



Test Coordinator's Manual

GRADES 3 – 8, 10

Mathematics

Reading/Language Arts

Social Studies

Science

West Virginia
Educational Standards Test
(*WESTEST*)
2006



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2005-2006**

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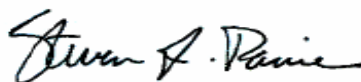
Foreword

The West Virginia Statewide Assessment Program was enacted in 1962 by the Legislature as the result of a State Board of Education initiated study called the West Virginia State-County Testing Program. Since its inception, the Statewide Assessment Program has been a cooperative effort between the West Virginia Department of Education and the 55 county school systems.

The West Virginia Department of Education requires schools and school systems be held accountable for meeting all of the academic indicators used to measure Adequate Yearly Progress (AYP) for all students. West Virginia's definition of AYP requires all students to be proficient in reading/language arts and mathematics by the end of the 2013-2014 school year, as defined in West Virginia Board of Education Policy 2320, A Process for Improving Education: Performance Based Accreditation System.

Currently, the West Virginia Measures of Academic Progress operates under West Virginia Board of Education Policy 2340. In order to facilitate meeting the state's AYP goals, the program tests mathematics, reading/language arts, social studies and science. It also provides the relevant information necessary for the planning and improvement of educational programs at the school, county and state levels.

The test administration manual was written by the Office of Student Assessment Services to accompany the West Virginia Educational Standards Test (WESTEST). The West Virginia Department of Education acknowledges and expresses its gratitude to CTB/McGraw-Hill for their assistance in the development of the test items and all associated materials.



Dr. Steven L. Paine
State Superintendent of Schools

Contact Information

For Principal/Building Level Coordinator

For Questions About WESTEST...	Contact County Test Coordinator
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For County Test Coordinator

For Questions About...	Contact
Testing Policies/Accommodations and Modifications	304-558-1584
Test Security	304-558-1584
Returning Test Materials	304-558-1584

Website: <http://westest.k12.wv.us>

Calendar of Testing Activities

Activity	
Test Materials Distributed to Schools	May 8
Testing Window	May 15 - 19
Testing Make-up Week	May 22-26
Secure Test Materials Returned to County Test Coordinator	May 31
Test Materials Returned to CTB/McGraw-Hill	June 2

***Test materials must be stored in a locked secure location(s) at all times except during processing and test administration.**

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Overview of the West Virginia Educational Standards Tests

The first administration of the *West Virginia Educational Standards Test* (WESTEST) in Mathematics, Reading/Language Arts, Social Studies and Science was conducted in the spring of 2004. These tests have been aligned to West Virginia's Content Standards and Objectives and Performance Descriptors. Each test question has been reviewed by West Virginia educators, teachers, staff members of the West Virginia Department of Education and ethnically diverse groups of West Virginia citizens. Each question has been examined for bias, content, difficulty and alignment to the West Virginia Content Standards and Objectives and Performance Descriptors. Additionally, the items have passed rigorous statistical analyses before inclusion on the test.

As per West Virginia Code §18-5-45(1), the state board may not schedule the primary statewide assessment program prior to the fifteenth day of May of the instructional year unless the state board determines that the nature of the test mandates an earlier testing date. WESTEST must be administered during the first week of the testing window. The second week is to be used for make-up testing. Any exceptions to this schedule must be approved by the West Virginia Department of Education, Office of Student Assessment Services.

In grades 3-8, each test booklet contains four subject areas: Mathematics, Reading/Language Arts, Social Studies and Science. **Students respond to the test questions by directly placing their answers in the test booklet.**

In grade 10, each test booklet contains three subject areas: Mathematics, Reading/Language Arts and Science. **Students respond to the test questions by directly placing their answers in the test booklet.**

General Test Administration

Testing Conditions for All Students

All public school students enrolled in grades 3-8 and 10 are to be assessed by the *West Virginia Educational Standards Test* (WESTEST), in the grade level at which they are enrolled, unless they meet the criteria for participation in the West Virginia Alternate Performance Task Assessment (APTA).

The WESTEST requires standardized testing conditions. In order for the test results to support valid inferences, each test examiner will adhere to the conditions described in the Examiner's Manual and the *Testing Code of Ethics*. 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.

Standardized Conditions Required

- Test examiners shall be trained prior to test administration and shall sign a *Test Procedures Agreement for Examiners* indicating that proper training has been received.
- As per West Virginia Board of Education Policy 2340, "Test booklets or questions shall not be reproduced or paraphrased in any manner." *Any manner* includes written, mechanical, electronic and oral reproduction and discussion of the contents of the test.
- Test administration procedures must be followed in accordance with the test manual.
- WESTEST must be administered during the first week of the testing window. The second week of the testing window is for make-up testing.
- Students shall be tested at the grade level in which they are enrolled.
- Students shall be tested in classrooms with adequate lighting and ventilation.
- Students record answers in test booklets.
- Highlighters, markers and pens are not to be used in the testing process.
- All sessions of a content area test are to be completed on the same day.
- On the Reading/Language Arts test, only the directions may be read aloud or signed.
- Calculators may be used on all sessions of the Mathematics and Science tests **EXCEPT** Session 1, Part 1, of the Mathematics test.
- Instructions in the Examiner's Manual shall be followed precisely.
- Instructions in shaded areas and preceded by "SAY" shall be read verbatim.
- Students requiring additional time must be accommodated. Allow students to be given the time needed within the confines of the test day. However, if a student requiring additional time stops working for more than 10 minutes, it is recommended that the testing session be ended.
- Extended time may not result in an opportunity for the student to study information on a test already started.
- Examiners must be educators employed by the county, RESA or state.

Testing Procedures

- Students and parents shall be informed of the dates and testing schedule prior to testing.
- Students who typically take longer to complete tests may be grouped together.
- Test booklets, punch-out tools, pencils and scratch paper are to be distributed to students.
- Students shall be seated to deter interaction with each other during testing.
- Ensure that the student writes his/her name on the line provided on the front cover.
- The student should print the examiner's name on the booklet at the beginning of each day of testing.
- Testing shall be monitored and irregularities shall be recorded for a student or the group on the testing irregularity sheet provided.
- Distractions such as bells, intercoms or telephones should be eliminated during testing sessions, so as not to interrupt testing.
- Students and examiners shall turn off any cellular phones, watches with alarms or pagers during testing sessions.
- Information related to the contents of the WESTEST shall not be displayed in the room during testing.
- A "DO NOT DISTURB" sign shall be placed on the door of the testing room.
- Trained examiners shall study administration procedures and directions prior to the day of testing.
- WESTEST is not a timed test. However, there is a suggested schedule provided in this manual.
- Sufficient time for students' questions shall be provided prior to beginning the test.
- Assistance to students shall be limited to the mechanical aspects of marking answers, clarifying scripted directions and finding the correct place to answer the question.
- Examiners may not define or pronounce words for students.
- Examiners shall monitor the students during testing.
- Breaks shall be provided and adhered to as indicated on the schedule (see pages 6 and 7 of this manual).
- Students should be instructed not to discuss the test during scheduled breaks and upon completion of testing.
- Information relevant to the test shall not be discussed by administrators, teachers or students.
- When breaks are given, test booklets should be closed and all test materials should be secure.
- Students shall not be tested after strenuous physical exercise.
- Video monitors shall not be used for test administration.
- Test booklets should be collected immediately at the end of each day's testing session.
- Scratch paper is considered secure material and must be collected and destroyed by the principal/building level coordinator at the end of the testing session.
- The "Check-Out" column on the Security Checklist is checked when the test booklets are checked out. The "Check-In" column on the Security Checklist is checked when the test booklets are returned.

Options to Standard Conditions

The following are changes in presentation, response, setting or timing/scheduling that may be provided to any student participating in the testing. These changes **do not** alter what the test measures or how the test is scored or reported and may be used by all students.

Presentation

- use of visual magnifying equipment
- use of audio amplification equipment
- use of place markers to maintain place

Response

- use of graph paper to align work
- use of template (i.e., typoscope) to maintain place for responding
- Underline or circle key words or phrases in directions, text or stems. Underlining or circling should not interfere with the answer choices.
- use of color visual overlays
- use of scratch paper, graph paper, line guide, slate and/or abacus for computations and note taking while reading and/or responding for **all content areas**
- Use of a scribe when a short-term medical condition precludes the student from writing with the dominant hand to mark responses in test booklet, e.g. a fractured arm in a cast. Approval needs to be obtained from the County Test Coordinator or the County Special Education Director on a case by case basis.

Setting

- provide individual testing
- provide small group or different class testing
- provide adaptive furniture
- provide special lighting and/or acoustics

Suggested Schedule for Test Week

It is recommended that no student be administered more than one content area test in any given day. This includes make-up days. Tests shall be given at the beginning of the school day to help maximize student performance. **Please note that each test must be completed on the day it is begun.**

These suggested test schedules give approximate times for students to complete the test. All breaks **must** be given, but may vary in length. To minimize disruptions, breaks should be coordinated within the building. During breaks, test booklets must be kept secure.

Every student must be given the time he/she needs to complete the test within the confines of the test day. However, if a student stops working for more than 10 minutes and has not closed the test booklet, it is recommended that the examiner conclude the test.

SUGGESTED TEST SCHEDULE FOR GRADES 3 – 8			
<i>Tuesday</i> Mathematics	<i>Wednesday</i> Reading/Language Arts	<i>Thursday</i> Social Studies	<i>Friday</i> Science
Administrative Time 5 Minutes	Administrative Time 5 Minutes	Administrative Time 5 Minutes	Administrative Time 5 Minutes
Session 1, Part 1 10 minutes	Session 1 35 minutes	Session 1 35 minutes	Session 1 30 minutes
1 Minute Break			
Session 1, Part 2 30 minutes			
10 Minute Break	10 Minute Break	10 Minute Break	10 Minute Break
Session 2 30 minutes	Session 2 30 minutes	Session 2 30 minutes	Session 2 30 minutes
	10 Minute Break		
	Session 3 25 minutes		
Approximate Total Times			
86 minutes	115 minutes	80 minutes	75 minutes

SUGGESTED TEST SCHEDULE FOR GRADE 10		
<i>Tuesday</i> Mathematics	<i>Wednesday</i> Reading/Language Arts	<i>Thursday</i> Science
Administrative Time 5 Minutes	Administrative Time 5 Minutes	Administrative Time 5 Minutes
Session 1, Part 1 10 minutes	Session 1 35 minutes	Session 1 30 minutes
1 Minute Break		
Session 1, Part 2 30 minutes		
10 Minute Break	10 Minute Break	10 Minute Break
Session 2 30 minutes	Session 2 30 minutes	Session 2 30 minutes
	10 Minute Break	
	Session 3 25 minutes	
Approximate Total Times		
86 minutes	115 minutes	75 minutes

Make-up Sessions

Any student who does not take all the content area tests should attend a make-up testing session for the missed content tests. Make-up sessions are scheduled following the regular test administration window. The principal/building level coordinator is responsible for scheduling the time and place for the session and for assigning an examiner to administer the test(s). It is recommended that only one content area test be administered per day.

If a student has missed all four days of the regular test administration and there is not a sufficient number of days left in the make-up week to administer one test per day, administering more than one test in a day is permissible. If time is limited, priority should be given to administering Mathematics and Reading/Language Art tests, as they are of priority in the school's accountability.

Administer the make-up tests early in the school day. Follow all scripted directions, including the breaks, during the make-up sessions. Test security procedures must be followed before, during and after each testing sessions.

Students with IEPs and Section 504 Plans

An IEP Team or Section 504 Committee may request from the Office of Student Assessment Services permission to use other accommodations.

Standard Conditions with Accommodations for Students with an IEP or Section 504 Plan

- All students with an IEP or a Section 504 Plan are to participate in all components of the WESTEST in the grade level at which they are enrolled, except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment (APTA).
- It is recommended that students with an IEP or a Section 504 Plan be assessed following the same schedule as their regular education peers in their enrolled grade. Students with an IEP or Section 504 Plan should be tested in the same content area on the same day as their peers unless the County Test Coordinator has approved other scheduled arrangements.
- The student is to receive all assessment accommodations as outlined in the IEP or Section 504 Plan. For additional information, refer to *West Virginia Guidelines for Participation in State Assessments*. (Refer to <http://osa.k12.wv.us>.)
- Due to federal requirements, the West Virginia Department of Education has a new method of confirming that the testing accommodations written into a student's IEP are honored when the student takes the WESTEST. The federal government only requires documented monitoring of these IEP accommodations in Mathematics and Reading/Language Arts for students with disabilities. WVDE will not require documented monitoring of accommodations in other content areas, or accommodations exclusive to LEP plans and Section 504 plans. ***A Documentation Procedure for IEP Accommodations on WESTEST is provided in Appendix 6 of this manual.***

Accommodations

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

Presentation

- Present directions, stimulus material, questions and/or answer choices through sign language for the Mathematics, Science and Social Studies tests. **On the Reading/Language Arts test only, the directions may be signed.**
- Have directions, stimulus material, questions and/or answer choices read aloud verbatim to the student for the Mathematics, Science and Social Studies tests as per the IEP or Section 504 Plan.
 - On the Reading/Language Arts test, only the directions may be read aloud.
 - For a blind/partially-sighted student who does not read Contracted Braille or Nemeth Code, directions, stimulus material, questions and/or answer choices read aloud verbatim to the student for the Mathematics, Science and Social Studies tests.

- Use a text-talk converter to present directions, stimulus material, questions and/or answer choices verbatim for a blind/partially-sighted student, when that is the student's typical mode of accessing written material.
- Use Braille or other tactile form of print when that is the student's typical mode of accessing written material. Student responses must be transcribed to a regular-sized test booklet. Refer to *Directions for Transcribing*.
- Use a secure electronic Braille note taker for directions and test stimulus materials.
- Have directions **rephrased** by a trained examiner that **states the same message** in a new or different way and does not breach security of the test items or give away an answer.
- Use a Large Print edition (18 point font) of the test when it is the student's typical mode of accessing written material. Student responses must be transcribed to a regular-sized test booklet. Refer to *Directions for Transcribing*.

Response

- Student records responses in Large Print test booklet. Transcribe student responses to a regular-sized test booklet. Refer to *Directions for Transcribing*.
- Indicate responses to a scribe for selected-response items. Refer to *Directions for Transcribing*.
- Indicate responses to a scribe for constructed-response items, when the student is physically unable to respond otherwise. Refer to *Directions for Transcribing*.
- Use a computer, typewriter or other device to respond. Student responses must be transcribed to a regular-sized test booklet. Refer to *Directions for Transcribing*.
- Use Braille or other tactile form of print when that is the student's typical mode of responding to written material. Transcribe student responses to a regular-sized test booklet. Refer to *Directions for Transcribing*.
- Use an abacus on all parts of the Mathematics test for blind students.
- 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.
- Use an electronic translator or sign-dictionary to present directions, stimulus material, questions and/or answer choices for the Mathematics, Science and Social Studies tests. An electronic translator or sign-dictionary may be used **only to present the directions** for the Reading/Language Arts test.

Scheduling

- Provide more breaks than are scheduled as long as the breaks do not allow an opportunity for the student to study information on a test already started.
- Schedule breaks according to student's needs.
- Tests are to be completed on the same day they are started.

Additional Accommodation Request

A request for a student to use an assessment accommodation that does not appear in this document must be received by the Office of Student Assessment Services no later than Friday, April 21, 2006. 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 and county
- Specific requested accommodation(s)
- Rationale for request (for example IEP or Section 504 update)
- Verification that student receives the accommodation(s) on a regular basis during classroom instruction and classroom assessment and is familiar with the accommodation(s)
- Impact on student's WESTEST 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 of the review committee.

Students with Limited English Proficiency (LEP)

All Limited English Proficient (LEP) students participate in the *West Virginia Educational Standards Test* (WESTEST) in the grade level at which they are enrolled. An LEP student is defined in Policy 2340: Measures of Academic Progress and Policy 2417: Programs for 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). An LEP student is classified as one:

- Who is aged 3 through 21; and
- Who is enrolled or preparing to enroll in an elementary school or secondary school; and
- Who was not born in the United States or whose native language is a language other than English; OR
- Who is a Native American or Alaska Native or a native resident of outlying areas; and
 - Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; OR
 - Who is migratory, whose native language is a language other than English and who comes from an environment where a language other English is dominant; AND
- Whose difficulties speaking, reading, writing or understanding the English language may be sufficient to deny the individual –
 - The ability to meet the state's proficiency level of achievement on state assessments;
 - The ability to achieve successfully in classrooms where the language of instruction is English; or
 - The opportunity to participate fully in society.

Standard Conditions with Accommodations for LEP Students

- All LEP students are to participate in all components of the WESTEST in the grade level at which they are enrolled, except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment (APTA).
- It is recommended that LEP students be assessed following the same schedule as their regular education peers in their enrolled grade. LEP students should be tested in the same content area on the same day as their peers, unless other scheduled arrangements have been approved by the County Test Coordinator.
- 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* available at <http://wvconnections.k12.wv.us/assessment.html>.

Accommodations

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

Presentation

- Have directions, stimulus material, questions and/or answer choices read aloud verbatim for the Mathematics, Science and Social Studies tests as per the *LEP Assessment Participation Document*.
- **On the Reading/Language Arts test, only the directions may be read aloud or signed.**
- An electronic translator or bilingual dictionary may be used to present directions, stimulus material, questions and/or answer choices verbatim for the Mathematics, Science and Social Studies tests. **An electronic translator or bilingual dictionary may be used only to present the directions for the Reading/Language Arts test.**
- Have directions *rephrased* by a trained examiner that **states the same message** in a new or different way and does not breach security of the test items or give away an answer.

Response

- Indicate responses to a scribe for selected-response items. Refer to *Directions for Transcribing*.
- Indicate responses to a scribe when the student is physically unable to respond otherwise for constructed-response items. Refer to *Directions for Transcribing*.
- Use a computer, typewriter, or other device to respond. Transcribe student responses to a regular-sized test booklet. Refer to *Directions for Transcribing*.
- Use an electronic translator or bilingual dictionary to respond. Refer to *Directions for Transcribing*.

Scheduling

- Have flexible scheduling that allows for students who may not complete the testing before a scheduled meal break. Flexible scheduling shall not result in an opportunity for the student to study information on a test already started. Tests must be completed on the same day they are started.
- Provide more breaks than are scheduled as long as the breaks do not allow an opportunity for the student to study information on a test already started. Security measures must be followed during the breaks. Tests must be completed on the same day they are started.

Additional Accommodations Request

A request for a student to use an assessment accommodation that does not appear in this document must be received by the Office of Student Assessment Services no later than Friday, April 21, 2006. The request must come from either the County Test Coordinator or the Title III/LEP Coordinator. The following information must be included in the request:

- Student's name, school and county
- 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)
- Impact on student's WESTEST 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/LEP Coordinator will be notified of the determination of the review committee.

Directions for Transcribing

Transcribing is the transferring of student responses into a regular-sized WESTEST booklet in order for responses to be electronically scored. Responses should be transcribed under the following conditions:

- The student tested in a Large Print WESTEST booklet.
- The student tested in a Braille WESTEST booklet.
- The student's regular-sized WESTEST booklet has been damaged.

(NOTE: Each Large Print and Braille WESTEST booklet is shipped with an accompanying regular-sized WESTEST booklet.)

Any person who transcribes must:

- Be a trained examiner as defined by West Virginia Board of Education Policy 2340. An examiner is a West Virginia educator employed by the county, RESA or state who has signed a *Test Procedures Agreement for Examiner*.
- Sign the *WESTEST Scribe Verification Form* at the conclusion of the transcription.
- List the names of the students whose work was transcribed, students' enrollment grade and the parts of the WESTEST that were transcribed. The form is to be sent to the principal/building level coordinator upon completion.

Directions for Transcribing

- Copy the student's marked responses from the selected response items.
- Copy the student's responses written to the constructed response items.
- Punctuation, capitalization and spelling errors shall not be changed.
- The transcriber has the option to proofread student responses with another trained examiner before recording student responses in regular-sized test booklet.

Transcribing Braille

- The scribe will demonstrate proficiency in Braille.
- Work with another scribe who knows Braille to proofread the student's responses for accuracy.
- Fill in the Braille circle on the Bio-Grid on the inside front cover of the regular-sized booklet.
- Corrections of exclusively Braille errors will be at the discretion of the scribe. Braille errors are those errors that occur specifically to that population due to recording medium. An example could be the result of the physical typing on a Braille machine such as typing a 'f' as opposed to the intended 'd' due to finger misplacement.

Scribing Oral and Signed Responses

- The scribe will remain silent while the student is dictating or signing and does not indicate correct or incorrect responses.
- May ask student to repeat a word or phrase for understanding.
- Does not complete a student's incomplete response.
- Indicates, in the regular-sized tests booklet, any unintelligible student responses to constructed-response items that remain unclear even after asking the student to repeat the response.

- Does not communicate verbally or nonverbally that the response is correct or incorrect.
- Indicates that he/she was unable to understand the student's oral or signed response on the test booklet.
- Records the interpreter's response.
- Demonstrates proficiency in signing if serving as both the interpreter and scribe.
- Tests in a location where other examinees are not able to hear or see other students' responses.

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

Homebound Students

If it is possible for the homebound student to come to the school for testing, he/she should attend school on the days of testing. If it is impossible for the homebound student to go to the school on those days, the county will determine how the administration of the WESTEST will occur. However, the following conditions must be met:

- The examiner administering the test must be trained in proper test administration procedures prior to testing.
- The examiner administering the tests must sign a *Test Procedures Agreement for Examiner*, which must be on file in the home school.
- No family member may be present during the WESTEST administration.
- No family member may read any of the testing materials.
- All test security procedures and schedules must be followed.

Alternative Schools

Students in alternative education programs are tested at the school site where they are receiving instruction. All test security procedures and schedules must be followed. Student test booklets are to be returned to the student's home school for processing and returned to the County Test Coordinator.

Private/Parochial Schools

The private and parochial school administrator(s) must notify the County Test Coordinator of the school's intent to participate *at least two months prior to the testing window 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 school official after receiving the signed security agreement forms from the school official. All educators and non-public school students participating in the WESTEST shall follow all testing guidelines and procedures set forth in this manual. No breach form will be administered to private/parochial students.

Principal/Building Level Coordinator's Responsibilities

Preparation of Students for Testing

- Inform students and their parents of the test dates and the purpose of the test.
- A sample parent letter and brochure, *Preparing for the West Virginia Educational Standards Tests (WESTEST)*, prepared by WVDE is available from the Office of Student Assessment Services website (<http://osa.k12.wv.us>). Send the parent brochures and the letter from the State Superintendent of Schools to schools with grades 3-8 and 10 before testing date.
- Ensure that each student is familiar with the general types of questions on the test and the procedures to follow when recording the answers to the test questions.
- Make sure examiners remind students the day before the test to bring appropriate activities to work on when they complete their tests. Suggested activities to minimize class disturbance include silent reading, writing, crossword puzzles, homework and studies unrelated to that day's testing. Examiners should have activities available if the student forgets.

Examiner Training

- Distribute Examiners' Manuals to examiners before the test administration.
- Instruct examiners to read and follow all standardized testing procedures as outlined in the Examiner's Manual.
- Train examiners in the proper return of testing materials.
- Train examiners in the proper completion of forms.
- Review the *Responsible Test Administration Practices* section of this manual with examiners.
- Review West Virginia Board of Education Policy 2340 with the examiners. The policy includes the following:
 - o all test security procedures
 - o reporting procedures for any violation of test security
 - o the *Testing Code of Ethics*
 - o possible consequences of test or data security violations
- Have examiners sign the *Test Procedures Agreement for Examiners* after the training session and prior to testing and keep the signed forms on file at the school.
- Have examiners check testing areas prior to the beginning of test administration to ensure that any specific information pertinent to the test being administered is not displayed during testing. For example, any teaching aid that may give students information or help on any part of the test must be covered or removed during test administration. This may include, but is not limited to, word walls, number lines, punctuation rules, maps and multiplication tables.
- Instruct examiners that no test booklet may be removed from the room by any educator, parent or student.
- Instruct examiners not to read, study, copy, disclose or allow to be disclosed the contents of WESTEST.

- Instruct examiners to follow the directions in the Examiner’s Manual for WESTEST which clearly define the standardized testing procedures for all students being tested under standard conditions.
- Any breach of security, loss of materials, or other deviation from acceptable security procedures shall be reported immediately to the principal/building level coordinator, county test coordinator, the county superintendent and to the proper authorities at the Office of the State Superintendent of Schools, West Virginia Department of Education.

Procedures for Handling Test Materials Prior To Testing

- Use the Examiner’s Manual as a step-by-step test administration guide. One Examiner’s Manual should be received for every 15 test booklets. If this is not a sufficient number of manuals, contact the County Test Coordinator for more copies.
- Check to be sure each student has the appropriate measurement tools (ruler, protractor, shapes). Students may use the punch-out tools provided by CTB/McGraw-Hill or use their own ruler, protractor or calculator.
- Verify that the contents of each box match the packing slip. Keep a copy of the packing slip for the records.
- Verify that all the test booklets are in sequential barcode order (e.g., 00000-01, 00000-02, etc.).
- On the Security Checklist, place checkmarks in the received column as appropriate to verify receipt of each test booklet.
- Document any barcode discrepancies on the Security Checklist.
- Notify the CTC immediately of any discrepancies.
- Secure all test materials in a central locked location.
- Verify that all materials/equipment needed for accommodations are available.
- Verify Large Print and Braille test booklets are available for students who need that accommodation.
- Verify receipt of sufficient forms in the Test Coordinator’s Kit, including precoded student barcode labels. Damaged or lost student barcode labels can be replaced by contacting the West Virginia Department of Education, Office of Student Assessment Services.

Preparing Test Materials

Preslugged labels are organized alphabetically by grade level not by examiner. In order to facilitate the check-in, check-out process the test booklets should be grouped on the Security Checklist by examiner.

The principal/building level coordinator may begin preparing class packets before test administration. The principal/building level coordinator will do the following:

- Using class roster pull student labels for one group and affix preslug labels to front cover of test booklets in the indicated area.
- Record student name next to corresponding barcode testbook number on the Security Checklist.

- Use the Security Checklist procedure for any teacher/examiner who must read aloud to students. Place the name of the teacher/examiner in the “student name” box on the Security Checklist. Use the same check in check out procedure for this test booklet.
- Complete the Bio-Grid information on the inside cover of the test booklet for any student not having a pre-slugged label. Record the test booklet number assigned to the student on the Security Checklist.
- Prepare a class packet for each examiner that includes the following materials:
 - Examiner’s Manual
 - mathematics punch-out tools
 - test booklets
 - a “DO NOT DISTURB” sign for the door
 - extra pencils and erasers
 - paper to be used for scratch paper
 - testing irregularity sheet
 - testing roster (optional)
- If there are not enough materials to administer the WESTEST, the principal/building level coordinator should contact the County Test Coordinator with requests for additional materials or with any questions about the materials.

Procedures for Handling Test Materials During Testing

Secure Test Materials

- Distribute student test booklets to examiners each day of test administration. The examiners should initial the “Check-Out” column on the Security Checklist when receiving secure test materials.
- Instruct the examiners not to copy/disclose/or allow to be disclosed the item specific content of the testing instruments.
- Collect test booklets from each examiner, for students who are absent, shortly after the testing begins
- Examiners must return the test materials to the principal/building level coordinator to place in a locked secure central location(s) immediately after daily testing.
- Initial the “Check-In” column on the Security Checklist when the examiners return the secure test booklets at the end of the testing period.

Return of Test Materials to the County Test Coordinator

The principal/building level coordinator shall reconcile the test booklet numbers returned from each examiner with the Security Checklist. The County Test Coordinator (CTC) will advise the principal/building level coordinator as to the schedule for returning test booklets to the county.

Preparation of Test Booklets for Return to County Test Coordinator


1. Verify return of all test booklets from each examiner.
2. Make sure the numbers listed on the Security Checklist match the test booklets returned from examiners.
3. Any unresolved security barcode discrepancies (e.g., missing or unaccounted for test booklets) must be clearly documented on the Security Checklist before returning materials to CTC.
4. The principal/building level coordinator must verify with the examiner that no “invalid” bubble has been filled in unnecessarily. **Only the principal/building level coordinator may invalidate content areas.**
5. Separate the *completed* and *partially completed*, from the *unused* test booklets.
6. Fill out the Group Information Sheet (GIS) and transfer the information on to the School/Group List (SGL)*:
 - Bubble in the following on the GIS
 - Teacher name
 - Number of students tested
 - Grade level tested
 - Booklets of homebound students must be included with the public school to which they are assigned. The GIS/SGL forms for their public school must include these students.
 - Transfer the information from each GIS to the SGL exactly as written on the GIS.

***This choice of grade level or teacher’s name filled in on the GIS dictates the TestMate Clarity aggregation. For example if you list a teacher’s name in the GIS field, the test results will be aggregated by that teacher’s class. If you list by grade level (e.g. Grade 3) on the GIS, your information will be aggregated by grade level and not by teacher.**

Note: Information recorded on the GIS must exactly match the information on the SGL. See the SGL on the next page.

Group Information Sheet			
TEACHER NAME	SCHOOL NAME	Number Students Testing	GRADE
P R A D A E L E M	P R A D A E L E M	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	<input type="radio"/> K <input type="radio"/> 9 <input type="radio"/> 1 <input type="radio"/> 10 <input type="radio"/> 2 <input type="radio"/> 11 <input type="radio"/> 3 <input type="radio"/> 12 <input type="radio"/> 4 <input type="radio"/> 12+ <input type="radio"/> 5 <input type="radio"/> Ungraded <input type="radio"/> 6 <input type="radio"/> 7

- Non-public (home instructed, private/parochial) students' booklets are to be listed on separate SGLs. Each private/parochial school will have an individual SGL.



SCHOOL/GROUP LIST

West Virginia Educational Standards Tests

County Name: _____ County Code: _____

School Name: _____ School Code: _____

Contact Person: _____

Phone Number: _____

GENERAL INSTRUCTIONS: Do not list more than one school's testing groups on this form. If you need additional space, this form may be photocopied.

The School/Group list is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

TO BE FILLED OUT BY SCHOOL

CTB Use Only	Teacher Name <small>Please spell out teacher name exactly as bubbled on the Group Information Sheet</small>	Grade	Number Tested	CTB Use only		Comments
				Did Not Receive	Gross Under Case Count	

- Stack test booklets in groups of 10 or less by grade level or by teacher. For each stack ensure that:
 - Booklets are all the same grade level
 - Spines are facing the same direction
- Place the GIS on top of the first stack for that grade level or teacher. Then place a completed stack cover card on top of each stack. Verify that the correct information is written on the stack cover cards.

WESTEST
Stack Cover Card

Place a completed stack cover card on top of every bundle of test books. On bundle 1, the stack cover card goes on top of the GIS.

Examiner Name _____

County No. _____

School No. _____

Grade _____

Bundle/Stack _____ of _____

Placement for Paper Bands

Total number of students listed on the GIS: _____

Total number of test booklets in this bundle: _____

Placement for Paper Bands

CTB
McGraw-Hill

44747

Examiner Name _____

County No. _____

School No. _____

Grade _____

Bundle/Stack _____ of _____

Total number of students listed on the GIS:

Total number of test booklets in this bundle:

10. Make sure each stack cover card contains the following.
 - Teacher’s name – last name first, followed by first initial
 - County number – three digits (zero placed before the county 2-digit number)
 - School number – three digits
 - Grade – grade level tested
 - Bundle/Stack ___ of ___ (Number “1 of X”, “2 of X” etc.) with “X” being the total number of bundles for that grade level or teacher
 - Total number of students listed on the GIS – check that this number is the total of test booklets in ALL bundles for that grade level or teacher
 - Total number of test booklets in this bundle – check that this number is the total of test booklets in THIS bundle for that grade level or teacher

11. Secure each bundle with bands provided by CTB/McGraw-Hill and place bundles into CTB/McGraw-Hill box(es).
 - Keep each grade level or teacher’s bundles together in the box(es)
 - Bundle “1 of X” is placed on top of the stacks for that grade level or teacher
 - Keep grade level bundles grouped together and packed in the same box(es) if possible
 - Test booklets for non-public school students are boxed separately

12. Place all unused test booklets in return boxes separate from complete and partially complete test booklets.
 - Unused test booklets do not need to be bundled
 - If unopened, keep test booklets shrink wrapped

13. Large Print and Braille test booklets must be returned with unused materials. The regular test booklets containing the transcribed responses are processed with the complete and partially completed booklets.

14. Correctly complete information on the **green**, **yellow** and **pink** labels. Label each box accordingly.

WEST VIRGINIA
WESTEST SPRING 2006
COMPLETED AND PARTIALLY COMPLETED TEST BOOKS
Sample Elem SCHOOL NAME
456 SCHOOL NUMBER
Total BOXES from this school: BOX <u>1</u> OF <u>3</u>
To: County Test Coordinator
47347

Green

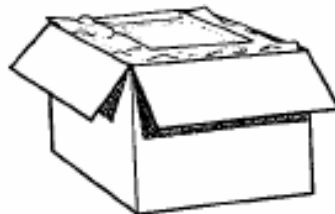
WEST VIRGINIA
WESTEST SPRING 2006
NON-PUBLIC COMPLETED AND PARTIALLY COMPLETED TEST BOOKS
Sample Elem SCHOOL NAME
4520 SCHOOL NUMBER
Total BOXES from this school: BOX <u>2</u> OF <u>3</u>
To: County Test Coordinator
<small>47348</small>

Yellow

WEST VIRGINIA
WESTEST SPRING 2006
UNUSED TEST BOOKS
Sample Elem SCHOOL NAME
4520 SCHOOL NUMBER
Total BOXES from this school: BOX <u>2</u> OF <u>3</u>
To: County Test Coordinator
<small>47349</small>

Pink

15. Shred all scratch paper as it is considered secure material.
16. Keep copies of the following:
 - Security Checklist (bottom copy belongs to school)
 - School/Group List (SGL)
 - Testing Irregularity Sheet
17. Deliver **unsealed** boxes to the County Test Coordinator, along with the following:
 - Security Checklist (top and middle copies)
 - School/Group List (SGL, submit the original copy)
 - Testing Irregularity Sheet



Preparing Large Print and Braille Test Booklets for Return to the County Test Coordinator

1. Regular-sized test booklets containing the transcribed student responses from Large Print and Braille are processed as completed test booklets.
2. All Large Print and Braille test booklets must be returned **with unused materials to CTB/McGraw-Hill.**

Preparing Damaged or Contaminated Test Booklets for Return to County Test Coordinator

Contaminated test booklets should not be returned to CTB/McGraw-Hill. They must be sent to the CTC in a sealed container/bag, after student responses have been transcribed to a clean test booklet.

The principal/building level coordinator will do the following:

- Obtain clean test booklet from school overage or County Test Coordinator.
- Transcribe the student responses to a clean test booklet.
- Complete a *WESTEST Scribe Verification Form* (2 copies: school and County Test Coordinator)
- Complete the student information on the Bio-Grid or apply student barcode label. Contact the County Test Coordinator to request a duplicate student barcode label from the West Virginia Department of Education, Office of Student Assessment Services.
- Seal the damaged test booklet in a container/bag.
- Return the sealed container/bag to the County Test Coordinator with a letter of what occurred. The letter should contain the following information:
 1. an explanation of what happened to the test booklet
 2. barcode number of the test booklet
 3. school name
 4. school code
 5. student's name
 6. grade level
 7. test booklet edition type (regular, Large Print or Braille)
- Process the transcribed booklet as a completed test booklet to be scored by CTB/McGraw-Hill.
- Any damaged or contaminated test booklet must be clearly documented on the Security Checklist.

County Test Coordinator's Responsibilities

Inventory/Delivery of Test Materials

County Test Coordinator

Before distributing materials and the Security Checklist to the school, complete the following steps **for each school** in your county:

- Confirm the box count (e.g., Box 1 of 5 through Box 5 of 5) of the testing materials shipment from CTB/McGraw-Hill.
- One Examiner's Manual should be received for every 15 test booklets.
- Check to be sure there is a sufficient number of mathematics punch-out tools for students tested.
- The scoring center has a record of the number of test booklets that were sent to your county. Packing lists and Security Checklists will be included with your shipment of test materials. The number of test booklets is printed on your Packing List. Security barcodes are printed on your Security Checklist. Check the security barcodes, printed on the test booklets, against the Security Checklist (a triplicate form). If you find discrepancies, please contact **CTB/McGraw-Hill at 1-800-282-6259** immediately.
- Verify that the contents of each box match the packing slip. Keep a copy of the packing slip for your records. Verify that the barcode numbers on the test booklets match the numbers on the Security Checklist. Verify the barcode range of the bundles. The barcode number is printed vertically near the center on the front cover of the test booklet, **directly above the words, Student Testbook.**
- Check the barcode number of the test booklet at the top of the bundle and the barcode number of the test booklet at the bottom of the bundle against the packing list.
- Count the test booklets without removing the shrink wrap. If a discrepancy exists in the number of test booklets, contact **CTB/McGraw-Hill at 1-800-282-6259** immediately.
- County Test Coordinators should contact the **CTB/McGraw-Hill WESTEST Service Center at 1-800-282-6259** with requests for additional materials. It is the County Test Coordinator's responsibility to contact each principal/building level coordinator prior to May 11 to ensure that he or she has sufficient testing materials to administer the tests. **The last day to contact CTB/McGraw-Hill to request additional materials is May 11, 2006 by 2:00 p.m., EST.**

Securing Test Materials

- Keep the test materials in a locked and secured central location(s) until distribution to schools.
- Make arrangements for delivery of the secure test materials to schools no sooner than one week before the testing date.

Training Principals/Building Level Coordinators

- Instruct principals in the *Responsible Test Administration Practices* found in this manual.
- Require and have on file the signed *Test Procedures Agreement for Principal* from school principals having access to WESTEST.
- Instruct principals to have on file the signed *Test Procedures Agreement for Examiner* for any person having access to WESTEST.
- Instruct principals/building level coordinators that test booklets must be kept secure until they are actually distributed to students.
- Instruct principals that the examiners must return the test materials to the principal/building level coordinator to place in a locked and secured central location(s) immediately after daily testing.
- Test booklets may not be stored in the examiner's room.
- Instruct principals concerning West Virginia Board of Education Policy 2340 and the *Testing Code of Ethics*.
- Instruct principals in correct procedures for preparing and returning test materials and completing the Security Checklist that is provided with the test materials.
- Review the principal/building level coordinator responsibilities section of this manual.

Return of Materials to CTB/McGraw-Hill

County Test Coordinator

After receiving the Security Checklist and testing materials from each principal/building level coordinator in your county along with any information pertaining to contaminated test booklets and documented discrepancies, complete the following steps:

- Verify a 100% rate of return of the test booklets from each school.
- Verify that all test booklets including Large Print and Braille are in the correct color coded boxes.
 - **Green** labels indicates all completed and partially completed tests
 - **Yellow** labels indicates home instructed and non public tests
 - **Pink** labels indicates unused test booklets, Large Print test booklets and Braille test booklets
- Verify the return of all test materials which includes the following:
 - Security Checklists (top and second copies)
 - School/Group List (SGL)
 - Test Irregularity Sheets*
 - Testing Option Report, Assessment with Accommodations (wvs.326)*

*These reports remain on file with the CTC.

- **ALL** test booklets must be returned to CTB/McGraw-Hill, including the completed, partially completed and unused (this includes Large Print and Braille editions).
A damaged test booklet in a sealed container/bag may be destroyed by the County Test Coordinator after notifying the Office of Student Assessment Services, West Virginia Department of Education. A letter must be sent to CTB/McGraw-Hill and the West Virginia Department of Education explaining the circumstances surrounding the destroyed test booklet. The letter should include the school, grade level and the

- barcode number on the test booklet, student's name and WVEIS number assigned to the test booklet. Any destroyed books must be identified on the Security Checklist.
- Check each school's SGL for accuracy. All the completed SGL forms will be placed in box number 1 from the county in the envelope provided.
 - Verify that the test booklets are boxed and labeled properly.
 - Verify that the correctly colored school labels are on the boxes
 - **Green** - completed and partially completed test booklets
 - **Yellow** – non-public completed and partially completed test booklets
 - **Pink** – unused completed and partially completed test booklets
 - Group all the boxes with **green** labels together. Make sure each individual public school's boxes of completed and partially completed test booklets are grouped together.
 - Group all the boxes with **yellow** labels together. Make sure each non-public school's boxes of completed and partially completed test booklets are grouped together.
 - Group all the boxes with **pink** labels together. Make sure each school's unused test booklets are grouped together.
 - Place the county label **beside** the school label if the county level label is the same color as the school label. **If the school label on the box is the wrong label (color), cover the school label with the county label of the correct color.**
 - Pack the boxes to minimize shifting. Do not use peanuts or shredded paper as packing materials.
 - Complete the appropriate county labels. The county labels are larger than the school labels.
 - Number the boxes consecutively beginning with all the schools' boxes containing completed and partially completed test booklets with the **green** county labels. Make sure all boxes of completed and partially completed test booklets are sequentially numbered.
 - Continue the sequential numbering of the boxes through the boxes with **yellow** labels containing non-public schools.
 - Continue the sequential numbering of the boxes through the boxes with **pink** labels containing the unused test booklet, Large Print and Braille boxes.
 - Place the SGL forms from all the schools in the envelope provided in box number one from the county.
 - Seal the boxes.
 - Fill out the Box Count Verification form with the correct number of boxes.
 - Retain a copy and send original (top) copy of all Security Checklists and the Box Count Verification Form in the return envelope provided in your County Test Coordinator kit. Use the air bill provided to send the **FED EX envelope** to:

Julia Charfauros
CTB/McGraw-Hill
Attention: Custom Scoring/WESTEST
20 Ryan Ranch Road
Monterey, CA 93940

Call FedEx at 1-800-463-3339 to arrange for a pickup of Security Checklists and the Box Count Verification Form only. Do not send any test materials to this address.

- Prior to scheduling the return of materials, have the final box counts available. The count must include the count by label color. For example, if there is a total of 100 boxes, the information must be provided that 10 of the boxes have **pink** labels, 20 boxes have **yellow** labels and 70 boxes have **green** labels. Please make sure you have the exact box counts. The county number must be provided to schedule the return of materials.
- **Schedule the pick-up of boxes using the website at <http://programs.ctb.com/westest>.** An email address must be entered during scheduling, in order to receive confirmation and Bill-of-Lading.
- After scheduling the pick-up of boxes online, the County Test Coordinator will receive two emails. The first email will be a confirmation of the request. The second email will provide information on the carrier CTB/McGraw-Hill has scheduled for the pickup.
- The carrier for the shipment will be either UPS, Conway or Eagle Trucking. UPS drivers will bring the required Return Service Labels for the shipment. If the carrier is Conway, the County Test Coordinator will receive an email with a PDF attachment of the Bill-of-Lading. Print the Bill-of-Lading and place it with the materials. If the carrier is Eagle, the County Test Coordinator will receive a phone call from Eagle to determine the method for sending the shipping documentation.
- The Bill-of-Lading outlines the job responsibilities of the shipping company driver. Please do not attempt to load the boxes as it is defined within the Bill-of-Lading for the driver to load the testing materials. If any problems are encountered using this website, please contact **CTB/McGraw-Hill's Customer Service Department at 1-800-282-6259**.

NEW FOR 2006**

Discrepancy Reporting

CTB has a new procedure to report discrepancies between actual student counts received versus student counts reported on SGL/GIS sheets that are returned with the test materials. The CTB Scoring Project Manager will fill out a discrepancy report and e-mail it to the CTC, with a copy of the SGL and a list of students processed; a copy will also be forwarded to WVDE. CTB will expect resolution within 2 days. If the CTC has not responded, then CTB will proceed to process the students as received.

Appendix 1

Testing Code of Ethics

The *Testing Code of Ethics* addresses special concerns regarding appropriate professional practices within the West Virginia Measures of Academic Progress, as well as appropriate conduct. The *Testing Code of Ethics* supplements the practices and procedures set forth in West Virginia Board of Education Policy 2340, *West Virginia Measures of Academic Progress*.

Ethical Testing Practices

Test Security

1. County school personnel shall establish and implement procedures to ensure maximum test security and limit involvement to school personnel.
2. Before each test administration, materials must be distributed according to instructions provided with the test. Tests must be secured at all times during test administration, including any break times. Unused test materials shall be returned to a locked and secured area as soon as practical. 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 following each daily testing session.
3. Test materials must be stored in locked and secured central location(s) prior to and following each daily testing session. Test materials are *not* in the building more than one week before the testing window. Testing, including makeups, must occur during the testing window. Access to test booklets and answer sheets shall be restricted to the test administration period.
4. Any breach of security, loss of materials or other deviation from acceptable security procedures shall be reported immediately to the school building principal, county test coordinator, the county superintendent and to the proper authorities at the Office of the State Superintendent of Schools, West Virginia Department of Education.
5. Test booklets or questions shall not be reproduced or paraphrased in any manner.
6. Personnel responsible for the testing program shall be properly instructed in the appropriate test administration procedures.
7. No one shall 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.
8. Each county test coordinator shall sign a security agreement prior to the test administration window. The agreements will be filed at the West Virginia Department of Education.
9. Principals shall sign a security agreement that remains on file with the county test coordinator.

10. Any individual who administers or handles the test materials at the school shall sign a security agreement that remains on file in the principal's office.
11. The county test coordinator shall be responsible for the number of test booklets shipped to the county and shall maintain a record of how many booklets are sent to each school.
12. Student test scores or test performance shall not be disclosed to unauthorized persons as set forth in W.Va. 126CSR94, West Virginia Board of Education Policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data and W.Va. 126CSR14, West Virginia Board of Education Policy 2340, West Virginia Measures of Academic Progress.
13. No portion of student responses to any item shall be kept, copied or reproduced unless otherwise directed by West Virginia Department of Education.

Test Administration

1. Tests shall be administered only during the testing window established by the West Virginia Board of Education.
2. Examiners of standardized tests shall rigorously follow the appropriate administrative procedures as directed in the test's administration manuals.
3. All examiners shall strive to create a positive environment.
4. Students shall not have prior access to test questions or any access to answer keys.
5. Examiners shall limit assistance to students to issues concerning the mechanical aspects of marking answers, clarifying directions and finding the right place on answer sheets. Examiners shall not indicate answers or point out the rationale of an item.
6. Students and examiners shall be monitored to ensure that appropriate test taking procedures, test security and activities 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.
9. Accommodations as appropriate for students with Individual Education Programs or Section 504 plans shall be provided as established in their plans.

Test Notification

1. Students and parent(s)/guardian(s) shall be
 - a) given notification before testing;

- b) provided information on the purposes of the test and uses of the test results; and
- c) encouraged to follow test preparation procedures.

Test Preparation Practices

1. Instruction will be focused on the inclusive content standards and objectives in the curricular areas.
2. Utilization of the informal item bank may be used for test preparation.
3. Students should be taught general test-taking skills and objectives.

Appendix 2

WEST VIRGINIA BOARD OF EDUCATION Test Procedures Agreement For County Test Coordinator

1. The county test coordinator acknowledges that all assessments within the West Virginia Measures of Academic Progress are secure tests.
2. Procedures shall be implemented to ensure maximum test security.
3. Before each test administration, distribute materials according to the instructions provided with the test.
4. At the close of each testing window, all test booklets (used and unused) and answer sheets, if applicable, must be counted, reconciled and returned according to the directions provided with the test.
5. Test materials are *not* in the building more than one week before the testing window and all testing must occur during the testing window. Test booklets or questions shall not be reproduced or paraphrased in any manner.
6. Any breach of security, loss of materials or other deviation from acceptable security procedures shall be reported immediately to the county superintendent and to the Office of the State Superintendent of Schools, West Virginia Department of Education.
7. Building level test coordinators or designees shall be properly instructed in appropriate test security procedures including the *Testing Code of Ethics* and test administration procedures.
8. The county test coordinator shall 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.
9. The county test coordinator shall collect and retain signed *West Virginia Board of Education Test Procedures Agreement for Principal* for each principal in their county.
10. Test administration materials shall not be released by the county test coordinator to the school without the signed agreement from the principal.
11. The distribution and collection of all secure test materials shall follow the directions provided with the tests. When distribution and collection of secure materials is the responsibility of the county test coordinator, he/she shall be responsible for the number of test booklets shipped to and returned from the schools. A record of how many booklets and other identifying characteristics are sent to and returned from each school shall be kept.
12. Student test scores or test performance data shall not be disclosed to unauthorized persons as set forth in 126CSR94, West Virginia Board of Education Policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data and W.Va. 126CSR14, West Virginia Board of Education Policy 2340, West Virginia Measures of Academic Progress.
13. No portion of student responses to any item shall be kept, copied or reproduced unless otherwise directed by West Virginia Department of Education.
14. Students shall not have prior access to test questions or any access to answer keys.
15. Send this signed agreement to the West Virginia Department of Education, Office of Student Assessment Services.

I have read, understand and with my signature agree to comply with the *Testing Code of Ethics* and each statement contained herein. I also understand I must return this signed agreement to the West Virginia Department of Education, Office of Student Assessment Services, Capitol Bldg. 6, Room 722, 1900 Kanawha Blvd., E., Charleston, WV 25305 at least two (2) weeks before the WESTEST is administered.

County Test Coordinator Signature

County

Date

Appendix 3

WEST VIRGINIA BOARD OF EDUCATION Test Procedures Agreement For Principal

1. The principal acknowledges that all assessments within the West Virginia Measures of Academic Progress are secure tests.
2. Procedures shall be implemented to ensure maximum test security.
3. Before test administration, materials must be distributed according to instructions provided with the test. Access to test booklets and answer sheets shall be restricted to the test administration period and all testing must occur during the testing window.
4. Test materials must be stored in locked and secured central location(s) prior to and following each daily testing session. Test booklets or questions shall not be reproduced or paraphrased in any manner.
5. At the close of each testing window, all test booklets (used and unused) and answer sheets, if applicable, must be counted, reconciled and returned according to the directions provided with the test.
6. Any breach of security, loss of materials or other deviation from acceptable security procedures shall be reported immediately to the county test coordinator.
7. Personnel involved in the testing program shall be properly instructed in the appropriate test security including the *Testing Code of Ethics* and test administration procedures.
8. The principal shall 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.
9. The principal shall collect and retain the signed *West Virginia Board of Education Test Procedures Agreement for Examiner* for each examiner in their school.
10. Student test scores or test performance data shall not be disclosed to unauthorized persons as set forth in W.Va. 126CSR94, West Virginia Board of Education Policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data and W.Va. 126CSR14, West Virginia Board of Education Policy 2340, West Virginia Measures of Academic Progress.
11. No portion of examinee responses to any item shall be kept, copied or reproduced unless otherwise directed by West Virginia Department of Education.
12. Students shall not have prior access to test questions or any access to answer keys.
13. Students and examiners shall be monitored to ensure that appropriate test taking procedures, testing security and activities are followed.
14. Students and examiners shall be monitored to ensure that only references or tools specifically designated in test manuals are provided.
15. Prior to the beginning of test administration, testing rooms shall be checked to ensure that any specific information, as specified by the test manual, is not displayed in the room during test administration.
16. Ensure examiners' compliance with appropriate accommodations for students with Individual Education Programs or Section 504 plans when so designated in the test manual.
17. Send this signed agreement to the county test coordinator. Test administration materials will not be released by the county test coordinator to the school without this signed agreement.

I have read, understand and with my signature agree to comply with the *Testing Code of Ethics* and each statement contained herein. I also understand that I must return this signed agreement to my county's test coordinator before test booklets/materials are released to the school.

Principal Signature

School

Date

Appendix 4

WEST VIRGINIA BOARD OF EDUCATION Test Procedures Agreement for Examiner

1. The examiner acknowledges that all assessments within the West Virginia Measures of Academic Progress are secure tests.
2. Training about W.Va. 126CSR14, West Virginia Board of Education Policy 2340, West Virginia Measures of Academic Progress, including the *Testing Code of Ethics* has been provided.
3. Instruction in the possible consequences of violations of test and data security has been provided.
4. W.Va. 126CSR14, West Virginia Board of Education Policy 2340, West Virginia Measures of Academic Progress, including the *Testing Code of Ethics* has been reviewed.

By signing this form and returning it to the school principal, I verify that the above four conditions have been met.

Examiner Signature

School

Date

Appendix 5

Responsible Test Administration Practices

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

- Maintain a positive atmosphere in the classroom.
- Providing Assistance to Students - The examiner may only assist students with the mechanical aspects of marking the answers. This should be limited to making heavy, black marks in the circles, writing in the spaces provided for constructed response questions and clearly erasing unwanted responses and stray marks. Examiners are not to pronounce or define words and shall not paraphrase questions. Under no circumstances can answers to the items on the test be provided to any student being tested. Answers to the sample items can be provided but the rationale for the correct response cannot be provided. However, it is appropriate and beneficial that all students understand the directions before taking the test.
- Irregularities During Testing - Any testing disruption/irregularity that may have influenced test performances is considered a testing irregularity. A record of these irregularities should be maintained so that they are considered during the interpretation and analysis of the results of the test.
- Invalidation Process - The decision to invalidate a student's assessment results rests with the Office of Student Assessment Services, West Virginia Department of Education. Invalidation may occur when a testing irregularity is reported. The examiner should notify the principal/building level coordinator with the student's name, the nature of the problem and the test during which the problem occurred as soon as possible. The principal/building level coordinator should contact the County Test Coordinator immediately. The decision to invalidate the test will be determined by the County Test Coordinator in conjunction with the Office of Student Assessment Services, West Virginia Department of Education. **UNDER NO CIRCUMSTANCES SHOULD THE EXAMINER CHANGE A STUDENT'S ANSWERS TO THE QUESTIONS ON THE TEST. It is an infraction of the *Testing Code of Ethics* to change students' answers.**
- Contaminated Test Booklet - When a test booklet is contaminated by a student, the test booklet must be placed in a sealed container/bag. The test booklet is not to be destroyed until the student's work is transferred to another test booklet. The examiner must notify the principal/building level coordinator as soon as possible. The principal/building level coordinator must notify the County Test Coordinator immediately for directions on how to proceed. The *WESTEST Scribe Verification Form* is to be completed with the signature of the examiner, scribe and principal. The principal is to send the form to the County Test Coordinator by the end of the testing window. Follow the procedure outlined in the *Return of Materials* section.

- Guessing - With the infusion of test taking skills strategies in the schools, many students have been exposed to the process of eliminating options before selecting a response in order to increase the probability of correctly responding to a question. This is acceptable. However, the random marking of answers without reading the passage, the item and the options is not an appropriate test taking strategy.
- Proctoring Functions - Every examiner and proctor shall be an employee of the county, RESA or state. Proctoring requires that an examiner quietly circulate around the room throughout the testing. Functions related to proctoring include encouraging students to keep working and not spend all of the time on one item; determining if students are following directions and marking the answers properly; replacing pencils that break; maintaining a quiet orderly testing environment; and assuring that only the test being administered is the one being taken and worked on by the students. Good proctoring facilitates good test taking by the student. In the end, the quality of proctoring directly contributes to the accuracy and validity of the test results.

Appendix 6

DOCUMENTATION PROCEDURE FOR IEP ACCOMMODATIONS ON WESTEST*

Two weeks before WESTEST administration, the County Test Coordinator and Special Education Director will request the school principal/designee to 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 a Testing Option Report, Assessment with Accommodations.
 - a. Two copies of the accommodations listing will be needed. One will be used in the administration of the Reading/Language Arts* assessment, the other will be used with the Mathematics* assessment.
 - b. The copies would be given to the assigned teacher/s (examiner/s) administering the WESTEST to the students listed.
2. Before WESTEST administration, the assigned teacher/s (examiner/s) will **review** each child's listed testing accommodation/s.
3. After WESTEST administration, the assigned teacher/s (examiner/s) will mark the listing as follows:
 - a. **Underline** the name/s of his/her assigned student/s
 - b. **Circle** the accommodation/s that were given to each of the student/s
 - c. **Asterisk** the accommodation/s that were not given to each of the student/s
 - d. **Write** "REFUSED" for any accommodation the student refused to accept
 - e. **Sign** with legible signature/date of test administration at the bottom of the report
 - f. **Return** the Testing Option Report/s to the school principal/designee
4. School principal/designee will make copies of all reports for the school and return copies of the signed and dated reports to the County Test Coordinator and County Special Education Director no later than June 1. 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.

*The federal government only requires documented monitoring of the WESTEST accommodations in Mathematics and Reading/Language Arts for students with disabilities; therefore, WVDE will not require the documented monitoring of accommodations in other content areas or those exclusive to Section 504 Plans or Limited English Proficient (LEP) Assessment Participation Forms.

Appendix 7

WESTEST Scribe Verification Form

Student Name: _____

Student WVEIS ID Number: _____

Grade: _____

School: _____

County: _____

This is to verify that the student's responses have been accurately scribed to Test Booklet Number _____. In case of "unintelligible student responses," please list the content area and test item number(s) that are considered unintelligible.

Please check one of the following reasons for transcribing the student answers to the booklet.

- IEP/504 – Scribe
- LEP – Scribe
- Short Term Medical Condition
- Damaged Booklet (Test Booklet Number _____)

Provide a brief explanation: _____

The following signatures are needed:

Examiner: _____ Date: _____

Scribe: _____ Date: _____

Principal: _____ Date: _____

Keep a copy for school file and submit a copy to the County Test Coordinator by **May 26, 2006.**

County Test Coordinator: _____ Date: _____

Appendix 8

WESTEST Testing Irregularity Sheet

County Name: _____

School Name: _____

Examiner Name: _____

Date: _____

Check the appropriate boxes below. Both the Subject and Grade *must* be checked.

Subject	Grade								
<input type="checkbox"/> Mathematics <input type="checkbox"/> Reading/Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Science	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Grade 3</td> <td style="width: 25%;"><input type="checkbox"/> Grade 5</td> <td style="width: 25%;"><input type="checkbox"/> Grade 7</td> <td style="width: 25%;"><input type="checkbox"/> Grade 10</td> </tr> <tr> <td><input type="checkbox"/> Grade 4</td> <td><input type="checkbox"/> Grade 6</td> <td><input type="checkbox"/> Grade 8</td> <td></td> </tr> </table>	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 10	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 8	
<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 10						
<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 8							

List below any testing disruption/irregularity that may have influenced two or more students' test performances.

Time	Describe the Irregularity	Duration of Irregularity	Corrective Actions Taken

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

Appendix 9

Filling out the Bio-Grid

The principal/building level coordinator must complete the Bio-Grid for those students who do not have pre-slugged labels.* The directions for completing the Bio-Grid are provided below.

- Write the student’s last name, first name and middle initial under the appropriate heading. Write one letter per box starting in the left box. Fill in the circle below the corresponding letter of the student’s name. Be sure to fill in the circle completely.
- Write the student’s nine digit WVEIS ID number in the spaces provided and verify its accuracy. Fill in the circle below that corresponds to each number.
- Fill in the circles that represent the student’s birth date.
- Fill in the appropriate circles in the “Teacher Use Only” box. If none of the classifications applies, leave the circles blank. Multiple circles may be completed. The codes are as follows:
 - LEP: Limited English Proficient
 - Migrant: Migrant
 - SD: Students with Disabilities
 - Low SES: Low Socio-Economic Status
- Fill in the correct circle for the student’s gender.
- Write the name of the school, teacher’s name and county on the lines provided.
- Fill in the circle for the student’s race/ethnicity.
- Fill in the circle under the “Braille” heading if the student takes a Braille copy of the test.
- Leave the circles under the “Invalid” heading blank.

*** Incorrect Bio-Grid information creates time consuming reconciliation to the WVEIS system and delays results.**

Appendix 10

Mathematics Punch-Out Tools

- Mathematics punch-out tools are provided with the testing materials and should be prepared prior to the day the Mathematics test is administered.
- Teachers may use the punch-out tools with their students prior to the Mathematics test.
- The mathematics punch-out tools needed for WESTEST questions are listed below.

Grade	Punch-out tools	Levels
3	Ruler and Pattern Pieces	11 – 13
4	Ruler	14 – 21/22
5	Ruler and Protractor	19 – 21/22
6	Ruler	19 – 21/22
7	Ruler	19 – 21/22
8	Ruler and Protractor	19 – 21/22
10	None	

NOTE: Students may use personal rulers, protractors or calculators.



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