

# WESTEST 2



**2010**

## **Test Coordinator's Manual**

**Grades 3-11**



**WEST VIRGINIA BOARD OF EDUCATION  
2009–2010**

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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 57 school systems.

The *No Child Left Behind Act of 2001* (NCLB) 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. NCLB'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. This requirement is 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: *West Virginia Measures of Academic Progress*. In order to meet the AYP requirements, the West Virginia Department of Education tests mathematics, reading/language arts, including online writing, 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.

This test administration manual was written by the Office of Assessment, Accountability and Research to accompany the West Virginia Educational Standards Test 2 (WESTEST 2). The West Virginia Department of Education acknowledges and expresses its gratitude to CTB/McGraw-Hill for its assistance in the development of the test items and all associated materials.



Dr. Steven L. Paine  
State Superintendent of Schools

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## Contact Information

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

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

## Calendar of Testing Activities

Test Materials Distributed to Schools	May 10, 2010
<b>Testing Window</b>	<b>May 17-28, 2010</b>
Test Materials Returned to County Test Coordinator	June 1, 2010
Test Materials Returned to CTB/McGraw-Hill	June 7-8, 2010
Invalidation Report to WVDE	June 11, 2010

## Overview of the West Virginia Educational Standards Test 2

The West Virginia Educational Standards Test, WESTEST, was first administered in the content areas of mathematics, reading/language arts, social studies, and science in the spring of 2004. WESTEST 2, the current assessment, was first administered in May 2009.

WESTEST 2 is aligned to West Virginia's 21<sup>st</sup> Century Content Standards and Objectives (CSOs) and Performance Descriptors. Test items were reviewed by stakeholders comprised of West Virginia educators, West Virginia Department of Education staff, parents, business leaders, and citizens representing the ethnic diversity of the state. Content and bias reviews were conducted for all items. An alignment study was conducted to verify alignment to the West Virginia 21<sup>st</sup> Century Content Standards and Objectives and Performance Descriptors. Additionally, all items were subjected to rigorous statistical analyses prior to inclusion in WESTEST 2.

As per West Virginia Code §18-5-45(l), the West Virginia Board of Education may not schedule the primary statewide assessment program prior to the fifteenth day of May of the instructional year unless the state board determines that the nature of the test mandates an earlier testing date. The administration window for the multiple-choice sections of WESTEST 2 will be May 17-28, 2010. In 2009, WESTEST 2 Online Writing was added to WESTEST 2 as part of the Reading/Language Arts portion of the test. The administration window for the Online Writing session is March 1-April 30, 2010.

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

# General Test Administration

## Testing Conditions for All Students

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

**The WESTEST 2 requires standardized testing conditions.** In order for test results to support valid inferences, each examiner must adhere to the conditions described in the *Examiner’s Manual* and the *Testing Code of Ethics* (see Appendix A). All test administrators must be trained in WESTEST 2 administration and have a signed *West Virginia Board of Education Examiner’s/Scribe’s Secure Materials and Test Procedures Agreement* (see Appendix E) on file with the principal. Consistency of test administration is crucial to the accuracy of test results. To facilitate student performance during the testing process, defined required conditions for testing must exist.

### Standardized Conditions Required

#### **Administration—Principal/Building Level Coordinator**

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

#### **Administration—Examiner**

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

- Examiners must study the test administration procedures and directions prior to the day of testing.
- Test administration procedures must be followed in accordance with the *Examiner's Manual*.

### **Setting**

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

### **Options to Standardized Setting**

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

### **Timing**

- WESTEST 2 is not a timed test.
- There is a suggested testing schedule provided in this manual (see page 10).
- All sessions of a content area test are to be completed on the same day they are begun.
- **Students requiring additional time must be accommodated.** Students must be allowed the time they need to complete the test within the confines of the test day. However, if a student stops working for more than 10 minutes, it is recommended that the testing session for that student be ended.
- Extended time must not result in an opportunity for the student to study information on a test already started.
- Sufficient time for students' questions must be provided prior to beginning the test.
- Students who typically take longer to complete tests may be grouped together.
- Breaks must be provided and adhered to as indicated on the suggested testing schedule (see page 10).
- When breaks are given, test books must be closed and all test materials must be secure.

- Students must be instructed not to discuss the test during scheduled breaks and upon completion of testing.

### **Presentation**

- Instructions in the *Examiner's Manual* must be followed precisely.
- Instructions preceded by the word "**SAY**" must be read verbatim.
- Calculators may be used on ALL sessions of the Mathematics and Science tests (see page 34 for restrictions on calculators).
- Ensure that students in **all** grades write their names on the line provided on the front cover of each test book and print the examiner's name on the test book at the beginning of each day of testing.
- Ensure that **Grades 4-11** students transfer the Security Barcode number from the front of the test book to the spaces on the top right corner of the answer document. Students must also complete the Test Information box on the bio-grid page of the answer document. **Students without a label** must write their names on the top of the front cover of the answer document.
- Testing must be monitored at all times and irregularities must be recorded on the *Testing Irregularity Form* provided (see Forms).
- Assistance to students must be limited to the mechanical aspects of marking answers, clarifying scripted directions, and finding the correct place to answer the question.
- Examiners may **not** define or pronounce words for students.
- On the multiple-choice section of the Reading/Language Arts Test, **only the directions** may be read aloud or signed.

### **Options to Standardized Presentation**

- Individual, small group, or different classroom testing may be provided.
- Visual magnifying equipment may be used.
- Audio amplification equipment may be used.

### **Response**

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

### **Options to Standardized Response**

- Graph paper may be used to align work.
- Templates (e.g., a typoscope) may be used to maintain place.
- Students **may** underline or circle key words or phrases in directions, text, or stems (underlining should not interfere with answer choice in the **Grade 3** test books or occur on answer documents for **Grades 4-11**).
- Colored visual overlays may be used.

- Scratch paper, graph paper, line guide, slate, and/or abacus for computations, and note taking while reading and responding to questions is permissible in all content areas.
- A scribe may be used when a short-term medical condition (e.g., a fractured arm in a cast) precludes the student from writing with the dominant hand to mark responses. **Approval for this must be obtained from the county test coordinator or the county special education director prior to testing.**

## Suggested Testing Schedule

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

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

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

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

## Make-up Sessions

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

If a student has missed all four days of the regular test administration and there is not a sufficient number of days left in the testing window to administer one test per day, administering more than one test in a day is permissible, if tests can be completed within the school day. If time is limited, priority should be given to administering the Mathematics and Reading/Language Arts tests to meet accountability purposes. All scripted directions must be followed during the make-up sessions, and students must be given all scheduled breaks. Test security procedures must be followed before, during and after each testing session.

## Students with IEPs and Section 504 Plans

All students with an IEP or a Section 504 Plan are expected to participate in all components of the WESTEST 2 in the grade level at which they are enrolled, except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment (APTA). An IEP Team or Section 504 Committee may request permission to use accommodations other than those outlined on pages 12-13 of this manual. Permission for such accommodations must be obtained from Melissa Gholson, Office of Assessment, Accountability and Research, no later than two weeks prior to the start of the testing window.

### Standard Conditions with Accommodations

- It is recommended that students with an IEP or a Section 504 Plan be assessed following the same testing schedule as their regular education peers, unless other arrangements have been approved by the county test coordinator.
- The student should receive all assessment accommodations outlined in his or her IEP or Section 504 Plan. For additional information, refer to the *West Virginia Guidelines for Participation in State Assessments* (available at <http://wvde.state.wv.us/oaa/filecabinet.html>).
- **The federal government requires documented monitoring of these IEP accommodations ONLY for students with disabilities and ONLY in the content areas of reading/language arts, mathematics and science** (see pages 15-16). Due to these requirements, the West Virginia Department of Education requires confirmation that testing accommodations, as documented on the student's IEP, are followed when the student takes the WESTEST 2. WVDE will not require documented monitoring of accommodations in social studies or accommodations exclusive to Section 504 Plans.

## Accommodations

An accommodation is a change in the administration of an assessment, such as setting, scheduling, timing, presentation format, response mode, or any combination of these that does not change what is intended to be measured by the assessment or the meaning of the resulting scores. **An accommodation does not change the construct of the test.**

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

### Presentation

- **Read or sign ONLY the directions on the multiple-choice section of the Reading/Language Arts Test.**
- **For the Online Writing Session**, read aloud verbatim or sign directions, passage, and prompt as per IEP or Section 504 Plan.
- **Use of sign language** to present directions, stimulus material, questions, and answer choices for the Mathematics, Social Studies, and Science tests.
- **Read aloud verbatim** the directions, stimulus material, questions, and answer choices for the Mathematics, Social Studies, and Science tests, as permitted by the student's IEP or Section 504 Plan.
  - On the multiple-choice section of 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, the directions, stimulus material, questions, and answer choices may be read aloud for the Mathematics, Social Studies, and Science tests.
- **Use of a text-talk converter** to present directions, stimulus material, questions, and answer choices verbatim for a blind or partially-sighted student when that is the student's typical mode of accessing written material.
- **Rephrase directions** to state the same message in a new or different way without breaching the security of the test items or giving away any answers.
- **Use of an electronic translator or sign-dictionary** to present directions, stimulus material, questions, and answer choices for the Mathematics, Social Studies, and Science tests. On the multiple-choice section of the Reading/Language Arts Test, **only the directions** may be presented using an electronic translator or sign-dictionary.
- **Use of 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 book for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to *Transcribing Student Answers*.
- **Use of 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 book for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to *Transcribing Student Answers*.

## **Response**

- **Indicate responses to a scribe for multiple-choice items.** Student responses must be transcribed to a test book for **Grade 3** and to an answer document for **Grades 4-11**. Refer to *Transcribing Student Answers*.
- **Use of a computer, typewriter, or other device to respond.** Student responses must be transcribed to a test book for **Grade 3** and to an answer document for **Grades 4-11**. Refer to *Transcribing Student Answers*.
- **Provide physical support** for a student by an aide if this support is provided routinely and if the aide has been trained as an examiner.
- **Transcribe student responses** from a large print test book to a regular-sized test book for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to *Transcribing Student Answers*.
- **Indicate responses to a scribe** for gridded response items when the student is physically unable to respond otherwise. Refer to *Transcribing Student Answers*.
- **Use of 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 book for **Grade 3** and onto an answer document for **Grades 4-11**. Refer to *Transcribing Student Answers*.
- **Use of an abacus** on all parts of the Mathematics and Science tests.
- **Use of an electronic translator or sign-dictionary** to indicate answer choices.

**Note:** If an accommodation is used that allows all or part of a test to be transferred to another medium (except for large print and Braille books), the original(s) must be destroyed or deleted after the response is transferred to the test book (Grade 3) or answer document (Grades 4-11).

## **Scheduling**

- **Provide more breaks** than scheduled by this manual, but do not allow an opportunity for the student to study information on a test already started. Schedule breaks according to student needs. However, all content area tests must be completed on the same day they begin. Security measures must be followed during the breaks.

## **Additional Accommodations/Requests**

A request for an assessment accommodation (except for Online Writing) that does not appear in this document must be received by the Office of Assessment, Accountability and Research, Attention: **Melissa Gholson**, no later than two weeks prior to the start of the testing window. For Online Writing accommodations/requests, refer to the Online Writing manual. Each request must come from either the county test coordinator or the county special education director. The following information must be included in the request:

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

Upon completion of the review by the Office of Assessment, Accountability and Research, the county test coordinator and/or the county special education director will be notified of the review committee's determination.

## Documentation Procedure for IEP Accommodations (WVS.326) on WESTEST 2

Two weeks before WESTEST 2 administration, the county test coordinator and special education director will run the program WVS.326 to print a list of students with accommodations as entered into the WVEIS special education testing record. (Please note IEP testing accommodations must be correctly entered into the student's WVEIS record.)

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

**NOTE: The only acceptable reasons to violate the IEP are as follows: 1) the student refused to accept the accommodation(s) or 2) the student 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) as defined in a student's IEP. All incidents require written documentation in the student file.**

**NOTICE: The Office of Assessment, Accountability and Research 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 4, 2010**. 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 Print Special Education Student 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:

Jim Brown, Assistant Director  
Office of Assessment, Accountability and Research  
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.

## Students with Limited English Proficiency (LEP)

All limited English proficient (LEP) students participate in the WESTEST 2, except for those students who meet the criteria for participation in the West Virginia Alternate Performance Task Assessment (APTA). A LEP student is defined in West Virginia Board of Education Policy 2340: *Measures of Academic Progress* and in West Virginia Board of Education Policy 2417: *Programs of Study for Limited English Proficient Students*. A LEP student in the state of West Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act of 2001*, hereinafter (NCLB). A LEP student is classified as one:

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

### Standard Conditions with Accommodations

- All LEP students are to participate in all components of the WESTEST 2 in the grade level in which they are enrolled, except for those students who meet the criteria for participation in the 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.
- All LEP students are 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>).
- WVDE requires confirmation that testing accommodations in all contents areas, as documented on the student's *LEP Assessment Participation Document* are followed when the student takes the WESTEST 2. Please refer to the *West Virginia Guidelines for Participation in State Assessments* at <http://wvde.state.wv.us/oaa/filecabinet.html>.

## Accommodations

An accommodation is a change in the administration of an assessment, such as setting, scheduling, timing, presentation format, response mode or others, including any combination of these, that **does not change what is intended to be measured** by the assessment or the meaning of the resulting scores; an accommodation does not change the construct of the test. The acceptable accommodations for the WESTEST 2 are as follows:

### Presentation

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

### Response

- Indicate responses to a scribe for multiple-choice items. Refer to *Transcribing Student Answers*.
- Indicate responses to a scribe when the student is physically unable to respond otherwise for gridded response items. Refer to *Transcribing Student Answers*.
- Use a computer, typewriter, or other device to respond. Transcribe student responses to a test book for **Grade 3** and to an answer document for **Grades 4-11**. Refer to *Transcribing Student Answers*.
- Use an electronic translator or bilingual dictionary to indicate answer choices.

**Note:** If an accommodation is used that allows all or part of a test to be transferred to another medium (except for large print and Braille books), the original(s) must be destroyed or deleted after the response is transferred to the test book (Grade 3) or answer document (Grades 4-11).

### Scheduling

- More breaks than are scheduled may be provided as long as the breaks do not allow an opportunity for the student to study information on a test already started. Schedule breaks according to student needs. However, all content area tests must be completed on the same day they begin. Security measures must be followed during the breaks.

**For additional information about Students with Limited English Proficiency (LEP), contact:**

Amelia Courts, Director  
Office of International Schools  
1900 Kanawha Blvd., East  
Building 6, Room 318  
Charleston, WV 25305

## **Additional Accommodations/Requests**

A request for an assessment accommodation (except for Online Writing) that does not appear in this document must be received by the Office of Assessment, Accountability and Research, Attention: **Melissa Gholson**, no later than two weeks prior to the first day of the testing window. For Online Writing accommodations/requests, refer to the Online Writing manual. Each request must come from either the county test coordinator or the county special education director. The following information must be included in the request:

- Student's name, school, county and WVEIS number
- Specific requested accommodation(s)
- Rationale for request
- Verification that student receives the accommodation(s) on a regular basis during classroom instruction and classroom assessment and is familiar with the accommodation(s)
- Impact on student's WESTEST 2 results if the student is not permitted to use the requested accommodation(s)

Upon completion of the Office of Assessment, Accountability and Research's review, the county test coordinator and/or the Title III/LEP coordinator will be notified of the review committee's determination.

## **Transcribing Student Answers**

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

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

*(NOTE: Each large print and braille WESTEST 2 test book is shipped with an accompanying regular-sized WESTEST 2 test book and in **Grades 4-11**, an answer document.)*

### **A Scribe**

Any person who transcribes must

- be a trained examiner as defined by West Virginia Board of Education Policy 2340. The examiner must be a currently employed educator and/or approved employee of the state, county, or RESA, or a currently employed educator of a nonpublic school with a valid West Virginia teaching license or certification granted by the Office of Professional Preparation. The examiners may also include substitute teachers or aides serving as an examiner for special needs students when they are instructionally assigned. Student teachers may **not**

serve as examiners. An examiner must have on file a signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (see Appendix E).

- complete and sign the *WESTEST 2 Scribe Verification Form* (see Forms) at the conclusion of the transcription and return to the principal/building level coordinator.

### Directions for Transcribing

- Copy the student's marked responses from the multiple-choice and gridded response items.
- The transcriber has the option to verify student responses with another trained examiner before and after recording student responses into a regular-sized test book for **Grade 3** and onto an answer document for **Grades 4-11**.

### Scribing Oral and Signed Responses

The Scribe will

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

### Transcribing Braille

The Scribe will

- demonstrate proficiency in braille.
- work with another scribe who knows braille to proofread the student's responses for accuracy.
- fill in the braille circle on the bio-grid on the inside front cover of the regular-sized test book for **Grade 3** and onto the answer document for **Grades 4-11**.

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

## Home-Instructed Students (Home Schooled)

Home-instructed students are students not enrolled in a public school in the Local Education Agency and are instructed by a person or persons providing home instruction. Home-instructed students may be enrolled in a course(s) in the public school system. Home-instructed students may participate in the WESTEST 2 under standard conditions administered in the public schools of the county in which they reside provided that the home instructor notifies the county test coordinator of the intention to participate **at least two months prior to the WESTEST 2 Online Writing session testing window.**

Home-instructed students will be assigned: 1) a location for testing with an approved educator who has completed the required training as an examiner/scribe and signed the *WVBE Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (Appendix E), and 2) test dates by the county test coordinator during the testing window.

Each year, home-instructed students will be assigned a 9-digit identification number during the Online Writing session; this identification number is assigned in place of a WVEIS number. This number **MUST** be recorded in the "Student ID Number" section of the bio-grid page in test books (Grade 3) and answer documents (Grades 4-11) to ensure that the student's performance on the Online Writing section is combined with the student's performance on the multiple-choice section of WESTEST 2 R/LA. **Online Writing is a component of WESTEST 2 R/LA; therefore, in order to receive a complete score, students must take both sessions.**

If a public school student changes to a home-instructed student, or a home-instructed student enrolls in a public school, between taking the Online Writing session and the start of WESTEST 2, the county test coordinator must notify the Office of Assessment, Accountability and Research, West Virginia Department of Education, so that adjustments may be made to ensure the student's performance on the Online Writing can be combined with the student's performance on the multiple-choice section of WESTEST 2 R/LA. The county test coordinator must complete the "Student Assessment ID Number Change Form For WESTEST 2" available at [http://wvde.state.wv.us/oa/westest\\_index.html](http://wvde.state.wv.us/oa/westest_index.html). This form must be submitted no later than the second day of the WESTEST 2 testing window in May.

All educators and home-instructed students participating in the assessments of the WV-MAP shall be required to follow all testing guidelines and procedures set forth in, *West Virginia Measures of Academic Progress*, WVBE Policy 2340, §4.10. Violations of this policy shall result in the loss of testing privileges. Test books and answer documents of home-instructed students must be kept separate from those of the public school students.

## Nonpublic School Students

A nonpublic school student is a student who is not enrolled in an elementary, middle or high school established or maintained at public expense through the total basic foundation program/state aid formula. All nonpublic school students may participate in WESTEST 2. Annually, the nonpublic school administrator(s) must notify the county test coordinator of the school's request to participate **at least two months prior to the WESTEST 2 Online Writing session testing window.** The county test coordinator, not the nonpublic school, will receive all testing materials and release the testing materials to the nonpublic principal/assigned building level coordinator

upon completion of the required training and receipt of the signed *WVBE Principal and/or Building Level Coordinator Secure Materials and Test Procedures Agreement* and the *Verification of Training Form* (Appendices C, D and G). Training and forms are required annually.

Each year, nonpublic students will be assigned a 9-digit identification number during the Online Writing session; this identification number is assigned in place of a WVEIS number. This number **MUST** be recorded in the “Student ID Number” section of the bio-grid page in test books (Grade 3) and answer documents (Grades 4-11) to ensure that the student’s performance on the Online Writing section is combined with the student’s performance on the multiple-choice section of WESTEST 2 R/LA. **Online Writing is a component of WESTEST 2 R/LA; therefore, in order to receive a complete score, students must take both sessions.**

If a public school student changes to a nonpublic student, or a nonpublic student enrolls in a public school, between taking the Online Writing session and the start of WESTEST 2, the county test coordinator must notify the Office of Assessment, Accountability and Research, West Virginia Department of Education, so that adjustments may be made to ensure the student’s performance on the Online Writing can be combined with the student’s performance on the multiple-choice section of WESTEST 2 R/LA. The county test coordinator must complete the “Student Assessment ID Number Change Form For WESTEST 2” available at [http://wvde.state.wv.us/oaa/westest\\_index.html](http://wvde.state.wv.us/oaa/westest_index.html). This form must be submitted no later than the second day of the WESTEST 2 testing window in May.

All educators and nonpublic school students participating in the assessments of the WV-MAP shall be required to follow all testing guidelines and procedures set forth in, *West Virginia Measures of Academic Progress*, WVBE Policy 2340, §4.10. Violations of this policy shall result in the loss of testing privileges. All educators who have access to secure test materials must be trained annually; the training dates will be determined by the principal or building level coordinator of the participating nonpublic school. An examiner must be a currently employed educator of a nonpublic school who holds a valid West Virginia teaching license or certification. The examiner must have been trained and must have on file a signed *Examiner’s/Scribe’s Secure Materials and Test Procedures Agreement* (Appendix E) for the purpose of administering or assisting with the administration of an assessment included in the WV-MAP. Test books and answer documents of nonpublic students must be kept separate from those of the public school students.

## Homebound Students

Homebound students are those students enrolled in a public school who, due to injury or for any other reason as certified in writing by a licensed physician or other licensed health care provider, are temporarily confined to home or hospital for a period that has lasted or will last more than three consecutive weeks and who meet the eligibility criteria in *WVBE Policy 2310, Assuring Quality Education: Regulations for Education Programs* for home/hospital instruction.

All homebound public school students are to be assessed at the schools in which the students are enrolled or at alternate testing sites approved by the county test coordinator. All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in, *West Virginia Measures of Academic Progress*, WVBE Policy 2340, §4.8. Appeals are available for those students who are too medically fragile to be assessed or who have other

medical emergencies as documented by a physician. The appeals form is located in the “Forms” section of this manual and at <http://oeпа.state.wv.us>.

The following conditions must be met:

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

**Note: Online Writing is a component of WESTEST 2 R/LA; therefore, to receive a complete score, students must take both the Online Writing and R/LA sessions.**

## Alternative Schools

An alternative education program (WVBE Policy 2418) is a temporary authorized departure from the regular school program designed to provide educational and social development for students whose behavior places them at risk of not succeeding in the traditional school structure and in adult life without positive interventions. Students in public alternative education programs are tested at the school site where they receive instruction. All test security procedures and schedules must be followed exactly as prescribed in this manual. Student test books must be returned to the student’s home school for processing and then returned to the county test coordinator.

**Note: Online Writing is a component of WESTEST 2 R/LA; therefore, to receive a complete score, students must take both the Online Writing and R/LA sessions.**

## Invalidations

Events that occur during testing that jeopardize the integrity of the test or the accuracy of test results may result in a test invalidation(s). If a student’s test is invalidated, he/she will not receive a score for that test, unless the situation allows the administration of a breach form.

Examiners must report any deviation from the standard testing procedures to the principal/building level coordinator. If the principal/building level coordinator determines the event may require an invalidation, the following steps should be taken:

1. The principal/building level coordinator will immediately document the incident and give the information to the CTC. The CTC informs the Office of Assessment, Accountability and

Research and together, decisions on invalidation and breach administration are made. Verbal contact must be followed by written verification.

2. The CTC then informs the principal/building level coordinator of the decisions. Verbal contact must be followed by written verification.
3. If invalidation is required, the CTC will give the principal/building level coordinator a 4-digit invalidation code.\*
4. The principal/building level coordinator will document the invalidation on the *Invalidation/Breach Form* (See Forms). Testing will continue, using the appropriate test book and /or answer document.
5. **When the school's testing is complete**, the principal/building level coordinator will use the *Invalidation/Breach Form* to mark invalidation(s) on the appropriate student test book(s) (**Grade 3**) and/or answer document(s) (**Grades 4-11**).

The principal/building level coordinator will fill in the appropriate content circle(s) in the invalidation box, record the four-digit invalidation code and fill in the corresponding circles.

Fill in the circle(s) for the test(s) that are invalidated. →

STATE—DIRECTED USE ONLY					
Math	<input type="radio"/>	0	0	0	0
RLA	<input type="radio"/>	1	1	1	1
SS	<input type="radio"/>	2	2	2	2
SCI	<input type="radio"/>	3	3	3	3
		4	4	4	4

← Write in the 4-digit code.

← Fill in the corresponding circles.

6. The principal/building level coordinator will keep a copy of the completed *Invalidation/Breach Form* at the school and return the original to the CTC with the testing materials.
7. The CTC will send copies of all *Invalidation/Breach Forms* from his/her county to the Office of Assessment, Accountability and Research, **Attention: Pat Dillon**, no later than one week after the last day of the testing window.

**\*Note: Only the principal/building level coordinator will have access to the 4-digit code. The principal/building level coordinator will mark the invalidations on the test book(s) or answer document(s) at the conclusion of testing to eliminate the possibility of a student copying the code from another student who has an invalidated test in his/her test book.**

If a **Breach Form** is administered, a student will have two test books/answer documents—an **operational** test book (Grades 3-11)/answer document (Grades 4-11) and a **Breach** test book (Grades 3-11)/answer document (Grades 4-11). To ensure proper scoring, the **principal/building level coordinator** must complete the following steps:

1. Document receipt/return of the **Breach** test book/answer document on the *Breach Security Checklist* sent with the **Breach** book.

2. Complete the bio-grid page in the **Breach** test book (Grade 3)/answer document (Grades 4-11).
3. Follow the invalidation procedure to invalidate the test(s) **not to be scored** on the **Operational** test book/answer document.
4. Administer the test(s) that were invalidated on the **Operational** form, using the **Breach** test book/answer document.
5. Follow the invalidation procedure to invalidate the test(s) **not to be scored** on the **Breach** test book/answer document.
6. Verify that on the **Operational** and **Breach** test books (Grade 3)/answer documents (Grades 4-11), the invalidation grids have one marked and one unmarked circle for each content area.
7. Verify the 4-digit code has been written in and the corresponding circles have been completed on both invalidation grids.
8. Return **Operational** and **Breach** test books (Grade 3)/answer documents (Grades 4-11) with **TO BE SCORED** materials.

Any questions should be addressed to the Office of Assessment, Accountability and Research, **Attention: Pat Dillon**, at 304-558-2546.

\*Note: If a breach form is administered, the additional book used must be reflected on the SGL. In the column labeled "Number Students Testing," record the number of **TO BE SCORED** test books (Grade 3) or answer documents (Grades 4-11) returned to CTB.

# County Test Coordinator's Responsibilities

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

## Inventory/Delivery of Test Materials

1. All test materials will be shipped in boxes that CTB has customized for West Virginia WESTEST 2. Keep these boxes to return all WESTEST 2 materials to CTB.
2. Confirm the box count of the test materials shipment from CTB/McGraw-Hill (e.g., Box 1 of 5 through Box 5 of 5 for School A).
3. Confirm that there is one *Examiner's Manual* for every 15 test books.
4. Make sure there are a sufficient number of manipulatives and reference sheets for students in the grade levels which require these resources.
5. Verify that the contents of each box match the packing slip. Keep a copy of the packing slip for your records.
6. Count the test books without removing the shrink-wrap. Check the security barcode number of the test book at the top of the bundle and the security barcode number of the test book at the bottom of the bundle against the security barcode numbers shown on the packing list. The security barcode numbers are printed vertically, near the center on the front cover of the test books, directly above the words "Student Test Book."
7. Count the answer documents.
8. It is the county test coordinator's responsibility to contact each principal/building level coordinator **no later than the Wednesday prior to the first week of testing** to ensure that he or she has sufficient testing materials to administer the tests.
9. **For Home-instructed and Nonpublic students**, record the 9-digit Assessment Identification Number assigned to each student during the Online Writing session onto the test book (Grade 3) and answer document (Grades 4-11). This number must be placed in the "Student ID Number" section of the bio-grid page. **Failure to record this number will result in an incomplete student score.**

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

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

## Securing Test Materials

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

## Training Principals/Building Level Coordinators

- Instruct principals/building level coordinators concerning *West Virginia Board of Education Policy 2340* and the *Testing Code of Ethics* (Appendix A).
- Instruct principals/building level coordinators in correct procedures for preparing and returning test materials and completing the *School Security Checklist* that is provided with the test materials.
- Review the principal's/building level coordinator's responsibilities section of this manual.
- Require and have on file the signed appropriate *Secure Materials and Test Procedures Agreement* (see Appendices C and D) from all principals/building level coordinators who have access to WESTEST 2.
- Instruct principals to properly train and have on file the signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* (Appendix E) and the *Verification of Training* (Appendix G) for any person who will administer, or transcribe WESTEST 2.
- Instruct principals to properly train and have on file the signed *County/School Personnel Secure Materials Agreement* (Appendix F) and the *Verification of Training* (Appendix G) for any personnel with access to secure materials but who will not administer or transcribe WESTEST 2.
- Instruct principals/building level coordinators that test books 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 books **must not** be stored in the examiner's room.

## Returning Materials to CTB/McGraw-Hill

After receiving the school security checklists and test materials from each principal/building level coordinator in your county (as well as any information pertaining to contaminated test books or answer documents and documented discrepancies), complete the following steps:

1. Verify that 100% of the test books from each school have been returned.
2. Verify that all test books including large print, braille and all used answer documents are in the correct color-code labeled boxes:
  - **Green** labels indicate **Public TO BE SCORED**
    - **Grade 3 used** test books are **TO BE SCORED**
    - **Grades 4-11 used** answer documents in envelopes are **TO BE SCORED**

- **Pink** labels indicate *Nonpublic/Home School TO BE SCORED*
  - **Grade 3 *used*** test books are **TO BE SCORED**
  - **Grades 4-11 *used*** answer documents in envelopes are **TO BE SCORED**
- **Yellow** labels indicate **DO NOT SCORE**
  - **Grade 3 *unused*** test books are **DO NOT SCORE**
  - **Grades 4-11 *all*** test books and *unused* answer documents are **DO NOT SCORE**
  - **Large Print and Braille** test books are **DO NOT SCORE**

Illustrations of these labels are provided on page 41 of this manual.

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

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

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

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

**S** **WESTEST 2 Spring 2010** **WV**  
 PUBLIC SCHOOL  
 TO BE SCORED

FROM:  
 CO: **BARBOUR** CO#: **002**  
 SCH: **BELINGTON ELE** SCH#: **201**

TO: CTB/McGraw-Hill - Indy Park 100 Ph: (800) 282-6259  
 8020 W. 81st Street  
 Indianapolis, IN 46268

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

CTB USE ONLY - DO NOT COVER THIS LABEL

31S-M012009005-030000034-000065

County box count to be entered by **County Test Coordinator**

School box count to be entered by **Building Level Coordinator**

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

WESTEST 2 Spring 2010  
Box Count Verification Form

County Name:

County Code:

CTC contact:

Phone number:

County Test Coordinators:

Please see the instructions in the Spring 2010 Test Coordinator's Manual for packing test materials for return to CTB/McGraw-Hill. When test materials are ready to be picked up, follow the directions for filling out this form below:

Instructions:

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

16. Retain a copy and send the original copy of all school security checklists and the *Box Count Verification Form* in the return envelope provided in your County Test Coordinator's Kit.
17. Use the air bill provided to send the FedEx envelope to the following person:

Minal Patel  
CTB/McGraw-Hill  
Attention: Custom Scoring/WESTEST 2  
20 Ryan Ranch Road  
Monterey, CA 93940
18. Call FedEx at **800-463-3339** to arrange for pickup of the school security checklists and the *Box Count Verification Form* only. **Do not send any test materials to this address.**
19. Keep a final count of all boxes. Make sure you record how many boxes of each label color you have. For example, out of a total of 100 boxes, you may have 70 boxes with green labels and 30 boxes with yellow labels. **CTB/McGraw Hill's shipping vendor will call the county test coordinator for these numbers prior to the pickup of materials.**
20. The return of materials from the county to CTB will be predetermined. A list of the predetermined pick-up dates will be provided by CTB/McGraw-Hill prior to testing. If you are unsure of your pick-up date, please contact CTB/McGraw-Hill at 800-282-6259.
21. The bill of lading outlines the job responsibilities of the shipping company driver. **DO NOT attempt to load the boxes**, as this is the responsibility of the driver (as defined in the bill of lading).

## **Discrepancy Reporting**

CTB has a procedure for reporting discrepancies between the actual student counts **received** versus the student counts **reported** on the SGL and GIS that are returned with the test materials. The CTB Scoring Team will fill out a discrepancy report and e-mail it to the county test coordinator, along with the number of students processed. A copy will also be forwarded to the Office of Assessment, Accountability and Research. CTB will expect resolution of all discrepancies within two days. If the county test coordinator has not responded in two days, CTB will proceed with the material and student counts received and begin processing.

## **Students Who Change Systems**

If a public school student becomes home-instructed or a home-instructed student enrolls in a public school after taking the Online Writing session and before the administration of WESTEST 2,

OR

If a public school student becomes a nonpublic student or a nonpublic student enrolls in a public school after taking the Online Writing session and before the administration of WESTEST 2,

THEN

the county test coordinator must notify the Office of Assessment, Accountability and Research, West Virginia Department of Education, to ensure the student's performance on the Online Writing is combined with the student's performance on the multiple-choice section of WESTEST 2 R/LA. The county test coordinator must complete the "Student Assessment ID Number Change Form For WESTEST 2" available at [http://wvde.state.wv.us/oa/westest\\_index.html](http://wvde.state.wv.us/oa/westest_index.html). This form must be submitted no later than the second day of the WESTEST 2 testing window in May.

# Principal's/Building Level Coordinator's Responsibilities

## Preparing for WESTEST 2 Testing

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

## Training Examiners

1. Review *West Virginia Board of Education Policy 2340* with examiners. **Thoroughly** review the following:
  - a. all test security procedures
  - b. reporting procedures for any violation of test security
  - c. the *Testing Code of Ethics*
  - d. possible consequences of test or data security violations
2. Train examiners in the proper completion of forms and return of testing materials.
3. Instruct examiners that no test book may be removed from the room by any educator or student during testing sessions.
4. Instruct examiners not to read, study, copy, disclose or allow to be disclosed the contents of the WESTEST 2.
5. Instruct examiners to read and follow the directions in the *Examiner's Manual* for the WESTEST 2, which clearly define the standardized testing procedures for all students being tested under standard conditions.
6. Instruct examiners to report immediately any alleged security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable security procedures to the principal/building level coordinator, county test coordinator, county superintendent and to the Office of Assessment, Accountability and

Research which will inform the proper authorities at the Office of the State Superintendent of Schools, WVDE.

7. Have examiners sign the *Examiner's/Scribe's Secure Materials and Test Procedures Agreements* (Appendix E) after the training session and prior to testing. Keep the signed agreements on file at the school. Complete the *Verification of Training* form (Appendix G) and send to the county test coordinator.
8. Distribute *Examiners' Manuals* to examiners before test administration, providing sufficient time for **thorough** review.
9. Have examiners check testing areas prior to the beginning of test administration to ensure that any specific information pertinent to the test being administered is not displayed during testing. For example, any teaching aid that may give students information or help on any part of the test must be covered or removed during test administration. This may include, but is not limited to, word walls, number lines, punctuation rules, maps and multiplication tables.

### **Procedures for Handling Test Materials Prior To Testing**

1. Verify receipt of sufficient forms in the Test Coordinator's Kit, including pre-coded student barcode labels. If a label is missing, lost, or damaged, the principal/building level coordinator must bubble in the Bio-Grid section of the inside front cover for **Grade 3** and on the answer documents for **Grades 4-11**.
2. Verify that the contents of each box match the packing slip. Keep a copy of the packing slip for your records.
3. Verify that all the test books are in sequential barcode order (e.g., 00000-01, 00000-02, etc.)
4. Verify large print and braille test books are available for students who need that accommodation.
5. On the *School Security Checklist*, place checkmarks in the received column as appropriate to verify receipt of each test book.
6. Verify that test books for Home-instructed and Nonpublic students have the student information, including the identification number completed on the bio-grid page.
7. Document any barcode discrepancies on the *School Security Checklist*.
8. Verify receipt of sufficient number of answer documents.
9. Notify the CTC immediately of any discrepancies.
10. One *Examiner's Manual* should be received for every 15 test books. If this is not a sufficient number of manuals, contact the county test coordinator for more copies.
11. Verify that all materials/equipment needed for accommodations are available.
12. Verify that enough student manipulatives are available. Students may use the manipulatives provided by CTB/McGraw-Hill or use their own manipulatives and/or calculator. See page 34 for further instructions on calculator use.
13. **Return all test materials to a secure central, locked location.**

**Use of calculators on WESTEST 2** is permitted on all sections of the mathematics and science tests for all grade levels. Mathematics tests by grade **may** be given on different days to allow more equitable access to calculators.

**A calculator is not required.** All the questions can be solved without a calculator. If a student regularly uses a calculator in mathematics and science work, he/she may wish to use the same or similar one as he/she takes the WESTEST 2 mathematics and science tests. It is recommended students use calculators they have experience using; a more powerful but unfamiliar calculator is not likely to give an advantage over using a calculator one is familiar with. **Any calculator used on WESTEST 2 must be on the approved list and prepared for testing.**

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

### **Prohibited Calculators**

The following types of calculators are prohibited:

- Calculators with built-in computer algebra systems which include
  - Texas Instruments: All model numbers beginning with TI-89 or TI-92 and the TI-Nspire CAS – The TI-Nspire non CAS is permitted
  - Hewlett-Packard: HP 48GII and all models that begin with HP 40G or HP 49G, or HP 50G
  - Casio: Algebra fx 2.0, ClassPad 300, ClassPad 330, and all model numbers that begin with CFX-9970G
- Pocket organizers
- Handheld or laptop computers including PDAs
- Electronic writing pads or pen-input devices – The Sharp EL9600 is permitted.
- Calculators built into cellular phones or other electronic communication devices
- Calculators with a typewriter keypad (keys in QWERTY format). Calculators with letter keys not in QWERTY format are permitted.

### **Calculators Permitted with Modification**

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

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

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

- In Press to Test mode
- Running TestGuard so all APPS and PRGMs are either disabled or deleted
- Cleared of anything in the memory. All types of memory, including standard memory, ROM and flash ROM must be cleared to factory default both before and after testing. Do not store test items/materials in your calculator's memory. There is not a memory issue if the student is using a 4-function or scientific calculator.

## Preparing Test Materials

Pre-coded student labels are organized alphabetically by grade level. To facilitate the check-in and check-out process, test books should be grouped on the *School Security Checklist* by examiner. The number of answer documents assigned to each examiner is recorded on the *School Security Checklist*.

The principal/building level coordinator prepares class packets before test administration by doing the following:

- Using the class roster, assign the required number of test books, by security inventory barcode, to each examiner. Record examiner's name next to the corresponding barcode test book numbers on the *School Security Checklist*.
- Using the class roster, affix the pre-coded student labels for each student to the front cover of the **Grade 3** test books. For **Grades 4-11**, affix the pre-coded student labels for each student to the answer documents in the indicated area.
- Record the number of answer documents assigned to each examiner on the *School Security Checklist*.
- For each examiner, create an *Examiner's Security Checklist* with his/her assigned student test book security barcode numbers.

**NOTE:** In the Examiner's Manual, examiners are instructed to complete this checklist on the first day of testing by writing student names beside assigned test book numbers. **However**, the principal/building level coordinator has the option to populate the "Student Name" field, using the student rosters, before the *Examiner's Security Checklists* are printed and distributed in the class packets.

- Complete the Bio-Grid information on the inside front cover of the **Grade 3** test book/**Grade 4-11** answer document for any student not having a pre-coded label. Assign the test book to an examiner and record it on the *School Security Checklist*.
- Prepare a class packet for each examiner that includes the following materials:
  - *Examiner's Manual*
  - *Examiner's Security Checklist* with assigned book numbers (Principal/building level coordinator has the option of also adding student names).
  - manipulatives and/or reference sheets
  - test books

- answer documents (Grades 4-11)
  - a “DO NOT DISTURB” sign for the door
  - extra pencils and erasers
  - graph paper and/or scratch paper
  - Testing Irregularity Form
- If there are not enough materials to administer WESTEST 2, the principal/building level coordinator should contact the county test coordinator with requests for additional materials or with any questions about the materials no later than Tuesday prior to the first week of testing.
  - Use the school security checklist procedure for any examiner who must check out a test book to read aloud to students. Place the name of the examiner in the “Student/Teacher Name Box” on the *School Security Checklist*. Use the same check-in and checkout procedure for this test book as used for the student test books.

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

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

## Returning Test Materials To The County Test Coordinator

The principal/building level coordinator must reconcile the test book numbers returned from each examiner with the *School Security Checklist*. The county test coordinator will advise the principal/building level coordinator as to the schedule for returning test books to the county.

### Preparing Test Books/Answer Documents for Return to the CTC

1. All test materials will be shipped in boxes customized for WESTEST 2. Original CTB/McGraw-Hill box(es) **must** be used to return materials to the CTC.
2. Verify the return of all test books (**ALL Grades**) and all used answer documents (**Grades 4-11**) from each examiner.
3. Verify that the numbers listed on the *School Security Checklist* match the test books **AND** answer documents returned by the examiners. Any unresolved security barcode discrepancies (e.g., missing or unaccounted for test books) must be clearly documented on the *School Security Checklist* before returning materials to the CTC.
4. Verify with examiners in **Grades 4-11** that no **“Breach”** bubble has been inappropriately marked on answer documents. The **“Operational”** bubble should be marked on answer documents unless a breach test has been administered.
5. The principal/building level coordinator will use the *Invalidation/Breach Form* to mark invalidations on test booklets (**Grade 3**) and answer documents (**Grades 4-11**). See *Invalidations* on pages 23-25 of this manual.
6. Keep a copy of the *Invalidations/Breach Form* for school records and send the original to the county test coordinator with the testing materials.
7. Separate the **TO BE SCORED** materials from the **DO NOT SCORE** materials:

<b>TO BE SCORED</b>	Grade 3: Used <i>Student Test Books</i> Grades 4-11: Used <i>Student Answer Documents</i>
<b>DO NOT SCORE</b>	Grade 3: Unused <i>Student Test Books</i> Grades 4-11: All <i>Student Test Books</i> and unused <i>Student Answer Documents</i> All Grades: Large Print and Braille test booklets

8. Fill out the *Group Information Sheet (GIS)* and transfer the information onto the *School/Group List (SGL)*. Complete and bubble in the following on the GIS:
  - Teacher Name (see **NOTE** below)/School Name
  - Number Students Testing—enter the total of TO BE SCORED test booklets (Grade 3) and/or TO BE SCORED answer documents (Grade 4-11)
  - Grade level tested

**\*NOTE: The choice of grade level or teacher’s name filled in on the GIS dictates the score reports aggregation. For example if you list a teacher’s name in the GIS field, the test results**

will be aggregated by that teacher's class. If you list by grade level (e.g. Grade 3) on the GIS, your information will be aggregated by grade level and not by teacher.

**Group Information Sheet**

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

Group Information Sheet (GIS)

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

**SCHOOL/GROUP LIST**

**PUBLIC SCHOOLS**

**West Virginia Educational Standards Tests 2**

County Name: **SAMPLE COUNTY** County Code: **111**

School Name: **SAMPLE ELEM** School Code: **999**

Contact Person: J. Smith

Phone Number: 555-555-1234

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

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

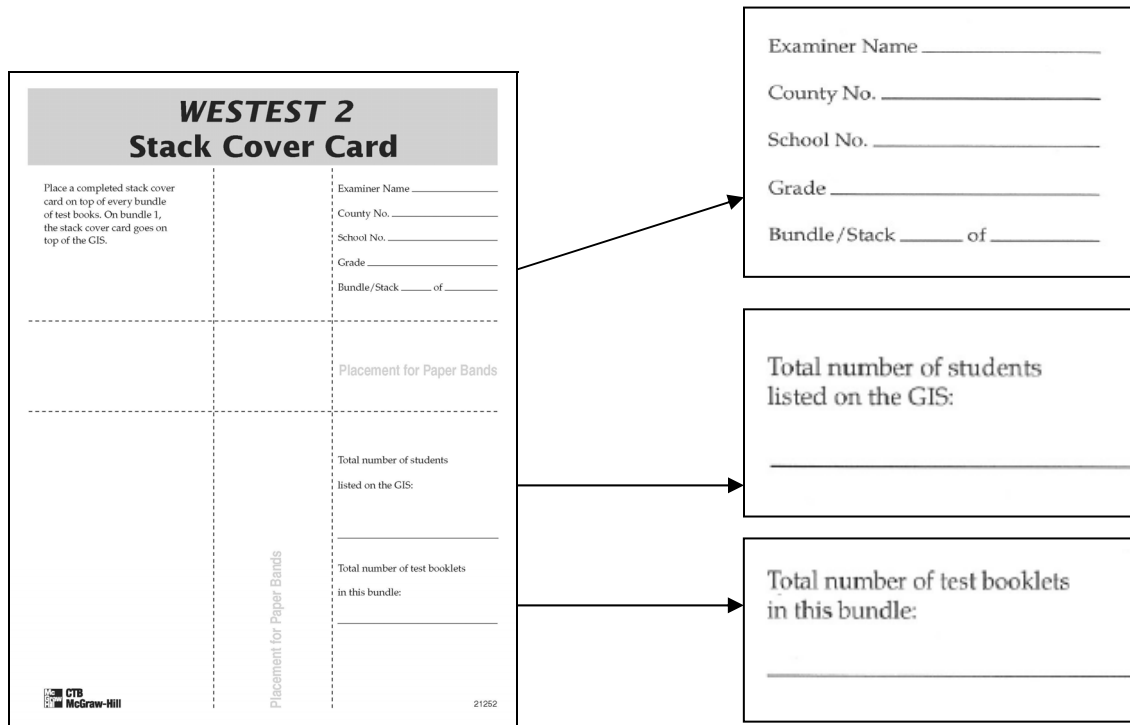
**TO BE FILLED OUT BY SCHOOL**

CTB Use Only	Teacher Name <small>Please spell out teacher name exactly as bubbled on the Group Information Sheet</small>	Grade	Number Students Testing	CTB Use only			Comments
				Did Not Receive	Gross Under case count	Gross Over Case Count	
	Third Grade	3	23				

School/Group List (SGL)

### Directions for Grade 3:

1. Stack **used** test books in bundles of ten or less. Place a GIS on top of the first bundle for that grade level or teacher. Then, place a completed stack cover card on top of each bundle. Verify that the correct information is written on the stack cover cards.

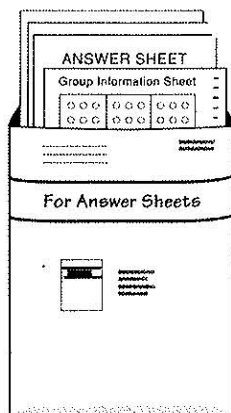


2. Make sure the total number of test books for each grade level/teacher matches the total number of students on the GIS.
3. Make sure each stack cover card contains the following:
  - Grade level or Teacher’s name—last name first, followed by first initial
  - County number—three digits (zero placed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

4. Secure each bundle with bands provided by CTB/McGraw-Hill and place the bundles into CTB/McGraw-Hill box(es) labeled **TO BE SCORED**.
  - Keep each grade level or teacher's bundles together in the box(es).
  - Bundle "1 of X" should be placed on top of the stacks for that grade level or teacher.
  - Keep grade level bundles grouped together and packed in the same box(es) if possible.
  - DO NOT seal the box(es).
5. Place all unused test books in return boxes labeled **DO NOT SCORE**.
  - Unused test books do not need to be bundled.
  - If unopened, keep test books shrink-wrapped.

### **Directions for Grades 4-11:**

1. Stack **used** answer documents, by grade level or by teacher, in bundles that will easily fit in the "For Answer Sheets" envelopes (approximately 25 answer documents).
2. Place the GIS on top of its corresponding answer document group.
3. Complete the information on the answer document envelope. Then, place the answer documents and the GIS in the "For Answer Sheets" envelope.



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


4. If there is more than one envelope per grade level or teacher, indicate 1 of \_\_; 2 of \_\_; etc., on the envelope for that group of answer documents.
5. Place the "For Answer Sheets" envelopes in the box(es) labeled **TO BE SCORED**.
6. Bundle **unused** answer documents and place in the box(es) labeled **DO NOT SCORE**.
7. Stack **all test books** (used and unused) in groups of 10 or less by grade level or by teacher. For each stack, ensure that:
  - Booklets are all the same grade level
  - Spines are facing the same direction
8. Place two bands around each stack of 10 test books.

9. Place all of the bundles in return boxes labeled **DO NOT SCORE**.


- If unopened, keep test books shrink-wrapped.

**Directions for All Grade Levels:**


1. Fill in the information for SCH BOX \_\_\_ OF \_\_\_ on the **green (Public TO BE SCORED)**, **pink (Nonpublic/Home School TO BE SCORED)** and **yellow (NOT TO BE SCORED)** labels. Label each box accordingly.

<b>S</b>	<b>WESTEST 2 Spring 2010</b> PUBLIC SCHOOL TO BE SCORED	<b>WV</b>
FROM: CO: <b>BARBOUR</b> CO#: <b>002</b> SCH: <b>BELINGTON ELE</b> SCH#: <b>201</b>		
TO: CTB/McGraw-Hill - Indy Park 100 Ph: (800) 282-6259 5020 W. 81st Street Indianapolis, IN 46268		
CO _____ SCH _____ BOX _____ OF _____ BOX _____ OF _____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
		
31S-M012009005-030000034-000065		

← **Green**

<b>S</b>	<b>WESTEST 2 Spring 2010</b> NONPUBLIC/HOME SCHOOL TO BE SCORED	<b>WV</b>
FROM: CO: <b>BARBOUR</b> CO#: <b>002</b> SCH: <b>BELINGTON ELE</b> SCH#: <b>201</b>		
TO: CTB/McGraw-Hill - Indy Park 100 Ph: (800) 282-6259 5020 W. 81st Street Indianapolis, IN 46268		
CO _____ SCH _____ BOX _____ OF _____ BOX _____ OF _____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
		
31S-M012009005-030000034-000069		

← **Pink**

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

← **Yellow**

2. Shred all graph and scratch paper because it is considered secure material.
3. Keep photocopies of the following:
  - a. *School Security Checklist*
  - b. *Examiner's Security Checklist* (one photocopy of each examiner's form)
  - c. School/Group List (SGL)
  - d. Testing Irregularity Form
  - e. Invalidation Form
4. Deliver **unsealed** boxes to the county test coordinator, along with the following:
  - a. *School Security Checklist* (original and one photocopy)
  - b. *Examiner's Security Checklist* for each examiner
  - c. School/Group List (SGL, the original copy)
  - d. Testing Irregularity Forms
  - e. Invalidation/Breach Forms (for CTCs Records)
  - f. Scribe Verification Forms (if a scribe was used)

### **Preparing Large Print and Braille Test Books for Return to the CTC**

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

## Preparing Damaged Test Books and Answer Documents for Return to the County Test Coordinator

Damaged test books/answer documents should not be returned to CTB/McGraw-Hill. They must be sent to the county test coordinator in a sealed container or bag after the student responses have been transcribed to a clean test book/answer document.

The principal/building level coordinator should take the following steps to deal with a damaged or contaminated test book/answer document:

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

# **WESTEST 2**

## **Administration Forms**

## WESTEST 2 Scribe Verification Form

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

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

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

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

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

- This is to verify that the student's responses have been accurately transcribed to Test Booklet/ Answer document Number \_\_\_\_\_. In case of "unintelligible student responses," please list below the content area and test item number(s) that are considered unintelligible.
- Please check one of the following reasons for transcribing student answers:
  - IEP/504—Scribe
  - LEP—Scribe
  - Short Term Medical Condition
  - Damaged Test book (Test book Number \_\_\_\_\_)

• Provide a brief explanation of damaged test book and/or unintelligible responses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following signatures are needed:

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

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

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

***Keep a copy for school file and submit a copy to the County Test Coordinator  
no later than one week after the close of the testing window.***

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

# WESTEST 2 Testing Irregularity Form

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

**List below any testing disruptions or irregularities that may have influenced two or more students' test performances.**

Time	Describe the Irregularity	Duration of Irregularity	Corrective Actions Taken

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

## WESTEST 2 Invalidation/Breach Form

Student Information			Invalidation Information				Breach Information (If Issued)			
Student	Grade	ID/WVEIS	Reason for Invalidation	Invalidated Test Book Number	Invalidated Answer Document Number	Examiner	Breach Test Book Number	Breach Answer Document Number		
Examiner:			Content(s) Invalidated: MA RLA SS SC			Content(s) Invalidated: MA RLA SS SC				
Examiner:			Content(s) Invalidated: MA RLA SS SC			Content(s) Invalidated: MA RLA SS SC				
Examiner:			Content(s) Invalidated: MA RLA SS SC			Content(s) Invalidated: MA RLA SS SC				
Examiner:			Content(s) Invalidated: MA RLA SS SC			Content(s) Invalidated: MA RLA SS SC				
Examiner:			Content(s) Invalidated: MA RLA SS SC			Content(s) Invalidated: MA RLA SS SC				

County \_\_\_\_\_ Date \_\_\_\_\_  
 School \_\_\_\_\_ Principal's Signature \_\_\_\_\_ CTC's Signature \_\_\_\_\_

**Keep a copy for school file and submit a copy to the County Test Coordinator.**

## Request to Utilize Other Personnel for WESTEST 2 Administration 2010

Name of School: \_\_\_\_\_ County: \_\_\_\_\_

Principal: \_\_\_\_\_ BLC (if applicable): \_\_\_\_\_

Please complete the following for all long-term aides or other personnel for which you are requesting permission. If necessary, you may attach additional documentation. All approved personnel will need to be trained and sign the appropriate security agreements prior to testing.

Employee's Name (Last, First)	Employee's Job Title	Student's Name (Last, First)	Does aide currently work with this student and for how long?	Requesting Permission to	Justification of Request (Give a specific reason why it is necessary to use this employee to administer WESTEST 2)
	<input type="checkbox"/> Long-term Aide <input type="checkbox"/> Other(specify) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> < 1 yr. <input type="checkbox"/> > 1 yr.	<input type="checkbox"/> Scribe <input type="checkbox"/> Administer WESTEST 2 without supervision <input type="checkbox"/> Other (specify) _____	
	<input type="checkbox"/> Long-term Aide <input type="checkbox"/> Other(specify) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> < 1 yr. <input type="checkbox"/> > 1 yr.	<input type="checkbox"/> Scribe <input type="checkbox"/> Administer WESTEST 2 without supervision <input type="checkbox"/> Other (specify) _____	
	<input type="checkbox"/> Long-term Aide <input type="checkbox"/> Other(specify) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> < 1 yr. <input type="checkbox"/> > 1 yr.	<input type="checkbox"/> Scribe <input type="checkbox"/> Administer WESTEST 2 without supervision <input type="checkbox"/> Other (specify) _____	

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of County Test Coordinator

\_\_\_\_\_  
Date

**Fax to Pat Dillon, WESTEST 2 Coordinator, at 304-558-1613 no later than May 3, 2010**

**Participation Rate Request for Exemption of A Medically Fragile Student**

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

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

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

WVEIS Identification Number: \_\_\_\_\_

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

Subject Area Exemption Request:

Math

Reading/Language Arts

Both

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach Physician's Verification

\_\_\_\_\_  
County Superintendent Signature Date

OEPA USE ONLY

Approved, Date \_\_\_\_\_

Not Approved, Date \_\_\_\_\_

\_\_\_\_\_  
Kenna R. Seal Date

**This form is available on OEPA Website at <http://oepa.state.wv.us/>**

**WVBE Policy 2340:  
WV Measures of Academic Progress  
Appendices A-G**

# Appendix A

## Testing Code of Ethics

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

## Ethical Testing Practices

### Test Security

1. County school personnel shall establish and implement procedures to ensure maximum test security and limit access of secure materials to applicable county/school personnel.
2. Apart from the scheduled test administration to students, secure test materials shall be stored in a locked and secured central location by the County Test Coordinator in accordance with the test administration guidelines of each assessment.
3. The County Test Coordinator shall be responsible for the test booklets/answer sheets 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 allegations of cheating, security breach, testing administration breach, copyright infringement, loss of materials, or other deviation from acceptable and ethical security procedures shall be reported immediately to the Principal, County Test Coordinator, County Superintendent, and the WVDE, Office of Assessment, Accountability and Research which will inform the proper authorities at the State Superintendent of Schools, according to the protocol set forth in §126-14-7.7 in this policy.

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

### **Test Administration**

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

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

#### **Test Notification**

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

#### **Test Preparation Practices**

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

# Appendix B

State of West Virginia

West Virginia Board of Education

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

West Virginia Measures of Academic Progress

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

## County Test Coordinator's Secure Materials and Test Procedures Agreement

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

I therefore pledge:

1. I will not retain, copy, reproduce, paraphrase, distribute, or review/discuss secure test items or student responses.
2. I will implement procedures to ensure maximum test security. Access to secure materials will be restricted to the test administration period designated by the State mandated testing window.
3. I am responsible for the distribution of secure testing materials, including counting, reconciling, and returning all test booklets/answer sheets (used and unused) according to the instructions provided with the test, before and after each test administration. A record of the number of booklets and other identifying characteristics sent to and returned from each school shall be kept.
4. I am responsible for the shipment of the test booklets/answer sheets to the schools no earlier than five instructional days prior to the testing window and returned to me by the schools on the date determined by the county. I will ensure that test materials are securely stored in the buildings according to the instructions provided with the test and that all testing must occur during the testing window.
5. I will immediately report any loss of materials, cheating, security breach, testing administration breach, copyright infringement, or other deviation from acceptable security procedures to the County Superintendent and to the Office of Assessment and Accountability.
6. I will properly instruct the Principals and Building Level Coordinators in appropriate test security and test administration procedures, including the *Testing Code of Ethics*.
7. I will collect and retain the signed *Principal's Secure Materials and Test Procedures Agreement* and *Building Level Coordinator's Secure Materials and Test Procedures Agreement*, if applicable, for each school in the county by the last day of September.
8. I will not release secure test administration materials to a school without the signed *Principal's Secure Materials and Test Procedures Agreement* and verification of training of all other applicable school personnel.
9. I will not disclose individual student test scores or test performance data to unauthorized persons as set forth in Policy 4350 and Policy 2340.
10. I will not violate test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.
11. I will not give students access to test questions or answer keys.
12. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, my license/certification may be suspended or revoked, or I may be suspended, terminated, or have other action taken.

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

# Appendix C

State of West Virginia

West Virginia Board of Education

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

West Virginia Measures of Academic Progress

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

## Principal's Secure Materials and Test Procedures Agreement

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

I therefore pledge:

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

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

# Appendix D

State of West Virginia

West Virginia Board of Education

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

West Virginia Measures of Academic Progress

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

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

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

I therefore pledge:

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

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

# Appendix E

State of West Virginia

West Virginia Board of Education

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

West Virginia Measures of Academic Progress

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

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

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

I therefore pledge:

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

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

# Appendix F

State of West Virginia

West Virginia Board of Education

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

West Virginia Measures of Academic Progress

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

## County/School Personnel Secure Materials Agreement

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

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

I therefore pledge:

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

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

Signature: \_\_\_\_\_

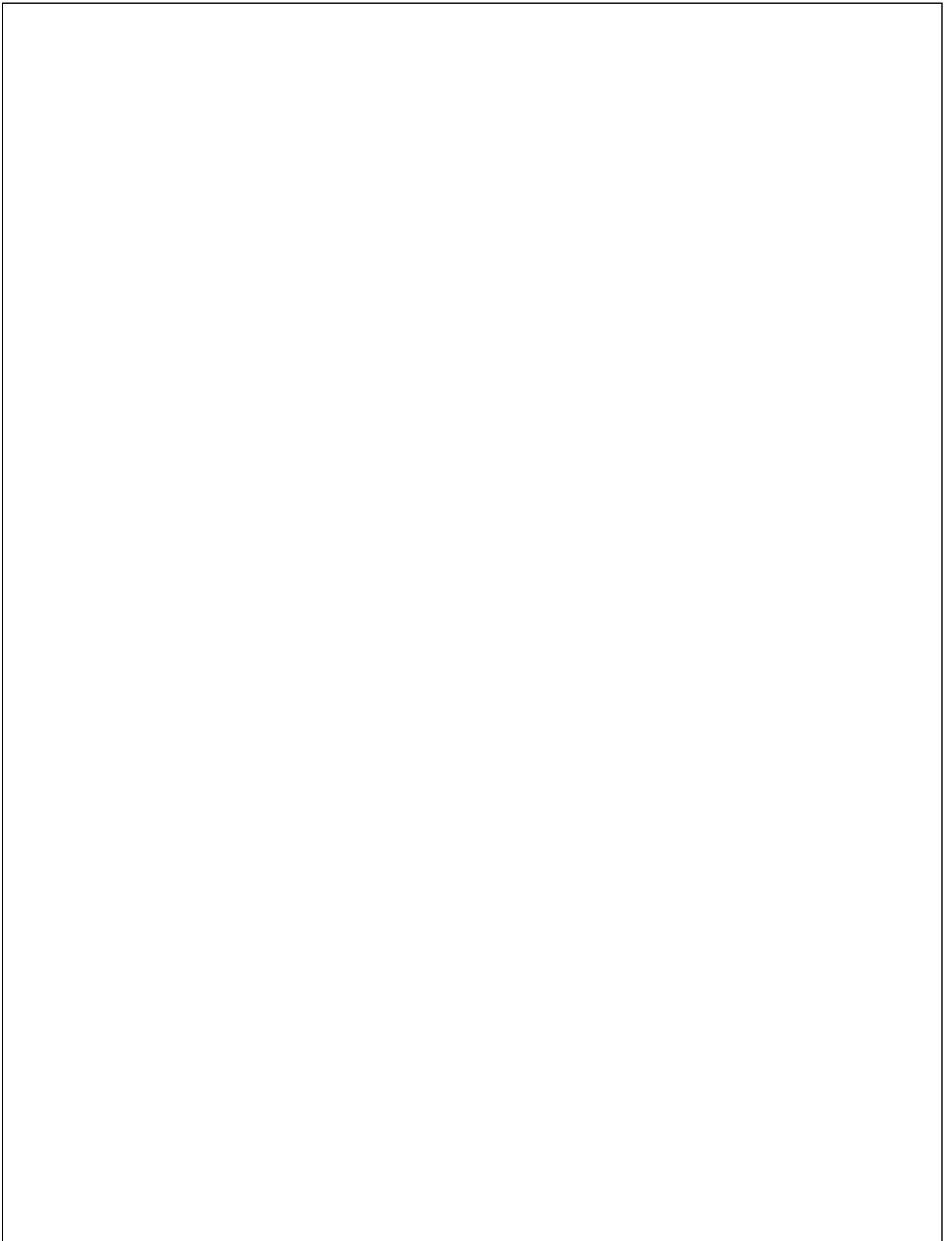
Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

School/Department: \_\_\_\_\_ Date: \_\_\_\_\_

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





**West Virginia Department of Education  
Contact Information**

**Phone Number**

West Virginia Department of Education  
304.558.2546

**Email Addresses**

Reading/Language Arts/Online Writing Coordinator  
Vaughn Rhudy  
vrhudy@access.k12.wv.us

Science Coordinator  
Timothy Butcher  
tbutcher@access.k12.wv.us

Social Studies Coordinator  
Pat Dillon  
pdillon@access.k12.wv.us

Mathematics Coordinator  
Sonya White  
snjwhite@access.k12.wv.us

**Mailing Addresses**

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

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

**Web Sites**

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

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

West Virginia Guidelines for Participation  
[http://wvde.state.wv.us/oa/pdf/  
Participation%20Guidelines%20September%  
2021%202009.pdf](http://wvde.state.wv.us/oa/pdf/Participation%20Guidelines%20September%202021%202009.pdf)

**CTB/McGraw-Hill  
Contact Information**

**Phone Number**

CTB/McGraw-Hill  
800.282.6259

**Mailing Addresses**

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

CTB/McGraw-Hill  
Minal Patel  
Attn: Custom Scoring/WESTEST 2  
20 Ryan Ranch Road  
Monterey, CA 93940-5703



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