

Protocol for Monitoring Assessment in West Virginia

Policy Authority	Monitoring Indicators	Person(s) Responsible
State/County Test Program	<ul style="list-style-type: none"> • The county testing program shall be managed by a county test coordinator. • Counties shall ensure that each school has a designated site administrator or building test coordinator. • County test coordinators shall be trained in test administration, interpretation and use. (Policy 2340 p.9) 	<ul style="list-style-type: none"> • County Superintendent • County Test Coordinator • Office of Student Assessment Services, WVDE
Administration Regulations	<ul style="list-style-type: none"> • All testing (regular and make-up) must be completed during the designated testing window. (Policy 2340 p. 8) • Counties shall ensure that all school test coordinators are adequately trained in test administration, interpretation and use. (p.12) • Counties shall ensure that school test coordinators and site administrators will provide adequate training and staff development for all educators that administer and/or proctor state assessments. (p.12) • County test coordinators shall develop a plan regarding the administration and use of test results. The plan shall be submitted to WVDE. (p.12) • Examiners must be educators employed by the county, RESA or state as defined in Policy 2340 (p.2). 	<ul style="list-style-type: none"> • County Test Coordinator • School Test Coordinator

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Reporting Regulations	<ul style="list-style-type: none"> • As per state and federal code, West Virginia Department of Education shall release to the public only those records that do not identify a student or group of students in accordance with the FERPA, HIPPA and WV Policy 4350: Procedures for the Collection, Maintenance and Disclosure of Student Data 	<ul style="list-style-type: none"> • West Virginia Department of Education
Security Measures	<ul style="list-style-type: none"> • The county test coordinator, school principal and examiners shall acknowledge that all assessments within the West Virginia Measures of Academic Progress are secure tests by reviewing, signing and returning the West Virginia Board of Education Test Procedures Agreement (Policy 2340 p.19-23) to the appropriate authority. • Secure test materials shall be stored in a locked and secured central location in the schools consistent with test security procedures outlined in the <i>Testing Code of Ethics (Policy 2340 p. 16-18)</i>. • All student test data will be stored in a locked and secured area. Student test data will be maintained under conditions consistent with the requirements of the Family Educational Rights and Privacy Act. • The West Virginia Department of Education will routinely review county, school and classroom data reports to identify irregularities in testing security procedures, modifications of test answer sheets, or other alleged unethical practices. These procedures are outlined in the West Virginia Board of Education Test Procedures Agreements for County Test Coordinator, School Principal, Examiner (Policy 2340 p. 19-23) and the <i>Testing Code of Ethics (Policy 2340 p.16-18)</i>. 	<ul style="list-style-type: none"> • County Test Coordinator • School Principals • Examiners • West Virginia Department of Education

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Security Violations	<ul style="list-style-type: none"> • Test Security Violations shall be reported as follows: <ol style="list-style-type: none"> 1. Any alleged violation that occurs in the school shall be reported to the school principal. 2. School principals shall report alleged violations to the county test coordinator. 3. The county test coordinator shall report alleged violations to the county superintendent and to the Office of the State Superintendent of Schools, West Virginia Department of Education. 4. Any violation can be reported directly to the Office of the State Superintendent of Schools, West Virginia Department of Education. (Policy 2340 p.12) 	<ul style="list-style-type: none"> • Examiners • School Principals • County Test Coordinators • County Superintendents • West Virginia Department of Education staff
Investigations of Security Violations	<ul style="list-style-type: none"> • Any written complaint and/or oral report alleging a violation of West Virginia Measures of Academic Progress testing security or copyright infringement shall be reported immediately to the county superintendent of the county (or organization) in which the violation(s) occurred. The county superintendent shall immediately contact the West Virginia Department of Education who will advise the county about the procedures to follow regarding any investigation. • All complaints will be investigated whether reported by a named individual or anonymously to insure test security for all students and reliability of school results. Confidential files of all investigations will be maintained by the West Virginia Department of Education. (Policy 2340 p. 12-14) 	<ul style="list-style-type: none"> • County Superintendents • West Virginia Department of Education staff

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Test Irregularities	<ul style="list-style-type: none"> • Testing shall be monitored and irregularities shall be recorded for a student or the group on the Testing Irregularity Sheet. (WESTEST Test Coordinator's Manual; WESTEST Examiner's Manual) • The county test coordinator will address test irregularities unless the situation involves a security violation or copyright breach which requires an investigation by the WVDE. 	<ul style="list-style-type: none"> • Examiners • School Principals
Monitoring of IEP Testing Accommodations	<ul style="list-style-type: none"> • The WVS.326 program report, Testing Option Report: Assessment with Accommodations (WESTEST Test Coordinator's Manual) shall be used by examiners to document monitoring of accommodations in mathematics and reading/language arts for students with disabilities. 	<ul style="list-style-type: none"> • Examiners
Office of Special Education Continuous Improvement and Focused Monitoring System	<ul style="list-style-type: none"> • Verify that the WVS.326 program report is used to document accommodations for students with disabilities. • Verify accuracy of IEP information in WVEIS • Review annual performance of students with disabilities on third grade state reading assessment (CIFMS p. 15). (Policy 2419: 9.1.2 p) 	<ul style="list-style-type: none"> • County Special Education Directors
Office of Education Performance Audits Monitoring	<ul style="list-style-type: none"> • Verify that all statewide assessments of student performance used as annual performance measures are secure. (Policy 2320 p.4) • Verify that a minimum of 95% of all students in the school participate in the statewide assessment program. (Policy 2320 p.13) • Verify the eligibility of any student tested under standard conditions, standard conditions with accommodations, alternate assessment, or medical emergency student exemptions. (Policy 2320 p. 16-17) • Administer measures for determining Adequate Yearly Progress (AYP) for West Virginia Public Schools. (Policy 2320 p.5-13) • Verify that the counties, schools and teachers have a system for analyzing, interpreting, and using student performance data to 	<ul style="list-style-type: none"> • OEPA Teams

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	<p>identify and assist students who are not at grade level in achieving approved state and local content standards and objectives. (Policy 2320 p. 15) (Policy 2510)</p> <ul style="list-style-type: none"> • Provide an “Appeal Process” for student, school and county to challenge assessment demographic data 	
Office of Student Assessment Services	<ul style="list-style-type: none"> • Annual review of county results for unseemly gains in scale scores: <ul style="list-style-type: none"> - Any school having a 20 point increase in scale scores will be reviewed - Review erasure analysis - Review program/strategies in place to justify gains - Determine if further review needs to occur 	<ul style="list-style-type: none"> • Office of Student Assessment Services staff

Refer to the following documents for detailed descriptions of monitoring protocol:

Policy 2340: West Virginia Measures of Academic Performance
<http://wvde.state.wv.us/policies/p2340.html>

Policy 2320: A Process for Improving Education: Performance Based Accreditation System <http://wvde.state.wv.us/policies/p2320.doc>

Policy 4350: Procedures for the Collection, Maintenance and Disclosure of Student Data
<http://wvde.state.wv.us/policies/p4350.html>

Policy 2419: Regulations for the Education of Exceptional Students
<http://wvde.state.wv.us/policies/p2419.html>

West Virginia Continuous Improvement and Focused Monitoring System <http://wvde.state.wv.us/ose/CIFMSProceduresRevised71805.pdf>

WESTEST Test Coordinator’s Manual
 WESTEST Examiner’s Manual
<http://osa.k12.wv.us/presentations.htm>

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Policies may be accessed online at <http://wvde.state.wv.us>