

District Assessment Report – February 2020

To: Ty Mase, Superintendent
and LPSD School Board Members

From: Moon McCarley, District
Testing Coordinator

NWEA MAP Assessments

- Most students have completed Map Growth Assessments for the spring benchmark window
- District reports will be available when all students have completed the assessment

Statewide Assessments

OPT OUT Policy

- Based on the attached state statute (HB 156,) parents have the right to refuse to have their student participate in state standardized assessments.
- DEED requests that each district have a policy regarding the process of opting out of assessments.
- Included with this report you will find a draft of the proposed policy and related documentation form
- I request that this policy be reviewed by the school board and considered for adoption after any needed revisions are made

Assessment Observation

- An assessment observation is required at each site for one session of each assessment
- LPSD assessments: DLM and PEAKS/Alaska Science Assessment
- The observer can be any district employee trained in the observation process
- Initially there was concern that this process would be difficult in our smallest sites. However, with planning all LPSD sites will be able to implement the observation without undue hardship
- The observation form and FAQs provided by DEED are included with this report

PEAKS and Alaska Science Assessment

- The LPSD PEAKS assessment window is April 6-10. Make-up assessments will take place the following week.
- All personnel have had initial training in test administration. This will be ongoing until the assessment window opens.

Alaska Developmental Profile (ADP)

- Nothing to report

Alternative Assessment, Dynamic Learning Maps (DLM)

- The test window opens March 15th. Tests can be administered any time between then and the opening of PEAKS assessments. Specific testing schedules are based on individual student and site needs.
- All test administrators have been trained. Assessments will take place based on site specific schedules.

NAEP

- Nothing to report

Assessment Observation

Background

Districts will now be required to conduct observations of the following assessments:

- Content area assessments (i.e. PEAKS and the Alaska Science Assessment)
- English language proficiency (ELP) assessment (i.e. WIDA ACCESS for ELLs)
- Alternate assessments (i.e. DLM, ALT ACCESS)

The purpose of these observations is to see assessment administration as it happens in order to ensure that school personnel involved in test administration adhere to test security and test administration guidelines. Adherence to these guidelines provides a standardized administration for all students and therefore valid and reliable insights from assessment results.

The minimum requirement for observations is one observation per school per assessment. For example, if a school administers the content area assessments, the ELP assessment, and the alternates for each assessment, a minimum of four observations would be required – a minimum of one observation per assessment. If a school does not administer an assessment, for instance the ELP assessment, an observation would not be required for that assessment.

The observations should be conducted by another employee of the district who has been trained in test administration such as a site administrator. The observer must remain in the testing room for the duration of the assessment session.

Conducting an Observation

The observations can be conducted using the Assessment Observation Form. Districts may also provide additional district-level oversight by creating their own observation form. If a district elects to create their own form, it must contain at a minimum the elements present on the Assessment Observation Form. That is, a district may for their own purposes add to, but not subtract from or drastically modify, the Assessment Observation Form.

In order to adhere to electronic devices policy, the Assessment Observation Form must be printed and completed by hand.

Instructions of Complete the Observation Form

To complete the observation form:

1. Complete the top portion of Assessment Observation Form, which contains general information about the assessment session:
 - **School Information:** The district and school where the observation is occurring
 - **Assessment Information:** The name of the assessment, the content area or domain assessed, and whether the administration is computer-based or paper-based
 - **Staff:** the names of Building Test Coordinator, Test Administrator, and any other staff present in the room

This information is useful for tracking assessments, observations, and any irregularities or mis-administrations that may occur during assessment.

2. The next portion of the Assessment Observation Form presents a series of categories to observe. Mark “Yes” if the category accurately describes the administration of the assessment; mark “No” if it does not. If the category is not applicable to the assessment that is being observed, mark “NA”. In the space allotted, provide additional comments to help a reader understand the administration of the assessment. A comment is required for any category marked “No” or “NA.” Categories are broken up into the following sections:
 - a. **Preparing the Environment:** Observe the testing environment to ensure it has been set up properly.
 - b. **During/After Assessment:** Observe to ensure that all policies and procedures are properly adhered to.

3. After the observation is complete, the observer must print their name and sign the observation form. The form must be kept on file along with other assessment materials.

Other Considerations

In order to avoid distraction and disruption during testing, the observer should be present but unassuming in the test center. "Present but unassuming" includes the following:

- Observers must follow all test administration and security practices.
- Observers may not use phones, laptops, or electronic devices in testing rooms.
- Test administrators, and therefore observers, may not work on tasks or paperwork unrelated to the assessment observation.
- Observers should stand in the back of the room.
- If moving through the room is required, be mindful not to hover over students testing.
- Observers must complete all lines of the form.
- Observers must not leave the testing area until the session is complete and all secure materials have been collected and inventoried.



Assessment Observation Form Spring 2020

School Information:

District		School:	
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Assessment Information:

Date and Time:		Grade Level(s):	
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Assessment and Content Area Being Assessed:

PEAKS & Science

- ELA
- Math
- Alaska Science Assessment

DLM

- ELA
- Math
- Science

ACCESS for ELLs

- Reading
- Listening
- Writing
- Speaking

Alternate ACCESS for ELLs

- Reading
- Listening
- Writing
- Speaking

Computer- or Paper-Based Assessment:	<input type="checkbox"/> Computer <input type="checkbox"/> Paper
Number of Students Being Assessed in the room:	

Staff:

Building Test Coordinator:	
Test Administrator:	
Are there additional staff in the room?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please list name and role below:

Preparing The Environment	Yes	No	NA
The test administrator is a school district employee trained to administer the assessment.			
The test administrator is prepared for the session with all of the necessary materials.			
All classroom materials that may assist students in taking the test are covered or concealed.			
"TESTING: DO NOT DISTURB" and "NO ELECTRONIC DEVICES" signs are posted in an appropriate location.			
The space used for testing has adequate lighting, adequate heating, and a quiet atmosphere for students.			
Students are provided pencils, erasers, and scratch paper.			
Students are provided enough space to prevent answer sharing and an adequate writing surface to use scratch paper.			
**Students are provided the required universal tools (calculators on allowable grade levels and parts of the assessment, highlighters, noise blocking headphones if requested, etc.).			

Please provide additional comments. A comment must be provided if 'No' is marked in any category.

During/After Assessment	Yes	No	NA
The test administrator follows established procedures for eliminating the use of personal electronic devices during the assessment session.			
The test administrator does not play music or soundscapes during the assessment.			
The test administrator reads the script exactly as it is written.			
The test administrator actively monitors students testing by circulating the room.			
Restroom trips and breaks are adequately supervised.			
Students were not left unattended at any time, for any reason, during testing			
During assessment, only trained staff involved in assessment administration are present in the assessment environment.			
**The test administrator allows handheld calculators on allowed parts <u>only</u> , according to the calculator policy.			
Students were provided access to ONLY resources permitted for each specific assessment.			
The test administrator ensured standardized conditions with no coaching or prompting.			
The test administrator was aware of which students had accommodations and administered accommodations appropriately.			
The test administrator documented and reported any unexpected challenges that arose during testing.			
*The test administrator assists students with using technology to answer test questions without providing any unscripted assistance.			
As students complete the assessment, the test administrator follows local procedures for maintaining a quiet environment and for dismissal.			
After testing, test administrator inventories all secure materials and returns them to Building Test Coordinator immediately after testing has completed.			

Please provide additional comments. A comment must be provided if 'No' is marked in any category.

*Applicable to computer-based assessments only.

**Applicable to paper-based assessments only.

 Observers Printed Name

 Observers Signature

FAQs About Assessment Observation for Spring 2020

- 1. How many assessment sessions need to be observed?**
One assessment session per assessment administered at each school.
- 2. Does the same person need to perform all observations for PEAKS, DLM and ACCESS for ELLs?**
No, it does not need to be the same person observing all assessments.
- 3. Where can I find the observation form?**
The Assessments Observation Form and accompanying guidance is available on the DTC Corner Smartsheet under 'General Statewide Assessment Information'. It is also available on the PEAKS, ELP, and DLM webpages.
- 4. Do observers need to be trained test administrators?**
Assessment observers must:
 - A. Be district employees (any staff is fine; certified or classified, substitute teachers);
 - B. Sign the appropriate, Level 5, Test Security Agreement
 - C. Complete EITHER the applicable test administration training OR the DEED Assessment Observer Training.
- 5. Can the observation be completed by the building test coordinator?**
Yes, any trained district employee can be an observer. See FAQ #4.
- 6. Do we need to observe the entire assessment session?**
Yes, an observer must stay for the entire test session. There are elements of the observation that do not happen until the end of the assessment session. However, schools can choose which session is observed. For example, the shortest anticipated session can be chosen.
- 7. Does observation have to happen in correspondence schools?**
Yes.
- 8. Is the requirement for ACCESS for ELLs to observe one domain?**
Yes, only one domain for ACCESS is required since domains are administered as separate assessment sessions.
- 9. Does the Alternate ACCESS not count in same group as ACCESS for the school?**
No, the Alternate ACCESS is a different assessment and as such, an additional observation is required.
- 10. Do we need to observe just one session of the PEAKS test?**
Only one assessment session is required for all of PEAKS. If an assessment session includes a single part of one content area, a single part of one content area needs to be observed. If an assessment session includes the whole content area test, the entire test session must to be observed.

11. Do the alternate assessments (DLM and Alternate ACCESS) have to be observed? We are concerned about the students that take the alternate assessments. They could be easily distracted by another adult in the testing room.

Yes, observation of these assessment is required. However, schools can choose which assessment session to observe. For example, schools could choose to observe a session with a child who would possibly NOT be affected by another adult in the testing room.

LPSD Policy regarding Parent/Guardian Refusal (opt out) for Student Participation in Statewide Assessments

Statewide, standardized assessments are used to collect student achievement data, designate school performance, and compare school performance throughout the district, state, and nation. The Lake and Peninsula School District *requests* that each eligible student participate in statewide assessments. Students who do not participate in assessments are counted against performance indexes, and impact achievement data and comparisons. These are used to measure student achievement and guide efforts to distribute resources and students supports.

The Lake and Peninsula School District recognizes “the parent’s right to direct the education of the parent’s child” as outlined in Alaska HB 156 Sec 14.03.016. If a parent chooses to exercise this right they should inform site administration in writing. When possible the site instructional team (site administrator, teachers, others as appropriate) will meet with the parent to determine whether or not steps can be taken to include the student in assessments. The refusal form will be completed for each testing period. This document, the original letter, and any other appropriate documentation (IEP, phone log, emails,) will be collected and kept on file with the District Testing Coordinator.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

A new refusal must be submitted for each assessment period.

Student, Full Name	State Grade Level
Parent Name	

Date of initial parent request		Request Form	<input checked="" type="checkbox"/> Written	<input type="checkbox"/> Oral
Written: If parent preference was in writing, include the original with this report.				
Oral: Request parent put preference in writing. Then include the original with this report.				

Instructional Team Meeting held: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date:	
Team Member Name	Position	Signature	
	Principal		
	Head Teacher		
	Homeroom Teacher		
	Other		
	Other		

I received information on statewide assessments and choose to opt my student out of the following assessment: _____.

I understand that by signing the form that my school and I may lose valuable information about my student's academic achievement. Additionally, this may impact the ability of the state, district, and school to distribute resources equitably.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ **Date** _____

I certify that all information included in this document is correct. The parent(s) and student(s) have been given all requested information to make this decision.

District Representative Name (print) _____

District Representative Signature _____ **Date** _____