

## *District Policies and Procedures for Statewide Assessments Template*

## District Policies and Procedures for Woodbury Leadership Academy for school year 2024-2025

*This template may be modified or adjusted as needed, including separating procedures by school, test, adding rows or columns as needed, and/or replacing the MDE logo with your logo. However, all requirements specified in the* District Policies and Procedures for Statewide Assessments Requirements *in the current year’s version of the* Procedures Manual*must be included.**If other district policies and procedures are referenced, they should be included with this procedure*. *Roles (for example, DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.*

*The* District Policies and Procedures for Statewide Assessments Requirements *includes references to* Procedures Manual *chapters for more information on the procedures included here.*

### Assessment Staff

The following staff member(s) is the District Assessment Coordinator for the school district for the current testing year:

| Megan Nafe (Curriculum Coordinator) & Christina Burnett (Ell Coordinator) |
| --- |

(List all contacts designated as District Assessment Coordinators, if applicable.)

The following staff members are the School Assessment Coordinators for each school for the current testing year:

| **School Assessment Coordinator(s)** | **School(s)** |
| --- | --- |
| N/A |  |

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

### District Monitoring of Test Administration

The plan for monitoring testing within the district by the District Assessment Coordinator (or other designated staff) is as follows:

| District Assessment Coordinator will be onsite during scheduled assessments. DACs will collect information on test administration errors via TAR. DACs will also informally collect information on testing successes to share with staff at a staff meeting following the close of the tesing window. |
| --- |

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring:

| Megan Nafe (Curriculum Coordinator) & Christina Burnett (ELL Coordinator) |
| --- |

### Testing Calendar

The following staff members are responsible for determining the annual district testing calendar and updating all required information:

| Megan Nafe (Curriculum Coordinator) & Christina Burnett (ELL Coordinator) |
| --- |

The following staff members ensure that the testing calendar is posted to the district website:

| Megan Nafe (Curriculum Coordinator) & Christina Burnett (ELL Coordinator) |
| --- |

The following staff members are responsible for verifying and updating test administration dates on the website:

| Megan Nafe (Curriculum Coordinator) & Christina Burnett (ELL Coordinator) |
| --- |

### Training and Communication

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

| **Staff Member** | **Method(s) for Verifying Training Completed** |
| --- | --- |
| Megan Nafe  Christina Burnett (ELL Coordinator) | Pearson Access Next LMS (MCA/MTAs)  WIDA Training Portal (ACCESS) |

(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

The following staff member roles are required to complete the following additional trainings, as required by the district:

| **Role** | **Additional Trainings** |
| --- | --- |
| WLA Staff member (anyone with keys to building) (Non Test Monitors)  WLA 3-8 Teachers/Paras/Interventionists/Admin (Potential Test Monitors)  WLA SPED Teachers (Test Monitors)  ELL Teachers/Interventionists/Curriculum Coordinator (ACCESS Test Monitors) | Test Security/ District Testing Policy and Procedures  Test Monitor/Test Accommodations/Paper Test Administration/ District Testing Policy and procedures  Test Monitor/Test Accommodations/MTAs/ Paper Test Administration/ District Testing Policy and procedures  Administration and scoring, administration for Online ACCESS, Administration for Paper ACCESS, Scoring for ACCESS Paper ad WIDA Screener 1-12, Active Monitoring & Test Security (LMS), District Testing Policy and procedures |

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

| **Method(s) for Providing District Policies and Procedures** | **Staff Member** |
| --- | --- |
| All Staff Training/Follow Up Email with document to be reviewed & Signed | Megan Nafe (DAC) |

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

| **Staff Member** | **Method(s) for Providing Information** |
| --- | --- |
| Megan Nafe (DAC) | All Staff Meeting/Follow Up Email with document to be reviewed & Signed |

### District Policies and Procedures for Statewide Assessments – Preparation

The following student resources will be used to prepare students for testing:

| **Student Resources** | **Grade** |
| --- | --- |
| WLA Test Prep Google Drive Student Materials  Student Readiness Tools  Access Test Practice and Sample Items | 3-9  3-9  ACCESS Test Particpants K-9 |

(Expand as needed to address differences by grade, subject, and student.)

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

| **Staff Member** | **Method(s) for Communicating** |
| --- | --- |
| Grade Level Teachers  Test Monitors | Newsletters & In Class presentation  Test Directions |

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district’s processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

| **Process for Documentation** | **Method(s) for Communicating** |
| --- | --- |
| DAC Keeps a paper copy of all signed refusals/medical excuse forms | Posted on Website & Teachers send out information 1 month prior to testing in Newsletters |

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district’s process for ensuring that students take the correct assessment and receive the universal supports and/or accommodations required is explained below:

| DAC will create student testing groups and check student test assignments. DAC will create a google spreadsheet for 504 coordinators and SPED Case managers to dictate all needed testing accommodations for their students. Case Managers will communicate these accommodations with test monitors prior to testing and again on testing date via email. All test monitors will take the testing accommodation training to ensure they have a strong understanding of providing testing accommodations. |
| --- |

(Include how information on which test – MCA or MTAS/Alt MCA; ACCESS or WIDA Alternate ACCESS – and universal supports and accommodations is communicated with the applicable school staff.)

The district’s plan for ensuring student to Test Administrator/Test Monitor ratio requirements is explained below:

| DACs will create testing grouping aligned with the testing schedule to ensure all testing ratio requirements are met. A testing group document will be shared within the organization prior to testing. |
| --- |

(Include how specific requirements for ACCESS Writing (15 students per Test Administrator) and Speaking (five students per Test Administrator), as well as ensuring other requirements (30 students per Test Monitor/Test Administrator for the MCAs) for all other tests will be planned for.)

The district’s procedure for preparing testing rooms is explained below:

| Teachers will ensure students are a minimum of 2ft a part at a table/desk. Classrooms will have shades open so DAC can easily monitor classrooms from the hall. All academic materials will be covered or removed from walls and desks. DACs will do a classroom walk through 1 day prior to testing to ensure all rooms are prepared for testing. |
| --- |

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

The district’s procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

| **Procedure** | **Staff Member** |
| --- | --- |
| No testing spaces will have security cameras | DAC |

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

| **Materials** | **Staff Members** | **Collection and Distribution Plan** |
| --- | --- | --- |
| **Pencils**  **Headphones**  **Chromebooks**  **Scratch paper, graph paper, formula sheets, Test Instructions and testing tickets** | Test monitors  Test Monitors  Test Monitors  DAC | Collect extras from front office for distribution on testing day  Grade Levels will check out from DAC and distribute to students who do not have their own on testing day  Collected from HR teacher and distributed on day of test by test monitor  DAC will place in folder with test monitor name & distribute to test monitor on testing day. |

(Note if materials will be supplied by the school or students.)

The district’s plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

| **Plan** | **Staff Member** |
| --- | --- |
| Students till report to HR at start of period test monitors will collect students from HR prior to the start of testing | Test Monitors |

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

| Google Spreadsheet/Test day room sign in/out logs |
| --- |

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

| Teachers will communicate the technology rules prior to testing date at the start of the day on test day. Test monitors will review test directions with students prior to the start of the test. Test monitors will pause to ask student to remove any prohibited technology. If students use prohibited technology during testing, test monitor will end the test session and confiscate technology from student. Test monitor will record misuse of technology on the TAR and report misuse to the DAC immediately. |
| --- |

### District Policies and Procedures for Statewide Assessments – Test Administration

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

| **Procedure for Student Breaks** | **Plan for Securing Test Content** |
| --- | --- |
| Only one student may leave the room at time during testing.  If an individual student needs a break they will raise their hand for test monitor. They may sit in their seat or leave the room with an escort.  Whole Group break – Test Monitor will use directions to stop testing  Scheduled Testing Break – Students may have a scheduled testing break for lunch. Test Montior will use directions to stop testing. | Test monitor will have student cover screen with paper or close chormebook. If student needs to leave the room. Test monitor will contact DAC or floor admin to request escort for the student break.  Students will cover screen with paper. Students will not talk, but test monitor may guide them through a sequence of stretches.  Students will close chromebook. Test monitor will follow Test directions for pausing assessment. |

The district’s procedure for breaks for use of the restroom or other interruptions during testing is as follows:

| Teacher will call for escort in one of the following ways : 1. text DAC to send escort 2. Call front office to send escort, 3. Motion for escort from classroom window  Escort will not step into room. Test monitor will open and close door for student to minimize testing disruptions. Teacher should sign student out and in for bathroom break on the classroom sign/out log. |
| --- |

The following staff members will monitor students if they leave the testing room (for example, in the hallway):

| WLA will have a minimum of one building floor paraprofessional to ask as a hallway monitor students that need to leave the testing room. Additionally, each building floor will have an administrator assigned for hallway monitoring. |
| --- |

The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance:

| **Staff Member to Contact** | **Communication Method** |
| --- | --- |
| Megan Nafe (DAC) | Call 500 to radio DAC  Text DAC – Number in testing folder |

The procedure for an unexpected situation arising with students during testing (for example, illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

| **Procedure** | **Staff Member to Contact** |
| --- | --- |
| Stop their test immediately/close chromebook if possible. Then contact DAC/building floor admin for assistance. Record incident on TAR | Megan Nafe DAC  Building floor admin  Front office Call 500 to walkie for assistance |

The procedure for an entire group of students unexpectedly leaving during test administration (for example, emergency situation, fire drill) is detailed below:

| If the entire group must leave because of an emergency (such as a fire alarm or a school safety issue), it is important to follow all safety procedures and exit as quickly as possible. The Test Administrator or Test Monitor should close and lock the door when leaving, if possible, to maintain test security. All secure materials should be left in the testing room, including student testing tickets and scratch paper. Test Administrators and Test Monitors must continue to monitor students to ensure they do not discuss the test during their time away from the testing room. Follow WLA’s evacuation plan. |
| --- |

If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

| Contact DAC/building floor admin immediately, and available Test monitor/administrator will step in to continue monitor testing. Incident will be recorded on TAR and entrace/exit of people should be recorded on sign in/out sheet. |
| --- |

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

| **Procedure** | **Allowable Activities (if applicable)** |
| --- | --- |
| Students will remain in testing room | * Read a nonacademic test * Sit quietly and rest |

If students need extra time to test, the procedure below will be followed:

| Monitor will use testing directions to end test. Student’s name will be added to make up testing list, and make up testing date and time will be shared with student/parent prior to finishing testing. |
| --- |

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

| Student will remain in a different supervised room to work on alternative assignments until scheduled testing is complete. |
| --- |

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

| **Procedure** | **Staff Member to Contact** |
| --- | --- |
| For any statewide assessment, if a student points out a test item that appears to have an error, the Test Administrator or Test Monitor should note the following information: • Grade • Subject/domain • Item number • Section number (Science MCA only) • Student MARSS/SSID number • How the test was accessed (such as type of device and operating system) After collecting this information, the Test Administrator or Test Monitor must instruct the student to continue the test. This same process should be followed for Mathematics and Science MCAs if a student points out a translation that appears to be incorrect in translated word lists, pop-up translations, or English glossary definitions. Following the test session, the Test Administrator or Test Monitor should notify the District or School Assessment Coordinator about any test items or translations that appear to have an error. If a technical issue occurs and a student receives an error message in an online test, the Test Administrator or Test Monitor should write down the error message and number along with the student and test information specified above. If the technical issue prevents the student from responding to the item, the student should exit the test. For technical issues, the Test Administrator or Test Monitor should contact district technology staff following the district’s procedure, as needed, and provide information to the District or School Assessment Coordinator following the test session. | Megan Nafe (DAC) |

Staff report misadministrations and security violations to the staff members listed below, using the process outlined:

| **Procedure** | **Staff Member to Contact** |
| --- | --- |
| If a Test Administrator or Test Monitor creates a non-standard situation during test administration, the student’s test may still be scored if it measures what is being assessed. However, if the misadministration compromises the validity of the test results, the test must be invalidated. Similarly, security violations will result in the invalidation of a test if the integrity of any student’s test is compromised or a student was not allowed an opportunity to independently demonstrate their knowledge. Misadministrations, and invalidations if applicable, must be documented on the TAR; | Megan Nafe (DAC) |

(If not reported directly to the District Assessment Coordinator, also include how the information will be communicated to them.)

### District Policies and Procedures for Statewide Assessments – After Testing

The following is the district’s policy for discussing the test administration experience with students after test administration:

| Students may talk about the test taking experience but nothing related to test content. |
| --- |

(Indicate what may or may not be discussed with students following testing.)

The staff members listed below are responsible for entering student responses from MCA paper test materials:

| Test administrators that administer the paper test must enter the student responses by the end of the next day post assessment. |
| --- |

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS/Alt MCA data and student responses from the applicable Data Collection Forms into PearsonAccess Next (MTAS) or TestNav (Alt MCA)

| The special education teacher that administers the the MTAS/Alt MCA is responstible for entering MTAS/Alt MCA data and student responses from the applicable Data Collection Forms into PearsonAccess Next (MTAS) or TestNav (Alt MCA) by the end of the next school day post test administration. |
| --- |

(For Alt MCA, data entry is required only for paper administrations; during hybrid or online administrations, responses are entered directly into TestNav during administration. As needed, include any procedures or timelines for data entry that have been established.)

### District Policies and Procedures for Statewide Assessments – Secure Test Materials

#### Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

| **School** | **Secure Location(s)** |
| --- | --- |
| Woodbury Leadership Academy | Megan Nafe (DAC) office locked black cabinet (MCA/ACCESS Material)  Christina Burnett (DAC) Classroom locked black cabinet ACCESS Material |

Listed below are staff members who have access to these locations where secure test materials are stored:

| Megan Nafe & Chirstina Burnett |
| --- |

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

| **Staff Member** | **Procedure** |
| --- | --- |
| **Not Applicable** |  |

(This may not be applicable for charter schools or districts where all schools are located in one building.)

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

| Mean Nafe (DAC) |
| --- |

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

| **Staff Member Inventorying Materials** | **Procedure for Discrepancies** |
| --- | --- |
| **Megan Nafe (DAC) MCA/MTAs**  **Christina Burnett (DAC) ACCESS** | Inventory or confirm paper test materials have been inventoried using the security checklists and contact the applicable service provider if there are any discrepancies  Review assessment records and resolve discrepancies in Test WES during Posttest Editing (Chapter 10), including verifying or indicating test codes. Work with the MARSS Coordinator to resolve any issues in enrollment data submitted to MDE.  resolve discrepancies during Posttest Editing in Test WES, which may require multiple submissions to MDE before the close of the Posttest Editing window  notify the service provider using the contact information and instructions included in the shipment |

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

| **Staff Member Organizing Materials** | **Procedure** |
| --- | --- |
| **Megan Nafe (DAC) MCA/MTAs Materials**  **Christina Burnett (DAC) ACCESS Test Materials** | **All testing materials: Testing Tickets, Formula sheets, TAR, District Procedure Manuals, and Testing Directions will be organized into folders for test monitors and distributed on testing day.**  **All Paper test materials will be organized into testing folders and distributed to test monitors on day of test.** |

#### Distribution of Materials to Test Monitors and/or Test Administrators

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

| Test Materials for All assessments will be organized into test monitor folders and distributed to test monitors on the morning of the assessment by DAC. Testing folders will be collected at the end of the schedule testing time, and redistributed if needed on the next testing day by DAC. |
| --- |

(Separate information by test, mode, and/or role as needed.)

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

| Megan Nafe (DAC) MCAs/MTAs Or Christina Burnett (DAC) ACCESS/Alternate ACCESS |
| --- |

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

| Materials will be distributed to test monitors on the morning of the assessment by their DAC.  Materials will be stored in folders in a locked room or with the test monitor at all times to ensure test security during all breaks in assessment.  Materials will be collected at the end of the scheduled testing time by the building floor admin and given to the DAC.  DAC will store all test materials in their office in a locked cabinet.  Testing Materials will be redistributed to test monitors on subsequent test days following the same procedure. |
| --- |

(Separate procedures by test, mode, and/or role as needed.)

#### Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklists used in the district) to the staff members listed below:

| Admin Building Floor Monitor who will give materials to DAC  Or DAC |
| --- |

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

| **Staff Member** | **Secured Location** |
| --- | --- |
| DAC | DAC office locked cabinet |

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

|  |
| --- |

The following staff members will securely destroy student testing tickets and any other paper materials provided to students during test at the end of test administration:

| DAC |
| --- |

### District Policies and Procedures for Statewide Assessments – Test Results

The district’s policy about providing preliminary test results is detailed below:

| Preliminary results will be shared with teachers for instructional purposes during their PLC. Preliminary will not be distributed to/shared with families, students or the public. |
| --- |

The following information is communicated if preliminary results are provided:

| Preliminary results may change. Prelimiary results must remain confidential. Only final results will be shared with families, students, or the public. |
| --- |

(Indicate what information is provided about the appropriate use of preliminary results.)

Final embargoed results will be provided to the following staff members through the following methods:

| **Staff Members** | **Methods** |
| --- | --- |
| DAC | Families will receive results through the Student information system no later than one month from the release of final embargoed results |

(Methods may include student information systems, data warehouses, or service provider systems.)

The following information is communicated to staff about abiding by the embargo:

| Embargoed results are released late August to the district. The district will distribute ISR through the student information system no later than one month after the release of embargoed final results. Preliminary results will not be shared with families or the public. |
| --- |

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

Individual Student Reports (ISRs) will be provided to families as described below:

| ISRs will be provided to families electronically through the student information system. Families may request a paper copy for pick up at the front office following the release of the ISRs in the student information system. |
| --- |

(Paper or electronic versions of the ISRs may be provided. Please specify if the method varies within the district (for example, one school provides ISRs at conferences while another mails ISRs to families). Ensure the method for providing ISRs takes student data privacy into account.)