valid West Virginia teaching license/certification as do public school Principals and Building Level Coordinators.
 - b. 5.5. Any West Virginia nonpublic school employee involved in any component of the testing program shall be trained in appropriate assessment administration and test security procedures. Test administrators shall hold a valid West Virginia teaching license/certification and must be approved by WVDE.

4. The County Test Coordinator meets with all the Principals/Building Level Coordinators to review guidelines and release the school's secure materials. The CTC has not received a copy of the Verification of Training from one Principal/BLC. This school is a 45 minute drive away, so the CTC releases the materials with the promise of the principal faxing the form immediately upon returning to the school.
 - a. 7.5. The examiners shall acknowledge that all assessments within the WV-MAP are secure tests by completing the required training for each assessment and by reviewing, signing and returning the *WVBE Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (Appendix E) to the appropriate test administrator five instructional days prior to the beginning of testing each year. This signed agreement must be on file with the Principal and verification of all trained personnel with signed security agreements for each assessment must be on file with the County Test Coordinator/Principal five instructional days prior to the beginning of each test, each year.

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Principal / Building Level Coordinators (BLC)

5. Mary attends public school and her teacher, Mrs. Brown, is also her mother. Mrs. Brown administered the test to her class. A family member administering the test is acceptable in public schools, but not acceptable in nonpublic schools.
 - a. 3.16. Examiner. An examiner must be a currently employed educator and/or an approved employee of the state, county or RESA, or a currently employed educator of a nonpublic school who holds a valid West Virginia teaching license or certification granted by the Office of Professional Preparation. The examiner may also include substitute teachers or aides serving as an examiner for special needs students when they are instructionally assigned. All aides and nonpublic school educators must be approved by WVDE. Student teachers may not serve as examiners. The examiner must have been trained and must have on file a signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* for the purpose of administering or assisting with the administration of an assessment included in the WV-MAP. Examiners may not administer WV-MAP assessments to his/her child.

6. The school's storage closet was the only locked location with enough space to store the school's secure materials. The PTO president and the custodian also stored items in this closet and both had keys. The custodian said supplies from the closet would not be needed until testing was completed and the PTO did not meet for two weeks. The principal did not think it was necessary to train them or have them sign a security agreement.
 - a. 3.25. Locked and Secured Central Location/s. A locked and secured central location/s for storage of secure materials is any location that can be locked and secured with access limited to only the Principal and/or Building Level Coordinator.
 - b. 5.3.2. Any West Virginia public/nonpublic school employee involved in any phase of the testing program shall be trained in secure materials and/or assessment administration procedures as defined in policy.

7. On the morning of testing, the Grade 3 Examiner has a medical emergency and cannot be at school. The principal decided to have an experienced kindergarten aide administer the test to this class.
 - a. 3.16. Examiner. An examiner must be a currently employed educator and/or an approved employee of the state, county or RESA, or a currently employed educator of a nonpublic school who holds a valid West Virginia teaching license or certification granted by the Office of Professional Preparation. The examiner may also include substitute teachers or aides serving as an examiner for special needs students when they are instructionally assigned. All aides and nonpublic school educators must be approved by WVDE. Student teachers may not serve as examiners. The examiner must have been trained and must have on file a signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* for the purpose of administering or assisting with the administration of an assessment included in the WV-MAP. Examiners may not administer WV-MAP assessments to his/her child.
 - b. 3.4. Aide. For the purpose of testing, an aide is a person who meets or exceeds the qualifications of Aide II pursuant to W.Va. Code §18A-4-8 (i)(9) and is hired to work with special needs students in an instructional setting. These aides may serve as an examiner for the special needs students to whom they are instructionally assigned. All aides must be pre-approved by WVDE.

8. On the morning of testing, a coffee spill damages a classroom set of answer documents. Using the extra answer documents at the school, the class would still be short three (3) answer documents. The Principal/BLC decided to make three (3) copies of the answer document for students to use and then have a scribe transfer student answers to a real answer document later.
 - a. 3.12. Copyright Infringement. For the purpose of this policy, copyright infringement consists of the retention, reproduction, or paraphrasing in any manner of secure test material in paper or electronic format, including test booklets, answer sheets or online submissions. Copyright infringement may result in a loss of licensure/certification as per §126-14-8.7.1.

9. Due to uncontrollable circumstances, student testing rolled into the second week of the testing window. Today, a water problem at the school caused a two-hour delay but the principal decided to proceed with testing. By lunch, most students had completed the test but a few still needed more time. The principal made an announcement to allow all students who had completed the test to go to lunch.

- a. 3.49. Testing Irregularity. A testing irregularity is any unexpected event that significantly disrupts the testing environment of two or more students, e.g., sounding of the fire alarm or power outage. Test irregularities must be reported by the examiner on a testing irregularity form to the Principal or County Test Coordinator, as appropriate, by the person administering or assisting with the administration of an assessment.
- b. Appendix A--*Testing Code of Ethics*
 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.

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EXAMINERS

10. The Grade 5 Examiner followed the script to begin the RLA portion of WESTEST 2. After she was confident her students understood the directions, told them to begin. While walking around the room, the teacher noticed one student bubbling answers in the Social Studies section of the answer document. The student was directed to re-mark the answers in the RLA section of the answer document.
 - a. 3.48. Testing Code of Ethics. *The Testing Code of Ethics*, as set forth in this policy, defines the moral and principled practice of handling, training, and administering secure assessment materials.
 - b. Appendix A--*Testing Code of Ethics*
 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.

11. A teacher locked her room and took the students to the water fountain for the break between Math session 1 and 2. While at the water fountain, the teacher started yelling at the students that they could do better than they were doing on the assessment.
 - a. 3.43 Security Breach. A security breach is the failure to observe/follow the documented procedures established to protect, maintain and implement the testing process, such as the Testing Code of Ethics, test procedures agreements, and/or procedures prescribed in the testing manuals by any person administering or assisting with the administration of an assessment included in the WV-MAP.
 - b. Appendix A--*Testing Code of Ethics*
 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.

12. The Principal/BLC prepared student rosters so that the special needs students would be tested by the teachers who normally provided their accommodations. The group's IEP listed oral testing and fewer answer choices as an accommodation, so the teacher/Examiner provided those accommodations on WESTEST 2.

- a. 3.47. Testing Administration Breach. A testing administration breach is any failure to follow the documented test administration procedures that could alter the results or testing environment of the assessment for one or more students, e.g., timing an untimed test, not implementing required accommodations, etc. See §126-14-7.7 for the protocol to use in reporting an alleged breach.
- b. 4.3. All public school students with disabilities who are eligible for services as defined in Policy 2419 shall participate in the WESTEST 2 or APTA in the grade level at which they are enrolled with appropriate accommodations, if any, as determined by their IEP Team.
- c. 5.6. All allowable testing accommodations identified on the student's IEP, Section 504 Plan, or LEP Assessment Participation Form must be provided during the test administration, as established in his/her plan. Students needing accommodations will be identified by the Principal or Building Level Coordinator and the designated accommodations shall be implemented by the examiner.

13. Students are being tested in the library. The librarian had decorated the lab's bulletin boards prior to the test with posters that contain punctuation rules. The posters are not taken down or covered up prior to testing. On the day of the test, Mr. Gibson, the Examiner, notices the posters but decides not to say anything.

- a. 3.10. Cheating. Cheating is a willful or intentional act of dishonesty by an administrator, teacher, examiner, or student involving preparing for tests, test taking, altering records or performance that impacts and/or jeopardizes the integrity of the test or the accuracy of the test results. Cheating will result in the invalidation of test scores and tests as per the recommendation of the Investigative Team and the determination of WVDE. Cheating may result in a loss of licensure/certification for employees as per §126-14-8.7.1
- b. Appendix A -*The Testing Code of Ethics*
 7. Specific information, as specified by the test manual, shall not be displayed in the room during test administration.

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County Test Coordinators Meeting March 25, 2009

General

14. After reviewing the test scores, the principal or a school reported to the Department of Education that the performance of grade 5 was significantly higher than that of grade 6. WVDOE investigated using erasure analysis.
 - a. 6.7. The accountability assessment vendor will provide WVDE with a vendor report with the names of schools and teachers with excessive Wrong to Right erasures on the answer sheets of three Standard Deviations (hereinafter 3SD) and four Standard Deviations (hereinafter 4 SD) above the state mean of Wrong to Right erasures.

15. A box of completed test booklets were placed outside the Principal/BLC's office door. They are now missing.
 - a. 3.25. Locked and Secured Central Location/s. A locked and secured central location/s for storage of secure materials is any location that can be locked and secured with access limited to only the Principal and/or Building Level Coordinator.
 - b. 5.3.2. Any West Virginia public/nonpublic school employee involved in any phase of the testing program shall be trained in secure materials and/or assessment administration procedures as defined in policy.
 - c. 7.3.1. Apart from the scheduled test administration, the County Test Coordinator shall ensure that secure test materials shall be stored in a locked and secured, central location by the County Test Coordinator consistent with test security procedures outlined in the *Testing Code of Ethics* (Appendix A).

16. Johnny moved to WV and enrolled in school on the last day of WESTEST 2 Online Writing window. His principal is now telling his parents he cannot take WESTEST 2.
 - a. He can take WESTEST 2 if he does not take online writing