NeSA

Paper/Pencil &
Alternate Assessment

2015 NeSA-Reading, Mathematics, and Science Test Administration Training

February 19-20, 2015

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Agenda

- Key Dates
- Students Eligible for Paper/Pencil
- Scheduling the Test
- Accommodated Materials
- Test Security
- Preparing for Testing
- Handling Test Materials
- Questions & Answers
- NeSA-Alternate Assessment
  - Test Security
  - Handling Materials
  - Precoded Alternate Assessment Students
  - Newly Identified Alternate Assessment Students
  - Questions & Answers

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2015 NeSA-RMS Key Dates

Test Administration Training	February 19-20
Test Materials Delivered to Districts	March 2
eDIRECT Test Setup Available	March 2 – May 1
Districts Train School Personnel & Distribute Materials	One Week Prior to Test Window
NeSA-Reading, Mathematics, and Science Window	March 23 – May 1
Last Day for UPS to Pick Up Test Materials from Districts	May 6
NeSA WebEx on Reporting	July 6-8

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Students Eligible for Paper/Pencil Testing

- All students will be tested online – except those who
  - Have an IEP or 504 Plan that requires paper/pencil testing;
  - Are English Language Learner (ELL) students with an accommodation that allows paper/pencil testing (not necessarily a Spanish translation of the test – as Spanish is also available online);
  - Are contracted to an agency that does not allow internet access;
  - Are administered the NeSA-Alternate Assessment for Reading, Mathematics, or Science.

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Scheduling the Test

- NeSA-Reading, Mathematics, and Science
  - Two sessions for each subject
  - Untimed
  - Do not generally exceed 90 minutes
- Flexibility during the 6-week window
- Make-ups are required
- Recommend scheduling early in the window
- Recommend avoiding Mondays

Be certain Test Administrators understand the key dates and the district's testing schedule.

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Accommodated Materials

- Braille and large print versions of the test booklets are available for NeSA-Reading, Mathematics, and Science.
- Spanish translations of NeSA-Reading, Mathematics, and Science paper/pencil test booklets are available.
- Online versions of the NeSA-Reading, Mathematics, and Science tests are available in Spanish.

All paper/pencil accommodated, and Alternate Assessment versions of the NeSA-Reading, Mathematics, and Science tests are shipped by, and should be returned to, DRC.

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Test Security

- Tests are not to be viewed by anyone prior to testing.
- NeSA-Reading, Mathematics, and Science materials may not be reproduced.
- No coaching or feedback with regard to content.
- Student talking or sharing of responses should be prohibited.
- Move around the testing site and ensure that students are following instructions.

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Test Security

- Restrict electronic devices (e.g., smart phones, cell phones, iPods, PDAs, wristwatches with electronic displays, calculators, MP3 players, etc.).
- Recommend one assistant/proctor per 12 students, in addition to Test Administrator.
- Students must not be left alone with test materials.
- Students cannot take test materials out of the testing site.
- See test administration manual for comprehensive test security information.

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Preparing for Paper/Pencil Test Administration

- Materials will be delivered to District Assessment Contacts via UPS by March 2.
- Inventory materials.
- Order materials for additional students through eDIRECT > Materials > Additional Materials by March 17 to receive them before the testing window.
- Districts should distribute materials to School Test Coordinators by March 4.
- Train Test Administrators and prepare for testing the week of March 9.

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Inventory Materials

- District Assessment Contact will receive email notification from UPS with tracking numbers for all boxes.
- Notify DRC of any missing boxes.
- Materials are boxed separately and labeled by school.
- Open boxes immediately to inventory at district or distribute intact to schools for inventory.
- Retain original shipping boxes (district and school).

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District Test Materials

- District – Administrative Materials
  - 2015 NeSA-Reading, Mathematics, and Science Paper/Pencil Manual for Test Coordinators and Administrators
  - Copies of School Packing Lists
  - School Box Range Sheet
  - DRC Return Shipment Labels
  - UPS Return Shipment (RS) Labels
  - Electronic list of materials (eDIRECT)
- District – Secure Materials
  - Spanish Audio CDs for NeSA-Reading, Mathematics, and Science

School Test Materials

- School – Administrative Materials
  - 2015 NeSA-Reading, Mathematics, and Science Paper/Pencil Manual for Test Coordinators and Administrators
  - Reading, Mathematics, and/or Science Spanish Translation Directions (if ordered)
  - School Packing List
  - Security Checklist
- School – Secure Materials
  - Test Booklets and Answer Sheets
  - Alternate Assessment test materials

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Test Booklets and Answer Sheets

- Test booklets and answer sheets provided as singles.
- For each Spanish, Braille, and/or Large Print booklet ordered for a given subject, you will receive one general test booklet for that subject and an answer sheet.

Students using an accommodated form for multiple subjects should enter responses for all subjects in a single answer sheet.

Test Booklets and Answer Sheets

Please remember to –

- ✓ Store test materials securely.
- ✓ Record distribution on Security Checklist.
- ✓ Not distribute to Test Administrators until day of test.
- ✓ Return to secure storage ASAP after each day of testing.

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Barcode Labels

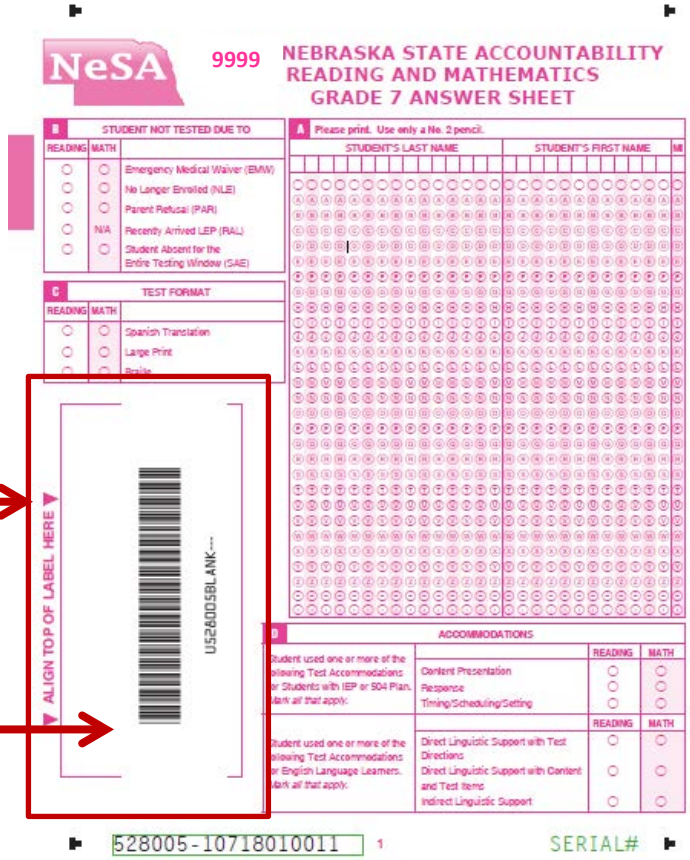
- PreID Labels – plain white
  - Alternate Assessment students only.
  - Student data is taken from NSSRS.
- District/School Labels – yellow stripe
  - Intended for students without PreID Labels.
  - Use label and fill in demographic information on answer sheets.
- Do Not Score Labels – green stripe
  - Contain barcodes that indicate the answer sheet should NOT be scored.

Barcode Labels – Answer Sheets

- Only students flagged as Alternate Assessment in NSSRS will have PreID Labels.
- For all other students testing paper/pencil - school personnel must affix District/School Labels to answer sheets and complete demographic information on pages 1 and 2 of the answer sheet.
- Destroy labels containing inaccurate information <u>before</u> affixing to answer sheets.
- Do not attempt to remove incorrect labels from answer sheets – cover with the appropriate label.
- Do not write on labels.

Barcode Labels – Answer Sheets

- Place Student PreID Labels, District/School Labels, and Do Not Score Labels on the front of the test booklet in the designated area ONLY.
- The preprinted Blank Barcode indicates a test booklet is completely unused.



Accommodations

- Accommodations for students with IEP or 504 Plans and English Language Learners must be reported on answer sheets.
- See NDE website for the Approved Accommodations Document.

http://www.education.ne.gov/assessment/pdfs/Approved_Accommodations.pdf

Accommodations

- NeSA-Reading and Mathematics
  - Grades 3, 4, 6, and 7

D	ACCOMMODATIONS		
Student used one or more of the following Test Accommodations for Students with IEP or 504 Plan. *Mark all that apply.*		READING	MATH
	Content Presentation	○	○
	Response	○	○
	Timing/Scheduling/Setting	○	○
Student used one or more of the following Test Accommodations for English Language Learners. *Mark all that apply.*		READING	MATH
	Direct Linguistic Support with Test Directions	○	○
	Direct Linguistic Support with Content and Test Items	○	○
	Indirect Linguistic Support	○	○

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Accommodations

- NeSA-Reading, Mathematics, and Science
  - Grades 5, 8, and 11

D	ACCOMMODATIONS			
Student used one or more of the following Test Accommodations for Students with IEP or 504 Plan. *Mark all that apply.*		READING	MATH	SCIENCE
	Content Presentation	○	○	○
	Response	○	○	○
	Timing/Scheduling/Setting	○	○	○
Student used one or more of the following Test Accommodations for English Language Learners. *Mark all that apply.*		READING	MATH	SCIENCE
	Direct Linguistic Support with Test Directions	○	○	○
	Direct Linguistic Support with Content and Test Items	○	○	○
	Indirect Linguistic Support	○	○	○

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Test Format

- Indicate student was administered a Spanish, Large Print, or Braille version of a test, if applicable.

Grades 3, 4, 6, and 7

C	TEST FORMAT	
READING	MATH	
○	○	Spanish Translation
○	○	Large Print
○	○	Braille

Grades 5, 8, and 11

C	TEST FORMAT		
READING	MATH	SCIENCE	
○	○	○	Spanish Translation
○	○	○	Large Print
○	○	○	Braille

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Student Not Tested Due To

- The reason a student was not tested in NeSA-Reading, Mathematics, and/or Science must be reported.
- Indicate on the answer sheet or online, but not in both places. (Not sure? Contact DRC Customer Service.)
- Recently Arrived LEP (RAL) is not applicable to NeSA-Mathematics or Science.

Grades 3, 4, 6, and 7

B	STUDENT NOT TESTED DUE TO	
READING	MATH	
○	○	Emergency Medical Waiver (EMW)
○	○	No Longer Enrolled (NLE)
○	○	Parent Refusal (PAR)
○	N/A	Recently Arrived LEP (RAL)
○	○	Student Absent for the Entire Testing Window (SAE)

Grades 5, 8, and 11

B	STUDENT NOT TESTED DUE TO		
READING	MATH	SCIENCE	
○	○	○	Emergency Medical Waiver (EMW)
○	○	○	No Longer Enrolled (NLE)
○	○	○	Parent Refusal (PAR)
○	N/A	N/A	Recently Arrived LEP (RAL)
○	○	○	Student Absent for the Entire Testing Window (SAE)

Student Records in the Online NeSA System

- All students contained in the NSSRS file were loaded into eDIRECT > Test Setup. Students flagged as Alternate Assessment were not added into test sessions.
- Do NOT edit/change online records for students taking paper/pencil or alternate assessments – complete applicable grids on answer sheets.
- Do NOT distribute Student Test Tickets for students taking paper/pencil or alternate assessments to Test Administrators– if printed, destroy them securely.

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Prepare Students for Testing

- Inform students of the scheduled test sessions in advance.
- Explain to the students why they are being given the test and how the results will be used.
- Students should realize that doing their best is important.

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Prepare Testing Locations

- Plan ahead – check schedules.
- Organize test materials.
- Provide a testing location with good lighting and comfortable seating and as free of outside disturbances as possible.
- Remove visual aids/clues.
- Post a TESTING IN PROGRESS sign.

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Materials Return

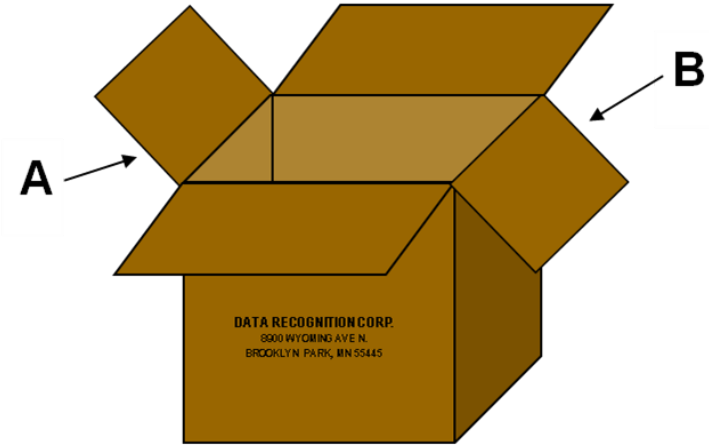
- Check:
  - ✓ All used answer sheets have labels;
  - ✓ No answer sheets are left in test booklets;
  - ✓ No scratch paper is left in answer sheets or test booklets.
- Retain Security Checklist.

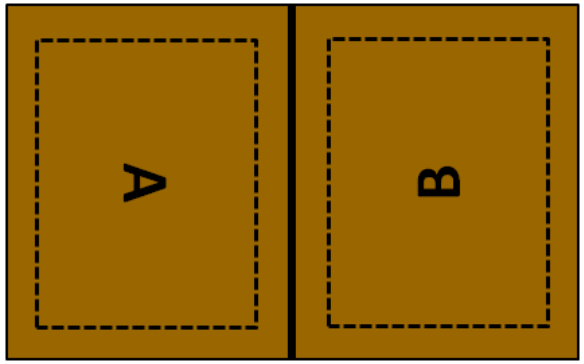
Materials Return

- School Test Coordinator
  - Return ALL used and unused Student Test Booklets, Answer Sheets, Alternate Assessment Student Test Booklets and Test Administration Manuals.
  - Use original boxes.
  - Separate answer sheets from test booklets.
  - Materials do not need to be grouped by class or grade.
  - Securely destroy scratch paper and manuals at the school. (Alternate Assessment Test Administration manuals are secure test materials and must be returned to DRC.)

Materials Return

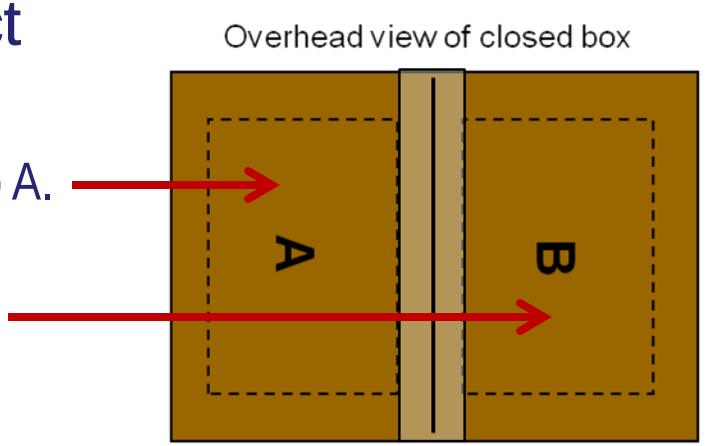
- District Assessment Contact
  - Condense school boxes when possible.
  - Fold the outer flaps (with old shipping labels) in, exposing the A & B flaps.
  - Seal boxes securely.





Materials Return

- District Assessment Contact
  - Affix DRC Return Label to Flap A.
  - Affix UPS RS Label to Flap B.
  - Record UPS tracking number.
  - Schedule pickup for no later than May 6.
  - Retain Security Checklist.



2015 NeSA-Reading, Mathematics, and Science Reports (including NeSA-AA)

- 2015 NeSA-Reading, Mathematics, and Science Reporting Workshops will be conducted via WebEx, July 6-8.
- Preliminary 2015 NeSA-RMS Reports posted to eDIRECT – July 8
  - Student Data File
  - Performance Level Summary (State, District, School)
  - Reading and Mathematics Indicator Summaries (State, District, School)
  - Science Grade Level Standard Summary (State, District, School)
  - District Report of School Performance
  - School Student Roster
  - Individual Student Report also available online
- Final 2015 NeSA-RMS Reports posted to eDIRECT – August 19
- Printed Individual Student Reports (include Writing) delivered to districts – September 3

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Where to Find Test Administration Manuals

- NDE Statewide Assessment Website
  - http://www.education.ne.gov/Assessment/
- DRC eDIRECT - https://ne.drcedirect.com
  - General Information > Documents > Administration – 2014-2015 NeSA-RMS

Questions & Answers

NeSA Customer Service

Call Toll Free - (866) 342-6280

Fax - (763) 268-2540

email

necustomerservice@datarecognitioncorp.com

8:00 A.M. – 5:00 P.M. CST

7:00 A.M. – 5:00 P.M. CST (March 16 – May 8, 2015)

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Test Security for NeSA- Alternate Assessment

- Test Security
  - Tests are to be administered on a one-to-one basis.
  - Test content is to be viewed only by those individuals directly responsible for test administration.
  - Test Administrators should study the NeSA-Alternate Assessment Administration Manual and become familiar with the test format prior to test administration.
  - Students must not be left alone with test materials.
  - Test Administrators should refer to the 2015 NeSA-Alternate Assessment Administration Manual for complete Test Security procedures.

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NeSA-Alternate Assessment Test Materials

- Secure Materials
  - ALL Alternate Assessment materials are Secure Materials
    - Alternate Assessment Administration Manuals
    - Alternate Assessment Student Test Booklets
    - Alternate Assessment Answer Sheets
  - Return all used and unused Alternate Assessment Materials to DRC.

No Alternate Assessment
test materials remain with the district.

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Alternate Assessment Test Materials Kits

- Alternate Assessment test materials are provided in kits, each containing:
  - One Administration Manual
  - One Student Test Booklet
  - One Answer Sheet
- Alternate Assessment test materials are grade- and form-specific. (Form A or B) Use one complete kit for each student.
- Alternate Assessment kits should be distributed to Test Administrators in advance.
- The Alternate Assessment is designed for one-on-one administration.
- Test Administrators record student responses on the answer sheets.

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Completing Alternate Assessment Answer Sheets

- Answer sheets are grade- and form-specific (Form A or B). Be certain the form of the Answer Sheet, Student Test Booklet, and Administration Manual match.
- STUDENT NAME (Section A), STUDENT NOT TESTED reasons (Section B), NO REPONSE (Section C), and ACCOMMODATIONS (Section D) must be filled in on page 1 of the answer sheet for all applicable students.
- Demographics (Sections E-J) on page 2 must be filled in for any student without a PreID Label.

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For Precoded Alternate Assessment Students

- Students flagged as taking the Alternate Assessment in NSSRS will be sent NeSA-AAR, NeSA-AAM, and NeSA-AAS test materials and PreID Labels.
- Students precoded for the Alternate Assessment are flagged in eDIRECT >Test Setup for ALL NeSA subjects, are not included in Test Sessions, and no Student Test Tickets will print for them.
- If a precoded student should be administered the Alternate Assessment in one subject but not in another, the district should contact NDE's Statewide Assessment Office.

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For Precoded Alternate Assessment Students

- If a precoded student will be administered the general NeSA for any subject, remove the Alternate Assessment flag in eDIRECT > Test Setup > Students > View/Edit > Demographics.
- NEW! Select "(None)" in the "Session Assignment" filter in eDIRECT > Test Setup > Students to find any student who is not already assigned to an online Test Session (includes all students precoded as Alternate Assessment).
- Move the student into the appropriate Test Session through eDIRECT > Test Setup > Test Sessions > View Edit > Find Students in order for Student Test Tickets to be printed for the student.

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For Newly Identified Alternate Assessment Students

- Order additional Alternate Assessment materials for students that need to take an Alternate Assessment but that were not pre-identified in NSSRS through eDIRECT > Materials > Additional Materials.
- PreID Labels are not provided for these students. Use a District/School Label and fill in demographic information on the answer sheet.
- If these students were precoded to take the general NeSA for any subject, log into eDIRECT > Test Setup > Students > View/Edit > Demographics and set the Alternate Assessment flag for the appropriate Content Area.

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For Newly Identified Alternate Assessment Students

- Other than changing the Alternate Assessment flag – do NOT edit/change online records for students taking the Alternate Assessment – complete applicable grids on answer sheets.
- Do NOT distribute Student Test Tickets to students taking the Alternate Assessment or to Test Administrators – if printed, destroy them securely.

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