

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

WESTEST 2 Policy Based Scenarios

County Test Coordinators Meeting March 25, 2009

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

WESTEST 2 Policy Based Scenarios

County Test Coordinators Meeting March 25, 2009

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

WESTEST 2 Policy Based Scenarios

County Test Coordinators Meeting March 25, 2009

General

1. 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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

2. A box of completed test booklets were placed outside the Principal/BLC's office door. They are now missing.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING:

3. 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.

TESTING CODE OF ETHICS REFERENCE:

POLICY REFERENCE:

PROTOCOL FOR REPORTING: