



Statewide Assessments Monitoring for Spring 2023 Administration District Response Form

ALASKA DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
801 WEST 10TH STREET, SUITE 200 • PO BOX 110500
JUNEAU, AK 99811-0500
EDUCATION.ALASKA.GOV

[Choose a School District] School District

Table of Contents

Test Administration3

Test Security4

Test Administration for Special Populations – Students with Disabilities and English Learners5

Assessment Participation.....6

Assessment Reports6

Alaska Statewide Assessments Monitoring

District: [Choose a School District]

District Contact: Click or tap here to enter text.

Date: Click or tap to enter a date.

Enter a concise explanation in the District Response area for each indicator and submit evidence and/or documentation to support each requirement. All evidence should be provided for all assessments administered in 2022 at the district and selected schools.

Test Administration

Indicator	Requirement	Evidence
1	4 AAC 06.761 Test administration 1a. The district administered all required assessments as referenced in 4 AAC 06.710. 1b. The district administered assessments only in designated school sites or approved test centers. 1c. The district ensured that each school test center is secure, free of disruptions, has an established seating arrangement, and is well lit. 1d. The district ensured that all employees involved in test administration completed the required training. 1e. The district assigned building test coordinators at each site (if not a single site district). 1f. Each person involved with assessment signed a Test Security Agreement.	For All District <input type="checkbox"/> List of assessments administered in district <input type="checkbox"/> List of locations where students completed assessments (school sites with names of BTCs and alternate test centers, if applicable) For Selected School(s) <input type="checkbox"/> Test schedule <input type="checkbox"/> List of test administrators and which assessment they administered <input type="checkbox"/> Proof of training (Power Point slides, training materials, communication to district staff about training, sign in sheets) <input type="checkbox"/> Signed Test Security Agreements (TSAs) <input type="checkbox"/> Proof that test administrators' completion of training and a TSA was tracked
District Response		
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Test Security

Indicator	Requirement	Evidence
2	<p>4 AAC 06.765 Test security; consequences of breach</p> <p>2a. Test materials (test booklets, answer documents, test tickets) were kept secure before, during, and after the assessment both at the school and district level.</p> <p>2b. Test materials (test booklets, answer documents, test tickets) were inventoried and tracked from the time the materials arrived at the school or district until the time the materials were returned.</p> <p>2c. Test Administrators received training on the importance of test security, keeping materials secure, not copying, reproducing, or paraphrasing test items, rules against coaching, and maintaining confidentiality of student assessment information.</p> <p>2d. District personnel immediately reported any breach of test security and adequately documented test irregularities.</p> <p>2e. Districts and schools are responsible for maintaining confidentiality of the following: student information, test materials, and assessment results.</p> <p>2f. District and school personnel involved in testing read and followed all testing procedures and manuals.</p>	<p>For All District</p> <p><input type="checkbox"/> Logs or other methods of indicating how secure materials were received, and who inventoried them</p> <p><input type="checkbox"/> Electronic communication devices policy</p> <p><input type="checkbox"/> Policy or written description of procedure for maintaining confidentiality of assessment results</p> <p>For Selected School(s)</p> <p><input type="checkbox"/> Procedure or written description of the process utilized for securely storing materials</p> <p><input type="checkbox"/> Daily Check-in/Check-out Worksheet (or similar documentation) demonstrating materials provided to and collected from students</p> <p><input type="checkbox"/> Sign in/sign out documents or written procedures demonstrating the chain of custody of secure materials</p> <p><input type="checkbox"/> Proof of training content (slides, materials, recordings, etc.)</p> <p><input type="checkbox"/> Assessment Log and Irregularity Reports or similar method of tracking assessment irregularities</p> <p><input type="checkbox"/> For any test security incidents that occurred, provide a summary of the incident, steps taken and final action determined.</p>

District Response

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Test Administration for Special Populations – Students with Disabilities and English Learners

Indicator	Requirement	Evidence
3	<p>4 AAC 06.775 Statewide assessment program for students with disabilities</p> <p>3a. Districts followed the requirements outlined in the department's <i>Participation Guidelines for Inclusion of Alaska Students in State Assessments</i>, dated December 2017.</p> <p>3b. When testing students with disabilities, districts and school provided appropriate accommodations.</p> <p>3c. District and school staff kept documentation of student accommodations.</p> <p>3d. IEP teams were responsible for determining whether or not a student took the alternate assessment.</p> <p>4 AAC 06.776 Assessment of a student that is an English learner</p> <p>3e. Districts appointed a team who determined what, if any, accommodations were needed for students who are English learners and took the content area assessments.</p>	<p>For All District</p> <p><input type="checkbox"/> Written description of how universal tools are provided to all students, as appropriate, e.g. highlighters, calculators, etc.</p> <p><input type="checkbox"/> Example or written description of how student accommodations are determined and documented</p> <p><input type="checkbox"/> Example or written description of how IEP teams determine whether or not a student should take the alternate assessment, if applicable</p> <p>For Selected School(s)</p> <p><input type="checkbox"/> Proof that test administrators received training or were instructed on how to administer accommodations</p> <p><input type="checkbox"/> Documentation of accommodations provided during testing</p> <p><input type="checkbox"/> Example or written description of how accommodations for English learners are determined and documented for the content area assessments</p>
District Response		
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Assessment Participation

Indicator	Requirement	Evidence
4	<p>4 AAC 06.737(3) Standards-based test</p> <p>4a. Districts administered the content area assessments in ELA and math to every student in grades 3-9 and the content area assessment in science to every student in grades 4, 8, and 10 except those students who took the alternate assessment.</p> <p>4 AAC 34.055 (c) Plan of service [English Learners]</p> <p>4b. The district administered the ELP assessment to every student who has been identified as an English Learner except those students who are eligible for the Alternate ELP assessment.</p> <p>4 AAC 06.820 (b) Participation</p> <p>4c. The district did not systematically exclude students from assessment for any reason.</p>	<p>For All District</p> <p><input type="checkbox"/> Example or written description of how special circumstances, Do Not Score Codes, are tracked and documented.</p> <p>For Selected School(s)</p> <p><input type="checkbox"/> Example or written description of how students needing to be assessed are tracked.</p> <p><input type="checkbox"/> Test schedule or written description of how makeup sessions are scheduled.</p>

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Assessment Reports

Indicator	Requirement	Evidence
5	<p>4 AAC 06.738. (a) Standards-based Test Results</p> <p>5a. The district provided assessment results to schools, families, and educators in a timely (as determined by DEED) and secure manner.</p>	<p>For All District</p> <p><input type="checkbox"/> Example or written description of how reports are disseminated to students' families.</p> <p><input type="checkbox"/> Example or written description of how reports are disseminated to schools and educators.</p> <p><input type="checkbox"/> Policy or written description of procedure for maintaining confidentiality of assessment results.</p>

District Response

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