



# Test Coordinator's Manual

**GRADES 3 – 8, 10**

**Mathematics**

**Reading/Language Arts**

**Social Studies**

**Science**

West Virginia  
Educational Standards Test  
(*WESTEST*)  
2008



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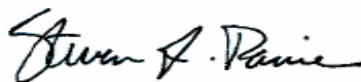
## Foreword

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

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

Currently, the West Virginia Measures of Academic Progress operates under West Virginia Board of Education Policy 2340. In order to facilitate meeting the state's AYP goals, the program tests Mathematics, Reading/Language Arts, Social Studies and Science. It also provides the relevant information necessary for the planning and improvement of educational programs at the school, county and state levels.

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



Dr. Steven L. Paine  
State Superintendent of Schools

## Contact Information

### For Principal/Building Level Coordinator

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

For Questions About	Contact
Testing Policies/Accommodations and Modifications	304-558-2546
Test Security	304-558-2546
Returning Test Materials	304-558-2546

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

## Calendar of Testing Activities

Activity	
Test Materials Distributed to Schools	May 5
<b>Testing Window</b>	<b>May 12-16</b>
Testing Make-up Week	May 19-23
Secure Test Materials Returned to County Test Coordinator	May 30
Test Materials Returned to <b>CTB/McGraw-Hill</b>	June 2

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

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## Overview of the West Virginia Educational Standards Tests

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

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

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

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

# General Test Administration

## Testing Conditions for All Students

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

**The WESTEST requires standardized testing conditions.** In order for the test results to support valid inferences, each test Examiner will adhere to the conditions described in the Examiner's Manual and the *Testing Code of Ethics*. Proper administration of tests plays an integral part in the testing process and is vital to the accuracy of the test results. Consistency in test administration is crucial to this process. To facilitate student performance during the testing process, certain conditions for testing must exist.

### Standardized Conditions Required

#### Administration

- An Examiner must be a currently employed educator, an approved employee of the state, county, or RESA or an educator of a private or parochial school with a valid West Virginia teaching license.
- Test Examiners shall be trained prior to test administration and shall sign a *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement* 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.
- Test administration procedures must be followed in accordance with the test manual.
- WESTEST must be administered during the first week of the testing window. The second week of the testing window is for make-up testing.
- Students and parents shall be informed of the dates and testing schedule prior to testing.

#### Setting

- Students shall be tested at the grade level in which they are enrolled.
- Students shall be tested in classrooms with adequate lighting and ventilation.
- Students record answers in test booklets.
- Highlighters, markers, colored pencils, and pens are not to be used in the testing process.

## Timing

- All sessions of a content area test are to be completed on the same day.
- Students requiring additional time must be accommodated. Allow students to be given the time needed within the confines of the test day. However, if a student requiring additional time stops working for more than 10 minutes, it is recommended that the testing session be ended.
- Extended time shall not result in an opportunity for the student to study information on a test already started.

## Presentation

- Instructions in the Examiner’s Manual shall be followed precisely.
- Instructions in shaded areas and preceded by “**SAY**” shall be read verbatim.
- Calculators may be used on all sessions of the Mathematics and Science tests **EXCEPT** Session 1, Part 1, of the Mathematics test. (See page 20 for restrictions.)
- On the Reading/Language Arts test, only the directions may be read aloud or signed.

## Testing Procedures

### Administration

- Trained Examiners shall study administration procedures and directions prior to the day of testing.
- Information relevant to the test shall not be discussed by administrators, teachers or students.

### Setting

- Test booklets, punch-out tools, pencils and scratch paper are to be distributed to students.
- Students shall be seated to deter interaction with each other during testing.
- Distractions such as bells, intercoms or telephones should be eliminated during testing sessions, so as not to interrupt testing.
- Students and Examiners shall turn off any cellular phones, watches with alarms or pagers during testing sessions.
- Information related to the contents of the WESTEST shall not be displayed in the room during testing.
- A “DO NOT DISTURB” sign shall be placed on the door of the testing room.
- Students shall not be tested after strenuous physical exercise.
- Video monitors shall not be used for test administration.

## **Timing**

- Students who typically take longer to complete tests may be grouped together.
- WESTEST is not a timed test. However, there is a suggested schedule provided in this manual (see pages 7 and 8 of this manual).
- Sufficient time for students' questions shall be provided prior to beginning the test.
- Breaks shall be provided and adhered to as indicated on the schedule (see pages 7 and 8 of this manual).
- 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**

- Ensure that the student writes his/her name on the line provided on the front cover.
- The student should print the Examiner's name on the booklet at the beginning of each day of testing.
- Testing shall be monitored and irregularities shall be recorded for a student or the group on the testing irregularity sheet provided.
- Assistance to students shall be limited to the mechanical aspects of marking answers, clarifying scripted directions and finding the correct place to answer the question.
- Examiners may not define or pronounce words for students.

## **Response**

- Test booklets must be collected immediately at the end of each day's testing session.
- Scratch paper is considered secure material and must be collected and destroyed by the Principal/Building Level Coordinator at the end of the testing session.
- The "Check-Out" column on the Security Checklist is checked when the test booklets are checked out. The "Check-In" column on the Security Checklist is checked when the test booklets are returned.

## **Options to Standard Conditions**

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

### **Presentation**

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

## Response

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

## Setting

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

## Suggested Schedule for Test Week

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

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

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

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

## **Make-up Sessions**

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

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

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

## Students with IEPs and Section 504 Plans

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

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

- All students with an IEP or a Section 504 Plan are to participate in all components of the WESTEST in the grade level at which they are enrolled, except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment (APTA).
- It is recommended that students with an IEP or a Section 504 Plan be assessed following the same testing schedule as their regular education peers in their enrolled grades. 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 scheduled arrangements have been approved by the County Test Coordinator.
- The student is to receive all assessment accommodations as outlined in the IEP or Section 504 Plan. For additional information, refer to *West Virginia Guidelines for Participation in State Assessments*. (Refer to <http://osa.k12.wv.us>.)
- Due to federal requirements, the West Virginia Department of Education has a new method of confirming that the testing accommodations written into a student's IEP are honored when the student takes the WESTEST. The federal government only requires documented monitoring of these IEP accommodations in Mathematics and Reading/Language Arts for students with disabilities. WVDE will not require documented monitoring of accommodations in other content areas or accommodations exclusive to LEP Assessment Participation Documents and Section 504 Plans. ***A Documentation Procedure for IEP Accommodations on WESTEST is provided in Appendix 8 of this manual.***

### Accommodations

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

### Presentation

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

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

## Response

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

## Scheduling

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

## **Additional Accommodation Request**

A request for a student to use an assessment accommodation that does not appear in this document must be received by the Office of Assessment and Accountability, Attention: Sandra Starr, no later than Friday, April 18, 2008. The request must come from either the County Test Coordinator or the County Special Education Director. The following information must be included in the request:

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

Upon completion of the review of the request, the County Test Coordinator and County Special Education Director will be notified of the determination of the review committee.

## **Students with Limited English Proficiency (LEP)**

All limited English proficient (LEP) students participate in the *West Virginia Educational Standards Test* (WESTEST) in the grade level at which they are enrolled. 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* hereinafter (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 may be sufficient to deny the individual –
  - the ability to meet the state's proficiency level of achievement on state assessments;
  - the ability to achieve successfully in classrooms where the language of instruction is English; or
  - the opportunity to participate fully in society.

### **Standard Conditions with Accommodations for LEP Students**

- All LEP students are to participate in all components of the WESTEST in the grade level at which they are enrolled, except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment (APTA).
- It is recommended that LEP students be assessed following the same 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 are as follows:

### Presentation

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

### Response

- Indicate responses to a Scribe for selected-response items. Refer to *Directions for Transcribing*.
- Indicate responses to a Scribe when the student is physically unable to respond otherwise for constructed-response items. Refer to *Directions for Transcribing*.
- Use a computer, typewriter, or other device to respond. Transcribe student responses to a regular-sized test booklet. Refer to *Directions for Transcribing*.
- Use an electronic translator or bilingual dictionary to present directions, stimulus material, questions, and/or answer choices verbatim for the Mathematics, Science and Social Studies tests **only**.

### Scheduling

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

## **Additional Accommodations Request**

A request for a student to use an assessment accommodation that does not appear in this document must be received by the Office of Assessment and Accountability, Attention: Sandra Starr, no later than Friday, April 18, 2008. The request must come from either the County Test Coordinator or the Title III/LEP Coordinator. The following information must be included in the request:

- Student's name, school and county
- Specific requested accommodation(s)
- Rationale for request
- Verification that student receives the accommodation(s) on a regular basis during classroom instruction and classroom assessment and is familiar with the accommodation(s)
- Impact on student's WESTEST results if the student is not permitted to use the requested accommodation(s)

Upon completion of the review of the request, the County Test Coordinator and County Title III/LEP Coordinator will be notified of the determination of the review committee.

## Directions for Transcribing

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

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

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

### Any person who transcribes must

- be a trained Examiner as defined by West Virginia Board of Education Policy 2340. An Examiner is a West Virginia educator currently employed by the county, RESA or state who has signed a *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement*.
- sign the *WESTEST Scribe Verification Form* at the conclusion of the transcription.
- list the names of the students whose work was transcribed, students' enrollment grade and the parts of the WESTEST that were transcribed. The form is to be sent to the Principal/Building Level Coordinator upon completion.

### Directions for Transcribing

- Copy the student's marked responses from the selected response items.
- Copy the student's written responses to the constructed 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 the regular-sized test booklet.

### Transcribing Braille

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

## **Scribing Oral and Signed Responses**

- The Scribe
  - will remain silent while the student is dictating or signing and does not indicate correct or incorrect responses.
  - may ask student to repeat a word or phrase for understanding.
  - will not complete a student's incomplete response.
- The Scribe will
  - have the student verbalize the punctuation/mechanics as he/she gives the answer to the Scribe (option #1)
  - have the student read the written response and indicate where the punctuation would be after they have given the answer (option #2); or
  - use a combination of options #1 and #2.
- The Scribe will
  - indicate in the regular-sized test booklet any unintelligible student responses to constructed response items that remain unclear even after asking the student to repeat the response.
  - not communicate verbally or nonverbally whether the response is correct or incorrect.
  - indicate that he/she was unable to understand the student's oral or signed response on the test booklet.
  - record the interpreter's response.
  - demonstrate proficiency in signing if serving as both the interpreter and Scribe.
  - test in a location where other examinees are not able to hear or see other students' responses.

## Home Instructed Students (Home Schooled)

Home instructed students are students not enrolled in a public school in the Local Education Agency. They are instructed by a person or persons providing home instruction. They may be enrolled in a course(s) in the public school system.

The parent(s)/guardian(s) of home instructed student(s) must notify the County Test Coordinator of their intent to participate at least ***two months prior to the testing window or by a date determined by the County Test Coordinator.*** Home instructed students who are taking WESTEST must test in the county in which they reside at a school indicated by the County Test Coordinator. **Booklets of home instructed students must be kept separate from those of the public school students.** All educators and non public school students participating in the assessment of the West Virginia Measures of Academic Progress shall be required to follow all testing guidelines and procedures set forth (see West Virginia Board of Education Policy 2340, §4.11).

## Homebound Students

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

- The Examiner administering the test must be trained in proper test administration procedures prior to testing.
- The Examiner administering the tests must sign an *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement*, which must be on file at the home school.
- No family member may be present during the WESTEST administration.
- No family member may read any of the testing materials.
- All test security procedures and schedules must be followed.

## Alternative Schools

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

## Private/Parochial Schools

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

# Principal/Building Level Coordinator's Responsibilities

## Preparation of Students for Testing

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

## Examiner Training

- Review West Virginia Board of Education Policy 2340 with the Examiners. The policy includes the following:
  - all test security procedures
  - reporting procedures for any violation of test security
  - the *Testing Code of Ethics*
  - possible consequences of test or data security violations
- Review the *Responsible Test Administration Practices* section of this manual with Examiners.
- Train Examiners in the proper completion of forms.
- Train Examiners in the proper return of testing materials.
- Instruct Examiners to read and follow all standardized testing procedures as outlined in the Examiner's Manual.
- Instruct Examiners that no test booklet may be removed from the room by any educator, parent or student.
- Instruct Examiners not to read, study, copy, disclose or allow to be disclosed the contents of WESTEST.
- Instruct Examiners to follow the directions in the Examiner's Manual for WESTEST which clearly define the standardized testing procedures for all students being tested under standard conditions.
- Any alleged security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable security procedures shall be reported immediately 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.
- Have Examiners sign the *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreements* after the training session and prior to testing and keep the signed forms on file at the school.

- Distribute Examiners' Manuals to Examiners before the test administration.
- 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**

- Verify receipt of sufficient forms in the Test Coordinator's Kit, including precoded student barcode labels. Damaged or lost student barcode labels can be replaced by contacting the West Virginia Department of Education, Office of Assessment and Accountability.
- Verify that the contents of each box match the packing slip. Keep a copy of the packing slip for the records.
- Verify that all the test booklets are in sequential barcode order (e.g., 00000-01, 00000-02, etc.).
- Verify Large Print and Braille test booklets are available for students who need that accommodation.
- On the Security Checklist, place checkmarks in the received column as appropriate to verify receipt of each test booklet.
- Document any barcode discrepancies on the Security Checklist.
- Notify the CTC immediately of any discrepancies.
- Use the Examiner's Manual as a step-by-step test administration guide. One Examiner's Manual should be received for every 15 test booklets. If this is not a sufficient number of manuals, contact the County Test Coordinator for more copies.
- Verify that all materials/equipment needed for accommodations are available.
- Check to be sure each student has the appropriate measurement tools (ruler, protractor, shapes). Students may use the punch-out tools provided by CTB/McGraw-Hill or use their own ruler, protractor or calculator. Any kind of graphing calculator may be used except one with a typewriter-style keypad (known as QWERTY) or one that includes a computer algebra system (CAS). Handheld minicomputers, personal digital assistants, or laptop computers may not be used. All types of memory, including standard memory, ROM, and flash ROM, **must be cleared** to factory default both **before** and **after** testing. In addition, any programs or applications must be removed prior to testing.
- **Secure all test materials in a central locked location.**

### **Preparing Test Materials**

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

The Principal/Building Level Coordinator may begin preparing class packets before test administration. The Principal/Building Level Coordinator will do the following:

- Using class roster pull student labels for one group and affix precoded labels to front cover of test booklets in the indicated area.
- Record student name next to corresponding barcode test booklet number on the Security Checklist.
- 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 name” box on the Security Checklist. Use the same check in and check out procedure for this test booklet as used for the student test booklets.
- Complete the Bio-Grid information on the inside cover of the test booklet for any student not having a precoded label. Record the test booklet number assigned to the student on the Security Checklist.
- Prepare a class packet for each Examiner that includes the following materials:
  - Examiner’s Manual
  - Mathematics punch-out tools
  - test booklets
  - a “DO NOT DISTURB” sign for the door
  - extra pencils and erasers
  - paper to be used for scratch paper
  - testing irregularity sheet
  - testing roster (optional)
- If there are not enough materials to administer the WESTEST, the Principal/Building Level Coordinator should contact the County Test Coordinator with requests for additional materials or with any questions about the materials.

## **Procedures for Handling Test Materials During Testing**

### **Secure Test Materials**

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

## Return of Test Materials to the County Test Coordinator

### NEW FOR 2008

#### **Boxes:**

*All test materials will be shipped in boxes that CTB has customized for West Virginia WESTEST. These boxes, which will have a brown colored band around the girth of the box, are designed to be easily used for both receiving and shipping materials back to CTB for processing. This will help us in our Quality Control procedures.*

#### **Labels:**

*For 2008, please be sure to enter your box count in the bottom right hand side of the label, under SCH. (See sample labels on page 25 of this manual.)*

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

### **Preparation of Test Booklets for Return to the County Test Coordinator**

1. Verify return of all test booklets from each Examiner.
2. Make sure the numbers listed on the Security Checklist match the test booklets returned from Examiners.
3. Any unresolved security barcode discrepancies (e.g., missing or unaccounted for test booklets) must be clearly documented on the Security Checklist before returning materials to CTC.
4. The Principal/Building Level Coordinator must verify with the Examiner that **no “invalid” bubble** has been filled in unnecessarily. **Only the Principal/Building Level Coordinator may invalidate content areas.**
5. Separate the **TO BE SCORED**, from the **DO NOT SCORE** test booklets.
6. Fill out the Group Information Sheet (GIS) and transfer the information on to the School/Group List (SGL)\*:
  - Bubble in the following on the GIS
    - Teacher name\*
    - Number of students tested
    - Grade level tested
    - Booklets of homebound students must be included with the public school to which they are assigned. The GIS/SGL forms for their public school must include these students.
  - Transfer the information from each GIS to the SGL exactly as written on the GIS.


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

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

### Group Information Sheet

TEACHER NAME										SCHOOL NAME										Number Students Testing	GRADE				
										P R A D A E L E M												K	9		
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	2	2	2	<input type="checkbox"/>	<input type="checkbox"/>	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	3	3	3	<input type="checkbox"/>	<input type="checkbox"/>	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	4	4	4	<input type="checkbox"/>	<input type="checkbox"/>	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	5	5	5	<input type="checkbox"/>	<input type="checkbox"/>	
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	6	6	6	<input type="checkbox"/>	<input type="checkbox"/>	
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	7	7	7	<input type="checkbox"/>	<input type="checkbox"/>	
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	8	8	8	<input type="checkbox"/>	<input type="checkbox"/>	
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	9	9	9	<input type="checkbox"/>	<input type="checkbox"/>	
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K				<input type="checkbox"/>	<input type="checkbox"/>	
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L				<input type="checkbox"/>	<input type="checkbox"/>	
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M				<input type="checkbox"/>	<input type="checkbox"/>	
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N				<input type="checkbox"/>	<input type="checkbox"/>	
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O				<input type="checkbox"/>	<input type="checkbox"/>	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				<input type="checkbox"/>	<input type="checkbox"/>	

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



## SCHOOL/GROUP LIST

### West Virginia Educational Standards Tests

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

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

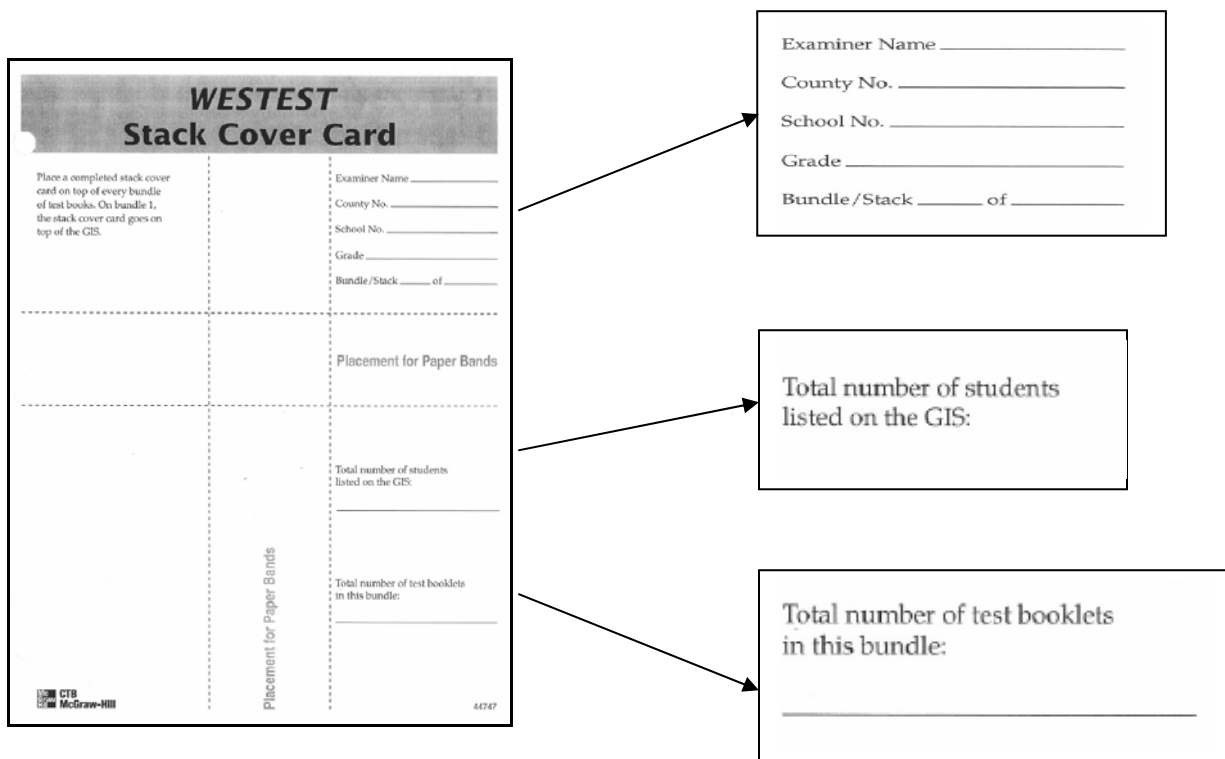
**GENERAL INSTRUCTIONS: Do not list more than one school's testing groups on this form. If you need additional space, this form may be photocopied.**

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

**TO BE FILLED OUT BY SCHOOL**

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

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



10. 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 – grade level tested
  - Bundle/Stack \_\_\_ of \_\_\_ (Number “1 of X”, “2 of X” etc.) with “X” being the total number of bundles for that grade level or teacher
  - Total number of students listed on the GIS – check that this number is the total 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
  
11. Secure each bundle with bands provided by CTB/McGraw-Hill and place bundles into CTB/McGraw-Hill box(es).
  - Keep each grade level or teacher’s bundles together in the box(es).
  - Bundle “1 of X” is placed on top of the stacks for that grade level or teacher.
  - Keep grade level bundles grouped together and packed in the same box(es) if possible.
  - Test booklets for non public school students are boxed separately.
  
12. Place all **unused** test booklets in return boxes labeled **DO NOT SCORE**.
  - Unused test booklets do not need to be bundled.
  - If unopened, keep test booklets shrink wrapped.
  
13. Large Print and Braille test booklets must be returned with unused materials. (The regular test booklets containing the transcribed responses are processed with the booklets **TO BE SCORED**).

14. Correctly fill in the information for SCH BOX \_\_\_ OF \_\_\_ only on the **green (public)**, **pink (non public)**, and **yellow (unused)** labels. Label each box accordingly.

<b>S</b>	<b>WEST VIRGINIA 2008 PUBLIC SCHOOL TO BE SCORED</b>	<b>WV</b>
----------	--	-----------

FROM:  
CO: **BARBOUR** CO#: **002**  
SCH: **BELINGTON ELE** SCH#: **201**  
TO: CTB/McGraw-Hill SITE: 1 Ph: (888) 888-8888

CO \_\_\_\_\_ SCH \_\_\_\_\_  
BOX \_\_\_\_\_ OF \_\_\_\_\_ BOX \_\_\_\_\_ OF \_\_\_\_\_

CTB USE ONLY - DO NOT COVER THIS LABEL



31S-M010290002-030000037-000124

**Green**

<b>S</b>	<b>WEST VIRGINIA 2008 NON PUBLIC/HOME SCHOOL TO BE SCORED</b>	<b>WV</b>
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FROM:  
CO: **BARBOUR** CO#: **002**  
SCH: **BELINGTON ELE** SCH#: **201**  
TO: CTB/McGraw-Hill SITE: 1 Ph: (888) 888-8888

CO \_\_\_\_\_ SCH \_\_\_\_\_  
BOX \_\_\_\_\_ OF \_\_\_\_\_ BOX \_\_\_\_\_ OF \_\_\_\_\_

CTB USE ONLY - DO NOT COVER THIS LABEL



31S-M010290002-030000037-000128

**Pink**

<b>U</b>	<b>WEST VIRGINIA 2008 UNUSED MATERIALS NOT TO BE SCORED</b>	<b>WV</b>
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FROM:  
CO: **BARBOUR** CO#: **002**  
SCH: **BELINGTON ELE** SCH#: **201**  
TO: CTB/McGraw-Hill SITE: 1 Ph: (888) 888-8888

CO \_\_\_\_\_ SCH \_\_\_\_\_  
BOX \_\_\_\_\_ OF \_\_\_\_\_ BOX \_\_\_\_\_ OF \_\_\_\_\_

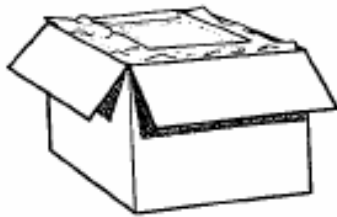
CTB USE ONLY - DO NOT COVER THIS LABEL



31U-M010290002-030000037-000132

**Yellow**

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



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

1. Regular-sized test booklets containing the transcribed student responses from Large Print and Braille are processed as booklets **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 for Return to the County Test Coordinator**

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

The Principal/Building Level Coordinator will

- obtain clean test booklet from school overage or County Test Coordinator.
- transcribe the student responses to a clean test booklet.
- complete a *WESTEST Scribe Verification Form* (2 copies: school and County Test Coordinator)
- complete the student information on the Bio-Grid or apply student barcode label. (Contact the County Test Coordinator to request a duplicate student barcode label from the West Virginia Department of Education, Office of Assessment and Accountability.)

- seal the damaged test booklet in a container/bag.
- return the sealed container/bag to the County Test Coordinator with a letter of what occurred. The letter should contain the following information:
  1. an explanation of what happened to the test booklet
  2. barcode number of the test booklet
  3. school name
  4. school code
  5. student's name
  6. grade level
  7. test booklet edition type (regular, Large Print or Braille)
- process the transcribed booklet as a booklet **TO BE SCORED** by CTB/McGraw-Hill.
- clearly document on the Security Checklist any damaged or contaminated test booklets.

## County Test Coordinator's Responsibilities

### NEW FOR 2008

#### *Boxes:*

*All test materials will be shipped in boxes that CTB has customized for West Virginia WESTEST. These boxes, which will have a brown colored band around the girth of the box, are designed to be easily used for both receiving and shipping materials back to CTB for processing. This will help us in our Quality Control procedures.*

#### *Labels:*

*For 2008, the same label will be used for school materials sent back to the County Test Coordinator, and materials sent back to CTB for processing. Please see label samples for clarification on page 25 of this manual. The County Test Coordinator is to enter your box count in the bottom left hand side of the label, under CO and the Building Level Coordinator will enter their box count under SCH.*

### Inventory/Delivery of Test Materials

#### County Test Coordinator

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

- Confirm the box count (e.g., Box 1 of 5 through Box 5 of 5) of the testing materials shipment from CTB/McGraw-Hill.
- One Examiner's Manual should be received for every 15 test booklets.
- Check to be sure there is a sufficient number of mathematics punch-out tools for students to be tested.
- Check the security barcodes, printed on the test booklets, against the Security Checklist (a triplicate form). If you find discrepancies, please contact **CTB/McGraw-Hill at 1-800-282-6259** immediately. (The number of test booklets is printed on your Packing List. Security barcodes are printed on your Security Checklist.)
- Verify that the contents of each box match the packing slip. Keep a copy of the packing slip for your records. Verify that the barcode numbers on the test booklets match the numbers on the Security Checklist. Verify the barcode range of the bundles. The barcode number is printed vertically near the center on the front cover of the test booklet, **directly above the words, Student Testbook.**
- Check the barcode number of the test booklet at the top of the bundle and the barcode number of the test booklet at the bottom of the bundle against the packing list.
- Count the test booklets without removing the shrink wrap. If a discrepancy exists in the number of test booklets, contact **CTB/McGraw-Hill at 1-800-282-6259** immediately.
- County Test Coordinators should contact the **CTB/McGraw-Hill WESTEST Service Center at 1-800-282-6259** with requests for additional materials. It is the County Test Coordinator's responsibility to contact each Principal/Building Level Coordinator prior to May 7 to ensure that he or she has sufficient testing materials to administer the tests. **The**

**last day to contact CTB/McGraw-Hill to request additional materials is May 7, 2008 by 2:00 p.m., EST.**

### **Securing Test Materials**

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

## Training Principals/Building Level Coordinators

- Instruct Principals/Building Level Coordinators concerning West Virginia Board of Education Policy 2340 and the *Testing Code of Ethics*.
- Instruct Principals/Building Level Coordinators in the *Responsible Test Administration Practices* found in this manual.
- 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* from the Principals/Building Level Coordinators having access to WESTEST.
- Instruct Principals to properly train and have on file the signed *Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement* and the *Verification of Training form (Appendix 7)* for any person who will administer, proctor, or transcribe the WESTEST.
- Instruct Principals to properly train and have on file the signed *County/School/Personnel Secure Materials Agreement* and the *Verification of Training form (Appendix 7)* for any personnel with access to but will not administer, proctor, or transcribe the WESTEST.
- 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.

## Return of Materials to CTB/McGraw-Hill

### County Test Coordinator

After receiving the Security Checklist and testing materials from each Principal/Building Level Coordinator in your county along with any information pertaining to contaminated test booklets and documented discrepancies, complete the following steps:

- Verify a 100% rate of return of the test booklets from each school.
- Verify that all test booklets including Large Print and Braille are in the correct color coded boxes.
  - **Green** labels indicate all tests to be scored
  - **Pink** labels indicate home instructed and non public tests
  - **Yellow** labels indicate test booklets that are not to be scored, Large Print test booklets and Braille test booklets
- Verify the return of all test materials which includes the following:
  - Security Checklists (top and second copies)
  - School/Group List (SGL)
  - Test Irregularity Sheets\*
  - Print Special Education Student Testing Options (WVS.326)\*

\*These original copies of the reports remain on file with the CTC.

- **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/bag may be destroyed by the County Test Coordinator after notifying the Office of Assessment and Accountability, West Virginia Department of Education. A letter must be sent to CTB/McGraw-Hill (Attn: Elma Barnes) and the West Virginia Department of Education, Office of Assessment and Accountability (Attn: Sandra Starr) explaining the circumstances surrounding the destroyed test booklet. The letter should include the school, grade level and the barcode number on the test booklet, student's name and WVEIS number assigned to the test booklet. Any destroyed books must be identified on the Security Checklist.
- Check each school's SGL for accuracy. All the completed SGL forms will be placed in box number 1 from the county in the envelope provided.
- Verify that the test booklets are boxed and labeled properly.
- Verify that the correctly colored return labels are on the boxes
  - **Green** labels indicate that the test booklets are **TO BE SCORED**
  - **Pink** labels indicate non public test booklets **TO BE SCORED**
  - **Yellow** labels indicate only test booklets that are **DO NOT SCORE**
- Group all the boxes with **green** labels together. Make sure each individual public school's boxes of completed and partially completed test booklets are grouped together.
- Group all the boxes with **pink** labels together. Make sure each non public school's boxes of completed and partially completed test booklets are grouped together.
- Group all the boxes with **yellow** labels together. Make sure each school's unused test booklets are grouped together.
- **If the return label on the box is the wrong label (color), cover the return label with a return label of the correct color.** CTB will provide blank return labels in the Test Coordinator's Kit for this purpose. Fill in the school's name on the label and the SCH BOX \_\_ OF \_\_.
- Pack the boxes to minimize shifting. Do not use peanuts or shredded paper as packing materials.
- Number the boxes consecutively beginning with all the schools' boxes containing **TO BE SCORED** booklets with the **green** labels. Make sure all boxes of **TO BE SCORED** test booklets are sequentially numbered.
- Continue the sequential numbering of the boxes through the boxes with **pink** labels containing non public schools.
- Continue the sequential numbering of the boxes through the boxes with **yellow** labels containing the **DO NOT SCORE** test booklets, Large Print and Braille boxes.
- Place the SGL forms from all the schools in the envelope provided in box number one from the county.
- Seal the boxes.
- Fill out the Box Count Verification form with the correct number of boxes.
- Retain a copy and send original (top) copy of all Security Checklists and the Box Count Verification Form in the return envelope provided in your Test Coordinator's Kit. Use the air bill provided to send the **FED EX envelope** to:

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

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

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

### **Discrepancy Reporting**

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

# Appendix 1

## Testing Code of Ethics

The *Testing Code of Ethics* addresses special concerns regarding appropriate professional practices within the WV-MAP, as well as appropriate professional conduct. The *Testing Code of Ethics* supplements the practices and procedures set forth in W.Va. 126CSR14, WVBE Policy 2340, WV-MAP.

## 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 sheets, if applicable, must be counted, reconciled, and returned to a centrally located, locked and secured area immediately upon the completion of each daily testing session.
5. Secure test materials, in a school, must be stored in 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 sheets shall be restricted to the State scheduled dates of test administration.
6. Any alleged security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable security procedures shall be reported immediately to the Principal, County Test Coordinator, County Superintendent, and the Office of Student Assessment Services which will inform the proper authorities at the Office of the State Superintendent of Schools, WVDE, according to the protocol set forth in §126-14-7.7. in this policy.
7. No secure test materials, questions or student responses shall be retained, reproduced, paraphrased, or discussed in any manner.

8. Personnel responsible for the testing program shall be properly instructed and participate in the training for each assessment's appropriate test administration procedures as set forth in Appendices B-F in this policy.
9. Each County Test Coordinator shall complete each required WVDE's assessment training and sign a *WVBE County Test Coordinator's Secure Materials and Test Procedures Agreement*. The agreements shall be filed at the WVDE prior to the fifteenth of September each year.
10. Principals and Building Level Coordinators shall complete each required County Test Coordinator's assessment training and sign a *WVBE Principal's/Building Level Coordinator's Secure Materials and Test Procedures Agreement*. The agreement shall be on file with the County Test Coordinator prior to the last day of September each year.
11. Any individual who administers, handles, or has access to secure test materials at the county or school shall complete each required assessment's training as appropriate and sign either a *WVBE Examiner's/Proctor'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 Office of Student Assessment Services, WVDE.
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 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 2

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/Proctor’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 discuss the current test materials and/or test items.
2. I will not use test items, test booklets, 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 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/Proctor’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 3

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 discuss the current test materials and/or test items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I am responsible for the distribution of secure testing materials, including counting, reconciling, and returning all test booklets (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 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/Proctor'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/Proctor'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 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 4

State of West Virginia

West Virginia Board of Education

County of \_\_\_\_\_

West Virginia Measures of Academic Progress

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

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

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

I therefore pledge:

1. I will not keep, copy, reproduce, paraphrase, distribute, or discuss the current secure test materials and/or test items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I will distribute the secure testing materials, including counting, reconciling, and returning all test booklets (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 school shall be given to and kept by the Principal.
4. I am responsible, to the Principal, for the test booklets 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/Proctor'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/Proctor'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 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 5

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, proctor, 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 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, 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 6

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, or discuss secure test materials and/or test items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I am responsible for the distribution of secure testing materials, including counting, reconciling, and returning all test booklets (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 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 Student Assessment Services.
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 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 7

Training Session \_\_\_\_ of \_\_\_\_  
 State of West Virginia  
 County of \_\_\_\_\_  
 School \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_  
 West Virginia Board of Education  
 West Virginia Measures of Academic Progress

## Verification of Training for Principals, Building Level Coordinators, County/School, RESA Personnel (Examiners/Proctors/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  $\checkmark$ .

Check one:	<input type="checkbox"/> ACT PLAN	<input type="checkbox"/> APTA	<input type="checkbox"/> Writing Assessment
	<input type="checkbox"/> ACT EXPLORE	<input type="checkbox"/> WESTEST	

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 8

### Documentation Procedure for IEP Accommodations on WESTEST\*

Two weeks before WESTEST 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. Two copies of the accommodations listing will be needed per Examiner. One will be used in the administration of the Reading/Language Arts\* assessment, the other will be used with the Mathematics\* assessment.
  - b. The copies would be given to the assigned Examiner(s) administering the WESTEST 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 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 on 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 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 2, 2008. 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:

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

## Appendix 9

### WESTEST Scribe Verification Form

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

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

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

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

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

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

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

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

Provide a brief explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following signatures are needed:

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

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

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

***Keep a copy for school file and submit a copy to the County Test Coordinator by June 2, 2008.***

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

## Appendix 10

### WESTEST Testing Irregularity Sheet

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

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

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

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

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

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

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

Time	Describe the Irregularity	Duration of Irregularity	Corrective Actions Taken

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

## Appendix 11

### Responsible Test Administration Practices

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

- Maintain a positive atmosphere in the classroom.
- Providing Assistance to Students - The Examiner may only assist students with the mechanical aspects of marking the answers. This should be limited to making heavy, black marks in the circles, writing in the spaces provided for constructed response questions and clearly erasing unwanted responses and stray marks. Examiners are not to pronounce or define words and shall not paraphrase questions. Under no circumstances can answers to the items on the test be provided to any student being tested. Answers to the sample items may be provided but the rationale for the correct response cannot be provided.
- Irregularities During Testing - Any testing disruption/irregularity that may have influenced test performances is considered a testing irregularity. A record of these irregularities should be maintained so that they are considered during the interpretation and analysis of the results of the test.
- Invalidation Process - The decision to invalidate a student's assessment results rests with the Office of 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.**
- Contaminated Test Booklet - When a test booklet is contaminated by a student, the test booklet must be placed in a sealed container/bag. The test booklet is not to be destroyed until the student's work is transferred to another test booklet. The Examiner must notify the Principal/Building Level Coordinator as soon as possible. The Principal/Building Level Coordinator must notify the County Test Coordinator immediately for directions on how to proceed. The *WESTEST Scribe Verification Form* is to be completed with the signature of the Examiner, Scribe and Principal. The Principal is to send the form to the County Test Coordinator by the end of the testing window. Follow the procedure outlined in the *Return of Materials* section.
- Guessing - With the infusion of test taking skills strategies in the schools, many students have been exposed to the process of eliminating options before selecting a response in order to

increase the probability of correctly responding to a question. This is acceptable. However, the random marking of answers without reading the passage, the item and the options is not an appropriate test taking strategy.

- Proctoring Functions – Examiners/Proctor/Scribe must be a currently employed educator, an approved employee of the state, county, or RESA or an educator of a private or parochial 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 12

### 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 each 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 under the “Braille” heading if the student takes a Braille copy of the test.
- Leave the circles under the “Invalid” heading blank.

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

## Appendix 13

### Mathematics Punch-Out Tools

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

Grade	Punch-out Tools
3	Ruler and Pattern Pieces
4	Ruler
5	Ruler and Protractor
6	Ruler and Protractor
7	Ruler and Protractor
8	Ruler and Protractor
10	None

**NOTE:** Students may use personal rulers, protractors or calculators. (See page 20 for restrictions.)

# Appendix 14

## Group Information Sheet

TEACHER NAME	SCHOOL NAME	Number Students Testing	GRADE
	C O U N T Y N A M E		
A A A A A A A A A A A A A A A A	A A A A A A A A A A A A A A A A		<input type="radio"/> K <input type="radio"/> 8 <input type="radio"/> 1 <input type="radio"/> 9 <input type="radio"/> 2 <input type="radio"/> 10 <input type="radio"/> 3 <input type="radio"/> 11 <input type="radio"/> 4 <input type="radio"/> 12 <input type="radio"/> 5 <input type="radio"/> 12+ <input type="radio"/> 6 <input type="radio"/> Ungraded <input type="radio"/> 7
B B B B B B B B B B B B B B B B	B B B B B B B B B B B B B B B B	0 0 0	
C C C C C C C C C C C C C C C C	C C C C C C C C C C C C C C C C	1 1 1	
D D D D D D D D D D D D D D D D	D D D D D D D D D D D D D D D D	2 2 2	
E E E E E E E E E E E E E E E E	E E E E E E E E E E E E E E E E	3 3 3	
F F F F F F F F F F F F F F F F	F F F F F F F F F F F F F F F F	4 4 4	
G G G G G G G G G G G G G G G G	G G G G G G G G G G G G G G G G	5 5 5	
H H H H H H H H H H H H H H H H	H H H H H H H H H H H H H H H H	6 6 6	
I I I I I I I I I I I I I I I I	I I I I I I I I I I I I I I I I	7 7 7	
J J J J J J J J J J J J J J J J	J J J J J J J J J J J J J J J J	8 8 8	
K K K K K K K K K K K K K K K K	K K K K K K K K K K K K K K K K	9 9 9	
L L L L L L L L L L L L L 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 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 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 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 P P P P P P P P P P P P P		
Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q		
R R R R R R R R R R R R R R R R	R R R R R R R R R R R R R R R R		
S S S S S S S S S S S S S S S S	S S S S S S S S S S S S S S S S		
T T T T T T T T T T T T T T T T	T T T T T T T T T T T T T T T T		
U U U U U U U U U U U U U U U U	U U U U U U U U U U U U U U U U		
V V V V V V V V V V V V V V V V	V V V V V V V V V V V V V V V V		
W W W W W W W W W W W W W W W W	W W W W W W W W W W W W W W W W		
X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X		
Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y		
Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z	Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z		

SPECIAL CODES					
1	2	3	4	5	6
A	B	C	D	E	F
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

ORG-TP (CTB USE)	STRUC/ELEMENT # (CTB USE)
M	
0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0
1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1
2 2 2 2 2 2 2 2 2 2	2 2 2 2 2 2 2 2 2 2
3 3 3 3 3 3 3 3 3 3	3 3 3 3 3 3 3 3 3 3
4 4 4 4 4 4 4 4 4 4	4 4 4 4 4 4 4 4 4 4
5 5 5 5 5 5 5 5 5 5	5 5 5 5 5 5 5 5 5 5
6 6 6 6 6 6 6 6 6 6	6 6 6 6 6 6 6 6 6 6
7 7 7 7 7 7 7 7 7 7	7 7 7 7 7 7 7 7 7 7
8 8 8 8 8 8 8 8 8 8	8 8 8 8 8 8 8 8 8 8
9 9 9 9 9 9 9 9 9 9	9 9 9 9 9 9 9 9 9 9

Organization Name: WESTEST 2006

Element/District Name: COUNTY

SO #: 6XXXX

State: NV

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