

WESTEST 2

2009

Test Coordinator's Manual

Grades 3-11



West Virginia
Department of Education

2700101



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Table of Contents

Foreword	3
Contact Information	4
Calendar of Testing Activities	4
Overview of the West Virginia Educational Standards Test	5
General Test Administration	6
Testing Conditions for All Students	6
Suggested Testing Schedule	9
Make-up Sessions	10
Students with IEPs and Section 504 Plans	10
Students with Limited English Proficiency (LEP)	13
Transcribing Student Answers	15
Home-Instructed Students (Home Schooled)	17
Homebound Students	17
Alternative Schools	18
Nonpublic Schools	18
County Test Coordinator’s Responsibilities	19
Inventory and Delivery of Test Materials	19
Securing Test Materials	20
Training Principals/Building Level Coordinators	20
Returning Materials to CTB/McGraw-Hill	20
Principal’s/Building Level Coordinator’s Responsibilities	25
Preparing Students For WESTEST 2 Testing	25
Training Examiners	25
Procedures For Handling Test Materials Prior To Testing	26
Preparing Test Materials	28
Procedures for Handling Secure Test Materials During Testing	29
Returning Test Materials To The County Test Coordinator	30
Preparing Test Booklets/Answer Documents for Return to the CTC	30
Preparing Damaged or Contaminated Test Booklets and Answer Documents for Return to the County Test Coordinator	36

Appendix A: Testing Code of Ethics	37
Appendix B: County Test Coordinator’s Secure Materials and Test Procedures Agreement	40
Appendix C: Principal’s Secure Materials and Test Procedures Agreement	41
Appendix D: Building Level Coordinator’s/Assistant Building Level Coordinator’s Secure Materials and Test Procedures Agreement (Other than Principal)	42
Appendix E: Examiner’s/Scribe’s Secure Materials and Test Procedures Agreement	43
Appendix F: County/School Personnel Secure Materials Agreement	44
Appendix G: Verification of Training for Principals, Building Level Coordinators, County/School, RESA Personnel	45
Appendix H: Documentation Procedure for IEP Accommodations on WESTEST 2	46
Appendix I: WESTEST 2 Scribe Verification Form	48
Appendix J: WESTEST 2 Testing Irregularity Sheet	49
Appendix K: Responsible Test Administration Practices	50
Appendix L: Filling out the Bio-Grid	52
Appendix M: Mathematics and Science Manipulatives and Reference Sheets	53
Appendix N: Group Information Sheet	54
Appendix O: School/Group List	55

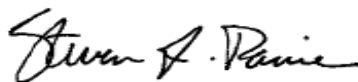
Foreword

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 57 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 and 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 and Language Arts, including Online Writing, Science, and Social Studies. It also provides the relevant information necessary for the planning and improvement of educational programs at the school, county, and state levels.

This test administration manual was written by the Office of Assessment and Accountability to accompany the West Virginia Educational Standards Test 2 (WESTEST 2). 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

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Contact Information

For Questions About WESTEST 2	Contact
Testing Policies Accommodations Test Security	Examiners <i>contact</i> Principal/Building Level Coordinator
	Principals/Building Level Coordinators <i>contact</i> County Test Coordinator
	County Test Coordinators <i>contact</i> WVDE at 304-558-2546
Requesting additional Test Materials Returning Test Materials	County Test Coordinators <i>contact</i> CTB/McGraw-Hill at 800-282-6259

WESTEST 2 Web site: <http://wvde.state.wv.us/oa>

Calendar of Testing Activities

Test Materials Distributed to Schools	May 11, 2009
Testing Window	May 18-29, 2009
Test Materials Returned to County Test Coordinator	June 1, 2009
Test Materials Returned to CTB/McGraw-Hill	June 4-5, 2009

Overview of the West Virginia Educational Standards Tests

The West Virginia Educational Standards Test (WESTEST), now WESTEST 2, was first administered in the content areas of Mathematics, Reading and Language Arts, Social Studies, and Science in the spring of 2004. As per West Virginia Code §18-5-45(I), 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. The administration window for the new assessment, WESTEST 2, will be May 18–29, 2009. These tests are aligned to West Virginia’s Content Standards and Objectives (CSOs) and Performance Descriptors. Test items have been reviewed by stakeholders comprised of West Virginia educators, West Virginia Department of Education staff, parents, business leaders, and ethnically diverse citizens. Content and bias reviews have been conducted for all items. An alignment study has been conducted to verify alignment to the West Virginia Content Standards and Objectives and Performance Descriptors. Additionally, all items have undergone rigorous statistical analyses prior to inclusion in WESTEST 2.

Students taking the **Grade 3** tests will respond to questions by **bubbling their responses in the test booklets**. Students taking **Grades 4-11** tests will respond to questions by **bubbling their responses on answer documents**.

General Test Administration

Testing Conditions for All Students

All public school students enrolled in Grades 3–11 are to be assessed by WESTEST 2, unless they meet the criteria for participation in the West Virginia Alternate Performance Task Assessment (APTA).

The WESTEST 2 requires standardized testing conditions. In order for test results to support valid inferences, each Examiner must adhere to the conditions described in the *Examiner's Manual* and the *Testing Code of Ethics* (see Appendix A). Proper administration of tests plays an integral part in the testing process and is vital to the accuracy of 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

Administration – Principal/Building Level Coordinator

- WESTEST 2 should be administered during testing window. This window includes make-up testing.
- Students and parents must be informed of the testing schedule prior to testing.
- As per West Virginia Board of Education Policy 2340, “No secure test materials, questions, or student responses shall be retained, reproduced, paraphrased, or discussed in any manner” (“any manner” includes written, mechanical, electronic, and oral reproduction and discussion of the contents of the test).

Administration - Examiner

- Examiners must be a currently employed educator and/or approved employee of the state, county, or RESA, or a currently employed educator of a nonpublic school who holds a valid West Virginia teaching license or certification granted by the Office of Professional Preparation. The Examiner may also include substitute teachers or aides serving as an Examiner for special needs students when they are instructionally assigned. All aides and nonpublic school educators must be approved by WVDE. Student teachers may **not** serve as Examiners. Examiners may not administer WV-MAP assessments to his/her child.
- Examiners must be trained prior to test administration and must sign an *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (see Appendix E), indicating that proper training has been received.
- As per West Virginia Board of Education Policy 2340, “No secure test materials, questions, or student responses shall be retained, reproduced, paraphrased, or discussed in any manner” (“any manner” includes written, mechanical, electronic, and oral reproduction and discussion of the contents of the test).
- Examiners must study the test administration procedures and directions prior to the day of testing.

- Test administration procedures must be followed in accordance with the *Examiner's Manual*.

Setting

- Students shall be tested at the grade level in which they are enrolled.
- All test booklets, answer documents, reference sheets, manipulatives, pencils, graph paper and scratch paper are to be distributed to students prior to testing.
- Students should be seated in a manner that will deter interaction with each other during testing.
- Information related to the contents of the WESTEST 2 must **not** be displayed in the room during testing.
- Distractions such as bells, intercoms and telephones should be eliminated during testing sessions so as not to interrupt testing.
- Students and Examiners must turn **off** any computers, cellular phones, watches with alarms or pagers during testing sessions.
- A "DO NOT DISTURB" sign should be placed on the door of the testing room.
- Students should not be tested after strenuous physical exercise.
- Video monitors shall not be used for test administration.
- Students should be tested in classrooms with adequate lighting and ventilation.

Options to Standardized Setting

- Individual, small group or different class testing may be provided.
- Adaptive furniture may be provided.
- Special lighting and/or acoustics (such as a microphone and speakers) may be provided.

Timing

- The WESTEST 2 is not a timed test.
- There is a suggested testing schedule provided in this manual (see page 9).
- All sessions of a content area test are to be completed on the same day they are begun.
- **Students requiring additional time must be accommodated.** Allow students the time they need to complete the test 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 for that student be terminated.
- Extended time must not result in an opportunity for the student to study information on a test already started.
- Sufficient time for students' questions should be provided prior to beginning the test.
- Students who typically take longer to complete tests may be grouped together.
- Breaks must be provided and adhered to as indicated on the suggested testing schedule (see page 9).
- When breaks are given, test booklets must be closed and all test materials must be secure.
- Students should be instructed not to discuss the test during scheduled breaks and upon completion of testing.

Presentation

- Instructions in the *Examiner’s Manual* must be followed precisely.
- Instructions in shaded areas and preceded by the word “**SAY**” must be read verbatim.
- Calculators may be used on ALL sessions of the Mathematics and Science tests (see page 27 for restrictions on calculator use).
- Ensure that the **Grade 3** student writes his/her name on the line provided on the front cover of each test booklet. Students should also print the Examiner’s name on the booklet at the beginning of each day of testing.
- Ensure that in **Grades 4-11**, the student writes his/her name on the line provided on the front cover of each test booklet. Students should also print the Examiner’s name on the test booklet at the beginning of each day of testing. Students should also transfer the Security Barcode number from the front of the test booklet to the spaces on the top right corner of the bio-grid page and complete the Test Information box.
- Testing must be monitored at all times and irregularities must be recorded for a student or the group on the Testing Irregularity Sheet provided (see Appendix J).
- Assistance to students should 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.
- On the Reading and Language Arts multiple-choice test, **only the directions** may be read aloud or signed.

Options to Standardized Presentation

- Visual magnifying equipment may be used.
- Audio amplification equipment may be used.

Response

- Students may complete graphic organizers by writing directly in the test booklets. In **Grade 3**, marks should not touch the gray bars located on the side of the page.
- Students in **Grade 3** will bubble their answers directly in the test booklets.
- Students in **Grade 4-11** will bubble their answers on separate answer documents.
- Highlighters, markers, colored pencils and pens are not to be used in the testing process.

Options to Standardized Response

- Graph paper may be used to align work.
- Templates (e.g., a typoscope) may be used to maintain place.
- Students **may** underline or circle key words or phrases in directions, text, or stems (underlining should not interfere with answer choice in the **Grade 3** test booklets or occur on answer documents for **Grades 4-11**).
- Colored visual overlays may be used.
- Scratch paper, graph paper, line guide, slate and/or abacus for computations and note taking while reading and responding to questions is permissible in all content areas.
- A scribe may be used when a short-term medical condition (e.g., a fractured arm in a cast) precludes the student from writing with the dominant hand to mark responses.
Approval for this needs to be obtained from the County Test Coordinator or the County Special Education Director prior to testing.

Suggested Testing Schedule

It is recommended that no student take more than one content area test in any given day. Tests should be given at the beginning of the school day to help maximize student performance. **Please note that each content area test must be completed on the same day it begins.**

The suggested testing schedule shown below provides approximate times for each step in the testing process. **All breaks must be given**, but they may vary in length. To minimize disruptions, breaks should take place within the same building. During breaks, test booklets and answer documents must be kept secure. Students should be instructed not to discuss the test during breaks.

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 his or her test booklet, it is recommended that the Examiner terminate the test for that student.

SUGGESTED TEST SCHEDULE FOR ALL GRADES 3-11			
Day One <i>Mathematics</i>	Day Two <i>Reading/Language Arts</i>	Day Three <i>Social Studies</i>	Day Four <i>Science</i>
Administrative Time 10 Minutes	Administrative Time 10 Minutes	Administrative Time 10 Minutes	Administrative Time 10 Minutes
Session 1 45 Minutes	Session 1 45 Minutes	Session 1 45 Minutes	Session 1 45 Minutes
10 Minute Break	10 Minute Break	10 Minute Break	10 Minute Break
Session 2 45 Minutes	Session 2 45 Minutes	Session 2 45 Minutes	Session 2 45 Minutes
110 Minutes	110 Minutes	110 Minutes	110 Minutes

Make-up Sessions

Any student who does not take all of the content area tests during the regular test administration should be given a make-up testing session for the missed test(s). Make-up sessions should be scheduled following the regular test administration and at the discretion of the Principal/Building Level Coordinator. The Principal/Building Level Coordinator is responsible for scheduling the time and place for the make-up sessions and for assigning an Examiner to administer the test(s). It is recommended that only one 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 testing window 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 the Mathematics and Reading and Language Arts tests to meet accountability purposes. Follow all scripted directions during the make-up sessions, and give the students all scheduled breaks. Test security procedures must be followed before, during and after each testing session.

Students with IEPs and Section 504 Plans

All students with an IEP or a Section 504 Plan are expected to participate in all components of the WESTEST 2 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). An IEP Team or Section 504 Committee may request permission to use accommodations other than those outlined on pages 11-12 of this manual. Permission for such accommodations must be obtained from the Office of Assessment and Accountability prior to the start of testing.

Standard Conditions with Accommodations

- It is recommended that students with an IEP or a Section 504 Plan be assessed following the same testing schedule as their regular education peers. Students with an IEP or Section 504 Plan should be tested in the same content area on the same day as their peers, unless other arrangements have been approved by the County Test Coordinator.
- The student should receive all assessment accommodations outlined in his/her IEP or Section 504 Plan. For additional information, refer to the *West Virginia Guidelines for Participation in State Assessments* (available at <http://wvde.state.wv.us/oa/>).
- Due to federal requirements, the West Virginia Department of Education requires confirmation that testing accommodations as determined on the student's IEP are honored when the student takes the WESTEST 2. The federal government requires documented monitoring of these IEP accommodations only in Mathematics and Reading and Language Arts, and only for students with disabilities. WVDE will not require documented monitoring of accommodations in other content areas or accommodations exclusive to LEP Assessment Participation Documents and Section 504 Plans. **The Documentation Procedure for IEP Accommodations on WESTEST 2 is provided in Appendix H 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 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 constructs of the test.**

Acceptable accommodations for students with an IEP or Section 504 Plan on the WESTEST 2 are as follows:

Presentation

- **Read or sign ONLY the directions on the Reading and Language Arts multiple-choice test.**
- **For the Online Writing Session**, read aloud verbatim or sign directions, passage, and prompt as per IEP or Section 504 Plan.
- **Use sign language** to present directions, stimulus material, questions and answer choices for the Mathematics, Science and Social Studies tests.
- **Read aloud verbatim** the directions, stimulus material, questions and answer choices for the Mathematics, Science and Social Studies tests, as permitted by the student's IEP or Section 504 Plan.
 - On the Reading and Language Arts multiple-choice test, only the directions may be read aloud.
 - For a blind/partially-sighted student who does not read Contracted Braille or Nemeth Braille Code, the directions, stimulus material, questions and answer choices may be read aloud for the Mathematics, Science and Social Studies tests.
- **Use a text-talk converter** to present directions, stimulus material, questions and answer choices verbatim for a blind or partially sighted student when that is the student's typical mode of accessing written material.
- **Rephrase directions** to state the same message in a new or different way without breaching the security of the test items or giving away any answers.
- **Use an electronic translator or sign-dictionary** to present directions, stimulus material, questions and answer choices for the Mathematics, Science and Social Studies tests. On the Reading and Language Arts multiple-choice test, **only the directions** may be presented using an electronic translator or sign-dictionary.
- **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 for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to Directions for Transcribing.
- **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 for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to Transcribing Student Answers.

Response

- **Indicate responses to a Scribe for multiple-choice items.** Student responses must be transcribed to a test booklet for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to Transcribing Student Answers.
- **Use a computer, typewriter, or other device to respond.** Student responses must be transcribed to a test booklet for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to Transcribing Student Answers.
- **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.
- **Transcribe student responses** from a large print test booklet to a regular-sized test booklet for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to Transcribing Student Answers.
- **Indicate responses to a Scribe** for gridded response items, when the student is physically unable to respond otherwise. Refer to Transcribing Student Answers.
- **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 for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to Transcribing Student Answers.
- **Use an abacus** on all parts of the Mathematics and Science tests.
- **Use an electronic translator or sign-dictionary** to indicate answer choices.

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 needs. However, remember that all content area tests must be completed on the same day they begin.

Additional Accommodations/Requests

A request for an assessment accommodation that does not appear in this document must be received by the Office of Assessment and Accountability (Attention: Beth Judy) no later than **Friday, April 17, 2009**. The request must come from either the County Test Coordinator or the County Special Education Director. The following information must be included in the request:

- Student's name, school and county
- Specific requested accommodation(s)
- Rationale for request (such as IEP or Section 504 update)
- Verification that the student receives the accommodation(s) on a regular basis during classroom instruction and assessment and is already familiar with the accommodation(s)
- A statement assessing the likely impact on the student's WESTEST 2 results if the student is not permitted to use the requested accommodation(s)

Upon completion of the Office of Assessment and Accountability's review, the County Test Coordinator and/or the County Special Education Director will be notified of the review committee's determination.

Students with Limited English Proficiency (LEP)

All limited English proficient (LEP) students participate in the *West Virginia Educational Standards Test 2 (WESTEST 2)*. A limited English proficient student is defined in *West Virginia Board of Education Policy 2340, Measures of Academic Progress* and *West Virginia Board of Education Policy 2417, Programs of Study for Limited English Proficient Students*. A limited English proficient 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 (NCLB)*. A limited English proficient 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 than English is dominant; and
- Whose difficulties speaking, reading, writing or understanding the English language are significant enough 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 2 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 testing 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* (<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 2 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*.
- **Read or sign directions ONLY on the Reading and Language Arts multiple-choice test.**
- An electronic translator or bilingual dictionary may be used to present directions, stimulus material, questions and/or answer choices verbatim for the Mathematics, Social Studies and Science tests. **An electronic translator or bilingual dictionary may be used only to present the directions for the Reading and Language Arts multiple-choice 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 multiple-choice items. Refer to Transcribing Student Answers.
- Indicate responses to a Scribe when the student is physically unable to respond otherwise for gridded response items. Refer to Transcribing Student Answers.
- Use a computer, typewriter or other device to respond. Transcribe student responses to a test booklet for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to Transcribing Student Answers.
- Use an electronic translator or bilingual dictionary to indicate answer choices.

Scheduling

- Have flexible scheduling that allows for students who may not complete the testing before a scheduled meal break. Flexible scheduling should 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/Requests

A request for a student to use an assessment accommodation that does not appear in this document must be received by the Office of Assessment and Accountability, Attention: Beth Judy, no later than **Friday, April 17, 2009**. 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 2 results if the student is not permitted to use the requested accommodation(s)

Upon completion of the Office of Assessment and Accountability's review, the County Test Coordinator and/or the Title III/LEP Coordinator will be notified of the review committee's determination.

Transcribing Student Answers

For the purposes of the WESTEST 2, "transcribing" is the transferring of student responses into a standard test booklet or onto an answer document so that those responses may be electronically scored. Responses should be transcribed under any of the following conditions:

- The student has been tested using oral, signed or electronic responses.
- The student's standard test booklet or answer document has been damaged.
- The student tested in a large print WESTEST 2 booklet.
- The student tested in a braille WESTEST 2 booklet.
- The student tested has a temporary medical condition which precludes writing with the dominant hand.

*(NOTE: Each **Grade 3** large print and braille WESTEST 2 booklet is shipped with an accompanying regular-sized WESTEST 2 test booklet; each **Grade 4-11** large print and braille WESTEST 2 booklet is shipped with a WESTEST 2 test booklet, as well as an answer document.)*

A Scribe

Any person who transcribes must

- be a trained Examiner as defined by West Virginia Board of Education Policy 2340. The Examiner must be a currently employed educator and/or approved employee of the state, county, or RESA, or a currently employed educator of a nonpublic school with a valid West

Virginia teaching license or certification granted by the Office of Professional Preparation. The Examiner may also include substitute teachers or aides serving as an Examiner for special needs students when they are instructionally assigned. Student teachers may not serve as Examiners. The Examiner must have on file a signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (see Appendix E).

- complete and sign the *WESTEST 2 Scribe Verification Form* (see Appendix I) at the conclusion of the transcription and return to the Principal/Building Level Coordinator.

Directions for Transcribing

- Copy the student's marked responses from the selected and gridded response items.
- Punctuation, capitalization and spelling errors shall not be changed.
- The transcriber has the option to verify student responses with another trained Examiner before and after recording student responses into a standard test booklet for **Grade 3** and onto an answer document for **Grades 4-11**.

Transcribing Oral and Signed Responses

The Scribe will

- demonstrate proficiency in signing if serving as both the interpreter and scribe.
- remain silent while the student is dictating or signing, and the scribe will not indicate in any manner correct or incorrect responses.
- ask student to repeat a word or phrase for understanding when needed.
- not complete a student's incomplete response.
- record the interpreter's response.
- test in a location where other examinees are not able to hear or see other students' responses.
- record unintelligible responses to gridded response items that remain unclear even after asking the student for clarification.

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 for **Grade 3** and onto an answer document for **Grades 4-11**.

Corrections of exclusively braille errors will be at the discretion of the Scribe. Braille errors are those errors that occur specifically within that population due to recording medium. An example could be the result of the physical typing on a braille machine such as typing an 'f' as opposed to the intended 'd' due to finger misplacement.

Home-Instructioned 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. This includes home-instructed participants enrolled or attending for less than a full day of instruction.

The parent(s)/guardian(s) of home-instructed student(s) must notify the County Test Coordinator of their intent to participate at least **two months prior to administration of WESTEST 2 Online Writing**. Home-instructed students who are taking WESTEST 2 must test in the county in which they reside at a school indicated by the County Test Coordinator. Test booklets and answer documents of home-instructed students must be kept separate from those of the public school students. Home-instructed students participating in the assessments of the West Virginia Measures of Academic Progress shall be required to follow all testing guidelines and procedures set forth (see *West Virginia Board of Education Policy 2340, §4.11*). Online Writing is a component of WESTEST 2 Reading Language Arts; therefore, in order to receive a complete score, students must take both sessions. No breach form will be administered to home-instructed students.

Homebound Students

If it is possible for a homebound student to come to the school for testing, he/she should attend school on the days of testing. If it is impossible for the homebound student to come to the school on those days, the county will determine how to administer the WESTEST 2 to that student. However, the following conditions must be met:

- The Examiner administering the test must be a currently employed educator and/or approved employee of the state, county, or RESA, or a currently employed educator of a nonpublic school with a valid West Virginia teaching license or certification granted by the Office of Professional Preparation. The Examiner may also include substitute teachers or aides serving as an Examiner for special needs students when they are instructionally assigned. Student teachers may **not** serve as Examiners. The Examiner administering the test must be trained in proper test administration procedures prior to testing, and must sign an *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (see Appendix E). This signed agreement must be on file at the home school.
- No family member may be present during the WESTEST 2 administration.
- No family member may read any of the test materials.
- All test security procedures and schedules must be followed.

Alternative Schools

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

Nonpublic Schools

Nonpublic school students are offered the opportunity to participate in the WESTEST 2 administrations as long as teachers have a West Virginia certified teaching license approved by the WVDE Office of Assessment and Accountability. Nonpublic schools must notify the test coordinator of the county their intent to participate in the WESTEST 2 **at least two months prior to the administration of the WESTEST 2 Online Writing or by a date determined by the County Test Coordinator**. The County Test Coordinator will receive all testing materials and release the testing materials to the nonpublic school after training the school's approved Examiners and receiving the signed security agreement forms. All educators and nonpublic school students participating in the assessments of the West Virginia Measures of Academic Progress shall be required to follow all testing guidelines and procedures set forth (see WVBE Policy 2340, §4.11). Online Writing is a component of WESTEST 2 Reading Language Arts; therefore, in order to receive a complete score, students must take both sessions. No breach form will be administered to nonpublic school students.

County Test Coordinator's Responsibilities

A parent brochure, *Preparing for the West Virginia Educational Standards Test 2 (WESTEST 2)* has been prepared by WVDE and copies distributed to County Test Coordinators. These brochures will be distributed to schools to inform students and their parents of the test dates and the purpose of the test.

Inventory/Delivery of Test Materials

1. All test materials will be shipped in boxes that CTB has customized for West Virginia WESTEST 2. Keep these boxes to return all WESTEST 2 materials to CTB.
2. Confirm the box count of the test materials shipment from CTB/McGraw-Hill (e.g., Box 1 of 5 through Box 5 of 5 for School A).
3. Confirm that there is one Examiner's Manual for every 15 test booklets.
4. Make sure there are a sufficient number of manipulatives and reference sheets for all students to be tested.
5. Verify that the contents of each box match the packing slip. Keep a copy of the packing slip for your records.
6. Count the test booklets without removing the shrink-wrap. 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 barcode numbers shown on the packing list. The barcode numbers are printed vertically, near the center on the front cover of the test booklets, directly above the words "Student Testbook."
7. Count the answer documents.
8. It is the County Test Coordinator's responsibility to contact each Principal/Building Level Coordinator **no later than the Wednesday prior to the first week of testing** to ensure that he or she has sufficient testing materials to administer the tests.

**If any discrepancies exist, contact CTB/McGraw-Hill immediately at
800-282-6259.**

**The last day to contact CTB/McGraw-Hill for any additional materials is the Wednesday prior to
the first week of testing, Noon, EDT.**

Securing Test Materials

- Keep the test materials in a centrally located, locked and secure area until distribution to schools.
- Make arrangements for delivering the secure test materials to schools no sooner than **five work days** before the first day of the testing window.

Training Principals/Building Level Coordinators

- Instruct Principals/Building Level Coordinators concerning *West Virginia Board of Education Policy 2340* and the *Testing Code of Ethics* (Appendix A).
- Instruct Principals/Building Level Coordinators in the *Responsible Test Administration Practices* found in this manual (Appendix K).
- Instruct Principals/Building Level Coordinators in correct procedures for preparing and returning test materials and completing the Security Checklist that is provided with the test materials.
- Review the Principal's/Building Level Coordinator's responsibilities section of this manual.
- Require and have on file the signed appropriate *Secure Materials and Test Procedures Agreement* (see Appendices C and D) from the Principals/Building Level Coordinators having access to WESTEST 2.
- Instruct Principals to properly train and have on file the signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (Appendix E) and the *Verification of Training* form (Appendix G) for any person who will administer, or transcribe the WESTEST 2.
- Instruct Principals to properly train and have on file the signed *County/School Personnel Secure Materials Agreement* (Appendix F) and the *Verification of Training* form (Appendix G) for any personnel with access to secure materials but who will not administer or transcribe the WESTEST 2.
- Instruct Principals/Building Level Coordinators that test booklets must be kept secure at all times.
- 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 **must not** be stored in the Examiner's room.

Returning Materials to CTB/McGraw-Hill

After receiving the Security Checklists and test materials from each Principal/Building Level Coordinator in your county (as well as any information pertaining to contaminated test booklets or answer documents and documented discrepancies), complete the following steps:

1. Verify that 100% of the test booklets from each school have been returned.

2. Verify that all test booklets including large print, braille and all used answer documents are in the correct color-code labeled boxes:
 - **Blue** labels indicate *Public* **TO BE SCORED**
Grade 3 *used* test booklets are **TO BE SCORED**
Grades 4-11 *used* answer documents in envelopes are **TO BE SCORED**
 - **Orange** labels indicate *Nonpublic/Home School* **TO BE SCORED**
Grade 3 *used* test booklets are **TO BE SCORED**
Grades 4-11 *used* answer documents in envelopes are **TO BE SCORED**
 - **Yellow** labels indicate **DO NOT SCORE**
Grade 3 *unused* test booklets are **DO NOT SCORE**
Grades 4-11 *all* test booklets and ***unused*** answer documents are **DO NOT SCORE**

Illustrations of these labels are provided on page 34 of this manual.

3. Return the unused answer documents from each school to CTB with the box of **DO NOT SCORE** materials.
4. Verify the return of all other test materials, including:
 - Security Checklists (original and one photocopy)
 - School/Group Lists (SGL) (original and one photocopy)
 - Test Irregularity Sheets (original copies should remain on file with the County Test Coordinator)
 - Print Special Education Student Testing Options (WVS.326) (original copies should remain on file with the County Test Coordinator)
5. Check each school's SGL for accuracy. All the completed SGL forms should be placed in the envelope provided and included in the first box of materials from the county.
6. **ALL** test booklets must be returned to CTB/McGraw-Hill, including the **TO BE SCORED**, and **DO NOT SCORE** (this includes large print and braille editions).
 - A damaged test booklet in a sealed container or bag may be destroyed by the County Test Coordinator AFTER requesting permission from the West Virginia Department of Education's Office of Assessment and Accountability. A formal letter must be sent to both the Office of Assessment and Accountability and to CTB/McGraw-Hill explaining the circumstances surrounding the destroyed test booklet. The letter should include the school, the grade level, the barcode number on the test booklet, the student's name, and the WVEIS number assigned to the test booklet. Any destroyed books must be identified on the Security Checklist.

Please send the letters to:

West Virginia Department of Education
 Attn: Beth Judy
 Office of Assessment & Accountability
 Building 6, Room 717
 1900 Kanawha Boulevard, East
 Charleston, WV 25305-0330

CTB/McGraw-Hill
 Attn: Mark Lewis
 20 Ryan Ranch Road
 Monterey, CA 93940-5703

7. Make sure the boxes are packed to minimize shifting. Do not use packing peanuts or shredded paper as packing materials.
8. Group all the boxes with **blue** labels together. Make sure each public school's boxes of completed and partially completed test booklets (**Grade 3**) and answer documents (**Grades 4-11**) are grouped together.
9. Group all the boxes with **orange** labels together. Make sure each non-public/home school's boxes of completed and partially completed test booklets (**Grade 3**) and answer documents (**Grades 4-11**) are grouped together.
10. Group all the boxes with **yellow** labels together. Make sure each school's **unused** and **DO NOT SCORE** test booklets and unused answer documents are returned. (Unused answer documents do not need to be counted before they are placed in boxes.)
11. **If the return label on the box is the wrong color, cover the return label with a return label of the correct color.** CTB will provide blank return labels in the County Test Coordinator Kit for this purpose.
12. Fill in the county box count under CO on the left side of the label. The Principal/Building Level Coordinator should already have entered the school box count under SCH on the right side of the label (see illustration).

The illustration shows a rectangular label for 'WESTEST 2 Spring 2009 PUBLIC SCHOOL TO BE SCORED'. It includes a 'S' logo on the left and a 'WV' logo on the right. The label contains the following information:

FROM:
 CO: **BARBOUR** CO#: **002**
 SCH: **BELINGTON MID** SCH#: **302**
 TO: CTB/McGraw-Hill SITE: 1 Ph: (800) 282-4279

Below this information are two sections for box counts, each with a line for the count and the word 'OF' followed by another line:

CO BOX _____ OF _____
SCH BOX _____ OF _____

A black bar with the text 'CTB USE ONLY - DO NOT COVER THIS LABEL' is positioned below the box count sections. Below this bar is a barcode and the alphanumeric string '31S-M012752002-030000036-000113'. Two callout boxes with arrows point to the 'CO' and 'SCH' box count sections:

- The top callout box says: 'County box count to be entered by **County Test Coordinator**'.
- The bottom callout box says: 'School box count to be entered by **Building Level Coordinator**'.

13. Number the boxes sequentially, beginning with all of the **blue** label boxes. Continue the sequence by numbering the **orange** label boxes next, and the **yellow** label boxes last.
14. Seal the boxes.
15. Fill in the correct number of boxes on the Box Count Verification Form.

**WESTEST 2
2009
Box Count Verification Form**

County Name:

County Code:

CTC contact:

Phone number:

County Test Coordinators:

Please see the instructions in the Test Coordinator's Manual for packing test materials for return to CTB/McGraw-Hill. When test materials are ready to be picked up, follow the directions for filling out this form below:

Instructions:

- Complete all of the information on this label and indicate the number of boxes by category and color of the return shipping label. Make sure that the box count you provide is accurate. This information will be used to check materials that are received at the CTB/McGraw-Hill Scoring Center

16. Retain a copy and send the original (top) copy of all Security Checklists and the Box Count Verification Form in the return envelope provided in your County Test Coordinator Kit.
17. Use the air bill provided to send the FedEx envelope to the following person:

Julia Charfauros
CTB/McGraw-Hill
Attention: Custom Scoring/WESTEST 2
20 Ryan Ranch Road
Monterey, CA 93940
18. Call FedEx at **800-463-3339** to arrange for pickup of the Security Checklists and the Box Count Verification Form only. **Do not send any test materials to this address.**
19. Make a final count of all boxes. Make sure you record how many boxes of each label color you have. For example, out of a total of 100 boxes, you may have 70 boxes with blue labels and 30 boxes with yellow labels. These numbers must be provided to CTB/McGraw-Hill's shipping vendor prior to pick-up of materials.

Shipping Instructions

For the Spring 2009 administration of WESTEST 2, the return of materials from the County to CTB will be predetermined. All pick-ups will take place on either June 4 or June 5. A list of the predetermined pick-up dates will be provided by CTB/McGraw-Hill prior to testing. If you are unsure of your pick-up date, please contact CTB/McGraw-Hill at 800-282-6259.

The carrier (CEVA) will contact the County Office to confirm box count prior to pickup of materials.

The bill of lading outlines the job responsibilities of the shipping company driver. **DO NOT attempt to load the boxes**, as this is the responsibility of the driver (as defined in the bill of lading).

Discrepancy Reporting

CTB has a procedure for reporting discrepancies between the actual student counts received versus the student counts **reported** on the SGL and 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 County Test Coordinator, along with a copy of the SGL and a list of students processed. A copy will also be forwarded to the Office of Assessment and Accountability. CTB will expect resolution of all discrepancies within two days. If the County Test Coordinator has not responded in two days, CTB will proceed with the material and student counts received and begin processing.

Principal's/Building Level Coordinator's Responsibilities

Preparing Students for WESTEST 2 Testing

- Inform students and their parents of the test dates and the purpose of the test.
- Send the parent brochures and the letter from the State Superintendent of Schools to parents. A sample parent letter and brochure entitled *Preparing for the West Virginia Educational Standards Test 2 (WESTEST 2)* are available from the Office of Assessment and Accountability Web site (<http://wvde.state.wv.us/oaa/>).
- Ensure that all students are familiar with both the general types of questions on the test as well as the procedures to follow when recording their answers to the test questions.
- Make sure that Examiners remind students the day before the test to bring appropriate activities to work on when they complete their tests. To minimize class disturbance, suggested activities include silent reading, writing, crossword puzzles, and homework or studies unrelated to that day's testing. Examiners should have activities available in the event a student forgets to bring something to do.

Training Examiners

1. Review *West Virginia Board of Education Policy 2340* with Examiners. Review thoroughly the following:
 - a. all test security procedures
 - b. reporting procedures for any violation of test security
 - c. the *Testing Code of Ethics*
 - d. possible consequences of test or data security violations
2. Review the *Responsible Test Administration Practices* (Appendix K) of this manual with Examiners.
3. Train Examiners in the proper completion of forms.
4. Train Examiners in the proper return of testing materials.
5. Instruct Examiners that no test booklet may be removed from the room by any educator, parent or student.
6. Instruct Examiners not to read, study, copy, disclose or allow to be disclosed the contents of the WESTEST 2.
7. Instruct Examiners to read and follow the directions in the Examiner's Manual for the WESTEST 2, which clearly define the standardized testing procedures for all students being tested under standard conditions.

8. Instruct Examiners to immediately report any alleged security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable security procedures to the Principal/Building Level Coordinator, County Test Coordinator, County Superintendent and to the Office of Assessment and Accountability which will inform the proper authorities at the Office of the State Superintendent of Schools, WVDE.
9. Have Examiners sign the *Examiner's/Scribe's Secure Materials and Test Procedures Agreements* (Appendix E) after the training session and prior to testing and keep the signed forms on file at the school. Complete *Verification of Training* form (Appendix G) and send to the County Test Coordinator.
10. Distribute the Examiners' Manuals to Examiners before the test administration.
11. 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.

Procedures for Handling Test Materials Prior To Testing

1. Verify receipt of sufficient forms in the Test Coordinator's Kit, including precoded student barcode labels. If a label is missing, lost, or damaged, the Principal/Building Level Coordinator must bubble in the Bio-Grid section of the inside front cover for **Grade 3** and on the answer documents for **Grades 4-11**.
2. Verify that the contents of each box match the packing slip. Keep a copy of the packing slip for your records.
3. Verify that all the test booklets are in sequential barcode order (e.g., 00000-01, 00000-02, etc.)
4. Verify large print and braille test booklets are available for students who need that accommodation.
5. On the Security Checklist, place checkmarks in the received column as appropriate to verify receipt of each test booklet.
6. Document any barcode discrepancies on the Security Checklist.
7. Verify receipt of sufficient number of answer documents.
8. Notify the CTC immediately of any discrepancies.
9. 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.
10. Verify that all materials/equipment needed for accommodations are available.
11. Verify that enough student manipulatives are available. Students may use the manipulatives provided by CTB/McGraw-Hill or use their own manipulatives and/or calculator. See the following information for further instructions on calculator use:

Use of calculators on WESTEST 2 is permitted on all sections of the mathematics and science tests for all grade levels. All the problems can be solved without a calculator. If a student regularly uses a calculator for math and science work, it is permissible to allow calculator use. However, it is highly recommended that if a calculator is used, it is one familiar to the student.

Any four-function, scientific, or graphing calculator may be used, unless it has features described in the **Prohibited** list. For models on the **Permitted with Modification** list, the Examiner will need to modify features as per specifications on the list.

Prohibited Calculators

The following types of calculators are prohibited:

- Calculators with built-in computer algebra systems which include
 - Texas Instruments: All model numbers beginning with TI-89 or TI-92 and the TI-Nspire CAS – The TI-Nspire non CAS is permitted
 - Hewlett-Packard: hp 48GII and all models that begin with hp 40G or hp 49G
 - Casio: Algebra fx 2.0, ClassPad 300, and all model numbers that begin with CFX-9970G
- Pocket organizers
- Handheld or laptop computers including PDAs
- Electronic writing pads or pen-input devices – The Sharp EL9600 is permitted.
- Calculators built into cellular phones or other electronic communication devices
- Calculators with a typewriter keypad (keys in QWERTY format).—Calculators with letter keys not in QWERTY format are permitted.

Calculators Permitted with Modification

- Calculators with paper tape –Remove the paper tape
- Calculators that make noise – Turn off the sound
- Calculators that can communicate wirelessly with other calculators – Completely cover the infrared data port with heavy opaque material, such as duct or electrician’s tape.
- Calculators that have power cords –Remove all power/electrical cords. Students are not to have access to linking cables/cords during testing.

Students may use a calculator provided by the school or a personal calculator that meets the above listed criteria. Students will **not** be permitted to share calculators during testing.

If a graphing calculator is on the Permitted list, make sure the calculator is either:

- In Press to Test mode
- Running TestGuard so all APPS and PRGMs are either disabled or deleted

- Cleared of anything in the memory. All types of memory, including standard memory, ROM and flash ROM must be cleared to factory default both before and after testing. Do not store test items/materials in your calculator’s memory. There is not a memory issue if the student is using a 4-function or scientific calculator.

12. **Return all test materials to a secure central, locked location.**

Preparing Test Materials

Pre-coded student labels are organized alphabetically by Grade Level. To facilitate the check-in and checkout process, test booklets should be grouped on the Security Checklist by Examiner. The number of answer documents assigned to each Examiner is recorded on the Security Checklist.

The Principal/Building Level Coordinator may begin preparing class packets before test administration by doing the following:

- Using the class roster, assign the required number of test booklets, by barcode, to each Examiner. Record Examiner’s name next to corresponding barcode test booklet numbers on the Security Checklist.
- Using the class roster, affix the pre-coded student labels for each student to the front cover of the **Grade 3** test booklets. For **Grades 4-11**, affix the pre-coded student labels for each student to the answer documents in the indicated area.
- Record the number of answer documents assigned to each Examiner on the Security Checklist.
- Complete the Bio-Grid information on the inside front cover of the **Grade 3** test booklet/**Grade 4-11** answer document for any student not having a pre-coded label. Assign the test booklet to an Examiner and record it on the Security Checklist.
- Prepare a class packet for each Examiner that includes the following materials:
 - Examiner’s Manual
 - manipulatives and/or reference sheets
 - test booklets
 - answer documents (Grades 4-11)
 - a “DO NOT DISTURB” sign for the door
 - extra pencils and erasers
 - graph paper
 - scratch paper
 - Testing Irregularity Sheet
 - testing roster (optional)
- If there are not enough materials to administer the WESTEST 2, the Principal/Building Level Coordinator should contact the County Test Coordinator with requests for additional

materials or with any questions about the materials no later than Tuesday prior to the first week of testing.

- Use the Security Checklist procedure for any Examiner who must check out a test booklet to read aloud to students. Place the name of the Examiner in the “Student/Teacher Name Box” on the Security Checklist. Use the same check-in and checkout procedure for this test booklet as used for the student test booklets.

Procedures for Handling Secure Test Materials During Testing

1. Distribute student test booklets to Examiners each day of test administration.
2. The examiners should COUNT the test booklets and answer documents and then initial the “Check-Out” column on the Security Checklist when receiving secure test materials.
3. Instruct the Examiners not to copy/disclose/or allow to be disclosed the item specific content of the testing instruments.
4. **Instruct the Examiners that once a test is completed, NO ONE, including Examiners, is allowed to examine or review a student’s test in any manner, including the answer document.**
5. Collect test booklets and answer documents for any students who are absent shortly after the testing begins.
6. Instruct examiners to return the test materials immediately after daily testing to the Principal/Building Level Coordinator to place in a locked, secure central location.
7. After COUNTING the test booklets and answer documents, the Principal/Building Level Coordinator should initial the “Check-In” column on the Security Checklist when the examiners return the secure test booklets at the end of the testing period.

Returning Test Materials To The County Test Coordinator

The Principal/Building Level Coordinator must reconcile the test booklet numbers returned from each Examiner with the Security Checklist. The County Test Coordinator will advise the Principal/Building Level Coordinator as to the schedule for returning test booklets to the county.

Preparing Test Booklets/Answer Documents for Return to the CTC

1. All test materials will be shipped in boxes that CTB/McGraw-Hill has customized for West Virginia WESTEST 2. Original CTB/McGraw-Hill box(es) **must** be used to return materials to the CTC.
2. Verify the return of all test booklets (**ALL Grades**) from each Examiner.
3. Verify the return of all used answer documents (**Grades 4-11**) from each Examiner.
4. Make sure the numbers listed on the Security Checklist match the test booklets **AND** answer documents returned by the Examiners.
 - 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 the County Test Coordinator.
5. The Principal/Building Level Coordinator must verify with the Examiner that no **“invalid bubble”** has been filled in unnecessarily, which can only be done by the Principal/Building Level Coordinator. Form bubble **“B”** must be filled in if a breach form is administered.
 - Complete the Invalidation Form (<http://wvde.state.wv.us/oa/>)
 - Fax to the Office of Assessment and Accountability (Attention: Jane Sims) no later than June, 5 2009, at 1-304-558-1613
 - Keep a copy for school records and send the original to the County Test Coordinator.
6. Separate the **TO BE SCORED** test booklets (**Grade 3**) and test booklets and answer documents (**Grades 4-11**) from the **DO NOT SCORE** test booklets (**Grade 3**) and test booklets and answer documents (**Grades 4-11**).
7. Fill out the *Group Information Sheet* (GIS) (Appendix N) and transfer the information onto the *School/Group List* (SGL) (Appendix O). Complete and bubble in the following on the GIS:
 - Teacher name/Grade Level (see **NOTE** below)
 - Number of students tested
 - Grade level tested

***The choice of grade level or teacher’s name filled in on the GIS dictates the score reports 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	
T	H	I	R	D	G	R	A	D	E	S	A	M	P	L	E	E	L	E	M	1	2	3		
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	2	3		K	8
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	0	0	0	1	1	
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	0	0	0	2	19	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	2	2		3	11	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	4	4	4	4	12	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	5	5	5	5	12+	
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	6	6	6	6	Ungraded	
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	7	7	7	7		
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	8	8	8			
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	9	9	9			
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K						
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L						
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M						
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N						
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O						
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						

Group Information Sheet (GIS)

- Transfer the information from each GIS to the SGL exactly as it is recorded on the Group Information Sheet (GIS). Nonpublic (home-instructed, private/parochial) students' booklets are to be listed on separate SGLs. Each nonpublic school will have an individual SGL.

SCHOOL/GROUP LIST

PUBLIC SCHOOLS

West Virginia Educational Standards Tests 2

County Name: Sample County Schools County Code: 123

School Name: Sample Elem School Code: 456

Contact Person: J. Smith

Phone Number: 555 -555-1234

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	Gross Over Case Count	
	Third Grade	3	23				

School/Group List (SGL)

Grade 3:

1. 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.

The diagram illustrates the 'WESTEST 2 Stack Cover Card' form and its components. The form is divided into sections for information entry and paper band placement. Three callout boxes highlight specific fields:

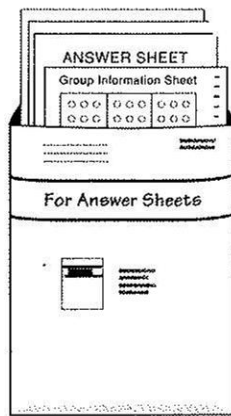
- Callout Box 1:** Contains fields for Examiner Name, County No., School No., Grade, and Bundle/Stack of.
- Callout Box 2:** Contains the field for Total number of students listed on the GIS.
- Callout Box 3:** Contains the field for Total number of test booklets in this bundle.

2. Make sure the total number of test booklets for each grade level/teacher matches the total number of students on the GIS.
3. Make sure each stack cover card contains the following:
 - Grade level or 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 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 number 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 number of test booklets in **this** bundle for that grade level or teacher

4. 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" should be 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.
5. Place all **unused** test booklets in return boxes labeled **DO NOT SCORE**.
 - Unused test booklets do not need to be bundled.
 - If unopened, keep test booklets shrink-wrapped.

Grades 4-11

1. Stack the answer documents in groups of 25 or less by grade level or by teacher.
2. Place the GIS on top of its corresponding answer document group.
3. Complete the information on the answer document Envelope. Then, place the answer documents and the GIS in the "For Answer Sheets" envelope.




Place your student answer documents with completed Group Information Sheet in this envelope.


4. Stack all test booklets (used and unused) 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
5. Place two bands around each stack of 10 test booklets.
6. Place all of the bundles in return boxes labeled **DO NOT SCORE**.
 - If unopened, keep test booklets shrink-wrapped.

All Grade Levels:


1. Fill in the information for SCH BOX __ OF __ on the **blue (Public TO BE SCORED)**, **orange (NonPublic/Home School TO BE SCORED)** and **yellow (NOT TO BE SCORED)** labels. Label each box accordingly.

S	WESTEST 2 Spring 2009 PUBLIC SCHOOL TO BE SCORED	WV
FROM:		
CO: BARBOUR	CO#: 002	
SCH: BELINGTON MID	SCH#: 302	
TO: CTB/McGraw-Hill	SITE: 1	Ph: (800) 282-4279
<hr/> CO _____ SCH BOX _____ OF _____ BOX _____ OF _____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
 31S-M012752002-030000036-000113		

← **Blue**

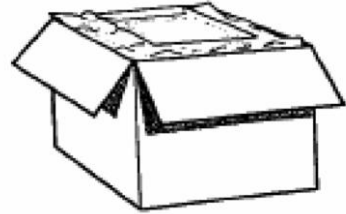
S	WESTEST 2 Spring 2009 NONPUBLIC/HOME SCHOOL TO BE SCORED	WV
FROM:		
CO: BARBOUR	CO#: 002	
SCH: HOME SCHOOL	SCH#: 999	
TO: CTB/McGraw-Hill	SITE: 1	Ph: (800) 282-4279
<hr/> CO _____ SCH BOX _____ OF _____ BOX _____ OF _____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
 31S-M012752003-030000003-000053		

← **Orange**

U	WESTEST 2 Spring 2009 NOT TO BE SCORED	WV
FROM:		
CO: BARBOUR	CO#: 002	
SCH: BELINGTON MID	SCH#: 302	
TO: CTB/McGraw-Hill	SITE: 1	Ph: (800) 282-4279
<hr/> CO _____ SCH BOX _____ OF _____ BOX _____ OF _____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
 31U-M012752002-030000036-000137		

← **Yellow**

2. Shred all graph and scratch paper because it is considered secure material.
3. Keep copies of the following:
 - a. Security Checklist (one photocopy)
 - b. School/Group List (SGL)
 - c. Testing Irregularity Sheet
 - d. Testing Rosters (if used)
 - e. Invalidation form
4. Deliver **unsealed** boxes to the County Test Coordinator, along with the following:
 - a. Security Checklist (two copies)
 - b. School/Group List (SGL, the original copy)
 - c. Testing Irregularity Sheet
 - d. Invalidation Form (for CTCs Records)



Preparing Large Print and Braille Test Booklets for Return to the CTC

1. Regular-sized test booklets containing the transcribed student responses from large print and braille (**Grade 3**) and answer documents (**Grades 4-11**) are processed with the test booklets and answer documents **TO BE SCORED**.
2. All large print and braille test booklets must be returned with the **DO NOT SCORE** materials to CTB/McGraw-Hill.

Preparing Damaged or Contaminated Test Booklets and Answer Documents for Return to the County Test Coordinator

Contaminated test booklets/answer documents should not be returned to CTB/McGraw-Hill. They must be sent to the County Test Coordinator in a sealed container or bag after the student responses have been transcribed to a clean test booklet/answer document.

The Principal/Building Level Coordinator should take the following steps to deal with a damaged or contaminated test booklet/answer document:

1. Obtain a clean test booklet/answer document from school overage or the County Test Coordinator.
2. Transcribe the student's responses to the clean test booklet for **Grade 3** or answer document for **Grades 4-11**.
3. Complete the *WESTEST 2 Scribe Verification Form* (Appendix I). Keep one copy for school records and send one copy to the County Test Coordinator.
4. Complete the student information on the Bio-Grid or apply student barcode label.
5. Seal the damaged test booklet and/or answer document in a container or bag.
6. Return the sealed container or bag to the County Test Coordinator with a letter explaining what occurred. The letter should contain the following information:
 - an explanation of what happened to the test booklet and/or answer document
 - the barcode number of the damaged or contaminated test booklet or answer document
 - school name
 - school code
 - student's name
 - grade level
 - student's WVEIS number
 - test booklet edition type (regular, large print or braille) or answer document
7. Process the transcribed booklet (**Grade 3**) or transcribed answer document (**Grades 4-11**) as **TO BE SCORED** by CTB/McGraw-Hill.
8. Clearly document on the Security Checklist any damaged or contaminated test booklets and answer documents.

Appendix A

Testing Code of Ethics

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

Ethical Testing Practices

Test Security

1. County school personnel shall establish and implement procedures to ensure maximum test security and limit access of secure materials to applicable county/school personnel.
2. Apart from the scheduled test administration to students, secure test materials shall be stored in a locked and secured central location by the County Test Coordinator in accordance with the test administration guidelines of each assessment.
3. The County Test Coordinator shall be responsible for the test booklets received by the county and to maintain a record of the booklets sent to each school in accordance to the test administration guidelines of each assessment.
4. Before each test administration, materials must be distributed and stored according to instructions provided with the test. Tests must be secured at all times during test administration, including all breaks in the testing sequence. All test booklets (used and unused) and answer documents, if applicable, must be counted, reconciled, and returned to a centrally located, locked, and secured area immediately upon the completion of each daily testing session.
5. Secure test materials, in a school, must be stored in locked and secured central location(s) prior to and following each daily testing session. Secure test materials are to be stored in the building prior to and after testing in accordance to the test administration guidelines of each assessment. Testing, including make-ups, must occur during the testing window. Access to test booklets and answer documents shall be restricted to the State-scheduled dates of test administration.
6. Any allegations of cheating, security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable and ethical security procedures shall be reported immediately to the Principal, County Test Coordinator, County Superintendent, and the WVDE, which will inform the proper authorities at the Office of the State Superintendent of Schools according to the protocol set forth in §126-14-7.7. in this policy.

7. No secure test materials, test questions or student responses/answer sheets shall be reviewed, retained, reproduced, paraphrased, or discussed in any manner. Additionally, teachers and/or students may not alert examinees to the correct answer choice, by pointing to the correct answer, eliminating answer choices, mouthing the correct answer.
8. Personnel responsible for the testing program shall be properly instructed and participate in the training for each assessment's appropriate test administration procedures as set forth in Appendices B–F in this policy.
9. Each County Test Coordinator shall complete each required WVDE's assessment training and sign a *WVBE County Test Coordinator's Secure Materials and Test Procedures Agreement*. The agreements shall be filed at the WVDE prior to the fifteenth of September each year.
10. Principals and Building Level Coordinators shall complete each required County Test Coordinator's assessment training and sign a *WVBE Principal's/Building Level Coordinator's Secure Materials and Test Procedures Agreement*. The agreement shall be on file with the County Test Coordinator prior to the last day of September each year.
11. Any individual who administers, handles, or has access to secure test materials at the county or school shall complete each required assessment training as appropriate and sign either a *WVBE Examiner's/Scribe's Secure Materials and Test Procedures Agreement* or *WVBE County/School Personnel Secure Materials and Test Procedures Agreement* to remain on file in the appropriate office each year.
12. No one shall compromise test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
13. Student test scores or test performance shall not be disclosed to unauthorized persons as set forth in Policy 4350 and Policy 2340.

Test Administration

1. Tests shall be administered only during the testing window established by the WVBE, except when requested in writing, by the County Superintendent or County Test Coordinator and subsequently approved by the WVDE, Offices of Assessment and Accountability.
2. Examiners of standardized tests shall rigorously follow the appropriate administrative procedures as directed in the test's administration manual(s).
3. All examiners shall strive to create a positive environment.
4. Students shall not have access to secure test questions or answer keys.
5. Examiners shall limit assistance to students to only those issues concerning the mechanical aspects of marking answers, clarifying directions, and finding the right place on answer sheets. Examiners shall not indicate answers, point out the rationale of an item, or prompt students in any manner.
6. Students and Examiners shall be monitored to ensure that appropriate test-taking procedures and test security measures are followed.

7. Specific information, as specified by the test manual, shall not be displayed in the room during test administration.
8. Only references or tools specifically designated in test manuals are provided to students.
9. Accommodations, as appropriate, for students with IEPs, Section 504 Plans, or LEP Assessment Participation Forms shall be provided as established in their respective plans.

Test Notification

1. Students and parent(s)/guardian(s) shall be
 - a) given notification before testing;
 - b) provided information on the purposes and descriptions of the test and uses of the test results; and
 - c) encouraged to follow test preparation procedures.

Test Preparation Practices

1. Instruction will be focused on the content standards and objectives in the curricular areas.
2. Informal item bank(s) should be used for test preparation.
3. Students should be taught study skills and general test-taking skills.
4. Benchmark assessment should be used for test preparation.
5. Formative assessment should be used for test preparation.

Appendix B

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a(4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

County Test Coordinator's Secure Materials and Test Procedures Agreement

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training.

I therefore pledge:

1. I will not retain, copy, reproduce, paraphrase, distribute, review, or discuss secure test materials items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I am responsible for the distribution of secure testing materials, including counting, reconciling, and returning all test booklets/answer sheets (used and unused) according to the instructions provided with the test, before and after each test administration. A record of the number of booklets and other identifying characteristics sent to and returned from each school shall be kept.
4. I am responsible for the test booklets/answer sheets shipped to and returned from the schools and will ensure that test materials are securely stored in the buildings according to the instructions provided with the test and that all testing must occur during the testing window.
5. I will immediately report any loss of materials, cheating, security breach, testing administration breach, copyright infringement, or other deviation from acceptable security procedures to the County Superintendent and to the Office of Assessment and Accountability.
6. I will properly instruct the Principals and Building Level Coordinators in appropriate test security and test administration procedures, including the *Testing Code of Ethics*.
7. I will collect and retain the signed *Principal's Secure Materials and Test Procedures Agreement* and *Building Level Coordinator's Secure Materials and Test Procedures Agreement*, if applicable, for each school in the county by the last day of September.
8. I will not release test administration materials to a school without the signed *Principal's Secure Materials and Test Procedures Agreement* and verification of training of all other applicable school personnel.
9. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
10. I will not violate test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
11. I will not give students access to test questions or answer keys.
12. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *County Test Coordinator's Secure Materials and Test Procedures Agreement* to the Office of Student Assessment Services prior to the fifteenth day of September.

Signature: _____

Print Name: _____

Date: _____

*If this form is not on file, it will be considered a breach of security by the County and State.
This agreement is valid for one year from the signatory date*

Appendix C

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a(4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

Principal's Secure Materials and Test Procedures Agreement

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment’s required training.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or review/discuss the current secure test items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I am responsible for the distribution of secure testing materials, including counting, reconciling, and returning all test booklets/answer sheets (used and unused) according to the instructions provided with the test, before and after each test administration. A record of the number of booklets and other identifying characteristics sent to and returned from my assigned school shall be kept.
4. I am responsible for the test booklets/answer sheets shipped to and returned from my school and will ensure that test materials are securely stored in locked and secure central location(s) prior to and immediately following each daily testing session.
5. I will immediately report any loss of materials, cheating, security breach, testing administration breach, copyright infringement, or other deviation from acceptable security procedures to the County Test Coordinator.
6. I will ensure all applicable personnel receive the proper instruction in appropriate test security and test administration procedures, including the *Testing Code of Ethics*.
7. I will collect and retain the signed *Examiner’s/Scribe’s Secure Materials and Test Procedures Agreement* and *County/School Personnel Secure Materials Agreement* for all applicable personnel in the building five instructional days prior to the first day of testing. Verification of all trained school personnel with a signed *Examiner’s Scribe’s Secure Materials and Test Procedures Agreement* and *County/School Personnel Secure Materials Agreement* will be on file five instructional days prior to the first day of testing.
8. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
9. I will not violate test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students’ answers or data.
10. I will not give students access to test questions or answer keys.
11. I will monitor examiners and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
12. I will check testing rooms prior to the beginning of test administration to ensure that all specific information, as specified by the test manual, is not displayed in the room during the test administration.
13. I will ensure that examiners comply with the appropriate accommodations for students with IEPs, Section 504 Plans, and LEP Assessment Participation Forms when so designated in the test manual.
14. I am responsible for monitoring and verifying that the Building Level Coordinator(s), if applicable, has fulfilled his/her assigned duties.
15. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *Principal’s Secure Materials and Test Procedures Agreement* to the County Test Coordinator prior to the last day of September.

Signature: _____

Print Name: _____

School: _____ Date: _____

If this form is not on file, it will be considered a breach of security by the County and State. This agreement is valid for one year from the signatory date.

Appendix D

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a(4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

Building Level Coordinator's/Assistant Building Level Coordinator's Secure Materials and Test Procedures Agreement (Other than Principal)

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, review/discuss the current secure test materials and/or items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I will distribute the secure testing materials, including counting, reconciling, and returning all test booklets/answer sheets (used and unused) according to the instructions provided with the test, before and after each test administration. A record of the number of booklets and other identifying characteristics sent to and returned to my school shall be given to and kept by the Principal.
4. I am responsible, to the Principal, for the test booklets/answer sheets shipped to and returned from my school and will ensure that test materials are securely stored in locked and secure central location(s) prior to and immediately following each daily testing session.
5. I will immediately report any loss of materials, cheating, security breach, testing administration breach, copyright infringement, or other deviation from acceptable security procedures to the Principal.
6. I will ensure all applicable personnel receive the proper instruction in appropriate test security and test administration procedures, including the *Testing Code of Ethics*, if assigned by the Principal to do so.
7. I will collect, if assigned to do so, and give to the Principal the signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement and County/School Personnel Secure Materials Agreement* for all applicable personnel in the building five instructional days prior to the first day of testing. Verification of all trained school personnel with a signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement and County/School Personnel Secure Materials Agreement* will be given to the Principal five instructional days prior to the first day of testing.
8. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
9. I will not violate test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
10. I will not give students access to test questions or answer keys.
11. I will monitor Examiners and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
12. I will check testing rooms prior to the beginning of test administration to ensure that all specific information, as specified by the test manual, is not displayed in the room during the test administration.
13. I will ensure that Examiners comply with the appropriate accommodations for students with IEPs, Section 504 Plans, and LEP Assessment Participation Forms when so designated in the test manual.
14. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *Building Level Coordinator's/Assistant Building Level Coordinator's Secure Materials and Test Procedures Agreement* to the County Test Coordinator prior to the last day of September.

Signature: _____

Print Name: _____

School: _____ Date: _____

If this form is not on file, it will be considered a breach of security by the County and State. This agreement is valid for one year from the signatory date.

Appendix E

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a (4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

Examiner’s/Scribe’s Secure Materials and Test Procedures Agreement

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment’s required training.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or review/discuss the current test materials and/or test items.
2. I will not use test items, test booklets/answer sheets, or any of the information contained in an assessment to review/prepare students for a test.
3. I will not allow access to the test materials or answer keys to any student or any other person not so authorized by the Principal.
4. I will not alter students’ responses in any manner (indicate answers, point out rationale, prompt, etc.).
5. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
6. If serving as an Examiner for APTA, I will adhere to the prompting hierarchies and document all applicable assistive technology to ensure the accuracy of student responses.
7. If serving as an Examiner for students with IEPs, Section 504 Plans, or LEP Assessment Participation Forms, I will adhere to the accommodations listed therein.
8. If serving as an Examiner for online assessment, I will not offer technical (accessing dictionary, grammar checks, formatting functions, etc.) assistance that might alter the accuracy of student responses in the Web-based assessment before, during, or after the administration of the test.
9. I have read Policy 2340.
10. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *Examiner’s/Scribe’s Secure Materials and Test Procedures Agreement* to the appropriate test administrator five instructional days prior to administering any assessment.

Signature: _____

Print Name: _____

Position: _____

School: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by the County and State.
This agreement is valid for one year from the signatory date.*

Appendix F

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

West Virginia Constitution, Article XII, §2; W.Va. Code §18-2E-1a(4), requires that the West Virginia Board of Education “ensure that all statewide assessments of student performance are secure.”

County/School Personnel Secure Materials Agreement

(For all personnel with access to secure materials who will **not** administer or transcribe an assessment.)

I acknowledge that I will have access to secure assessments in the West Virginia Measures of Academic Progress. I also acknowledge that I have read, understand, and agree to adhere to the Testing Code of Ethics, West Virginia Board of Education Policy 2340, Appendix A, for all assessments within the West Virginia Measures of Academic Progress. I understand that these materials are secure, and it is my professional responsibility to protect their security.

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or review/discuss secure test materials and/or test items.
2. I will not allow access to the test materials or answer keys to any person, unless authorized to do so by the County Test Coordinator or Principal.
3. I will not alter students’ responses in any manner.
4. I will immediately report any loss of materials, damages, or other deviations from acceptable security procedures to either County Test Coordinator or Principal.
5. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification, if applicable, may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

Please print your name, sign, and return the *County/School Personnel Secure Materials Agreement* to the County Test Coordinator or Principal prior to access to secure test materials.

Signature: _____

Print Name: _____

Position: _____

School/Department: _____ Date: _____

*If this form is not on file, it will be considered a breach of security by the County and State.
This agreement is valid for one year from the signatory date.*

Appendix G

Training Session ____ of ____

Page ____ of ____

State of West Virginia

West Virginia Board of Education

County of _____

West Virginia Measures of Academic Progress

School _____

Verification of Training for Principals, Building Level Coordinators, County/School, RESA Personnel (Examiners/Scribes, Other School Personnel)

By signing my name below, I acknowledge that I have received training in secure materials, test procedures, and test administration for the assessment indicated by a v.

Check one:	<input type="checkbox"/> ACT PLAN	<input type="checkbox"/> APTA	<input type="checkbox"/> WESTEST 2 Online Writing
	<input type="checkbox"/> ACT EXPLORE	<input type="checkbox"/> WESTEST 2	<input type="checkbox"/> Policy 2340

Date of Training	Printed Name	Signature	Position

By signing below, I verify I have trained the above personnel in secure materials, test procedures, and test administration for the indicated assessment.

Signature of Trainer

Printed Name of Trainer

Date

County Administrator/Principal must have original on file five instructional days prior to beginning testing.

Appendix H

Documentation Procedure for IEP Accommodations on WESTEST 2 *

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

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

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

NOTICE: The Office of Assessment and Accountability will invalidate test and/or retest student(s) when the school staff did not provide the appropriate accommodations.

- d. **Sign** with legible signature and date of test administration at the bottom of the report.
 - e. **Return** the Print Special Education Student Testing Options Report(s) to the school Principal/Building Level Coordinator.
5. The Principal/Building Level Coordinator will make copies of all WVS.326 reports for the school and return the originals of the signed and dated reports to the County Test Coordinator and/or County Special Education Director no later than **June 5, 2009**. Copies of these listings are to be kept for
 - a. Office of Educational Performance Audits (OEPA) monitoring process and
 - b. West Virginia Continuous and Focused Monitoring Process.
 6. The County Special Education Director must examine the WVS.326 *Testing Options Report(s)* and immediately investigate any incident in which the student was not provided the assessment accommodation(s) listed on the IEP as per the WVS.326 report(s). The action taken by the county must include a report of the 1) findings, 2) conclusions, and 3) corrective action taken as a result of the investigation. The County Superintendent must be informed of the incident and results of the County Special Education Director's investigation must be submitted in writing within 30 days to the following person:

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

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

***The federal government only requires documented monitoring of the WESTEST 2 accommodations in Mathematics, Reading and Language Arts, and Science 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 I

WESTEST 2 Scribe Verification Form

Student Name: _____

Student WVEIS ID Number: _____

Grade: _____

School: _____

County: _____

This is to verify that the student's responses have been accurately transcribed to Test Booklet/ Answer document 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 no later than one week after the close of the testing window.

County Test Coordinator: _____ Date: _____

Appendix J

WESTEST 2 Testing Irregularity Sheet

County Name: _____

School Name: _____

Examiner Name: _____

Date: _____

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

Subject	Forms				
<input type="checkbox"/> Mathematics <input type="checkbox"/> Reading and Language Arts/Online Writing <input type="checkbox"/> Science <input type="checkbox"/> Social Studies	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 7
	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 10	<input type="checkbox"/> Grade 11	

List below any testing disruptions or irregularities 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 K

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*.

1. Maintain a positive atmosphere in the classroom.
2. 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 gridded 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 may be provided but the rationale for the correct response cannot be provided.
3. 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.
4. Invalidation Process—The decision to invalidate a student’s assessment results rests with the Office of Assessment and Accountability, 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 Assessment and Accountability, West Virginia Department of Education. **UNDER NO CIRCUMSTANCES SHOULD THE EXAMINER CHANGE A STUDENT’S ANSWERS TO THE QUESTIONS ON THE TEST. This is an infraction of the *Testing Code of Ethics* to change student answers.**
5. 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 2 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.

6. Guessing—With the infusion of test-taking skills and 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.
7. Proctoring Functions—Examiners/Scribe must be a currently employed educator, an approved employee of the state, county, or RESA, or an educator of a nonpublic school with a valid West Virginia teaching license. 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 L

Filling out the Bio-Grid

The Principal/Building Level Coordinator must complete the Bio-Grid for those students who do not have precoded 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 each 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 "Admin 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 for "Test Information."
- Fill in one circle for the student's "Race/Ethnicity."
- Fill in the circle "Braille" if student responses were transcribed from the Braille version of WESTEST 2.
- Leave the circles under the "Invalid" heading blank.
- Fill in Form bubble "B" if a breach form was administered.

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

Appendix M

Mathematics and Science Manipulatives and Reference Sheets

1. Manipulatives are provided with the testing materials and should be prepared prior to the day the Mathematics test is administered.
2. Teachers may use the manipulatives with their students prior to the Mathematics test.
3. The manipulatives needed for WESTEST 2 questions are listed below.

Grade	Manipulatives	Reference Sheets
3	Ruler	_____
4	Ruler	_____
5	Ruler	Periodic Table of Elements
6	Ruler	Periodic Table of Elements
7		Science Reference Sheet Periodic Table of Elements
8	Ruler	Science Reference Sheet Periodic Table of Elements
9		Mathematics Formula Sheet Science Reference Sheet Periodic Table of Elements
10	Ruler	Mathematics Formula Sheet Science Reference Sheet Periodic Table of Elements
11	Ruler	Mathematics Formula Sheet Science Reference Sheet Periodic Table of Elements

NOTE: Students may use personal manipulatives and/or calculators. (See page 27 for restrictions.)

**West Virginia Department of Education
Contact Information**

Phone Number

West Virginia Department of Education
304.558.2546

Email Addresses

Math Coordinator

Jane Sims

mjsims@access.k12.wv.us

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Science Coordinator

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Social Studies Coordinator

Pat Dillon

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Online Writing Coordinator

Vaughn Rhudy

vrhudy@access.k12.wv.us

Mailing Addresses

West Virginia Department of Education
Attn: Beth Judy, Assistant Director
Office of Assessment and Accountability
Building 6, Room 717
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330

West Virginia Department of Education
Attn: Jan Stanley, Assistant Director
Office of Assessment and Accountability
Building 6, Room 330
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330

Web Sites

West Virginia Department of Education
<http://wvde.state.wv.us>

Office of Assessment and Accountability
<http://wvde.state.wv.us/oa>

West Virginia Guidelines for Participation
<http://wvde.state.wv.us/oa>

**CTB/McGraw-Hill
Contact Information**

Phone Number

CTB/McGraw-Hill
800.282.6259

Mailing Addresses

CTB/McGraw-Hill

Attn: Mark Lewis

20 Ryan Ranch Road

Monterey, CA 93940-5703

CTB/McGraw-Hill

Julia Charfauros

Attn: Custom Scoring/WESTEST 2

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