

**West Virginia**  
**2009**  
**ADMINISTRATION MANUAL**

**WESTEST 2**  
**Online Writing**

**Grades 3-11**

2700344



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**West Virginia**

**WESTEST 2**

# **Online Writing**

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**January 2009**

**Office of Assessment and Accountability  
Division of Curriculum and Instructional Services  
West Virginia Department of Education**

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## FOREWORD

Student achievement is the main goal of the West Virginia Department of Education. Educators in West Virginia increasingly recognize the necessity of preparing students to succeed in the 21<sup>st</sup> century. Today West Virginia students are enrolled in rigorous courses embedded with 21<sup>st</sup> century learning skills and are being taught to comprehend, problem solve and communicate solutions. The West Virginia Board of Education supports this commitment to teaching 21<sup>st</sup> century skills as schools prepare students to compete in an ever-changing world.

The development of effective writing practices is a priority in West Virginia schools. Students must be taught to articulate their thoughts and ideas clearly and effectively. The West Virginia Department of Education believes that writing is a very important 21<sup>st</sup> century skill and one that unlocks high quality learning.

In 1984, the West Virginia Department of Education began assessing student writing with a statewide writing assessment. The writing assessment has been a positive influence in promoting the teaching of writing skills in all West Virginia schools and classes. For more than 20 years, students in grades 4, 7 and 10 were administered a traditional assessment using a pencil-paper method of communication. In 2005, realizing that computers were reshaping the nature of writing, West Virginia began a computer-based writing assessment for student in grades 7 and 10. In 2008, this method of assessing student writing was expanded to include all students assessed on the statewide summative assessment. In the 2009 WESTEST 2, the online writing will be scaled with the reading language arts test and assess the writing and reading standards in grades 3 through 11.

This manual has been developed by the Office of Assessment and Accountability, West Virginia Department of Education, to assist educators in understanding and administering the WESTEST 2 Online Writing as part of the West Virginia Measures of Academic Progress (WV-MAP). The West Virginia Department of Education acknowledges and expresses its gratitude to CTB/McGraw-Hill for its assistance in the development and administration of this online assessment.



Dr. Steven L. Paine  
State Superintendent of Schools

## Overview of the WESTEST 2 Online Writing

The West Virginia WESTEST 2 Online Writing is designed to measure the writing ability of West Virginia students in grades 3–11. This test is to be administered to all students in grades 3–11 who are not required to take the West Virginia Alternate Performance Task Assessment (APTA). Students will complete the WESTEST 2 Online Writing on a secure web site where they will word process their compositions to an assigned passage and accompanying prompt. Compositions are scored electronically, based on the West Virginia Six-Point Scoring Rubric, which includes the criteria areas of Organization, Development, Sentence Structure, Word Choice/Grammar Usage and Mechanics.

The WESTEST 2 Online Writing requires students to compose a composition to a specific passage and prompt. These passages and prompts emphasize 21<sup>st</sup> century skills, including real world applications, critical thinking and problem solving. However, students will not have to have specific content or technical knowledge to address the topic. For administration of the WESTEST 2 Online Writing, a random passage and prompt addressing a narrative, descriptive, informative or persuasive genre of writing will be assigned as the student logs onto the testing web site.

As students prepare their compositions, they are encouraged to use the prewriting, drafting, revising and editing aspects of the writing process prior to submitting their compositions for scoring. Paper and pencil will be provided for those students who choose to manually complete the prewriting and drafting stages, but the final essay must be submitted electronically. The test will not be timed, and every student will be given the time needed to complete the assignment within the confines of the testing session. However, it is recommended that an Examiner end a test when a student stops working for more than 10 minutes. At that time, the Examiner must instruct the student to submit the composition.

<b>Contact Information</b>	
<b>WVDE Office of Assessment and Accountability Vaughn Rhudy, Coordinator 304-558-2546, Ext. 53205</b>	<b>CTB/McGraw-Hill Product Support Staff 866-282-2250</b>
<b><u>2009 Window for Testing</u></b>	
<b><u>Middle Schools (grades 6-8)</u></b>	<b>March 2 through March 20</b>
<b><u>Secondary Schools (grades 9-11)</u></b>	<b>March 23 through April 10</b>
<b><u>Elementary Schools (grades 3-5)</u></b>	<b>April 13 through May 1</b>

## General Test Administration

### Testing Conditions for All Students

All students enrolled in grades 3–11, with the exception of those students who meet the criteria for participation in APTA, shall participate in WESTEST 2 Online Writing. Even students who have not been enrolled in West Virginia for the full academic school year shall be tested. Students shall be tested at the grade level in which they are enrolled.

Since the WESTEST 2 Online Writing is a web-based assessment, 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, *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>). Each county provides its own Acceptable Use of the Internet Form. These forms are available on the following Web site: [http://wveis.k12.wv.us/surveys/digital\\_divide\\_2007\\_report22.cfm](http://wveis.k12.wv.us/surveys/digital_divide_2007_report22.cfm). If a student does not have this form on file, he/she **must hand write the composition and a Scribe will enter the composition on the Web site.**

### Standardized Conditions

The WESTEST 2 Online Writing requires standard testing conditions. The Examiner must adhere to the conditions described in the *Administration Manual* and the *Testing Code of Ethics* (Appendix D, pg. 25). 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* (Appendices, pg. 28-33) indicating proper training for test administration and test/data security has been received.
- Examiners must be a currently employed educator and/or approved employee of the state, county, or RESA, or an educator of a nonpublic school with a valid West Virginia teaching license or certification granted by the Office of Professional Preparation. Examiners may also include substitute teachers or aides serving as an Examiner for special needs students when they are instructionally assigned. Student teachers may not serve as Examiners.
- Examiners must be trained prior to test administration and must sign an *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (Appendix H, pg. 31), indicating that proper training has been received.
- 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 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 one another.
- The WESTEST 2 Online Writing is not timed. Every student must be given the time he or she needs to complete the assessment within the confines of the testing session. However, it is recommended that an Examiner end a test when a student stops working for more than 10 minutes. At that time, the Examiner must instruct the student to submit the composition. 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.
- After submitting their compositions, students are not permitted to be on the computer during the testing session. Silent reading may minimize class disturbance if students finish before others.
- Any specific information pertinent to the WESTEST 2 Online Writing 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.
- Assistance to students shall be limited to problems with site navigation, connectivity or computer hardware.
- Students and Examiners must turn off any cellular phones, pagers or electronic devices during the testing period.
- Examiners must collect all 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 by shredding. 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 WESTEST 2 Online Writing passages and prompts are secure materials 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 Assessment and Accountability, West Virginia Department of Education.
- Conditions for nonscorable compositions include the following:
  1. Blank or refusal to take the test
  2. Insufficient amount of writing
  3. Passage/prompt copied
  4. Incoherent

## Students with IEPs and Section 504 Plans

All students with an IEP or a Section 504 Plan are to participate in the WESTEST 2 Online Writing at the grade level in which they are enrolled, except for those students who meet the criteria for participation in APTA. These students are to receive all assessment accommodations as outlined in their IEPs or Section 504 Plans. Due to federal requirements, the West Virginia Department of Education requires confirmation that testing accommodations as documented on the student' IEP are honored when the student takes the WESTEST 2 Online Writing. For additional information, see WVS.326: *Documentation Procedure for IEP Accommodations on WESTEST 2 Online Writing* (Appendix C, pg. 23).

### Accommodations

An accommodation is a change in the administration of an assessment, such as setting, scheduling, timing, presentation format, composition 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 WESTEST 2 Online Writing are as follows:

### Presentation

- Have directions, passage and prompt read aloud verbatim to the student as per the IEP or Section 504 Plan either by the Examiner or by a screen reader.
  - For a blind/partially-sighted student who does not read Contracted braille or Nemeth Code, directions, passage and prompt will be read aloud verbatim either by the Examiner or by a screen reader.
- Use screen enlarger for visually impaired students.
- Present directions, passage and prompt through sign language for the student.
- Use an electronic translator or sign-dictionary to present directions, passage and prompt for the student.
- Use braille or other tactile form of print when that is the student's typical mode of accessing written material.
- Use a secure electronic braille note taker for directions, passage and prompt for student's composition.
- Have directions **rephrased** by the Examiner in a way that does not breach security of the WESTEST 2 Online Writing.
- 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.

### Composition

- Use screen reader, screen enlarger or braille for composition.
- Indicate composition to a Scribe when the student is physically unable to respond otherwise. Refer to Directions for Transcribing (pg. 7).

- Use braille or other tactile form of print when that is the student's typical mode of responding to written material. If student responds in braille, a Scribe must transcribe the student's composition to the testing Web site using the student's login information. Refer to Directions for Transcribing (pg. 7).

### **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 to complete the exam within the confines of the testing session. However, it is recommended that an Examiner end a test when a student stops working for more than 10 minutes. At that time the Examiner must instruct the student to submit the composition.

### **Additional Accommodation Request**

A request for a student to use an assessment accommodation that does not appear in this document must be directed to Vaughn Rhudy, WESTEST 2 Online Writing Coordinator, Office of Assessment and Accountability. This request must be emailed and received no later than Friday, February 20, 2009. 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 WESTEST 2 Online Writing 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 WESTEST 2 Online Writing at the grade level in which they are enrolled except for those students who meet the criteria for participation in APTA. 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). 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, composition 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 WESTEST 2 Online Writing are as follows:

### **Presentation**

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

### **Composition**

- Indicate compositions to a Scribe when the student is physically unable to respond otherwise. Refer to Directions for Transcribing (pg. 7).

### **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 when a student stops working for more than 10 minutes. At that time, the Examiner must instruct the student to submit the composition. 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 Vaughn Rhudy, WESTEST 2 Online Writing Coordinator, Office of Assessment and Accountability. This request must be emailed and received no later than Friday, February 20, 2009. 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 WESTEST 2 Online Writing 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 composition; they may not add, delete or insert personal thinking in any manner. When a Scribe is transcribing the student's written composition in a statewide test, the Scribe is to copy the exact words the student wrote. When the Scribe is recording oral or signed compositions in a statewide test, the Scribe may give the student these options when recording the student's oral composition:

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

### Scribes will adhere to the following:

- Be a trained Examiner. Examiners must be a currently employed educator and/or approved employee of the state, county, or RESA, or an educator of a nonpublic school with a valid West Virginia teaching license or certification granted by the Office of Professional Preparation. Examiners may also include substitute teachers or aides serving as an Examiner for special needs students when they are instructionally assigned. Student teachers may not serve as Examiners. Examiners must be trained prior to test administration and must sign an *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (Appendix H, pg. 31), indicating that proper training has been received.
- Sign the *WESTEST 2 Online Writing Scribe Verification Form* (Appendix A, pg. 21) at the conclusion of the transcription.
- Provide a location where other examinees are not able to hear or see other students' compositions.
- List the names and enrollment grades of the students whose essays were transcribed. The form is to be sent to the Principal/Building Level Coordinator upon completion.
- Word process the composition specifically as provided either in writing or orally by the student.
- Remain silent while the student is dictating, signing, word processing or writing the composition. 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 composition.

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 an "f" as opposed to the intended "d" due to finger misplacement.)

If transcribing from a handwritten or word processed composition, 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 or persons providing home instruction. They may be enrolled in a course(s) in the public school system. The parent(s)/guardian(s) of home-instructed student(s) must notify the County Test Coordinator of their intent to participate at least **two months prior to administration of WESTEST 2 Online Writing or by a date determined by the County Test Coordinator**. Home-instructed students who are taking the WESTEST 2 Online Writing must test in the county in which they reside at a school indicated by the County Test Coordinator. All educators and nonpublic school students participating in the assessments 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 a homebound student to come to the school for testing, he/she should attend school on the days of testing. If it is impossible for the homebound student to come to the school on those days, the county will determine how to administer the WESTEST 2 Online Writing to that student. However, the follow conditions must be met:

- The Examiner administering the test must be a currently employed educator and/or approved employee of the state, county, or RESA or an educator of a nonpublic school with 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. Student teachers may not serve as Examiners. The Examiner administering the test must be trained in proper test administration procedures prior to testing, and must sign an *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (Appendix H, pg. 31). This signed agreement must be on file at the home school.
- No family member may be present during the WESTEST 2 Online Writing administration; No family member may read any of the test materials.
- All test security procedures and schedules must be followed.

## Alternative Schools

Students in public alternative education programs are tested at the school site where they receive instruction. All test security procedures and schedules must be followed exactly as prescribed in the *WESTEST 2 Online Writing Administration Manual*.

## Nonpublic Schools

Nonpublic school students are offered the opportunity to participate in the WESTEST 2 Online Writing administrations as long as teachers have a West Virginia certified teaching license approved by the WVDE Office of Assessment and Accountability. **Nonpublic schools must notify the test coordinator of the county their intent to participate in the WESTEST 2 Online Writing at least two months prior to the administration of the test or by a date**

**determined by the County Test Coordinator.** The County Test Coordinator will receive all testing materials and release the testing materials to the nonpublic school after receiving the signed security agreement forms from the school's approved Examiners. All educators and nonpublic school students participating in the assessments of the West Virginia Measures of Academic Progress shall be required to follow all testing guidelines and procedures set forth (see *WVBE Policy 2340, 4:11*).

## **Responsible Test Administration Practices**

Examiners have the responsibility for administering the test 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 D, pg. 25).

Providing Assistance to Students - It is crucial that all students understand the directions before taking the test. 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 composition.** It is a violation of the *Testing Code of Ethics* to change a student's composition. (*Testing Code of Ethics*, Appendix D, pg. 25).

Irregularities During Testing - Irregularities can occur which disrupt the test situation. Record these irregularities on the *WESTEST 2 Online Writing Irregularity Form* (Appendix B, pg. 22) provided by the Office of Assessment and Accountability. The original 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 Assessment and Accountability, 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 with the student's name, WVEIS number and the nature of the problem as soon as possible. The Principal must contact the County Test Coordinator immediately.

Proctoring Functions – Examiners must be a currently employed educator and/or approved employee of the state, county, or RESA, or an educator of a nonpublic school with a valid West Virginia teaching license or certification granted by the Office of Professional Preparation. Examiners may also include substitute teachers or aides serving as an Examiner for special needs students when they are instructionally assigned. Student teachers may not serve as Examiners. Examiners must be trained prior to test administration and must sign an *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (Appendix H, pg. 31), indicating that proper training has been received. Examiners must monitor the students during testing. Test administration procedures must be followed in accordance with the *Administration Manual*.

## Responsibilities for County Test Coordinator

### The County Test Coordinator has the following responsibilities:

- informing Principal/Building Level Coordinator of the test date and purpose of the test;
- training Principal/Building Level Coordinator;
- documenting verification of training, see *Verification of Training for Principals, Building Level Coordinators, County/School, RESA Personnel (Examiners/Scribes/Other School Personnel)*, Appendix J, pg. 33;
- establishing a plan for the delivery of secure materials;
- preparing and delivering school packets that include Administration Manuals and secure materials;
- contacting the Office of Assessment and Accountability
  - for adding students to the testing site and/or
  - for passages/prompts for students needing Scribes;
- informing the Office of Assessment and Accountability of testing irregularities; and
- participating in WVDE investigations of testing irregularities.

## Responsibilities for County Technology Coordinator

### The County Technology Coordinator has the following responsibilities:

- ensuring that all computers are in good working order;
- installing or updating 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, *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>). Each county provides its own Acceptable Use of the Internet Form. These forms are available on the following Website: [http://wveis.k12.wv.us/surveys/digital\\_divide\\_2007\\_report22.cfm](http://wveis.k12.wv.us/surveys/digital_divide_2007_report22.cfm). If a student does not have this form on file, he/she **must hand write the composition and a Scribe will enter the composition on the Web site.**

## Responsibilities for Principal/Building Level Coordinator

### The Principal/Building Level Coordinator has the following responsibilities:

- training Examiners on the administration of the 2009 WESTEST 2 Online Writing;
- documenting verification of training, see *Verification of Training for Principals, Building Level Coordinators, County/School, RESA Personnel (Examiners/Scribes/Other School Personnel, Appendix J, pg. 33;*
- informing students and parents of the test date and the purpose of the test;
- 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 security features have been updated on all computers that will be used in testing;
- establishing a plan for the delivery of secure materials;
- 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 2009 *WESTEST 2 Online Writing Administration Manual*, rosters, secure materials, pencils or pens and scratch paper;
- contacting the County Test Coordinator for
  - adding students to the testing site
  - 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 WESTEST 2 Online Writing 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 on the testing site, the Principal/Building Level Coordinator should contact CTB/McGraw-Hill Product Support Staff at 866-282-2250. All other problems are to be directed to either the County Test Coordinator or to Vaughn Rhudy, WESTEST 2 Online Writing Coordinator, Office of Assessment and Accountability, 304-558-2546.

## **Responsibilities for Examiner**

Students need to be motivated to do well in order to obtain the most accurate results possible. It is imperative that an Examiner address the assessment in a positive fashion. The Examiner's attitude and the attitudes of other staff members contribute significantly to the perceptions and subsequent performances of the students on the assessment. If the Examiner conveys 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 WESTEST 2 Online Writing before they begin writing.

### **The Examiner has the following responsibilities:**

#### **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 2009 WESTEST 2 Online Writing." (The PowerPoint is located on the web site of the Office of Assessment and Accountability.)
- Check class roster.
- Inform the Principal/Building Level Coordinator of the names of students who are not listed on the class roster.
- Remove or cover any writing posters, graphic organizers, transitional expressions, etc., on display in the classroom/testing area.

#### **At the beginning of the assessment session:**

- Create an effective atmosphere for assessment in the classroom.
- Have all materials assembled for quick distribution.
- Contact the Principal/Building Level Coordinator if a student experiences difficulty logging on the testing site.
- Make sure each student has pencil or pen and at least three pieces of scratch paper.
- Review the instructions in the *WESTEST 2 Online Writing Administration Manual*.
- Copy and distribute to students the one-page handout, Steps for Completing the WESTEST 2 Online Writing (pg. 20).

#### **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 when a student stops working for more than 10 minutes. At that time, the Examiner should instruct the student to submit the composition. Please note that the test must be completed within the same school day in which it was started.
- Monitor the assessment for irregularities and record on the *WESTEST 2 Online Writing Irregularity Form* (Appendix B, pg. 22) any irregularities that may affect a student's or the group's performance.

**After the assessment session:**

- At the end of testing, Examiners must collect all scratch paper and rough drafts. These are to be delivered to the Principal/Building Level Coordinator who will shred them. Rough drafts are considered secure documents. It is not appropriate to simply throw rough drafts in trash containers in the testing room/lab. These drafts must be destroyed as soon as possible.
- Report on the *WESTEST 2 Online Writing Test Irregularity Form* (Appendix B, pg. 22) 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 test
- typing/word processing a student's composition
- giving students advice or calling students' attention to errors of grammar, punctuation, capitalization or spelling  
(see *Testing Code of Ethics*, Appendix D, pg. 25)

**Directions for Administering the 2009 WESTEST 2 Online Writing**

The following script is meant to accompany the prepared PowerPoint presentation, which can be delivered to students in a classroom environment prior to the testing session. The PowerPoint can be accessed at <http://writing.k12.wv.us> under File Library, "Administering the 2009 WESTEST 2 Online Writing."

**THE FOLLOWING DIRECTIONS ACCOMPANY THE POWERPOINT**

Today (this week) you will be taking the 2009 West Virginia WESTEST 2 Online Writing. A topic will be assigned to you when you log onto the testing Web site. Your assigned topic will require one of the following types of writing: descriptive, narrative, informative or persuasive. (Third grade students will be assigned only descriptive and narrative prompts.) The topic will be one that you can write about without having to remember facts or other information. All of the topics have been developed so that you can use your own ideas, words and imagination in your composition. 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 in the space provided. After reviewing or revising, submit your final copy. Please do your best work.

Your paper will be scored in the criteria areas of Organization, Development, Sentence Structure, Word Choice/Grammar Usage and Mechanics. A paper that is blank, repetitious, insufficiently developed, incoherent, or reflects a copying of the passage/prompt will not be scored.

This is an untimed assessment, and you will be given the time you need to compose and submit your composition. However, if you stop working for more than 10 minutes, you will be asked to submit your composition. You are expected to be writing or typing at all times. An Examiner may help you only if your computer malfunctions.

On the desktop of your computer you will find an icon with the caption WESTEST 2 Online Writing. Double clicking on this icon will take you to the testing Web site.



Click “Allow access” to allow application access to clear clipboard.



The next screen is the student login screen with the heading “Student Login.” You will log in with the information provided by your Examiner.

A screenshot of a "Student Login" form. The title "Student Login" is in a dark header bar. Below the header, there are two input fields: "Username:" and "Password:". At the bottom, there are two buttons: "Exit" with a left-pointing arrow and "Login" with a right-pointing arrow.

The next screen will provide a passage and accompanying prompt. Take your time and read the passage and prompt carefully. This screen will be the main menu for writing your composition.

Writing ROADMAP 2.0 Jonathon Smith

Enter Essay Checklist Rubric Submit Essay

**DIRECTIONS:** Read the passage and prompt and type a composition in the box below.

Passage:

Prompt:

Begin typing your composition below:

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 composition prior to typing your final copy.

Remember to address the prompt you have been assigned. 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 the writing checklist by clicking on the CHECKLIST tab.

The screenshot displays the 'Writing Roadmap 2.0' interface for user 'Jonathon Smith'. At the top right, there are four tabs: 'Enter Essay', 'Checklist' (which is selected and highlighted in black), 'Rubric', and 'Submit Essay'. The main content area is titled 'WRITING CHECKLIST' and contains the following sections:

- ORGANIZATION**
  - My focus is clear.
  - My purpose is clearly stated in a topic sentence.
  - My ideas are summarized in a conclusion.
- DEVELOPMENT**
  - My main idea is supported with details and examples.
  - My ideas are logically presented.
- SENTENCE STRUCTURE**
  - My sentences are correct.
  - My sentences vary in length and complexity.
- WORD CHOICE and USAGE**
  - My word choice is vivid.
  - My noun, pronouns, verbs, adjectives and adverbs are used correctly.
- MECHANICS**
  - My punctuation is correct.
  - My capitalization is correct.
  - My words are spelled correctly.

You can also access the West Virginia Writing Rubric from the main screen by clicking on the **RUBRIC** tab. This rubric will be used in the scoring of your composition.

The screenshot shows a web interface for the West Virginia Writing Rubric. At the top, it says "Writing ROADMAP 2.0" and "Jonathon Smith". There are four tabs: "Enter Essay", "Checklist", "Rubric" (which is selected), and "Submit Essay". The main content area displays two scoring levels:

**Score of 6**  
**(Organization, Development, Sentence Structure, Word Choice/ Grammar Usage, Mechanics)**

- Exemplary Organization**
  - Clear and logical progression of ideas
  - Strong beginning, middle and end
  - Strong, well-developed multiple paragraphs
  - Strong use of transition
- Exemplary Development**
  - Strong use of examples, evidence or supporting details
  - Clear focus maintained
    - Descriptive: exemplary examples and sensory details
    - Narrative: exemplary ideas convey the experience
- Exemplary Sentence Structure**
  - Complete and correct
  - Strong evidence of sentence variety: (types/length)
    - Declarative
    - Interrogative
    - Exclamatory
    - Imperative
- Exemplary Word Choice/Grammar Usage**
  - Vivid, specific, precise
  - Consistent grammar usage
    - Subject/verb agreement
    - Singular/plural nouns
    - Regular/irregular verbs
- Exemplary Mechanics**
  - May have minor errors
    - Punctuation
    - Capitalization
    - Spelling

**Score of 5**  
**(Organization, Development, Sentence Structure, Word Choice/ Grammar Usage, Mechanics)**

- Effective Organization**
  - Logical progression of ideas
  - Clear beginning, middle and end
  - Appropriate, effective paragraphing
  - Sufficient use of transition

Once you have completed entering your final draft and prior to submitting, do the following:

- Read your final 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.
- Carefully check your capitalization, punctuation, and spelling. You will **not** have access to a dictionary, thesaurus, or word processing options such as Spell Check or Grammar Check.
- Make sure you have indicated the beginning of new paragraphs; however, do not use the Tab Key for paragraph indentions.

The following conditions will result in a nonscorable composition:

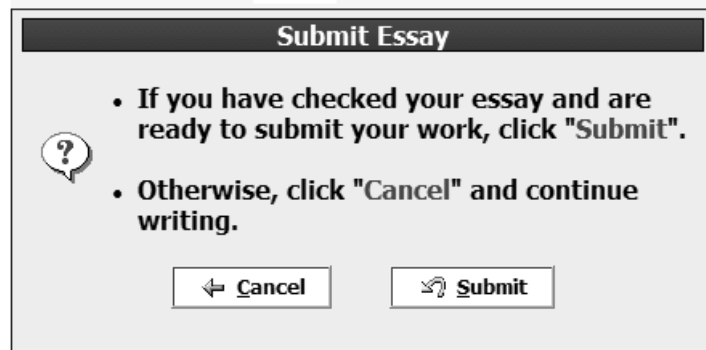
1. Blank or refusal to take the test
2. Insufficient amount of writing
3. Passage/prompt copied
4. Incoherent

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

After carefully reviewing your final draft, click the **Submit Essay** tab.



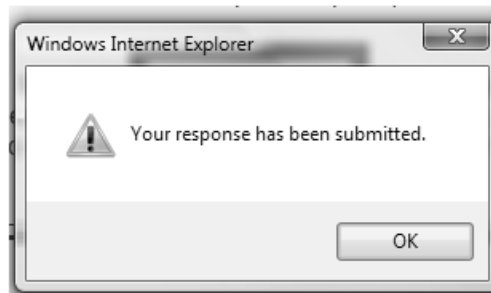
Once you click **Submit Essay**, you will be directed to a screen titled “Submit Essay” with the following statement: *If you have checked your essay and are ready to submit your work, click “Submit.” Otherwise, click “Cancel” and continue writing.* This is the last opportunity to make changes to your composition. If you want to make changes, click the **CANCEL** button. If no changes are necessary, click the **SUBMIT** button.



A “Submitting” message will display on your screen.



A final message of “Your response has been submitted” will be displayed. Click OK.



You are now finished with the WESTEST 2 Online Writing.

**REMINDER: All written notes/rough drafts must be given to the Examiner.**

**The WESTEST 2 Online Writing Passages and Prompts are secure testing materials and must not be shared by either students or teachers.**

---

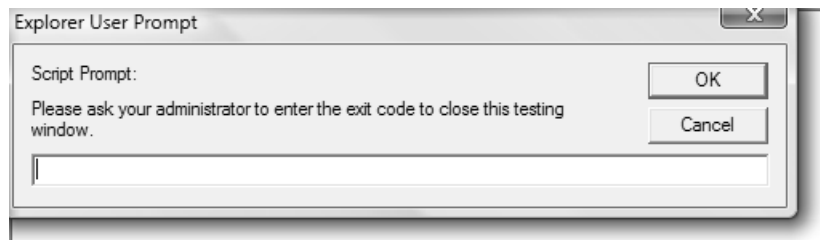
### EXAMINER:

After the student has submitted their essay, the following screen will be displayed.

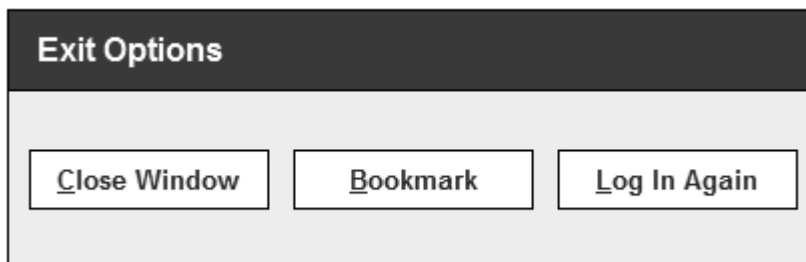
Click “Allow access” to allow application access to clear clipboard.



An exit code will be provided in the secure materials delivered to the school by the County Test Coordinator.



At this point, the Examiner may select **Close Window**, or select **Log In Again** in preparation for the next student.



## Steps for Completing the WESTEST 2 Online Writing

- **STEP # 1:**  
Double click on the icon on the desktop
- **STEP # 2:**  
Log in with the provided secure information
- **STEP # 3:**  
Read the assigned passage and prompt
- **STEP # 4:**  
Develop a handwritten rough draft
- **STEP # 5:**  
View the checklist
- **STEP # 6:**  
View the rubric
- **STEP # 6:**  
Enter final draft
- **STEP # 7:**  
Proofread final draft
- **STEP # 8:**  
SUBMIT ESSAY

**Appendix A**

**WESTEST 2 Online Writing  
Scribe Verification Form**

Student Name: \_\_\_\_\_

Student WVEIS Number: \_\_\_\_\_

Grade: \_\_\_\_\_

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

County: \_\_\_\_\_

This to verify that the student's composition has been accurately scribed to the WESTEST 2 Online Writing testing Web site under the following secure information:

---

Please check one of the following reasons for transcribing the student's composition:

- 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.***

County Test Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**

**WESTEST 2 Online Writing  
Irregularity Form**

County Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Examiner Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade \_\_\_\_\_

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

<b>Date/Time</b>	<b>Describe the Irregularity</b>	<b>Duration of Irregularity</b>	<b>Corrective Actions Taken</b>

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

## Appendix C

### WVS. 326

#### Documentation Procedure for IEP Accommodations on WESTEST 2 Online Writing

Two weeks before WESTEST 2 Online Writing administration, the County Test Coordinator and Special Education Director will run the program **WVS.326** to print a list of students with their accommodations as entered into the WVEIS special education testing record. (Please note IEP testing accommodations must be correctly entered into the student's WVEIS record.)

1. The **WVS.326** program report is called Print Special Education Student Testing Options Report.
  - a. A copy of the accommodations listing will be used by the Examiner in the administration of the WESTEST 2 Online Writing.
  - b. The copy will be given to the assigned Examiner administering the WESTEST 2 Online Writing to the students listed.
  - c. The Principal/Building Level Coordinator will monitor the test administration to ensure the Examiner is providing agreed-upon accommodations are per the IEP.
2. Before WESTEST 2 Online Writing administration, the assigned Examiner will review each child's listed testing accommodation(s).
3. Special education law requires the IEP to be implemented; therefore, the Examiner must provide accommodations as defined in the IEP. Any intent to change the accommodation(s) by the school, teacher or student must be addressed through the IEP process **prior** to the testing window.
4. After WESTEST 2 Online Writing administration, the assigned Examiner will mark the listing as follows:
  - a. **Underline** the name of his/her assigned student(s).
  - b. **Circle** the accommodation(s) that **were provided** to each of the student(s).
  - c. **Asterisk** the accommodation(s) that **were not provided** to each student and provide an explanation as to why the student did not receive the accommodation(s) listed on the **WVS.326**.

**NOTE:** The only acceptable reasons to violate the IEP are if the student 1) refused to accept the accommodation(s) or 2) finished the test before extra time was provided, specifically T03 and T04 on the IEP. Assigned Examiner(s) must inform the Principal who informs the Special Education Director of all incidents of students not receiving accommodation(s) defined in a student's IEP. All incidents require written documentation in the student file.

**NOTICE:** The Office of Assessment and Accountability will invalidate test and/or retest student(s) when the school staff did not provide the appropriate accommodations.
  - d. **Sign** with legible signature and date of test administration at the bottom of the report.
  - e. **Return** the Print Special Education Student Testing Options Report(s) to the school Principal/Building Level Coordinator.

5. The Principal/Building Level Coordinator will make copies of all **WVS.326** reports for the school and return the originals of the signed and dated reports to the County Test Coordinator and/or County Special Education Director no later than one week following the testing. Copies of these listings are to be kept for
  - a. Office of Educational Performance Audits (OEPA) monitoring process and
  - b. West Virginia Continuous and Focused Monitoring Process.
6. The County Special Education Director must examine the **WVS.326** Testing Options Report(s) and immediately investigate any incident in which the student was not provided the assessment accommodation(s) listed on the IEP as per the **WVS.326** report(s). The action taken by the county must include a report of the 1) findings, 2) conclusions, and 3) corrective action taken as a result of the investigation. The County Superintendent must be informed of the incident and results of the County Special Education Director's investigation must be submitted in writing within 30 days to the follow person:

Assistant Director  
Office of Assessment and Accountability  
1900 Kanawha Blvd., East  
Building 6, Room 330  
Charleston, WV 25305
7. West Virginia Department of Education is required to provide the state's procedure for assuring the accommodation(s) on the IEP is/are the one(s) provided on the assessment(s) for the Federal Programs Consolidated Monitoring Requirements (EDGAR 34 C.F.R. 76.770) and the Peer Review requirements (Standards and Assessment Peer Review Guidance, 2004)

**Notice:** In accordance with both special education monitoring and state special education complaint procedures, district noncompliance with federal statutory requirements results in corrective actions and technical assistance, if appropriate. Continued uncorrected noncompliance at the district/school can result in state-imposed enforcement which may include a variety of sanctions, including the withholding or redirection of federal and/or state funds.

## Appendix D

### Testing Code of Ethics

The *Testing Code of Ethics* addresses special concerns regarding appropriate professional practices within the West Virginia Measures of Academic Progress (WV-MAP), as well as appropriate professional conduct. The *Testing Code of Ethics* supplements the practices and procedures set forth by W. Va. 126CSR14, WVBE Policy 2340.

#### 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 with the test administration guidelines of each assessment.
3. The County Test Coordinator shall be responsible for the test booklets/answer sheets received by the county and shall 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 a 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 allegations of cheating, security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable and ethical security procedures shall be reported immediately to the Principal, County Test Coordinator, County Superintendent, and the WVDE, Office of Assessment and Accountability which will inform the proper authorities at the State Superintendent of Schools, according to the protocol set forth in §126-14-7.7 in this policy.

7. No secure test materials, test questions or student responses/answer sheets shall be reviewed, retained, reproduced, paraphrased, or discussed in any manner. Additionally, teachers and/or students may not alert examinees to the correct answer choice, by pointing to the correct answer, eliminating answer choices, mouthing the correct answer.
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 and sign either a *WVBE Examiner's/Scribe's Secure Materials and Test Procedures Agreement* or *WVBE County/School Personnel Secure Materials 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 WVDE, Office of Assessment and Accountability.
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 testing 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 by 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 and descriptions 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 E

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 review/discuss secure 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/answer sheets (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/answer sheets 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 Assessment and Accountability
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 of September.
8. I will not release secure 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/certification 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 WVDE, Office of Assessment and Accountability 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.

## Appendix F

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 review/discuss the current secure 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/answer sheets (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/answer sheets 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/Scribe's Secure Materials and Test 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/Scribe's Secure Materials and Test Procedures Agreement* and *County/School/Personnel Secure Materials Agreement* will be on file with the County Test Coordinator 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/certification 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 G

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 review/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/answer sheets (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 to my school shall be given to and kept by the Principal.
4. I am responsible, to the Principal, for the test booklets/answer sheets 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/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/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/certification 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 H

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.”

### Examiner’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 review/discuss the current test materials and/or test items.
2. I will not use test items, test booklets/answer sheets, 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/certification 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/Scribe’s Secure Materials and Test Procedures Agreement* to the appropriate test administrator five instructional days prior to the 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 I

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 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 review/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/certification, 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.*







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